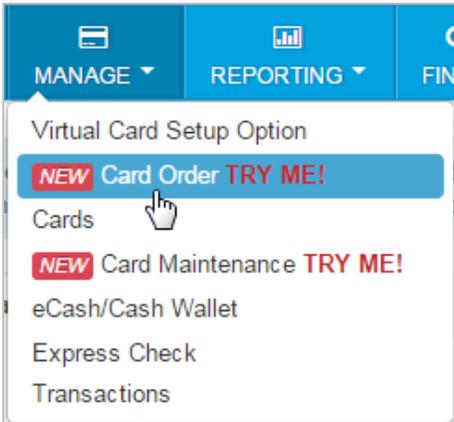


Issuing a Virtual Card

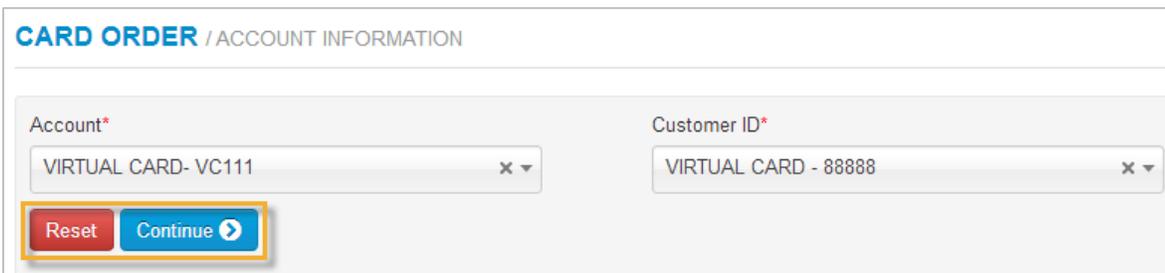
ICD > Manage > Card Order

Virtual cards can only be issued on a one-by-one basis through ICD on the Virtual Card Order page. Note that some of the fields displayed and/or required are determined by a company administrator during setup. If you are not the company administrator and notice a field is missing, please contact your administrator.

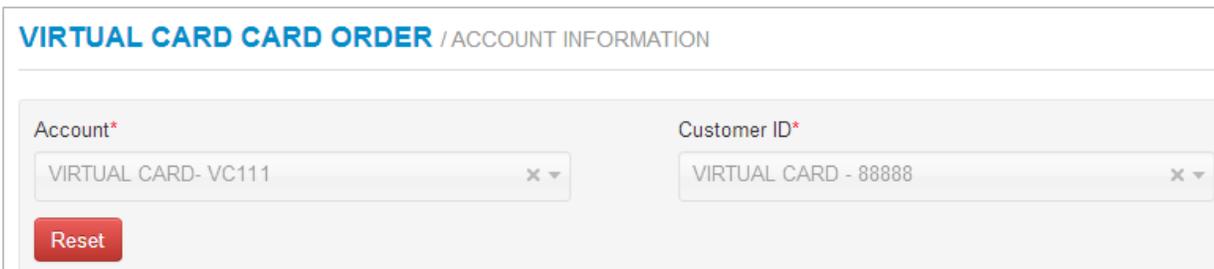
1. To access the Card Order page from the iConnectData menu bar, select **Manage > Card Order**.



2. Select the account and customer ID that will issue virtual cards. Then, select **Continue**. Select **Reset** to clear your selection. Note that if you have over 10,000 customer IDs, you will need to type in your account and customer ID, instead of using the drop-down option. Typing functions as a keyword search, so you can enter as few as three characters to pull matching results.



3. The Card Order page displays. Remember, your company administrator determines what can be seen. See the table on the following page for field descriptions. Select **Reset** at the top of the page to return to the account and customer ID selection.



Vendor Related Fields

CARD ORDER / VENDOR INFORMATION

Add Invoice
Remove Invoice

Vendor Number * Location Code * Vendor Name *

First Name * Last Name * Amount for this Card

Expiration Date Number of Transactions Amount must be exact?

PO Number * Vehicle Number * Repair Order Number * Warranty Report *

Warranty Period * Misc. Costs * Total Labor Costs * Total Parts Cost *

Total Tax Cost *

Field Name	Description
Add Invoice/Remove Invoice	If the virtual card will be used to pay for more than one invoice, select Add Invoice . The invoice related fields will duplicate for each additional invoice. The amount of the card will change according to each net amount entered on each invoice. Select Remove Invoice to remove an invoice you added.
Vendor Number	The number assigned to the vendor in the accounting system for the selected customer ID.
Location Code	5-digit alphanumeric code associated with the vendor’s location
Vendor Name	Enter the full name of the vendor being paid.
First and Last Name	The First Name field displays the text “Virtual Card” and the Last Name field displays the Vendor Number value. Both fields can be edited as needed.
Transaction Limits: <ul style="list-style-type: none"> • Amount for this Card • Expiration Date • Number of Transactions • Amount must be exact? 	<p>These fields define the transaction levels available for the virtual card. The Amount for this Card field displays the value from the Net Amount field. You must assign a net amount greater than \$0.00 and specify at least one (1) in the Number or Transactions field (see Gross Amount, Discount, and Net Amount for more information).</p> <p>Select any date option from the Expiration Date calendar.</p> <p>Select the Amount must be exact? checkbox if the virtual card will be authorized for a single transaction and you know the exact amount. Deselect it if the virtual card will be authorized for more than one transaction and you do not know the exact amount, other than that it will not exceed the amount assigned.</p>
PO Number	The purchase order number for the virtual card transaction.
Vehicle Number	Vehicle ID of the vehicle receiving service

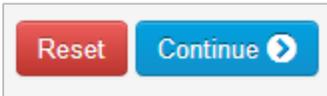
Field Name	Description
Repair Order Number	Vendor-assigned number if the virtual card is being issued for repairs
Warranty Report	Used to indicate if the product or service charged to the virtual card includes a warranty. If so, enter the warrant type being purchased.
Warranty Period	Enter the duration the warranty is valid.
Misc. Costs, Total Labor Costs, Total Parts Cost, Total Tax Cost	The amount quoted by the product or service provider for miscellaneous cost, total labor costs, total parts cost, and total tax cost. If this field is unrequired, and nothing entered, the system defaults to 0.

Invoice Related Fields

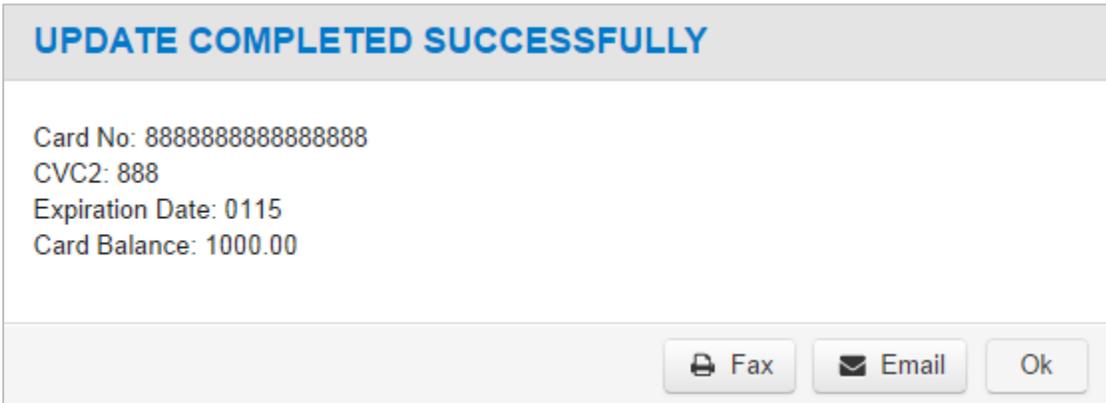
Payment Number *	Vendor Invoice Number *	Virtual Card Invoice Number *	Invoice Due Date*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value=""/>
Invoice Date*	Invoice Comments *	Payment Date*	
<input type="text" value=""/>	<input type="text"/>	<input type="text" value=""/>	
Gross Amount *	Discount Amount	Net Amount	
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	

Field Name	Description
Payment Number	Vendor-assigned number for the invoice being paid. This field can be used for any type of customer-defined discretionary data.
Vendor Invoice Number	The vendor invoice number can be entered if it is known at the time the card is being issued. This field can also be completed later when editing the virtual card.
Virtual Card Invoice Number	Invoice number for which the virtual card is issued
Invoice Due Date	The date payment is due to the vendor
Invoice Date	Similar to Invoice Due Date. This field can be used for any type of customer-defined discretionary data.
Invoice Comments	Enter any comments related to the invoice
Payment Date	Similar to Invoice Due Date. This field can be used for any type of customer-defined discretionary data.
Gross Amount	Enter the amount of the virtual card before any discounts are deducted.
Discount Amount	Enter the amount of any discounts to be deducted.
Net Amount	Displays the amount for the virtual card after discounts are deducted. This value will also display in the Amount for this Card field, which will increase with each invoice added.

- 4. Select **Continue** at the bottom of the page when finished. Select **Reset** to clear all fields.



- 5. A success message displays showing your generated card number, CVC2, expiration date, and card balance. If you would like to receive a copy of the virtual card information, select **Fax** or **Email**.



- 6. Selecting either option expands the dialogue box to display a field for entering the corresponding information. Complete the field and select the green **Send** button.

