

Dear Sirs,

The University of Huddersfield is looking at ways to add effectiveness and efficiency to the way we pay our valued suppliers. As a result we would like to advise you of our decision to use VISA Purchasing Card as our preferred method of paying for goods and services instead of by cheque or bank transfer. This will speed up payment and enable a more efficient purchasing process.

Why Receive Payment This Way? The Benefits

As a payment method, this process offers a number of efficiencies compared to the traditional procurement process for the University of Huddersfield and for you as our supplier.

The specific transactions will be processed either through our E-Marketplace using a virtual card, or by Individual cards held by staff in our Schools and Services. You will receive quicker payments, improving your cash flow with every purchase. Card acceptance will also reduce your billing and collection costs, and joining our e-marketplace will also reduce your marketing and catalogue costs with a free website being provided to every supplier who joins our e-marketplace. .

Potential benefits of accepting payments via this process include:

- Prompt payment and consistent cash flow
- Reduced paperwork and streamlined accounts receivables process
- Enhanced cost allocation
- Policed payment process
- Improved customer relationships & competitive advantage

Next Steps

Our nominated card provider Barclaycard Commercial Payments are working closely with us to advise our suppliers of this process and aid in the implementation of this payment method. This may include setting your organisation up for the acceptance of Visa cards & providing Line Item Detail. Gaining this capability is a very simple process.

Their commitment is to make this development as cost effective for all our suppliers as possible, and to help all of our suppliers take advantage of the opportunities for business growth this creates.

Our expectation is that the use of accepting payments this way will not alter your existing commercial terms

Eric Mboura, Supplier Enablement Manager for Barclaycard is available, to detail the process, requirements and answer any questions you have. He will subsequently keep me informed and notify when you are in a position to process such transactions.

Should you have any immediate queries you can contact me on 01484 473371 or Eric on 07881318387.

Thank-you for your attention,

Yours faithfully,

John Thompson MCIPS
Head of Procurement
University of Huddersfield