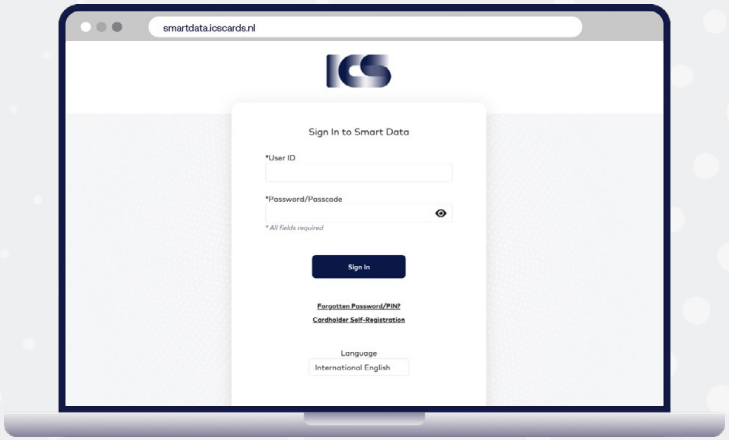
International Card Services

ICS Payment Control

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



Part 8
Setup: Suppliers

Overview

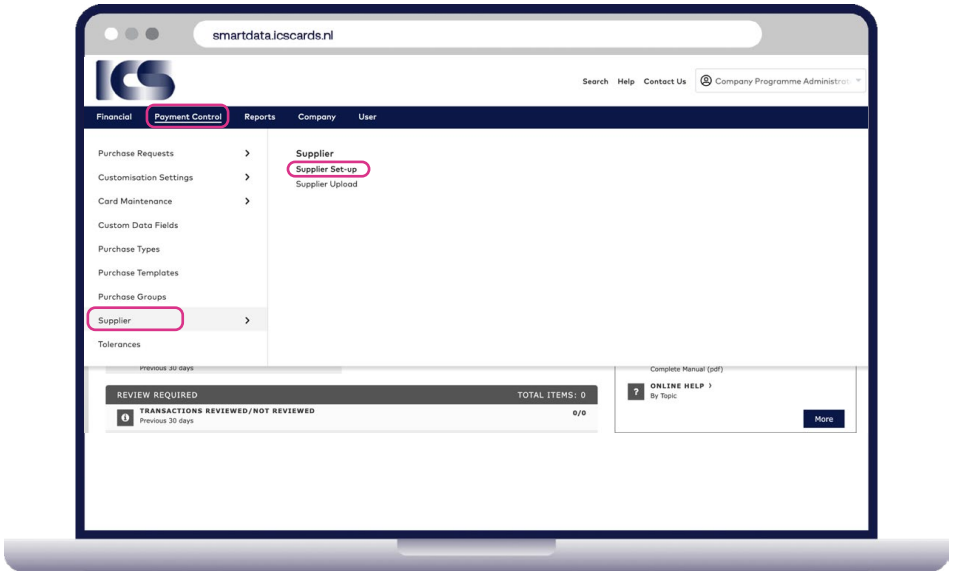
Supplier Setup ensures that all required details, such as supplier email addresses and notifications are captured. Once a supplier is active, **Virtual Cards can be shared automatically with the supplier by email,** enabling smooth, secure, and controlled payment handling for eligible transactions.

In this chapter you will learn how to:

- Add a new supplier
- Enter supplier details
- Configure email notifications
- Link suppliers to specific merchants
- Manage existing suppliers

Getting started

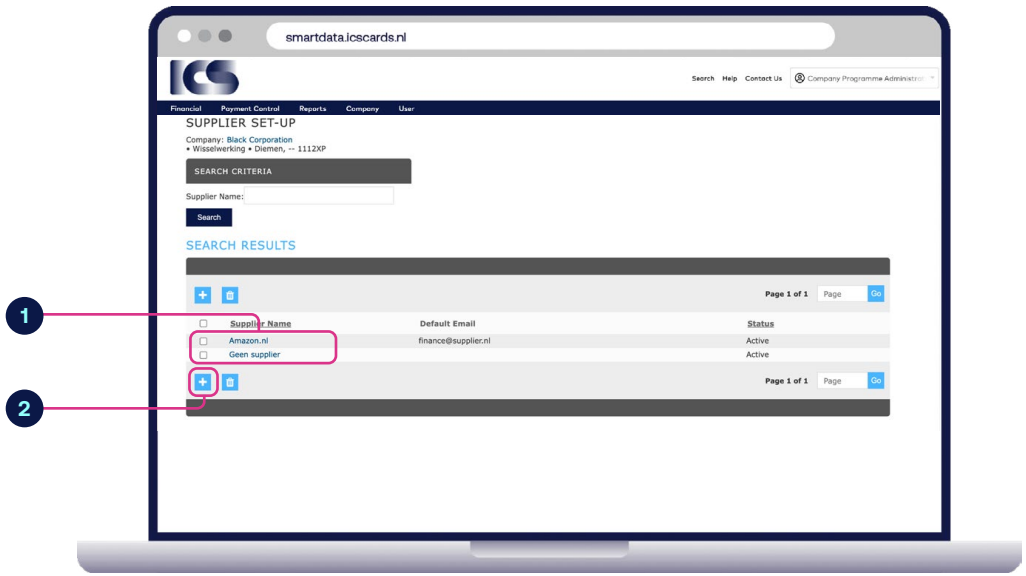
Navigate to **Payment Control** > **Supplier** > **Supplier Set-up.**



Adding a new supplier

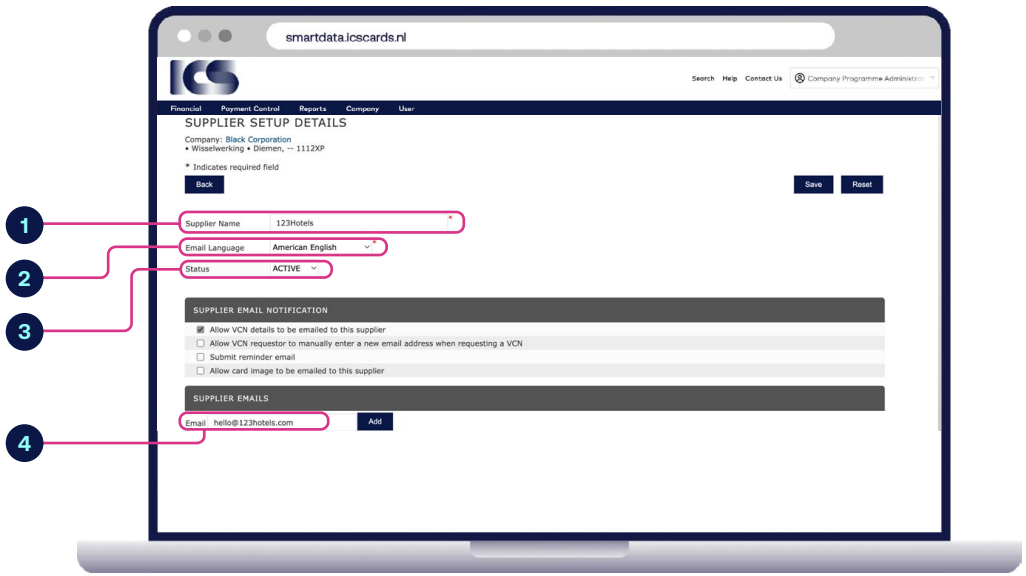
1. Select a supplier from the list of existing suppliers.
2. Or click the **plus** **icon** to create a new supplier.

Note: To get started, you need to set up at least one supplier. If you do not have a supplier yet, you can create a placeholder and name it ‘No supplier’. Leave the email address field blank. When requesting a Virtual Card, the Requestor can fill in their own business email address. The Virtual Card will be sent to the user’s email address.



Entering supplier details

1. **Supplier Name:** Unique name for the supplier.
2. **Email Language:** Select the language for email notifications sent to the supplier.
3. **Status:** Choose **Active** or **Inactive**.
4. **Email Address:** Add at least one email address of the supplier for Virtual Card delivery.



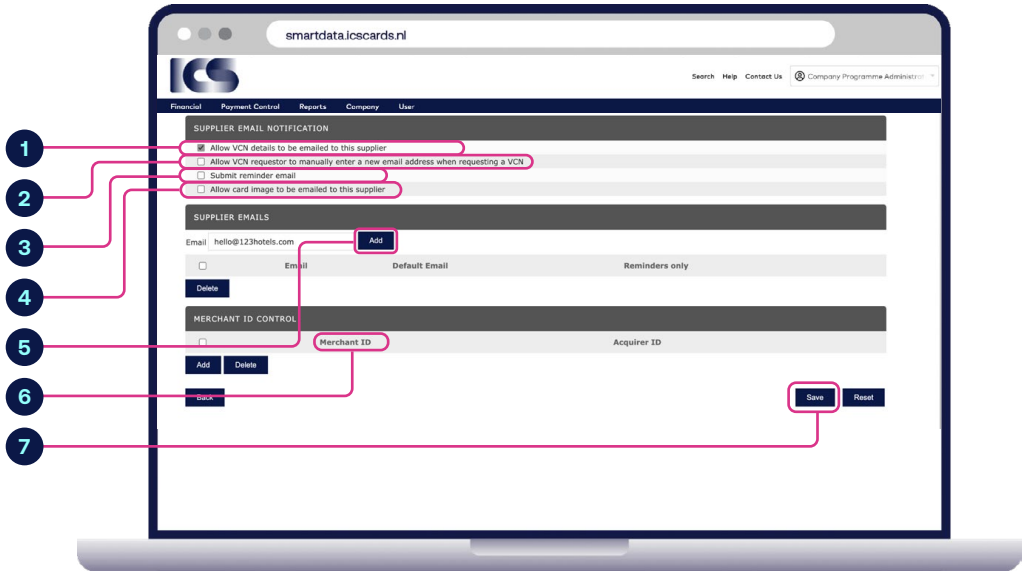
Configuring email notifications

Choose if you would like to:

1. Allow Virtual Card details to be **emailed to this supplier.**
2. Allow Requestors to **enter their own email address** when requesting a Virtual Card.
3. Send **reminder emails** to suppliers for unused Virtual Cards.
4. Include a **card image** in the supplier's email notifications (optional).
5. Enter the **supplier's email** address and click **[Add]**. You can add multiple email addresses.

Optional: Merchant ID and Acquirer ID

6. **Link the supplier to specific merchants**. If you don't know these IDs, go to the Authorization Activity Report or contact your ICS representative.
7. Click **[Save]** to confirm.

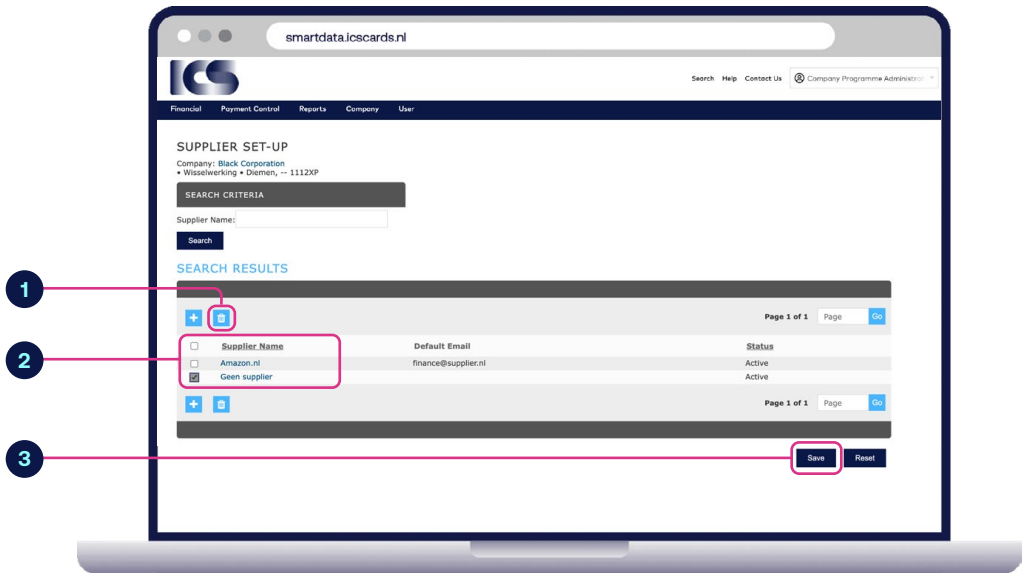


Managing existing suppliers

1. **To delete a supplier,** click the **trash** **icon.**
2. To **edit supplier details,** click the supplier's name and update the fields.
3. Click **[Save]** to confirm.

Note: Deleted suppliers are marked Inactive, not removed.

Tip: Move inactive suppliers to the bottom of the list by adding 'ZZZ' to the start of the description.



International Card Services

icscards.nl/zakelijk
icscards.nl/business