



VISA PAYABLES ENROLMENT FORM

To use Visa Payables, you must be able to charge a Visa card using a merchant account
This payment method can only be used with Canadian Dollars

VISA PAYABLES OVERVIEW

Upon enrolment, UBC will create a virtual Visa for payments to your company.

When UBC approves a payment in our system you will receive an email notification with details on:

- Credit Card details needed to charge a card
- The exact amount to charge the card
- Details of invoices (number, date, amount) included in payment

With Visa Payables you use your existing processes for charging a VISA card.

BENEFITS OF ACCEPTING VISA PAYABLES

Benefits that a supplier may experience by accepting Visa Payables from UBC.

- Get paid faster, UBC pays Visa Payables acceptors on invoice approval
- Reduce your risk, UBC does not collect or store your banking information
- Reduce paperwork, no cheques and no mail. Payments and payment information sent electronically

ENROLMENT PROCESS

Complete and sign this form. This form cannot be used alone. It can only be used as an attachment for UBC's supplier processes.
Submit it to UBC

- If you are using the Self-Registration Portal, attach this document in the webform
- If you are updating your supplier record or a UBC employee is submitting the setup request for you, send it to your UBC contact

For more information about Visa payables visit <https://finance.ubc.ca/suppliers/invoicing-and-payment/visa-payables>

For more information on doing business with UBC visit <https://finance.ubc.ca/suppliers>

VISA PAYABLES CONTACT INFORMATION

This information will be used to direct the payment notifications.

For the remittance email use an accounts receivable department email or a designated person who will process card payments.

Company Name:		Supplier ID (if known):	
Remittance Address:		Contact Name:	
		Contact Title:	
		Contact Phone:	
		Remittance Email:	

AUTHORIZATION

- I authorize that payments be made using the Visa Payables system using the above contact information
- I understand that credit card merchant fees will apply to Visa Payables payments and UBC will not pay these fees
- I have authority to provide the above information on behalf of the company/payee

Name:		Title:	
Email:		Date:	
Signature: Print and sign or e-sign			

If you have questions regarding Visa Payables, please contact UBC's credit card team at Visa.Payables@ubc.ca.

Once you receive your first payment email let us know if you would like a walkthrough of the process.