



Single Use Account Program Enrollment Communications

Step	Form	Purpose
Begin Enrollment Campaign	<ul style="list-style-type: none"> Supplier Recruitment Authorization Form 	Authorizes JP Morgan to contact vendors
Analyze Suppliers	<ul style="list-style-type: none"> Commercial SUA Supplier Recruitment Questionnaire 	To help set parameters for the recruitment strategy
Design Recruiting Strategy		
Develop Communication Materials		
Initiate Program	<ul style="list-style-type: none"> SUA Expansion Campaign Email to Campus 	Socialize and endorse the SUA program
Activate Suppliers		
<ul style="list-style-type: none"> Outbound Calling 	<ul style="list-style-type: none"> Conversation Flow Template Common Objections Template SUA Supplier Overview Document 	<ul style="list-style-type: none"> Template used by recruiters for onboarding vendors Template used by recruiters to address the vendor’s objections to enrolling in the SUA Program An overview of what SUA is and how it works.
<ul style="list-style-type: none"> Vendor Acceptance 	<ul style="list-style-type: none"> Invitation to Accept SUA Letter SUA Acceptance Form Welcome Email SUA Quick Reference Guide Thank You Letter SUA Secure Email 	<ul style="list-style-type: none"> Letter that informs vendors of the SUA Program and its benefits Confirmation from vendor to join SUA Email to vendor to confirm the suppliers’ payment notification email address and information related to processing payments. Document that provides answers to commonly asked questions about processing SUA payments Letter that informs vendors on how to retrieve payments as well as how to sign up for Secure Mail. A fact sheet regarding SecureMail with FAQ

<ul style="list-style-type: none"> • Payment Notification 	<ul style="list-style-type: none"> • SUA – Process Your Payment Email 	<ul style="list-style-type: none"> • After the invoice has been processed, JPMC sends the vendor a secured email message, with the eCredit card information, letting them know their payment is ready for retrieval.
<p>Pay JPMC</p>		
<p>Receive Rebate</p>		