



## University of Connecticut Virtual Payables Initiative

Dear Valued Supplier:

University of Connecticut, in partnership with Bank of America, has launched an electronic accounts payable solution to facilitate post-invoice payments to our suppliers. This solution leverages a Virtual Payables commercial card account. Our goal is to leverage this Virtual Payables Card program in order to gain process efficiencies, facilitate better working capital management, and reduce the overall cost associated with processing check transactions.

As a key supplier to the University of Connecticut, we would like to start paying you with our Bank of America Virtual Payables Card instead of by check or other payment methods.

Specific benefits you may experience when you accept payment via the Virtual Payables Card program:

- Accelerated and guaranteed payment which improves cash flow
- Reduced paperwork and streamlined accounts receivables process
- Real-time notifications for each card payment
- Complete remittance detail to support efficient receivables posting
- No changes or modifications to your existing card acceptance procedures

The Virtual Payables Card program is an important initiative for the University of Connecticut and, as such, we expect the support of our supplier community. We intend to pay suppliers who participate in our Virtual Payables Card program upon approval of invoices, which will result in significant payment acceleration versus the Standard State payment terms of net 45 days. An authorized representative calling on behalf of the University of Connecticut will be contacting you in the coming weeks to discuss this initiative.

### **How It Works:**

There are two options available to you for accepting Virtual Card Payments -

- 1) Dedicated Card Account** - Your company is issued a 16-digit virtual card account number and keeps this information on file. The last 4 digits of this card account number will accompany each payment received.
- 2) Secure Email Delivery** - Your company does not wish to house the 16-digit virtual card account number; instead, you will leverage a secure email process to access the full account number with each payment received.

Our representative at Bank of America will review these options with you and help you determine the best option to suit your needs. Once you are enrolled in the University of

Connecticut Virtual Card Payables program, for any future payment you will receive an automated remittance notification email alerting you of the amount to charge and other pertinent details of the transaction.

**To Enroll:**

To enroll in this new payment arrangement, please have an authorized company representative complete the below fields for each appropriate remittance address and email your acknowledgement to [virtualpayables-supplierenrollment@bofa.com](mailto:virtualpayables-supplierenrollment@bofa.com).

<Vendor Name>

Legal Company Name: (if different than above)	
Please Select Option:	<input type="checkbox"/> [Option 1] Dedicated Card Account <input type="checkbox"/> [Option 2] Secure Email Delivery
<b>Acknowledgement</b>	<input type="checkbox"/> <b>I understand this is a credit card product and requires the ability to process a credit card transaction in order to enroll. I understand I will not receive a physical credit card.</b>
Physical Address:	
City:	
State:	
Zip Code:	
Contact Name:	
Contact Title:	
Contact Phone:	
Remittance Email(s)*:	
CVV2 Required:	[Yes] [No] <a href="#">What is this?</a>

\*This is either a Receivable Department email or designated person to process card transaction payments. This email address will receive a link to the card account details required to transact the payment. We recommend a shared distribution group email box and not a single recipient.

Please contact the University of Connecticut enrollment team by email at [virtualpayables-supplierenrollment@bofa.com](mailto:virtualpayables-supplierenrollment@bofa.com) with questions or for further assistance.

To learn more about how Virtual Payables works and the many benefits of accepting payments by credit card, or to review frequently asked questions, go to: <http://www.bofaml.com/virtualpayables>.

Thank you in advance for supporting our program.  
Sincerely,

**Patricia Casey**

Associate Vice President, Financial Operations and Controller  
University of Connecticut