

**Subject:**  Emory University’s New Payment Process

Dear Supplier:

Emory University is pleased to inform you of our decision to implement J.P. Morgan’s Single-Use Accounts (SUA), an electronic card payment solution that enables us to make payment processes faster and more efficient.

As we value our business relationship, upon enrollment in our SUA program, we will convert your payment method to SUA and pay you Net Immediate/Upon Invoice Approval.

**Benefits of SUA**

There are many benefits when accepting SUA payment, including:

* accelerated payments that will help reduce days sales outstanding (DSO)
* a simplified process that eliminates the cost of processing checks
* the ability to reduce administration expenses, account collections and follow-ups

Enrolling in this initiative can help strengthen our business relationship, and we are strongly committed to achieving 100% participation from our valued suppliers.

While you may already accept credit card payments, you will need to **enroll in our SUA program by completing and emailing the attached acceptance form to** Dhadley@emory.edu.

Completing enrollment will let us know that you wish to participate, and permit J.P. Morgan to send you virtual card payments on our behalf. Within one to two days from completed enrollment, you will receive a welcome email from Denise Hadley with important instructions on processing SUA payments. The acceptance of SUA payments comes with no additional costs from J.P. Morgan or us, but merchant processing fees apply.

If you have any questions about our SUA payment program, please contact Denise Hadley at 404-727-0252 or at Dhadley@emory.edu.

Thank you for your assistance,

Denise Hadley

Manager of Accounts Payable

Single Use Account Program

Emory University