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**DATE: 4/9/18**

**TO:** **Emory University Leaders**

**FROM: Christine Llewellyn, AP Director**

**RE.:** **New Payment Initiative for Emory:** **Single Use Account Expansion Campaign**

Emory University has partnered with J. P. Morgan to expand the Single-Use Account (SUA) program. This program was rolled out in February 2017 where 100 vendors were enrolled. Just recently, we have reengaged with J.P. Morgan to continue expanding the program.

**What is SUA?**

SUA is an electronic payment solution that is managed by the Procurement Services team. Instead of paying invoices with checks, ACHs, or PCards, this payment option uses a virtual credit card. By paying invoices this way, we can streamline the payment process by making payments faster and more efficient for both Emory and our suppliers.

Emory University receives a revenue share percentage on every dollar processed through SUA.

**What are the Benefits?**

This is a seamless process and does not require any action on your part. Both Emory and the suppliers benefit from participating in this program. See benefits noted below:



**How does SUA work?**

Simply, the process is as follows:

* Emory processes the supplier’s invoice and then sends a payment file to J.P. Morgan Chase.
* J.P. Morgan sends an encrypted email to the vendor with the credit card number to retrieve the payment.
* The vendor processes the payments and deposits the money in their bank account.

**Campaign Communication**

The first stage of the campaign involves J.P. Morgan reaching out to our suppliers, introducing them to the program and asking if they would be interested in participating.

You may receive inquiries from your suppliers asking if this program is a legitimate Emory program. Rest assured it is. You, or your suppliers, can contact me directly for more information at [Christine.l.llewellyn@emory.edu](mailto:Christine.l.llewellyn@emory.edu) or 404-727-5074.