

## Single-Use Accounts – Supplier Services

### Quickly Realize the Benefits of Single-Use Accounts

Single-Use Accounts can help your company reach its goals of improving cash flow, earning corporate rebates and eliminating paper processing. Supplier participation in your Single-Use Accounts program is critical for success, and J.P. Morgan Supplier Services is an integral part of your implementation process that enables your employees to remain focused on the business, while we help recruit your suppliers.

#### Four Steps to Supplier Enablement

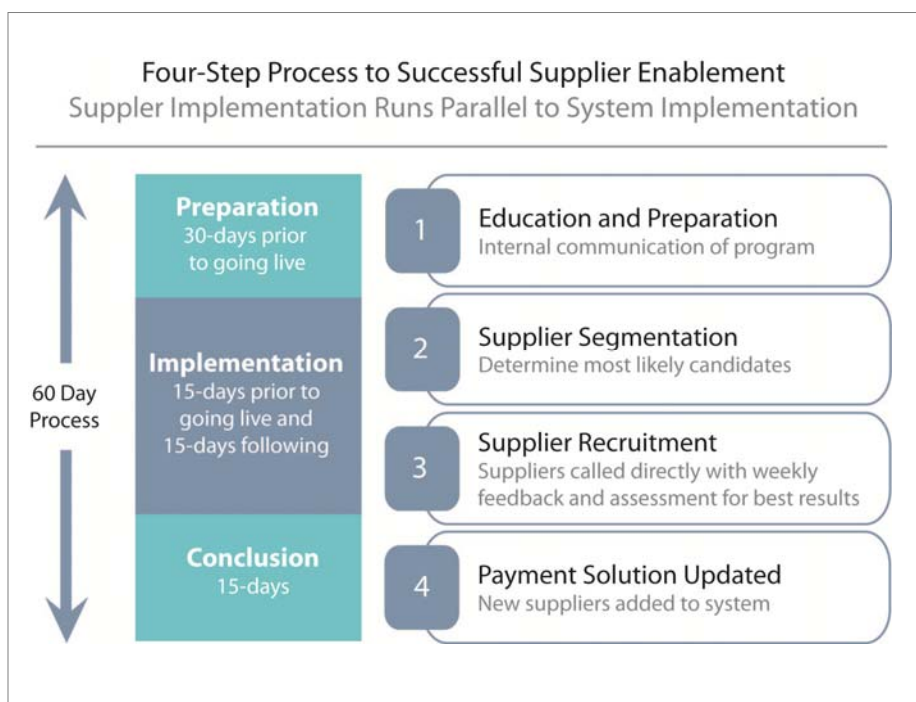
J.P. Morgan Supplier Services consists of a supplier assessment and an outreach group. They specialize in helping suppliers easily transition from one payment form to another (e.g., moving from check payments to Single-Use Accounts payments). The four-step Supplier Services engagement takes eight weeks and runs in parallel with your Single-Use Accounts implementation process.

##### 1. Education and Preparation

Understanding the supplier services process is an important first step. You will be assigned to a Program Manager who will walk you through the process, program requirements and best practices, providing information that will ensure everyone is ready for the program.

##### 2. Suppliers Segmentation

Not all suppliers are suited for Single-Use Accounts, so J.P. Morgan Suppliers Services created a simple process to determine which suppliers should be targeted for your program.



To begin, your Program Manager will need 12 months of payment history for your supplier base. This information includes:

- Supplier name, address, tax ID, contact name and phone number
- Payments made to the supplier over the last 12 months
- Discount and payment terms, if any
- Your account number or the last invoice paid

Your Program Manager will use this data to segment your supplier list and identify the targeted suppliers for your Single-Use Accounts program. The key elements of the segmentation process include:

- Identifying card-accepting suppliers
- Reviewing suppliers without payment discount terms
- Excluding international and resistant suppliers such as the federal government and financial institutions

This targets suppliers with the highest propensity to convert to Single-Use Accounts, typically 40% of your targeted supplier base.

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For more information, please contact your J.P. Morgan Treasury Services representative or visit [jpmorgan.com/ts](http://jpmorgan.com/ts).

### Communicating Supplier Value

Like all other card-based products, Single-Use Accounts requires suppliers to pay credit-card processing fees. This minimal expense translates into real value for the supplier through faster payment, elimination of check-processing hassles, electronic remittance and providing a stronger buyer/supplier relationship overall. J.P. Morgan Supplier Services focuses on communicating this value to your suppliers.

#### 3. Supplier Recruitment

Your Program Manager will provide a scope of work (Scope) document that outlines your supplier recruitment campaign.

The Scope includes the targeted supplier list, a campaign time line and the templates that will be used when communicating to your suppliers.

Once approved, the active supplier recruitment campaign begins, starting with direct phone calls on your behalf to your suppliers, informing them of your Single-Use Accounts program. Our calling team outlines the benefits of Single-Use Accounts and your expectations as

the buyer. Suppliers initially accept verbally and then confirm with an e-mail following the call.

Your Program Manager works closely with you, providing weekly reports detailing progress for each supplier.

#### 4. Payment Solution Updated

Once the integration is complete, you will be able to update your payment system to begin paying recruited suppliers with Single-Use Accounts.

With J.P. Morgan Supplier Services and Single-Use Accounts, you and your suppliers are able to realize the benefits of electronic payments, eliminate manual check-processing costs and improve days-payable-outstanding (DPO) and days-sales-outstanding (DSO).