

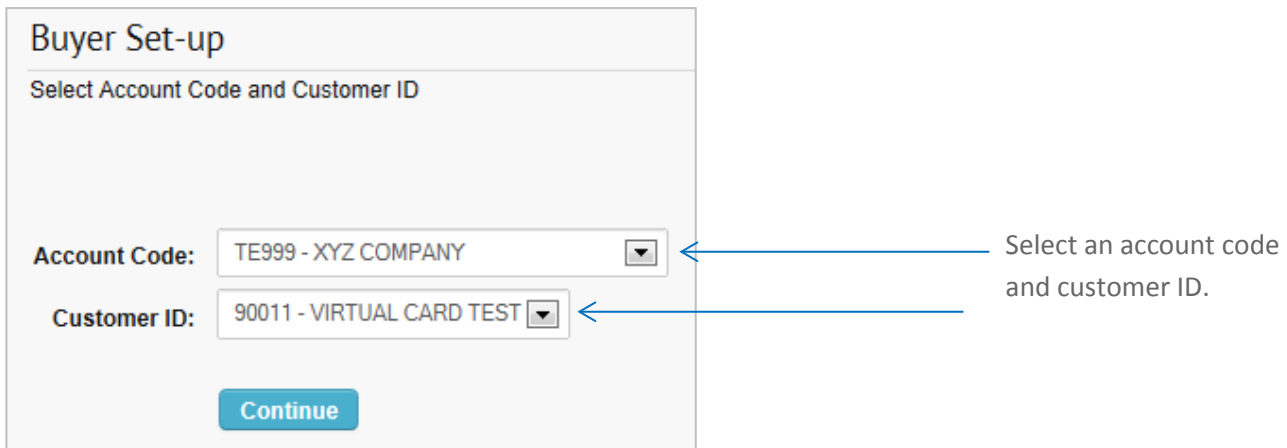
Using AP Buyer Setup

If you are issuing virtual cards through batch files or the Virtual Payments Manager in iConnectData (ICD), you must specify the payment details that vendors will receive on their remittance advice. The Buyer Set-up page is also used to set up certain card parameters including the number of transactions allowed on cards and the expiration date window. Customers using batch files to issue cards also set card parameters on this section of the Buyer-Set-up page from PCI Security down.

The AP Buyer Set-up page is an administrator-only function and can be accessed from the ICD menu bar (**Manage > Cards > AP Buyer Set-up**).

Adding Vendor Information

Before accessing the main AP Buyer Set-up page, you must select the appropriate account code and customer ID under which you will be issuing virtual cards.



The screenshot shows a form titled "Buyer Set-up" with a sub-header "Select Account Code and Customer ID". It contains two dropdown menus: "Account Code:" with the selected value "TE999 - XYZ COMPANY" and "Customer ID:" with the selected value "90011 - VIRTUAL CARD TEST". A blue "Continue" button is located below the dropdowns. Two blue arrows point from the text "Select an account code and customer ID." to the dropdown menus.

Note: The settings on AP Buyer Setup can be customized on a vendor-by-vendor basis. For example, if you have applied your AP Buyer Setup setting across all vendors you pay, you can override them for specific vendors who require different settings. Once you submit a payment to the vendor, the standard settings will be replaced by the customized settings for the vendor.

To enable custom AP Buyer Setup settings for specific vendors, contact your Comdata Customer Relations Representative. The following fields can be overridden at the vendor-level:

- **Exact Amount**
- **No. of Transactions**
- **Create Virtual Card By**

Buyer Set-up

Enter Buyer Information
*Indicates a required field

Account Code: XD001 - CSPEND TEST ACCOUNT
 Customer ID: ABWAQ - COMDATA TEST ACCOUNT

*Company Name:

*Contact Name:

*Buyer Address:

*City:

*State/Province/Territory:

*Country:

*Zip/Postal Code:
Example: 111-222-3333

*Telephone Number:

*Email Address:
Example: username@some.company.com
Used for Reply To on Remittance Advice and Follow-Up Emails

Alternate Email Address:
Used to send copy of Remittance Advice and Follow-Up Emails

*Fax Number:
Example: 111-222-3333

Alternate Fax Number:

Additional Comments: Please Enter Comments as you would like them displayed on Remittance Advice.

<input type="text" value="ENTER"/>	<input checked="" type="checkbox"/> Edit on Card Screen
<input type="text" value="YOUR"/>	<input checked="" type="checkbox"/> Edit on Card Screen
<input type="text" value="COMMENTS"/>	<input checked="" type="checkbox"/> Edit on Card Screen
<input type="text" value="HERE"/>	<input checked="" type="checkbox"/> Edit on Card Screen

PCI Security: Standard PS17/21 Secure PS17/21

Send Remittance Email: Yes No

Use PS16/20 Email: Yes No

Vendor Override: Yes No

Duplicate Checking: Enabled Disabled

*No. of Transactions:

Card Expiration:

Exact Amount:

Create Virtual Card By: Supplier Code Virtual Card Invoice Number

Registration URL:

Card Usage Reminder Flag: Yes No
Used to send a Reminder Email if Full Value of Card Outstanding

Card Usage Reminder Flag For Partially Used Cards: Yes No
Used to send a Reminder Email if Partial Value of Card Remains

First Reminder Days:

Second Reminder Days:

Final Reminder Days:

Bill Pay Provider Flag (BPP): Yes No

Receive PS17/21 Notification: Yes No

PS17/21 Notification Recipient Email(s):

Filtered Vendor Notification Recipient Email(s):

Receive Block Card Summary Report (PS22): Yes No

Card Auto Block Days Count:
Caution: PS22 X Blocks are permanent and cannot be reversed once applied

Batch Reconciliation: Yes No

The fields preceded by a red asterisk (*) are required information for buyer setup. Be certain to verify the contact information you enter such as the email address or fax number, as this information is used to send the buyer's remittance advice. Changes made on this page will apply immediately.

Also ensure that the address(es) and zip code match what is on the customer ID, as this is checked by the AVS (Address Verification System). If this information is incorrect, the card will be declined.

See the table on the following page for descriptions of each field. When you're finished, select **Submit** at the bottom of the page. Select **Cancel** to return to the account code/customer ID selection or select **Delete** to clear the information you entered.

Field Name	Required?	Description
The fields down to PCI Security apply to cards issued via ICD only.		
Account Code	Yes	Cannot be edited; select Cancel to return to the previous page and select another account.
Customer ID	Yes	Cannot be edited; select Cancel to return to the previous page and select another customer ID.
Company Name	Yes	Enter the company name as you want it to appear in the remittance advice.
Contact Name	Yes	Enter the contact name as you want it to appear in the remittance advice.
Buyer Address	Yes	Enter the vendor's building number and street name as you want them to appear in the remittance advice.
City	Yes	Enter the vendor's city.
State/Province/Territory	Yes	Select from the drop-down menu.
Country	Yes	Select from the drop-down menu.
Zip/Postal Code	Yes	Enter the five- or nine- digit zip code.
Telephone Number	Yes	Enter the vendor's telephone number in the following format: (XXX-XXX-XXXX).
Email Address	Yes	Enter the email address for receiving vendor remittance advices.
Alternate Email Address	No	Enter an alternate email address that will also receive remittance advices.
Fax Number	Yes	Enter a fax number for faxing vendor remittance advices.
Alternate Fax Number	No	<p>Enter an alternate fax number that will also receive remittance advices.</p> <p>Note: The Email Address, Alternate Email Address, Fax Number, and Alternate Fax Number fields are used for sending a copy of the remittance advice to your company.</p> <p>For best practice, designate an internal email address or fax number for receiving remittance advices, so you can track and resend them if necessary.</p>
Additional Comments	No	<p>Use these lines to enter the processing message for vendors to receive on their remittance advice. A maximum of 80 characters are allowed on each line. This text does not apply to the "please contact" line at the bottom of remittances.</p> <p>Note: To give users the option to change the message when issuing a virtual card, select the Edit on Card Screen check box.</p>
The fields from PCI Security down apply to cards issued through ICD and batch files		

Field Name	Required?	Description
PCI Security	No	Select Standard PS17/21 if you do not want to include a card token on the remittance advice for added security. This is the default setting. Select Secure PS17/21 to include a card token, which may entail some additional coding for your company. Note: PS17 VMCs will not be masked.
Send Remittance Email	No	Select Yes to have Comdata email a remittance advice to the vendor upon card creation. This is the option that most customers would select. Select No to not send a remittance advice. This option is used mainly by third-party payment vendors that do not want the remittance advice sent from a Comdata.com email address.
Use PS16/20 Email		Custom field not available for general use.
Vendor Override	No	<ul style="list-style-type: none"> • Yes (default): All vendor information on AP Buyer Setup overrides vendor-specific information anywhere else in Comdata's systems. Use this option to set vendor-specific settings by account code and customer ID. This option also allows you to control your vendor settings. • No: Vendor information on AP Buyer Setup can be overridden by settings elsewhere in Comdata's systems.
Duplicate Checking	No	Select Enabled to prompt the system to check your PS20 payment file for duplicate transactions against previous payment files within a 14-day period. Disabled is selected by default. The following is a list of records the system will check: <ul style="list-style-type: none"> • VCAP-ACCT-CODE • VCAP-CUST-ID • VCAP-SUPPLIER-CODE • VCAP-INVOICE-NR • VCAP-DUE-DATE • VCAP-NET-AMT-SIGN • VCAP-NET-AMT • VCAP-VC-INVOICE-NR
No. of Transactions	No	This field indicates how many times a card can be used. The options are 1-999. If the Exact Amount field (see below) is set to Yes , then a value of "1" should be entered in the No. of Transactions field.
Card Expiration	No	Select a standard expiration date of 1-24 months for virtual cards issued to this vendor. The standard card expiration window is two months.

Field Name	Required?	Description
Exact Amount	No	Select Yes to indicate that the card must be run for the full authorized amount, or it will decline. Select No if the card can be used for less than the full amount. This field should be set to Yes if a value of more than "1" is entered in the No. of Transactions field.
Create Virtual Card By	Yes	Select Supplier Code if you want multiple invoices for that supplier number to be aggregated into one virtual card payment. Select Virtual Card Invoice Number if you want a separate virtual card with its own remittance advice to be issued for each invoice number.
Registration URL	No	Functionality no longer supported.
Card Usage Reminder Flag	No	Used to send an automated email to the vendor if they have not processed the card for the full amount prior to the card expiration. Note: Reminder emails of any kind are not sent for blocked virtual cards.
Card Usage Reminder Flag for Partially Used Cards	No	Used to send an automated email to the vendor if they have processed the card for a partial amount prior to the card expiration.
First Reminder	No	The next three fields are used to indicate the number of days before a reminder email is sent; the first reminder has a maximum of 60 days. Note: This is only required if you select Yes on either of the Card Usage Reminder fields.
Second Reminder	No	Use this field to indicate the second reminder. Maximum of 90 days.
Final Reminder	No	Use this field to indicate the third, and final reminder. Maximum of 120 days.
Bill Pay Provider Flag (BPP)	No	Used to identify a Bill Pay Provider account.
Receive PS17/21 Notification	No	Select Yes if you would like a notification email sent when a PS21 file is generated.
PS17/21 Notification Recipient Email(s)	No	Enter the email address(es) that will receive a notification email when a PS21 file is generated.
Filter Vendor Notification Recipient Email(s)	No	Enter an email address(es) to receive a report of vendors filtered out of your account code and/or customer ID through Spend Escalator. The email title will include "FilteredVendors_PS20".
Receive Block Card Summary Report (PS22)	No	Select Yes if you would like to enable the auto-block functionality and receive the PS22 block card summary report.
Card Auto Block Days Count	No	Used to indicate the number of days before an auto block is applied. This field is only required if you select Yes on Receive Block Card Summary Report (PS22) . Maximum of 30 days. Note: PS22 X blocks are permanent and cannot be reversed once applied.

Field Name	Required?	Description
Batch Reconciliation (Restricted Custom Field)	No	<ul style="list-style-type: none">• Yes: You will receive the batch reconciliation report, which allows you to view and reconcile information on virtual cards created through PS16/20, such as number of cards created/rejected, total amount for cards created and rejected. This report is generated daily.• No: You will not receive the batch reconciliation report.