



Western Kentucky University
 1906 College Heights Blvd.,
 #11099 Service Supply Building
 Bowling Green, KY 42101-1099
 270-745-3071

SINGLE USE ACCOUNT (SUA) SUPPLIER INFORMATION – FAQ

QUESTIONS

ANSWERS

What is SUA?

Single-Use Accounts (SUA) is an electronic credit card based payment solution that has the controls of a check payment.

How does SUA work?

At enrollment, the supplier receives a 7 digit number to keep on file. Suppliers continue to send invoices to WKU. With each payment, via secure email the bank provides the remaining 9 digits to be combined with the 7 digits on file to create a 16-digit credit card number. The credit limit on the account is set for the specific payment amount. The card number is only available for a specified number of days for the supplier to run the payment. The supplier then takes the payment using the 16-digit number through their Point-of-Sale terminal.

Why should I choose the SUA payment method?

There are benefits to using the SUA program for both WKU and the supplier:

- Hold on to cash longer - The supplier receives their money faster and improves their cash flow
- Powerful security and anti-fraud controls
 - Specific 16-digit number assigned to each individual payment
 - Limit set exactly for the amount of payment
 - Card only active for 30 days, or until the payment is taken
 - Eliminates the risk of check fraud
 - Tracking and visibility – SUA transmits remittance data, improving the ability of the supplier to track and forecast
- Reduced manual costs
 - Suppliers paid via SUA save the time and money of having to process checks through their bank
 - Eliminates the check printing and handling at WKU

Is there a fee for suppliers to accept SUA?

There is no additional cost from JP Morgan for payment acceptance. Supplier credit card processing fees do apply.

When will suppliers begin receiving SUA payments?

Enrolled suppliers will begin receiving SUA payments once an invoice is ready to be paid. The payment terms will be set to Pay Immediately.