



Date

Name

Title

Supplier's Company Name

Address

City, State, Zip

Dear (Preferred Supplier),

You may recall hearing from us recently about all the advantages of accepting the MasterCard® Corporate Purchasing Card® for transactions that you'd normally invoice.

As you know, (buyer/cardholder company) has already launched this program. We are encouraging all our valued suppliers, like you, to participate.

When you join, you'll be able to:

**Simplify and speed** up the buying process

**Electronically authorize** purchases

**Eliminate invoices** for purchases

**Receive payment in days** instead of weeks

**Maintain preferred vendor status**

**You must act now to maintain your preferred vendor status with (buyer/cardholder company).**

- If you currently accept credit cards, please call your credit card service provider and arrange for a software upgrade to Level II. This will allow you to electronically transmit accounting data (sales tax and customer code) with MasterCard Purchasing Card orders.
- **If you do not currently accept credit cards**, arrangements can be made to do so by either calling, going online, or sending a fax. For option 1, call (contact name) at (phone number); for option 2, go online to apply at: [mastercardmerchant.com/accept\\_mastercard](http://mastercardmerchant.com/accept_mastercard); and, for option 3, complete the fax form provided and return it to the designated contact.

Because we've made a corporate-wide commitment to reengineering this process, it's truly in your best interest to accept the MasterCard Corporate Purchasing Card as of (date). After all, there are many advantages in it for you.

If you need more information, please call (contact name), the MasterCard Corporate Purchasing Card program administrator at (phone number). Thank you for your cooperation.

Yours truly,

Name

Title