



STRATEGIC PROCUREMENT SERVICES

Rideau Building, 3rd Floor

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Visa Payables Automation (VPA) Program

Queen's Strategic Procurement Services (SPS) has partnered with Scotiabank to offer Visa Payables Automation (VPA) as a payment option to our supplier community. Our goal is to leverage the commercial card program in order to improve process efficiencies and to reduce the cost of manual payment processing.

How does VPA benefit our suppliers?

- **Payment efficiency** – Queen's payment term for suppliers who accept VPA as a payment method is net 0 – 7 days from invoice approval. Queen's posted payment terms for other methods is listed at: <https://www.queensu.ca/procurement/acquire-accounts-payable/accounts-payable>
- **Working capital benefits** – reducing receivables and accelerating cash flow into the organization by:
 - The cost of borrowing is greater than the merchant fees resulting in a net gain;
 - More predictability around cash;
 - Leveraging reporting allows for easy reconciliation of invoicing; and
 - Resource effectiveness through easy access to data and getting funds sooner.
- **Process efficiency** – reduced paperwork and streamlined accounts receivables process.
- **Statistically lower risk of fraud**
- **Customer acquisition and retention** – by accepting VPA, suppliers provide a valued service which may be a determining factor in becoming or remaining a preferred supplier of Queen's. As Queen's seek to concentrate spend, suppliers who offer flexible and beneficial payments solutions may receive increased business and strengthen their competitive advantage with Queen's and other clients

How it works:

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.

<http://visa.adobeconnect.com/p7fohmqiepg/>

Questions:

If you have questions regarding Queen's VPA program, please contact:

Diane Begin, Accounts Payable Lead

Email: begin@queensu.ca

Phone: (613) 533-6000 ext. 74166

To enroll in the Queen’s 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 Diane Begin.

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 Queen’s 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 Queen’s will be made via VPA going forward.

To assist with first VPA payments, Queen’s will walk suppliers through the initial payment to ensure a successful processing. Please contact Diane Begin for this support.