

PAYMENT METHODS FOR SUPPLIERS

Virtual ePayables Card

- Utilizes a Commercial Mastercard Card to offer our suppliers a secure solution to receive payment via a credit card
- Suppliers will receive an automated remittance email for each payment. This email will contain a link to a secure web portal where suppliers will obtain a unique Mastercard credit card account number and the amount to charge. The credit card account will change with each payment so there is no need to keep this information on file. Standard merchant processing fees will apply.
- Suppliers must enroll with Paymode-X in order to receive this form of payment. **You will receive information directly from our partner (Bottomline/Paymode-X) to sign up for the subscription.**

EFT/ACH

- An ACH Payment is an electronic bank-to-bank funds transfer **only** available to suppliers who utilize a **US based bank**.
- Suppliers will need to enter their bank account information including Bank Name, Bank Routing Number & Bank Account Number into our Supplier Portal during registration.

Wire Transfer

- A Wire Transfer is an electronic bank-to-bank funds transfer **only** available to suppliers who utilize a **non-US based bank**
- Suppliers will need to enter their bank account information including Bank Name, Bank Country, Bank Routing Number, Bank Account Number, SWIFT & IBAN into our Supplier Portal during registration.

Paymode-X Subscription

- Online payment network designed to provide our suppliers with a secure portal (hosted by Paymode-X) to receive your payments
- Premium ACH subscription provides our suppliers access to improved remittance and payment timing.
- Suppliers must enroll with Paymode-X in order to receive this form of payment. **You will receive information directly from our partner (Bottomline/Paymode-X) to sign up for the subscription.**
- This payment option is subject to additional benefits and fees imposed by Paymode-X.

Check

- Form of payment for suppliers who do not accept any of the secure electronic payment methods listed above.



CONTACTS FOR PAYMODE-X MEMBER SERVICES AND ENROLLMENT TEAMS

Call Member Services	Monday – Friday, 8:00 a.m. – 8:00 p.m. ET 1-877-443-6944
Email Member Services	memberservices@paymode-x.com Primary point of contact to assist vendors that have already enrolled with navigating the portal, finding their payments, password resets, etc.
Contact the Enrollment Team	1-800-331-0974 enrollment@paymode-x.com . Help any vendors that need to complete their signup with Paymode-X.