

INSERT CORPORATE LOGO

Company Name
Company Address

Date: MM/DD/YY

Dear **Supplier**,

As part of our ongoing efforts to increase efficiency in our supply chain, we have decided to implement a VISA Purchasing/Corporate/Commercial Card Program to be used as payment to our suppliers.

An integral part of the VISA Purchasing/Commercial/Corporate Card program is VISA Enhanced Data Services which facilitates the passing of invoice details, in addition to the financial data normally found on basic VISA statements, from suppliers to our back office systems. This additional information helps maximize the efficiency of purchasing and tax reporting while minimizing administration. It will also assist in monitoring procurement spend more effectively.

For our Suppliers, acceptance of VISA Purchasing/Corporate/Commercial Cards provides guaranteed payment within 48 to 72 hours and an opportunity to significantly reduce the processing costs associated with purchase orders, invoices and cheques. In addition, providing VISA Enhanced Data reduces the need for suppliers to provide detailed reporting to their clients because the reporting process is automated and the information is passed with the Visa financial transaction.

For those unfamiliar with VISA Purchasing/Corporate/Commercial Cards, you can find information at the following website;

<http://www.visa.ca/purchasing>
<http://www.visa.ca/corporate>
<http://www.visa.ca/commercial>

We request that you provide line item detail to Visa Canada so that we can benefit from the additional information and the insight that it provides. In the next few weeks, Visa Canada's Enhanced Data delivery partner, Caledon Card Services will contact you to discuss implementation options and program costs. If you prefer, please feel free to contact Caledon Card Services directly at (905) 702-9909 or visit their website at www.caledoncard.com. In addition, we would be happy to answer any questions you may have about this new requirement.

We appreciate your support of this initiative and look forward to furthering our business relationship with you.

Sincerely,