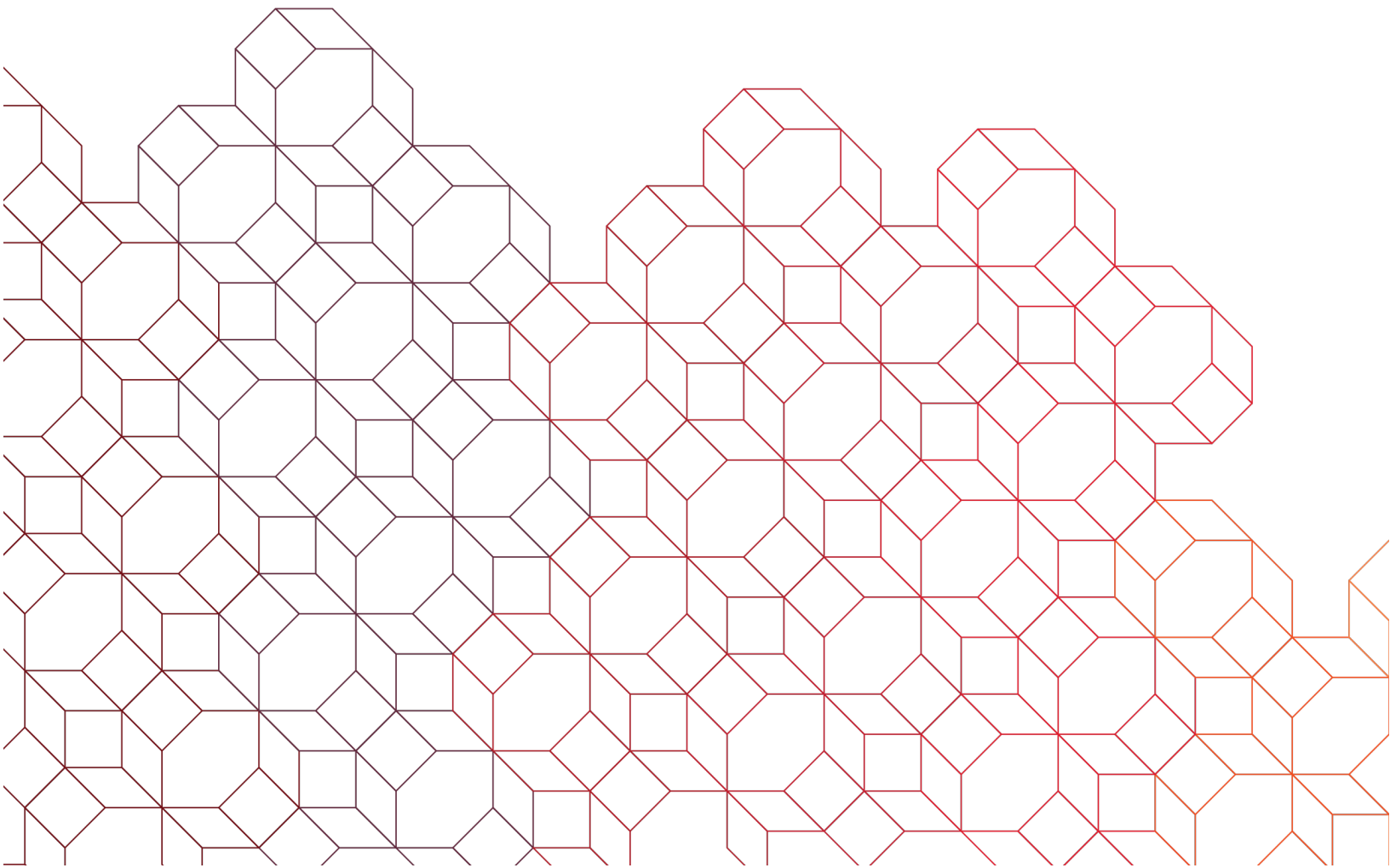




# Spend Control

Sample Text to Send a Supplier about Accepting Virtual Cards for Payment



## Sample Email / Letter Text

Dear **[insert name]**,

I am reaching out to you today because **[customer name]** is changing their accounts payable process and would like to know if you willing and able to accept credit card payments future invoices.

We provide a secure method of payment utilizing a virtual, one-time use card number for each payment that is initiated. Please note: this is not a credit card number you would maintain on file. For each payment, you will receive an email containing the virtual card information to be processed. That payment information will include the 16-digit credit card number, CVV code, expiration date, invoices being paid and correlating amounts due. You would then process the payment the same way you would process a credit card transaction.

Please advise if this process is acceptable and reply with the best email address to receive future payment information. Also, if this email should be sent to a different person or team for review, please reply with that contact information.

Some elements of this process to consider:

- Are you able to accept consolidated payments (multiple invoices on one credit card payment)?
- Is there a CAP on the amount you can process on that card transaction?
- Would there be a fee assessed to accept the card payment?

Thank you for your time, please reply with any questions you or your team may have.

Sincerely,

**[insert signature and info here]**

