



SUPPLIER MATCHING SERVICE

Find out which of your suppliers take Visa and cut your procurement costs.

Visa's Supplier Matching Service is the fast, efficient way to identify suppliers that accept Visa, so you can make informed purchasing decisions, streamline your procurement process and reduce costs.

Processing invoices and writing checks to suppliers is more expensive, time consuming and labor intensive than simply charging transactions to your Visa Purchasing or Corporate account. Knowing which of your current suppliers already accept Visa helps you increase efficiency, reduce paperwork and avoid check payments.

DETAILED SUPPLIER DATA

The Supplier Matching Service also provides more details about your suppliers. It can tell you which ones are capable of passing Level II enhanced data, such as customer code and sales tax, and Level III enhanced data with detailed transaction information, which varies depending on the industry (e.g. airlines, lodging, car rental, procurement). The service also provides Merchant Category Codes for certain match types.

USING THE SUPPLIER MATCHING SERVICE

To take advantage of the Supplier Matching Service, prepare a file of your suppliers in Microsoft Excel and send it to your issuer, who will then submit it to Visa. Use this record layout format:

YOUR SUPPLIER FILE LAYOUT

FIELD	FIELD DESCRIPTION	REQUIRED/OPTIONAL
1	Supplier DBA Name	Required
2	Street Address	Optional/Helpful
3	City	Optional/Helpful
4	State	Optional/Helpful
5	ZIP Code	Optional/Helpful
6	Supplier ID Number	Optional
7	Annual Transaction Count	Optional
8	Annual Dollar Amount	Optional

How it Works


The Supplier Matching Service uses the power of the Visa Merchant Profile Database (VMPD), Visa's comprehensive repository of more than five million U.S. and Canadian suppliers. You simply provide your Visa issuer with a list of your suppliers in a Microsoft Excel spreadsheet. Visa matches it against the VMPD, and you'll get a complete match report within two business days.

VMPD can provide the supplier data needed for corporate and government reporting, further improving procurement efficiency. And it can deliver socioeconomic data to facilitate compliance with government regulations and supplier diversity programs.

SAMPLE RESULTS FILE											
SUPPLIER MATCHED	LEVEL II	LEVEL III SUMM.	LEVEL III LINE ITEM	MCC(S)	NAME	ADDRESS	CITY	STATE	ZIP	COUNT	AMOUNT
YES	YES	YES	YES	5072	ABC Widgets	123 First St	New York	NY	00914	112	\$10,982
YES	YES			5099	Capital Goods	445 Elm St	San Mateo	CA	94112	33	\$31,460
YES	YES	YES		5943	Office Supply	590 Main St	Seattle	WA	34123	346	\$76,880

Visa will match your supplier file to the Visa Merchant Profile Database (VMPD) and return the following to your issuer:

- A one-page *Matching Results* summary
- A *Results File* containing all your original data, plus several additional columns:
 - A *Matched* column indicating which of your suppliers was matched to the VMPD
 - A *Level II* column indicating which of your matched suppliers are Level II-capable
 - A *Level III Summary* and a *Level III Line Item* column indicating which of your matched suppliers are Level III-capable
 - An *MCC* column showing the Merchant Category Code for the supplier



Tips for Preparing Your Supplier File for Matching

- Be sure your file is in Microsoft Excel format (97 or later version). On the spreadsheet, put your supplier data on the first worksheet only.
- For best matching results, list only frequently used U.S. and Canadian suppliers that sell targeted commodities and services. Do not include internal payees, taxing authorities, or duplicate or inactive suppliers.
- Use the first row (and only the first row) of your worksheet for column headers. If you wish to include other identification information in your supplier file, place it to the right of the data columns.
- Each data element must be in its own column. A single column containing "CITY, STATE, ZIP" will not be used by the matching system.
- The system matches on only one column for "ADDRESS" (street address). If your file has multiple columns for address, select the one you want to use for matching and label it "ADDRESS".
- The size of your file should not exceed 5 MB. If the file is larger than 5 MB, break it into multiple files of 5 MB or less.

TAKE ADVANTAGE OF THE SUPPLIER MATCHING SERVICE TO OPTIMIZE YOUR PROCUREMENT PROCESS.

Whether you use Visa commercial payment methods for purchasing, fleet management, or business travel and entertainment, Visa's suite of commercial solutions offers you flexible, dynamic tools to help you manage expenditures.

The Supplier Matching Service is just one example of how Visa can help you make your procurement process more efficient and cost-effective. **To learn more, contact your Visa issuer.**