

Commercial Card Single-Use Accounts (SUA): Supplier Recruitment Questionnaire

Please complete this form which outlines your strategy and decisions, and return it to your Campaign Manager. We have identified best practices to help increase your supplier recruitment results. This ensures you, your campaign management team, and your suppliers understand the recruitment strategy for this campaign.

CAMPAIGN STRATEGY	Best Practice	Alternative Options
<p>1. Establishing a 100% participation requirement from your suppliers will enable you to maximize enrollment. Are you willing to require participation from your target suppliers?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No - will strongly encourage participation
<p>2. Please select the SUA payment terms for participating suppliers. (Select the fastest payment term possible.)</p>	<input type="checkbox"/> Immediate payment upon invoice approval	<input type="checkbox"/> Net 10 days <input type="checkbox"/> Net 20 days <input type="checkbox"/> Net 30 days <input type="checkbox"/> Net X days (X = ___ days) <input type="checkbox"/> Accelerate terms by X days sooner than current term (X = ___ days sooner) <input type="checkbox"/> No change
<p>3. Please select the payment terms for suppliers who choose not to accept SUA payment. (Select the slowest payment term possible.)</p>	Please select one: <input type="checkbox"/> Net 90 days <input type="checkbox"/> Net 60 days	<input type="checkbox"/> Net 120 days <input type="checkbox"/> Net 45 days <input type="checkbox"/> Net 30 days <input type="checkbox"/> Extend terms by X days slower than current term (X = ___ days slower) <input type="checkbox"/> No change
<p>4. To maximize your program spend, which of the following additional SUA payment methods would you be willing to use?</p>	Please select as many channels as possible: <input type="checkbox"/> By Phone <input type="checkbox"/> On Website <input type="checkbox"/> On Order <input type="checkbox"/> Static Card Number	<input type="checkbox"/> None
<p>5. If your supplier works with a billing and/or payment processing service, do you authorize us to recruit your supplier via the billing and/or payment processing service?</p>	<input type="checkbox"/> Yes, on all ¹	<input type="checkbox"/> Yes, with individual approval <input type="checkbox"/> No, on all ²
<p>6. Focusing your recruitment campaign exclusively on the SUA payment method will enable you to maximize enrollment. Do you plan to offer any additional payment methods (besides SUA) to your target suppliers during the campaign?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes - ACH <input type="checkbox"/> Yes - Other (insert payment method: _____)

We have identified some key data considerations that will enable us to perform supplier targeting and analysis. This helps us confirm that the information provided in your original A/P spend file and pre-sales analysis is complete and aligns with your ERP vendor setup.

CAMPAIGN VENDOR DATA

<p>1. Do the vendor IDs, set IDs and site IDs (if applicable) match your ERP vendor setup exactly?</p>	<input type="checkbox"/> Yes - Vendor ID, Site ID, and Set IDs match	<input type="checkbox"/> The vendor data set does not include set ID or site ID <input type="checkbox"/> We will validate this information and confirm as soon as possible
<p>2. Do the vendor IDs contain leading zeros? (For example, vendor ID 872 = 000872.)</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>3. Does your vendor file structure contain multiple remit addresses for the same supplier (in some instances)?</p>	<input type="checkbox"/> Yes - each remit address has a unique vendor ID <input type="checkbox"/> Yes - each remit address has the same vendor ID (different site IDs)	<input type="checkbox"/> No <input type="checkbox"/> Other, please explain:

CAMPAIGN COMMUNICATION

1. SUPPLIER CAMPAIGN CONTACT³

Please provide a contact for supplier campaign related questions.

NAME

EMAIL ADDRESS

PHONE NUMBER

2. SUPPLIER PAYMENT CONTACT³

Please provide a contact for payment related questions or inquiries from your suppliers.

NAME

EMAIL ADDRESS

PHONE NUMBER

3. SUPPLIER COMMUNICATION

Please provide a contact for the signature on your supplier email communications (e.g., CFO, Controller or Treasurer).

NAME

TITLE

4. INTERNAL COMMUNICATION

Please notify your key internal partners (e.g. Procurement, Purchasing) prior to campaign initiation.

5. SUPPORT COMMUNICATION

Please whitelist our Supplier Support email address: sua.supplier.support@jpmchase.com. This will ensure you receive any communications from our Supplier Support team.

6. ORGANIZATION LOGO

Please provide a copy of your organization's logo (150 dpi or greater) to your campaign manager in order to customize your communication.⁴

¹By checking this box, Client grants Bank approval to work directly with any of your suppliers' billing and/or payment processing services. In order to revoke this approval, Client must contact their Campaign Manager.

²By checking this box, Client is prohibiting Bank from working directly with any billing service, regardless of whether Bank has been directed to do so by Client's Suppliers.

³Recruitment team will provide suppliers with supplier campaign and/or payment contact when requested.

⁴By providing the Commercial Card (CC) division of J.P. Morgan with your company's logo, you are consenting to CC's use of your company's logo for supplier recruitment.

Thank you for completing the questionnaire. Please return it to your Campaign Manager.