**What is vPay?**

- vPay is a virtual payment
- Embedded, secure American Express virtual card solution transmitted to suppliers via a faxed Purchase order
- The card will only be active for 30 days, and supplier can only charge up to the amount of the PO

**Why vPay?**

- Will expedite the ordering process
- Will provide us with the American Express protection for purchases
- Suppliers are paid in a timely fashion [within 72 hours] - will lead to supplier relationship improvement
- AMEX acceptance is within 1-2% of the acceptance of MC/Visa and nearly 100% for business to business

**When will vPay be used?**

- Quick turnaround time (< 30 Days)
- Procurement of goods
- Supplier will accept American Express and a faxed PO
- One FOAPAL
vPay PO

- Starts with “VP”
- vPay “eligible” suppliers will have the “vPay” icon vPay
- Does not feed to Banner/no encumbrance
- Requires receipt
- No invoice
- Charge from Supplier is fed from AMEX directly to the GL

Standard PO

- Starts with “P0”
- Feeds to Banner/Encumbers funds
- Invoice is processed for settlement
- No receipt required
vPay lifecycle

- Requisition Submitted
- PS Reviews for vPay eligibility
- vPay PO created
- Requisitioner notified via email that Receipt required/notification created

- Follows normal Requisition workflow – including budget check
- ALL IN QUOTES REQUIRED

- Quantity Receipt Created
- Status of PO will show as “Fully Received”

- Icon does not mean all orders will go vPay

- Receipt document will require that packing slip or some form of proof of receipt of goods be attached
- Receipt only confirms that goods were received – no impact on payment/budget

- GL Feed of actual settlement data will feed to Banner – PO# and supplier name will be included – no direct tie to what is in OSCAR

- Icon does not mean all orders will go vPay
Managing vPay POs

- Searching for them – use the doc search and type in “VP” in the PO# field

- Understanding what status they are in:

<table>
<thead>
<tr>
<th>PO#</th>
<th>Supplier</th>
<th>Date</th>
<th>Order#</th>
<th>Assignee</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>VP0000228</td>
<td>Penwell Corporation</td>
<td>2/26/2016 4:38 PM</td>
<td>71664729</td>
<td>Jamie Auger</td>
<td>Sent, Fully Received, No Matches</td>
</tr>
<tr>
<td>VP0000227</td>
<td>Mistras Group Inc.</td>
<td>2/26/2016 3:40 PM</td>
<td>71548839</td>
<td>Esther Rendano</td>
<td>Sent, Fully Received, No Matches</td>
</tr>
<tr>
<td>VP0000226</td>
<td>Movin Ads &amp; Signs, LLC</td>
<td>2/26/2016 3:00 PM</td>
<td>71221030</td>
<td>Denise Elwell</td>
<td>Sent, Fully Received, No Matches</td>
</tr>
<tr>
<td>VP0000225</td>
<td>LightLab International, LLC</td>
<td>2/25/2016 4:01 PM</td>
<td>71139775</td>
<td>Bonnie Westlake</td>
<td>Sent, Receipt-Required, No Matches</td>
</tr>
</tbody>
</table>
Exceptions/FAQs

• Meaning behind vPay icon  
  • Supplier is “eligible” for the vPay program – does not mean ALL po’s will be issued using vPay for that supplier

• “All in Quote” required
• Invoices for vPay – PO# suppliers/PO’s
• Impact of receipt
• Questions from suppliers
vPay Reference Materials

• For campus:
  – On the “Training/Reference Materials” page of the PS website there are 2 guides:
    – vPay Reference Guide:
      » reference for requisitioners on the vPay process from the PO going out, to the receipt
        that will need to be created
    – vPay Reconciliation Guide:
      » Reference for business managers who are reviewing the ledger

• For Suppliers:
  – If you receive a call from a supplier regarding a vPay PO please direct them
    to Procurement

• Monthly Office Hour Sessions
  – vPay and all OSCAR/Concur/Research/Data Warehouse questions welcome! No reservation required

• Email procurement_support@lists.rpi.edu