



Vendor Supplier Matching Service

Information for the Community Association Industry



Optimize Your Process

Whether you are already using Visa commercial payment products for your purchasing, fleet management, or travel and entertainment needs, Visa's suite of commercial solutions offers you important advantages and some of the most flexible, dynamic and helpful tools available. One of these value-added resources, the *Supplier Matching Service*, is designed to help you better understand your suppliers, make more informed purchasing decisions, and optimize the efficiency and cost-effectiveness of your payment process.

Know Your Vendors and Suppliers

The key to a successful, efficient procurement operation is minimizing costs. Writing checks to suppliers is more expensive, time consuming, and labor intensive than simply charging your commercial transactions to your Visa CIDcash Purchasing account. Knowing which of your current suppliers already accept Visa commercial payment products allows you to maximize purchasing efficiencies and avoid the paper-heavy purchase and check payment syndrome, as well as letting you know who is capable of passing Level II and/or Level III enhanced data (such as customer code, sales

tax, and detailed line item information). By matching your current supplier information To Visa's comprehensive supplier database, the *Supplier Matching Service* helps you identify which of your suppliers are Visa acceptors. If you need more detailed customer or account information, the *Supplier Matching Service* also identifies which of your suppliers are capable of passing Level II and/or Level III enhanced data (such as customer code, sales tax, and detailed line item information).

Comprehensive Supplier Database

The *Supplier Matching Service* uses the power of the Visa Merchant Profile Database (VMPD), Visa's comprehensive repository of over four million U.S. suppliers that have accepted Visa commercial payment products. Known for the quality and integrity of its information, the VMPD enhances the efficiency and cost effectiveness of procurement operations by providing the supplier data needed for corporate and government reporting. The VMPD also provides socio-economic data needed to demonstrate compliance with government regulations and/or supplier diversity programs.



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Contact The Agent Bank Center
@ 877-243-2216

Take Advantage of the Supplier Matching Service

To take advantage of the Supplier Matching Service, prepare a file of your suppliers in Microsoft Excel, using the record layout shown below. Provide this file to your Issuer, and your Issuer will submit the file to Visa.

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

Visa will match your supplier file to the VMPD and return the following to your Issuer:

- ✓ A one-page Matching Results summary
- ✓ A Results File (shown below) containing all your original data, plus three additional columns:
 - a “Matched” column indicating which of your suppliers matched to the VMPD
 - a “Level II” column indicating which of your matched suppliers are Level II-capable
 - a “Level III” column indicating which of your matched suppliers are Level III-capable

What is Level II and Level III Enhanced Data?

Level II/III enhanced data includes additional summary and line item information about your transactions. Level II data may include sales tax and customer code. Level III data generally includes a detailed accounting of goods and services purchased, which varies depending on the industry (e.g., airlines, lodging, car rental, procurement).

Tips for Preparing Your Supplier File for Matching

- ✓ Your supplier file must be in Microsoft Excel format (Excel 97 or later version).
- ✓ In the Excel spreadsheet, put your supplier data on the *first worksheet only* (Sheet1).
- ✓ For best matching results, include in your file only U.S. suppliers that are suitable for your Visa commercial payment programs (e.g., frequently used suppliers that sell targeted commodities and services). Do not include internal payees, taxing authorities, or duplicate or inactive suppliers.
- ✓ Use the following column headers in your supplier file: NAME, ADDRESS, CITY, STATE, and ZIP. If you do not provide *all* the columns, the system will match using whatever columns you do provide. You must at least provide the NAME column.
- ✓ 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, it should be placed 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”.
- ✓ Delete any “blank rows” on your worksheet; otherwise, they may be counted as unmatched suppliers. Do not include any blank rows between data rows, or between the column header row and the data rows.
- ✓ 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.

Your Results File

Match	Level II	Level III	Name	Address	City	State	ZIP	Count	Amount
YES	YES	YES	ABC Widgets	123 First St.	New York	NY	00914	112	\$10,982
YES	YES	YES	Capital Goods	4455 Market St	San Mateo	CA	94112	33	\$31,460
YES	YES		Best Office Supply	5900 Main St	Seattle	WA	34123	346	\$76,880
YES			ACME Company	PO Box 750	Trenton	NJ	22810	15	\$12,431

Ask your Issuer about “Enhanced Data Suppliers”

The Supplier Matching Service can provide you with a list of “Enhanced Data Suppliers” in the VMPD (suppliers capable of passing Level II/III enhanced data) who do business in your state or market area, regardless of whether they are currently in your supplier database. **Ask your Issuer for details.**