

Virtual Card

Factsheet

Our Virtual Card solutions provide secure payment for goods and services, giving you the ability to use Virtual Card numbers to settle suppliers without the need to deploy physical cards across your organisation.

This could be the right solution for you:

- ◆ If you require a flexible payment method to settle suppliers, either over the phone or the Internet on receipt of an invoice.
- ◆ If you are looking to rationalise your supplier base and want to consolidate all card payment enabled spend into one simple monthly payment.
- ◆ If you want to improve efficiency, security of your processes and gain in visibility over your spend.
- ◆ If you have to book travel for staff without corporate cards.
- ◆ If you have a manual hotel billback process.

Key Features

Control

- ◆ Can be used instead of issuing cards to departments or individuals.
- ◆ Secure management of all card data to PCI DSS standards.
- ◆ Pre-transaction approval steps with user profiles to manage limits, functions and approval adds an additional layer of security.
- ◆ Add transaction or invoice data up-front to simplify reconciliation of transactions.

Monitor

- ◆ Achieve enhanced purchasing policy compliance through greater visibility of spend data.
- ◆ Integration of data allows matching of booker details, invoice, cost centre, and card transaction data.
- ◆ Automated matching of transactions with the ability to monitor and review online and manually match transactions where required.

Efficient

- ◆ Simple solutions which can be tailored to your requirements.
- ◆ Automate manual processes of invoice reconciliation by using virtual card data provided daily/weekly or monthly as required.

Flexible

There are three flexible options available:

- ◆ An online portal with the ability to set up an approval flow, restrict users access to specific supplier profiles and an unlimited amount of custom data fields.
- ◆ A Central Travel Booking system which integrates with your Travel Management Company (TMC) to support hotel spend capture with travel agents or procurement systems.
- ◆ A batch payment process gives you the option to enable automatic invoice settlement through your card programme.

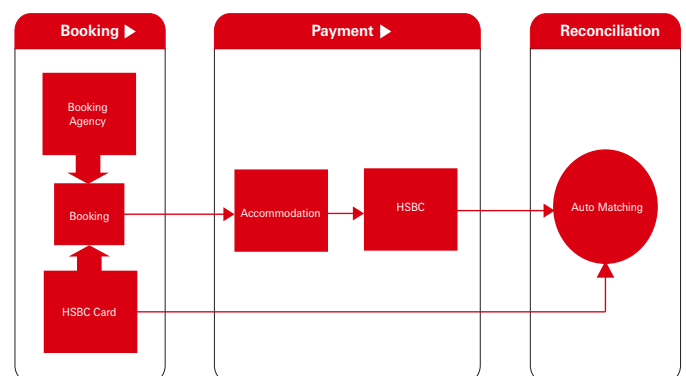
How it works

Virtual Card Portal

Simply order the goods or book the services through the supplier as normal. When a payment card is needed, access HSBC's Virtual Card portal to input unlimited reference details and transaction information before a card is displayed to complete the transaction. The transaction details and the reference information will then be matched together to provide accurate payment reconciliation data, for example matching of order/booking reference to an employee/cost centre.

Central Travel Booking

Our central travel booking solution can be integrated into your existing process with the added benefit of integrating the booking and transaction data to match the traveller with the transaction activity, highlighting policy spend, enhancing travel policy compliance.



Batch Payments

Our secure batch payment process allows you to request cards in bulk direct from your ERP system for multiple supplier payments whilst still providing automated matching.

Other corporate products

- ◆ Corporate Cards – a charge card designed to improve the way you manage your travel and entertainment expenditure.
- ◆ Lodge Card – a card product that is lodged with your business travel agent and designed to settle, control and manage all aspects of your travel bookings.
- ◆ Fuel Card – provides a solution to manage your fuel spend helping you to reduce your fuel costs.
- ◆ Purchasing Cards – a card designed to improve the way you settle with your suppliers and provide you with valuable management information.
- ◆ MiVision Premium – an expense management system to automate your internal expense claim.

Standards of Lending Practice for Business Customers (the “Standards”)

We are committed to the Standards of Lending Practice for Business customers. The Standards is a set of principles of good practice in relation to lending to business customers with a consolidated annual turnover of up to £25m (exclusive of VAT and other turnover related taxes). The Standards apply to products offered for business lending purposes: overdraft, loan, credit card, commercial mortgage and chargecard products across the customer/product lifecycle.

A copy of the Standards of Lending Practice can be obtained at www.lendingstandardsboard.org.uk/the-standards-for-business-customers/ and a copy of the Statement of Lenders and Borrowers responsibilities from our website www.business.hsbc.uk/en-gb/gb/generic/lending-standards-board.

Next steps

To find out more, talk to your Relationship Manager. This information summarises key product features and is not intended to replace any Agreement Terms. Applications are subject to status. Terms and conditions apply.

Accessibility

To find out more about our accessible services please visit hsbc.co.uk/accessibility or ask at any of our branches.

If you'd like this in another format such as large print, Braille or audio, please contact us.

A textphone service is available for customers with hearing and/or speech impairments. If you use your own textphone you can call us on **03457 125 563 (+44 207 088 2077** from outside the UK).

BSL Video Relay Service is also available (Monday-Friday 8am-6pm, excluding Bank and Public Holidays) at hsbc.co.uk/accessibility.

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