



## Single Use Account (SUA ) Supplier Enrollment - FAQ

The University of Chicago is undertaking a strategic initiative that will automate transactions with our suppliers, increasing compliance with our accounts payable (AP) processes and procedures, while reducing transaction costs and paper usage. The University of Chicago has selected J.P. Morgan Chase to provide us with best-in-class payments services. This solution is already being used by a number of our key suppliers with their other customers.

Since supplier adoption is key to the success of this initiative, we are asking for your assistance and support in conveying to your suppliers the importance of their enrollment and participation in this initiative. J.P. Morgan's Supplier Recruitment Team will be reaching out to our suppliers to help them through the enrollment process. We ask that you also confirm to your suppliers, if asked, that SUA Credit Card is the preferred means of transacting with The University of Chicago. More details about this program and the supplier enrollment process are included below.

QUESTIONS	ANSWERS
1. What is our relationship with JP Morgan?	<ul style="list-style-type: none"><li>To streamline our payment process, we are working with J.P. Morgan to implement a Single-Use Accounts (SUA) solution.</li><li>Our Single-Use Accounts (SUA) product is an electronic card payment program that allows our suppliers to automate the disbursement and reconciliation of their receivables.</li></ul>
2. How do suppliers receive and process a SUA payment?	<ul style="list-style-type: none"><li>When a payment is issued, an email will be sent to the confirmed payment notification email address notifying the supplier a payment is ready for processing. It will contain the unique account number, expiration date of the SUA account number, and remittance information of the invoices being paid.</li><li>To process the payment, the supplier enters the full account and any other required information into their card payment processing system.</li></ul>
3. Is there a fee for suppliers to accept SUA?	<ul style="list-style-type: none"><li>There is no additional cost from J.P. Morgan for SUA payment acceptance. Suppliers' credit card processing fees do apply.</li></ul>
4. What technical effort is required to enroll as a supplier?	<ul style="list-style-type: none"><li>There is no technical effort required to enroll a supplier.</li><li>The solution is entirely independent of a supplier's invoicing and payment systems and does not require any on-site software.</li></ul>
5. When will suppliers begin receiving SUA payments?	<ul style="list-style-type: none"><li>Enrolled suppliers will begin receiving SUA payments once an invoice is ready to be paid.</li></ul>
6. Why should suppliers accept SUA?	<ul style="list-style-type: none"><li>Accelerated payments can help reduce days sales outstanding (DSO), improving cash flow for the company.</li></ul>