Supply Chain Management
Corporate Card Program
2500 University Drive NW
Calgary, AB T2N 1N4
https://www.ucalgary.ca/finance/purchasing-
distribution/suppliers

Visa Payables Automation (VPA) Program

Supply Chain at the University has partnered with Scotiabank to offer an automated payment option to our supplier community. Our goal is to leverage the commercial card program in order to streamline the payment process, minimize risk of fraud and to reduce the cost of manual payment processing.

How does VPA benefit our suppliers?

- **Accelerated payments** – The Universities payment term for suppliers who accept VPA as a payment method is net 0 – 7 days from invoice approval.
- **Process efficiency** – reduced paperwork and streamlined accounts receivables process.
- **Improved security and privacy -** Reduction in fraud as no supplier banking details are stored
- **Strengthened partner relationship with the University**

Who can use Visa Payables?

UofC's virtual Visa Payables program is available to any Canadian or U.S. business supplier who has a Visa merchant account and can accept credit card payments.

How it works:

When a supplier enrolls in the Visa Payables program the UofC creates a virtual credit card exclusively for payments to the supplier.

> **Payment Process -** *Once a virutal credit card is created by UofC*
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> o The supplier submits an invoice to UofC
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> o UofC processes the invoice for payment
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> o UofC sends the the supplier a notification with payment details and instructions
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> o The suppliers charges the virtual UofC payables credit card for the payment

Upon enrolling, suppliers will be directed to access a secure website to obtain the credit card account which will be used to process future VPA payments. When receiving a VPA payment, suppliers will receive an automated remittance notification email alerting the supplier of the payment available for deposit, along with other pertinent details of the transaction.

The following URL will demonstrate how the Visa Payables Automation application functions from the perspective of a supplier or recipient payee.

https://vimeo.com/449010388/7625e78855

Questions:
If you have questions regarding the University of Calgary VPA program, please contact the UService team at finance@ucalgary.ca or (403) 210-9300

To enroll in the University of Calgary VPA program:
To enroll in this program, please have an authorized company representative complete the fields below for each appropriate remittance address and email your acknowledgement to finance@ucalgary.ca.

Company Name:	
Remittance Address:	
City:	
Province/State:	
Country:	
Postal/Zip Code:	
Contact Name:	
Contact Title:	
Contact Phone:	
Remittance Email(s)*:	

This is either an Accounts Receivable Department email or designated person to process payment transactions.

Once the University has set the supplier up in the VPA system, a "welcome" email will be sent to the supplier outlining additional information on the program. All payments from the University will be made via VPA going forward.

To assist with first VPA payments, the University will walk suppliers though the initial payment to ensure a successful processing. Please contact finance@ucalgary.ca for this support.