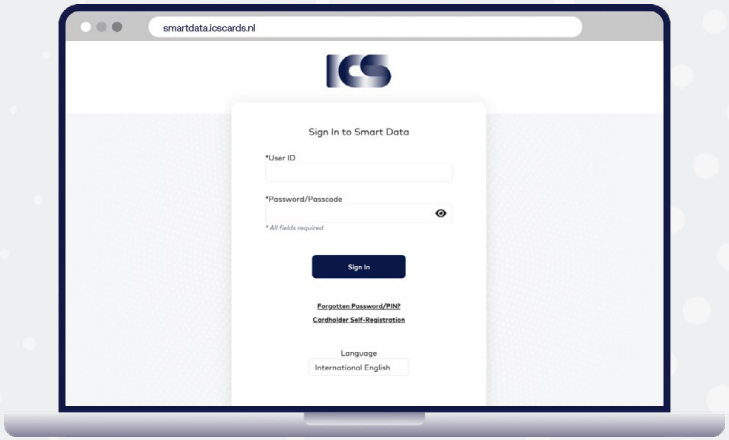
International
Card
Services

ICS Payment Control

A **step-by-step user guide**
for Company Programme Administrators



Part 1

Getting to Know ICS Payment Control

Ready to manage all your business expenses with clarity and efficiency?

ICS Payment Control is a digital payment solution that makes managing unexpected business expenses simple and efficient. It allows companies to generate and manage Virtual Cards for business-to-business spending. These Virtual Cards are used instead of traditional payment methods to pay suppliers for goods and services.

With ICS Payment Control, managing business expenses becomes more seamless, streamlining the entire spend management process from start to finish.



How to use this manual

This manual is split up in 12 easy-to-use parts that will take you through the portal step by step.

Before being able to start using Virtual Cards, you need to set up your Smart Data Portal.

Follow the steps in part 3 to 8 in chronological order for a successful setup.

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Getting to Know ICS Payment Control

How it works

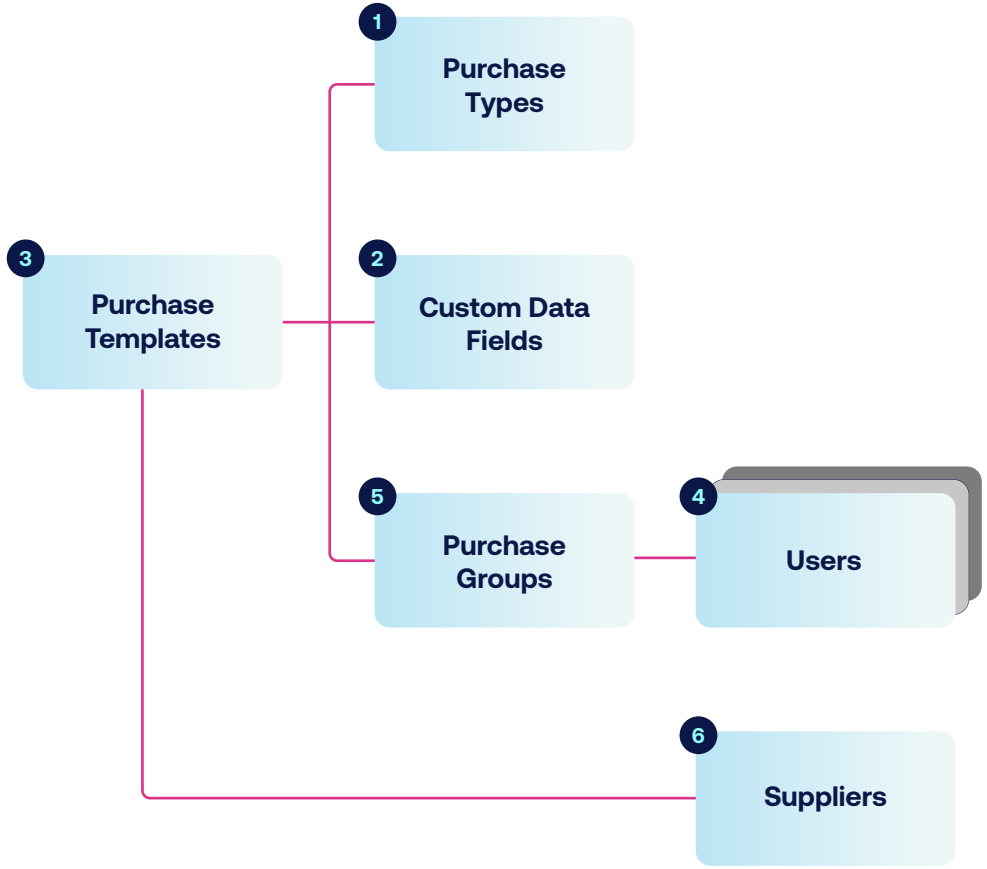
To get started, you need to activate your account in the Smart Data Portal and complete the setup that aligns with your financial processes and company policies. We will take you through this process step by step.

- After completing your setup, you can create unlimited Virtual Cards at no cost, whether for one-time use, fixed timeframes, specific purchases, or dedicated suppliers.
- For each Virtual Card, you define the spending limit, expiration date, controls and the purpose.
- Additionally, you can link all relevant references to each expense, such as ledgers, cost centers, PO numbers, or project codes.
- You can manage all issued Virtual Cards centrally within the Smart Data Portal.
- All transactions from physical cards and Virtual Cards can be automatically transferred to your ERP, expense management or accounting system with Smart Data Connect (icscards.nl/business), eliminating manual expense claims and reducing the risk of errors.

The Smart Data Portal at a glance

Purchase Templates are the heart of the Smart Data Portal. To request a Virtual Card, users must complete a predefined Purchase Template.

In your settings of a Purchase Template, you can have your Virtual Card automatically sent to suppliers as well.



Setup instructions

Before you can work with Virtual Cards, you need to set up your Smart Data Portal. Follow the below steps in chronological order.

1. **Purchase Types**
   Setting up expense categories
2. **Custom Data Fields**
   References supporting reconciliation process
3. **Purchase Templates**
   Standardizing Purchase Requests
4. **Users**
   Assigning roles and permissions
5. **Purchase Groups**
   Managing approval workflow
6. **Suppliers**
   Sharing Virtual Cards with dedicated suppliers

Notifications

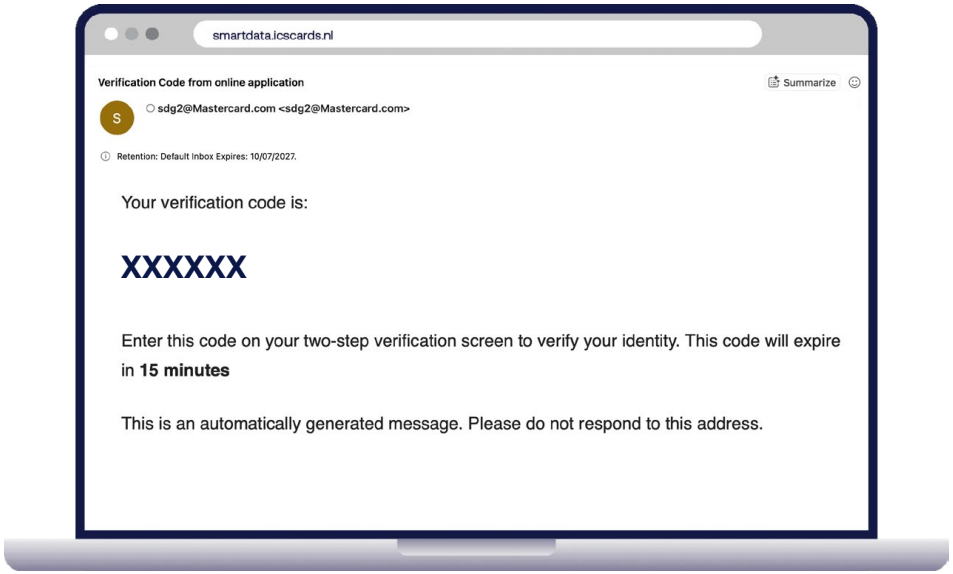
To keep you informed and secure, the platform sends emails from different addresses. Here is what each one is for:

sdg2@mastercard.com
Used for login credentials and account setup details.

incontrol@mastercard.com
Sends all notifications related to Payment Control, including status updates on Purchase Requests.

proofpoint-pps@mastercard.com
Delivers Virtual Card Number (VCN) details to users or suppliers for secure transactions.

proofpoint-pps@mastercard.com
Suppliers receive their Virtual Card details through this email address.



Setting up your account is quick and easy

Collect the **login details** emailed to you by Mastercard.
You can look for the two emails sent from sdg2@mastercard.com:

One email contains the **User ID**.

One email contains a **temporary password**.

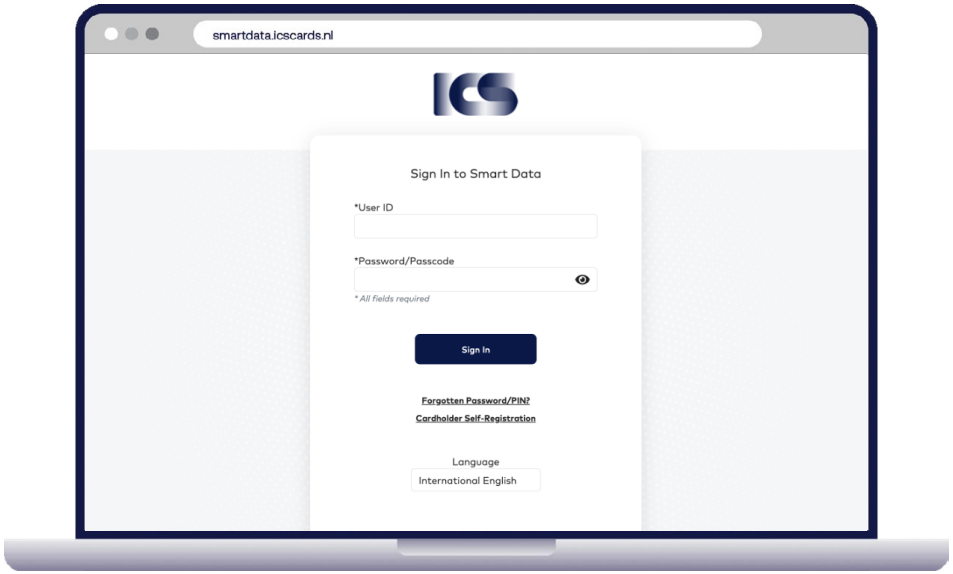
Go to smartdata.icscards.nl.

Enter your **User ID** and **temporary password** and click **[Sign In]**.

Choose a new, **secure password** and click **[Submit]**.

Select your **preferred language**.

Your account is ready to use and automatically set to your preferred language.



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