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## Visa<sup>\*</sup> Supplier Matching Service

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Make your procure-to-pay process efficient with the *Visa* Supplier Matching Service. This practical business tool allows you to determine which of your suppliers accept *Visa* cards as a form of payment. It's an easy way to optimize your procurement process by minimizing costs and maximizing purchasing efficiencies.

### Know Your Suppliers

Writing cheques to individual suppliers is a more costly, labour-intensive process than paying for the goods and services your business needs with your *Visa* card program and making one payment to your Financial Institution.

The *Visa* Supplier Matching Service highlights which of your Canadian and/or U.S. suppliers accept *Visa* cards. This information can help you make more informed purchasing decisions.

### Here's how to use the *Visa* Supplier Matching Service:

1. First, using *Microsoft*<sup>®</sup> Excel, prepare a Supplier File.
2. Next, send your completed Supplier File to your *Visa* Issuing Financial Institution for processing.
3. Your *Visa* Issuing Financial Institution will provide you with a Results File that consists of your original data, plus a "matched" column showing your current suppliers who accept *Visa* cards as a form of payment. See Table 2 for an example.

### Guidelines for Preparing a Supplier File

To create your Supplier File, *Visa* recommends using *Microsoft*<sup>®</sup> Excel 97/2000/XP or comma separated text. (You can also use *Microsoft*<sup>®</sup> Access or a fixed-width text format.)

Tips for *Microsoft*<sup>®</sup> Excel users:

- Compile information only on the first worksheet. The Supplier Matching Service only matches the first sheet.
- Turn off all filtering.
- Include column headers to avoid matching delays.
- Use only the first row for column headers.
- Delete all blank rows; otherwise, they may be counted as unmatched suppliers.
- If you must include other information, place it in the columns to the right of the data columns.
- Do not include formulas.

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Follow these tips for optimum matching results:

- Include only Canadian and/or U.S. suppliers suitable to your Visa Commercial payment program.
- Do not include internal payees, taxing authorities, or duplicate/inactive suppliers.
- Adhere to these layout guidelines:
  - Ensure each data element has its own column. The Supplier Matching Service will not recognize a single column with too much detail (e.g. *City, Province, Postal Code* should all be separate fields).
  - Always include the *Supplier/Vendor Name*.
  - Use only one column for the street address. If your file has multiple columns for the street address, select the one you think is best for matching purposes and label it *Address*.
  - Ensure your file size does not exceed 5 MB. If larger, break into multiple files of 5 MB or less.

Follow this example when preparing your supplier file:

Table 1:

Supplier/ Vendor Name	Address	City	State/ Province	Zip Code / Postal Code	Country	Supplier/ Vendor Identification Number	Annual Transaction Count	Annual Dollar Volume
REQUIRED	IMPORTANT BUT OPTIONAL	IMPORTANT BUT OPTIONAL	IMPORTANT BUT OPTIONAL	IMPORTANT BUT OPTIONAL	IMPORTANT BUT OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL

### Here's an example of how your Results File would look:

Table 2:

Visa Data	Client-supplied Data						
Visa Match Data	Supplier/Vendor Name	Address	City	State / Province	Zip Code / Postal Code	Annual Transaction Count	Annual Dollar Volume
YES	ABC Widgets	123 First St	North York	ON	M1E 3Y4	112	\$10,982
YES	Best Office Supply	5900 Main St	Vancouver	BC	VSL 3S2	346	\$76,880
YES	Capital Goods	4455 Market St	San Mateo	CA	94112	33	\$31,460
NO	S&S Inc	6500 McLeod St	Calgary	AB	T2H 0K9	75	\$25,480
NO	Worldwide Depot	45 Monroe St	Detroit	MI	48226	21	\$18,010
YES	Première Banque	196 King St	Montréal	QC	H1T 4B6	15	\$12,431

The information in your Results File will show you which of your suppliers accept Visa cards as a form of payment.

Armed with this information, you will be in a position to streamline your procurement process by paying these suppliers with a Visa card program, rather than with the more costly cheque payment process.

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### Suppliers don't accept Visa cards as a form of payment?

Organizations that use Visa card programs often express the desire that more of their suppliers should accept Visa cards as a form of payment. The Visa Supplier Enrolment Program is a tool that provides sales leads to Acquirers regarding non-accepting suppliers so that these suppliers can be signed up to become Visa merchants.

### Here's how you can encourage Visa card acceptance with the Visa Supplier Enrolment Program:

1. First, review the Results File produced for you under the Visa Supplier Matching Service.
2. Next, determine which suppliers who do not currently accept Visa cards as a form of payment are good candidates for inclusion within your Visa card program.
3. Use the attached Visa Supplier Enrolment Program acceptance letter template or draft your own acceptance letter to personally inform those suppliers of your desire to pay them with your organization's Visa card program.
4. Then, prepare a "Non-acceptors" file (see below) and send the file together with the acceptance letters you prepared to your Visa Issuing Financial Institution for processing.

Once a supplier found on the Non-acceptors file begins to accept Visa cards as a form of payment, your Visa Issuing Financial Institution will inform you of their new status.

Follow this example when preparing a non-acceptors file:

Supplier/ Vendor Name	Address	City	State/ Province	Zip Code/ Postal Code	Telephone	Contact Name	Annual Transaction Count	Annual Dollar Volume
REQUIRED	IMPORTANT BUT OPTIONAL	IMPORTANT BUT OPTIONAL	IMPORTANT BUT OPTIONAL	IMPORTANT BUT OPTIONAL	IMPORTANT BUT OPTIONAL	IMPORTANT BUT OPTIONAL	IMPORTANT BUT OPTIONAL	IMPORTANT BUT OPTIONAL

### Find out more

For more information about the Visa Supplier Matching Service or the Visa Supplier Enrolment Program, please contact your Visa Issuing Financial Institution or visit [www.visa.ca](http://www.visa.ca) where you can also find information on how a Visa card program can help streamline your procurement process.

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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