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**SINGLE USE ACCOUNT (SUA) SUPPLIER INFORMATION – FAQ**

**QUESTIONS**

**ANSWERS**

<b>What is SUA?</b>	Single-Use Accounts (SUA) is an electronic credit card based payment solution that has the controls of a check payment.
<b>How does SUA work?</b>	At enrollment, the supplier receives a 7 digit number to keep on file. Suppliers continue to send invoices to WKU. With each payment, via secure email the bank provides the remaining 9 digits to be combined with the 7 digits on file to create a 16-digit credit card number. The credit limit on the account is set for the specific payment amount. The card number is only available for a specified number of days for the supplier to run the payment. The supplier then takes the payment using the 16-digit number through their Point-of-Sale terminal.
<b>Why should I choose the SUA payment method?</b>	<p>There are benefits to using the SUA program for both WKU and the supplier:</p> <ul style="list-style-type: none"> <li>• Hold on to cash longer - The supplier receives their money faster and improves their cash flow</li> <li>• Powerful security and anti-fraud controls             <ul style="list-style-type: none"> <li>○ Specific 16-digit number assigned to each individual payment</li> <li>○ Limit set exactly for the amount of payment</li> <li>○ Card only active for 30 days, or until the payment is taken</li> <li>○ Eliminates the risk of check fraud</li> <li>○ Tracking and visibility – SUA transmits remittance data, improving the ability of the supplier to track and forecast</li> </ul> </li> <li>• Reduced manual costs             <ul style="list-style-type: none"> <li>○ Suppliers paid via SUA save the time and money of having to process checks through their bank</li> <li>○ Eliminates the check printing and handling at WKU</li> </ul> </li> </ul>
<b>Is there a fee for suppliers to accept SUA?</b>	There is no additional cost from JP Morgan for payment acceptance. Supplier credit card processing fees do apply.
<b>When will suppliers begin receiving SUA payments?</b>	Enrolled suppliers will begin receiving SUA payments once an invoice is ready to be paid. The payment terms will be set to Pay Immediately.