



American Express® Corporate Purchasing Card
a better way to do business

Giving your business an opportunity to

- **Improve your company's cashflow**
- **Build customer loyalty**
- **Reduce payment risk**
- **Streamline your payments processes**

See inside for more details.



The benefits of accepting Corporate Purchasing Cards



The American Express Corporate Purchasing Card provides your business with a range of great benefits

The American Express Corporate Purchasing Card (CPC) is a business to business procurement solution that streamlines the purchasing to pay process for customers and their suppliers. Accepting the Card is simple and the order process remains unchanged. The only difference now is that you submit the invoice electronically, charging it to the Card.

Improve your company's cashflow

- Guaranteed payment in 5 banking days from American Express as soon as you submit a transaction.
- Receive a cashflow improvement of up to 90 days on normal invoice payment terms.

Help manage debt write off

- We make payments to you for every invoice you process, reducing your risk of unpaid invoices.

Process improvements

- CPC eliminates the need for paper invoicing; so it streamlines the whole order to pay process for you and your customers.
- Less time wasted on chasing unpaid invoices.

Customers prefer to trade using CPC

- Customers are often mandated to use CPC suppliers above suppliers who don't accept CPC.
- CPC provides the opportunity to lock in your business as a preferred supplier.
- Enhance your relationship with your customer.

Opportunity to secure new business

- Business volumes could increase due to reduced spend leakage from customers, as business is channelled to you as a preferred supplier.
- We work closely with our Cardmembers, providing you with the opportunity to capture more business from American Express Cardmembers you do not currently trade with.

The CPC Process



1. CUSTOMER PLACES ORDER

Your customer orders goods and services from you providing their CPC details.



2. YOU CAPTURE THE ORDER DETAILS

You can enter the order into your Sales Order Processing System as usual.



3. THE GOODS/ SERVICES ARE DELIVERED



4. YOU SEND THE INVOICE DATA TO AMERICAN EXPRESS

You can do this using PaymentLink Online, which is our web-based tool, by keying in the invoice details of the order.



6. RECONCILE PAYMENTS FOR THE PROCESSED TRANSACTIONS

We can provide you with online statements



5. RECEIVE PAYMENT FROM AMERICAN EXPRESS

Processing CPC orders



American Express will give you access to a web-based submission tool called PaymentLink Online. The software is easy to setup and use and has the following benefits.

- No specific software is necessary.
- Easy access to the PaymentLink Online submission tool with your username and password (this will be provided by American Express).
- It stores transaction data in a highly secure, independent data centre.
- Process transactions within minutes.
- It holds vital information about your products so you don't need to re-key the details every time an order is placed.
- Online reporting is available.
- The license fee for PaymentLink Online is £20 per month plus VAT (if you don't already have software for line item detailing electronic invoicing).

What will CPC cost?

- The Merchant fee associated with each transaction will depend on business volume and may vary with the payment plan chosen with American Express. If you would like to know more please send your questions to the B2B Team on the below email address: b2bindustrypartnerships@aexp.com
- There are no set up or cancellation fees.

3 simple steps - start accepting CPC today



To become an American Express CPC accepting supplier, here's what you do.

Step 1

Complete the CPC application form (you can download this from the website) and send it to the address below.

Remember to enter your VAT number on the contract and send section C to your VAT office. When the contract is completed fully, it should be signed by authorised signatories who are registered with the Chamber of Commerce.

CPC Europe (52-03-025)
American Express Payment Services Ltd
3rd Floor
Amex House
Edward Street
Brighton
BN88 1AH

Step 2

We will create your American Express Merchant number and PaymentLink Online ID. A training session for use of PaymentLink Online with American Express Customer Services will also be arranged with you over the phone.

Step 3

Your customers will then begin placing orders with you via their CPC card.

Any questions?

If you have any questions about becoming a CPC accepting supplier, please email the B2B team on the below email address:
b2bindustrypartnerships@aexp.com

