



Accounts PAYABLE

Dear Valued Vendors,

Recently, ASRC Federal Facilities Logistics, LLC transitioned to Corpay Payment Automation for supplier payment processing. Using Corpay provides payment process efficiencies, enhanced fraud protection and quick access for our suppliers to view their payment information.

We appreciate your patience and apologize for any inconvenience as we continue to enhance our payment processes. To ensure you are informed about how this process works, please review the additional information below.

Submitting an Invoice

The process to submit an invoice to ASRC Federal will remain the same. You should continue to submit all invoices to sclaccountspayable@asrcfederal.com.

Receiving A Payment

Corpay offers payments in the form of paper check, Automated Clearing House (ACH) and credit card. ASRC Federal has provided Corpay your current payment preferences, and you will continue to receive payments as you do today. Remittance advices will be sent with all forms of payment. The remittance advice and/or bank deposit will show the name Nvoicepay, a dba of Corpay.

If you are set up to receive an ACH payment and instead received a paper check for your first invoice payment with Corpay, our team has provided ACH as your payment preference to Corpay. For future invoices, you will receive ACH payments.

As a supplier, you may access the Payment Command Center, Corpay's secure online payment portal, to view your invoice information and payment history, download full payment data, print past remittances and update your profile information. Access to the Payment Command Center can be set up after you receive your temporary password with your first remittance advice.

Updating Your Payment Preferences

You are no longer required to contact ASRC Federal to update your payment preferences (i.e., bank account). Once a change is submitted, Corpay will complete the process to validate any new bank account information. This validation is a fraud protection measure to protect you and ASRC Federal from bad actors. Until your banking information is verified, you will receive payment via a paper check. During the verification process, you are required to provide additional information to Corpay regarding the paper check received and the bank information for your payment. Once the verification process is complete, your ACH payment will resume.

There is also a voluntary option to enroll for payment via a credit card through Corpay's Mastercard, which provides the opportunity for faster payment receipt than your net terms with ASRC Federal. Credit card fees associated with this option are your sole responsibility. If you are already set up with Corpay to receive payment via Mastercard with another customer, this will be your default payment method for ASRC Federal payments. If you would like to make a change to how you receive your payment from ASRC Federal, contact Corpay Customer Service.



Questions & Support

Corpay has a dedicated support team to answer payment or vendor profile questions. Contact the Corpay Customer Service team, Monday through Friday from 6 a.m.- 5 p.m. PT. via phone or email:

- **Phone:** (877) 626-6332
- **Email:** For Payment questions/updates, paymentsupport@Corpay.com, or Enrollment questions/updates, vendors@Corpay.com

If you need to contact Corpay outside of their standard hours of operation, please leave a voicemail to receive a follow up call the next business day.

To contact the ASRC Federal Accounts Payable Helpdesk, call (973) 439-2858 or email, sclaccountspayable@asrcfederal.com.

Thank you for doing business with ASRC Federal!