PITT & JP Morgan Chase

Electronic Payment Options
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Enrollment is a Phased Process

JPMorgan will be reaching out to:
- Approximately 1200 Suppliers which are mainly comprised of B2B Suppliers.
- These are businesses that JPMorgan believes will accept a Virtual Card payment.

Payment Processing will be:
- Reaching out to the remaining suppliers.
- A log has been started from web inquiry forms and emails submitted from suppliers and departments that requested to be added to the electronic payment options.
- Reviewing a report based on spend and then, systematically working through the supplier list to the end; by contacting and obtaining the required information.
Payment Terms

Virtual Card
• Immediate, upon final approval of the invoice.

ACH
• Net 45 Days of the invoice date
• This eliminates:
  • Mailing time
  • Depositing checks at the bank
  • Lost checks
  • Need for checks to be voided and reissued

Check
• Net 60 Days, Upon final approval of the invoice.
• These are Pitt’s payment terms based on invoice date and then payment method selected by the supplier.
Why are we extending payment terms to our suppliers?
Virtual Card
Acts just like a credit card payment except the 16-digit card number is emailed directly to the supplier the day the payment is processed.

Supplier is paid at IMMEDIATE terms with this payment method.

• The supplier receiving the Virtual Card payment MUST have a relationship with a merchant service or bank that permits the supplier to accept credit card payments.

• JPMorgan nor Pitt charges any fees to the supplier to accept this type of electronic payment.

• Although JPMorgan and Pitt does not charge a fee, the supplier’s Merchant Service or Bank may charge a fee that was negotiated between the Supplier and their Merchant Service or Bank.

• An email will be sent to the email address that Pitt has on file for the Supplier that was used during the enrollment process.
  - This is directly tied to the remittance address
Automated Clearing House (ACH)
Direct Deposit made directly to the Supplier’s bank account.

- During the enrollment process, the supplier will enter the following banking information directly into JPMorgan’s secure system:
  - Bank Name
  - Bank Routing Number
  - Bank Account Number
  - Bank Account Type
    - Checking or Savings
- An email will be sent to the email address that Pitt has on file for the Supplier that was used during the enrollment process.
  - This is directly tied to the remittance address.

Supplier is paid at 45day payment terms with this payment method.
Checks will remain as a payment option and method from PITT. The checks are printed and mailed by JPMorgan the day following the check run.

- Please note that the USPS, US Postal Service, is experiencing exceptional delays in mail delivery.
- Historically, Payment Processing has seen checks take up to 4-6-8 weeks to be delivered.
- Due to this issue, Payment Processing does not stop, void and reissue a check until after a minimum 6 weeks.

Supplier is paid at 60 day payment terms with this payment method.

Checks should be a last resort options for supplier payments.
Enrollment Process with JPMorgan

If you have a supplier that wants to be added to the JPMorgan enrollment process, please follow either of the steps below:

**Contact Customer Service:**
- PPTCustomerService@cfo.pitt.edu
- 412 624-3578

**Submit a web inquiry** with the following information at ppt.pitt.edu/help-training/contact-us:
- Supplier Name
- Supplier Address (Remittance)
- Supplier Email – AR Business or Personal (person)
  - This should be the person that has the authority to enter the banking information. **Authentication of the banking information will be done by JP Morgan**
- Supplier Phone Number
Enrollment Process is performed by Payment Processing

• Each supplier will be sent an enrollment link individually to the email address that was supplied to Payment Processing.

• The link is unique to each specific supplier and their remittance, so this is a one-by-one process.

• Once the supplier receives the enrollment link, the supplier will be required to authenticate their identity and complete the enrollment within 30 days.

• This will be their remittance ZIP CODE
  o This can be 5 Digits Or 10 Digits including a hyphen
  o It will need to be exactly what Payment Processing has on file in PRISM (Oracle)
Supplier Banking Information

• **Do not** send any banking information to Payment Processing by email or through a web inquiry form.

• The Supplier will enter their banking information directly into JPMorgan’s secure system.

• Payment Processing & JPMorgan have been conducting a pilot program for these electronic programs. It’s been working very well. Once enrolled, the supplier will be sent and enrollment link for JP Morgan.

• At that time, the supplier can enroll in the electronic payment option of their choice; Virtual Card, ACH (Direct Deposit) or remain as a check payment.
Tips for a Successful Enrollment

The supplier will receive an enrollment link from JP Morgan Chase

• There is an authentication process:
  o Verification of your zip code
  o As it is currently printed on your checks (must be exact)

The first option that is offered is Virtual Card (VC)

IMMEDIATE PAYMENT TERMS

  o Reminder: the supplier needs a relationship with a bank or a merchant service to accept the Virtual Card payment
  o The Virtual Card 16-digit card number will be emailed the day JPMorgan receives the payment file from Pitt. (Payment is made on the same day the payment file is sent by JP Morgan)

• If the supplier does not want this option, simply select: Not at this time
**Tips for a Successful Enrollment**

The second option will be ACH - (Direct Deposit) **45day Payment Terms**

- The supplier will be required to verify the name on their bank account
- If the supplier’s name with JPMorgan and Pitt does not match their bank account name – **STOP**
  - The supplier will need to send a revised, completed W9 to Pitt so their supplier name can be updated in our supplier file
    - Supplier: send to PPTcustomerservice@cfo.pitt.edu
    - Dept: attach the W9 to a web inquiry at: [https://www.ppt.pitt.edu/help-training/contact-us](https://www.ppt.pitt.edu/help-training/contact-us)
  - Then a new enrollment link will be sent once the supplier name has been updated to reflect the new W-9 information
ACH-Direct Deposit Tips

• If the supplier’s name is correct and matches the information in JPMorgan, the supplier may proceed with the process. (This is in sync with Pitt)

• The supplier will enter the following:
  o Bank Name
  o Bank Routing Number
  o Bank Account Number
  o Bank Account Type – Checking or Saving

• This information will be verified by JPMorgan’s secure system.
• Payments will be processed at Net 45 days.
• Upon the Net 45 days, the ACH payment will be deposited the next business day after JPMorgan processes the payment file.
• Once enrolled, this will be the payment method for payments made under that remittance address.
Multiple Remittance Addresses

Please note: if a supplier has multiple remittance addresses, there may be a need to send multiple enrollment links or simply remove any unnecessary remittance addresses in Oracle (Prism).
Exceptions to Payment Terms

There are three specific supplier types with exceptions to these payment terms:

- University-wide Contracted Suppliers
- RC-Contracted Service Agreements
- Individuals (including Independent Contractors, Guest Speakers and Students)
Updated Supplier Verification Form

• Updated Supplier Verification Form (SVF) is found within Docusign. Under Templates – All Templates – PITT CFO SVF/W-9
• All pages of the SVF are present along with the most up-to-date W9 available from the Internal Revenue Service.
• Additions to the SVF pg 1 (Supplier) include:

Choose your preferred payment method:

Accounts Receivable Email Address: __________________________

If payment method is not chosen, it will default to check payment with payment terms of Net 60 days. Link is valid for 30 days

☐ Virtual Card *  Payment Terms are Immediate upon final approval of invoice.
☐ ACH/Direct Deposit  Payment Terms are Net 45 days
☐ Check  Payment Terms are Net 60 days

*Virtual Card should only be chosen if supplier can accept credit card payments. Virtual card payment will come to supplier as a credit card payment.

A link to J.P. Morgan’s Integrated Payables platform will be sent to your Accounts Receivable email where you will set up a login to choose your payment method within their system.
New Suppliers vs. Current Suppliers Rollout

- **Current Suppliers**
  - Will follow the phased approach
    - They will be contacted manually by Payment Processing through our reporting tools
    - If you send us their information, they will be fast tracked into JP Morgan’s enrollment process

- **New Suppliers**
  - There have been updates made to the SVF
  - New suppliers will go onto JP Morgan’s enrollment process immediately
• Their net payment terms will be kept at Net 30 and they will continue to receive a check payment.
• Once they are offered, JP Morgan payment terms and options, they must sign up within 30 days or they will default to a check payment at Net 60.
Reminders

• When requesting a supplier to be fast tracked to JP Morgan’s digital payments, the following **MUST** be included in the web inquiry form at https://www.ppt.pitt.edu/help-training/contact-us:
  o Supplier Name
  o Supplier Address
  o Supplier Email
  o Supplier Phone

• If the supplier changes or updates their remittance address, a new enrollment link will need to be sent.

• If no address is changed, then, all future payments will be made as opted in for that remittance address.

• For suppliers with multiple remittance addresses, a separate enrollment link will need to be sent for each address.
Reminders

• Once the link is sent to the supplier, it is the responsibility of the supplier to enroll correctly and within 30 days.

• If the supplier encounters an issue, they should:
  o Send an email to PPTcustomerservice@cfo.pitt.edu, alerting Customer Service that they are having enrollment issues. The supplier will be connected with the JPMorgan’s Supplier Enrollment Service team.
  o The supplier should include their email and phone number to ensure JPM can contact them directly.
Rush Checks No Longer Available

- With the new payment options, rush checks will no longer be available.

- The way to have an early (or rushed payment) will be for the supplier to accept a Virtual Card.

- If the supplier cannot currently accept a credit card payment, we have resources that we can provide to direct them.
For Suppliers That Wish to Accept Credit Card Payments

Below are a few reputable and vetted merchant services companies for their review. These companies can assist in getting started on becoming a merchant to receive Virtual Card (credit card) payments with **Immediate payment terms**:

- **Stripe**: [https://stripe.com/](https://stripe.com/)
- **Authorize.net**: [https://www.authorize.net/](https://www.authorize.net/)
- **JP Morgan Merchant Services**: [https://www.jpmorgan.com/merchant-services/home](https://www.jpmorgan.com/merchant-services/home)

*The University of Pittsburgh neither directly nor indirectly endorses any product or service provided in this communication. Suppliers are encouraged to do their own research & make the best decision for their organization.*
Contact Information

• For questions…
  • Purchase, Pay and Travel Customer Service
    • pptcustomerservice@cfo.pitt.edu
    • 412-624-3578
    • Online web inquiry found on our website
      www.ppt.pitt.edu/help-training/contact-us

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