

Supplier Enrolment Program

## Optional Acceptance Letter

[Date]

Dear [Supplier Contact Name],

[Company Name] is improving the way we purchase goods and services. To this end, we have issued company *Visa*® cards to our employees with the directive that our employees pay suppliers with their company *Visa* cards.

*Visa* cards give us the ability to control and reduce our procurement expenses. In addition, when we purchase goods from a supplier who accepts *Visa* payments, we can take advantage of enhanced levels of transaction data, such as sales tax and full invoice detail. This information helps us track expenses, comply with tax reporting requirements, and operate more efficiently.

*Visa* card acceptance can also bring significant benefits to your company, including:

- Improving your cash flow — you will receive payment within 1-3 days
- Reducing your need for lines of credit
- Reducing your payment processing costs
- Increasing your productivity — collection efforts are eliminated
- Strengthening your competitive position by enhancing your relationship with existing customers and by attracting new customers

We value our relationship with [Supplier Name] and we hope you will help us in our efforts to become more efficient by accepting *Visa* cards as a form of payment. We look forward to growing our ongoing relationship with you.

Yours truly,

[Corporate Purchasing Contact Name]

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