Rensselaer Polytechnic Institute is digitizing its procurement and payment processes and is implementing a preferred settlement tool, **American Express® vPayment**.

This American Express virtual credit card account works much like any other American Express credit card account today. As one of Rensselaer’s suppliers please read the following procedures related to the vPayment process:

**vPayment Basics**

- Each order from Rensselaer will have its own vPayment credit card number assigned, which is pre-authorized for the dollar amount of the order plus any applicable tax, fees, charges, shipping costs, etc. The purchase order will reflect the amount of the “all in” quote that was provided by your business. Attempts to charge an amount greater than the amount of the purchase order will result in a decline.
- If shipping costs are not included in the “all in” quote a shipping account number may be provided on the purchase order.
- Credits can be processed to the original vPayment credit card number that was used for the initial order.

**Shipments**

- Please authorize the card only for the goods currently being shipped.
- Please process a separate authorization and settlement transaction for each shipment. Do not process two settlements against the same authorization code. Do not settle without an authorization code.

**vPayment Credit Card Information**

- vPayment credit card numbers are specific to each purchase order, therefore you are requested to not add a vPayment credit card number to our client profile.
- The name on the vPayment credit card number is “Rensselaer vPay” and the billing address is 110 8th St Troy, NY 12180. Billing and shipping addresses will not match. However, it is not necessary to have matching billing and shipping address when processing a vPayment.

**Support**

- If you require any verification related to an order or receive a decline when attempting to authorize a transaction, please contact American Express at 1-800-279-6069. You will need to provide either the VP PO# or the credit card number.

Rensselaer is committed to this initiative and we welcome your continued support.

Thank you,

Rensselaer Polytechnic Institute