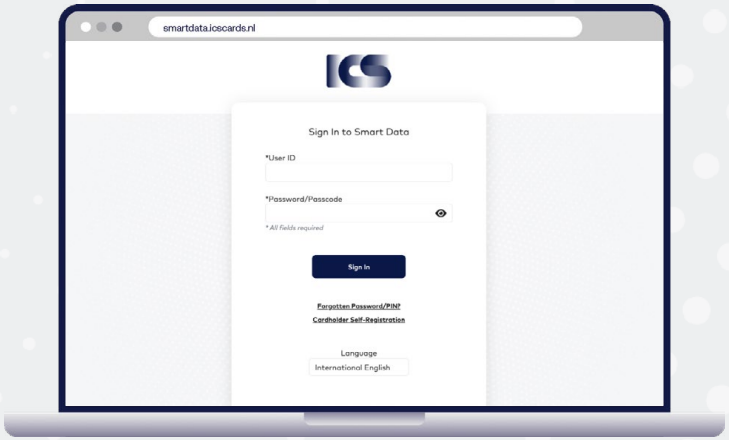
International Card Services

ICS Payment Control

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



Part 9
Requesting a Virtual Card

Overview

After the setup has been completed, the configured Purchase Template(s) can be used by authorized users to **request Virtual Cards** for specific purchases.

Authorized users can **complete the relevant Purchase Template** by entering specific transaction details, such as cost center or project code. Predefined controls, including spending and velocity limits, remain in place to prevent misuse and support responsible purchasing.

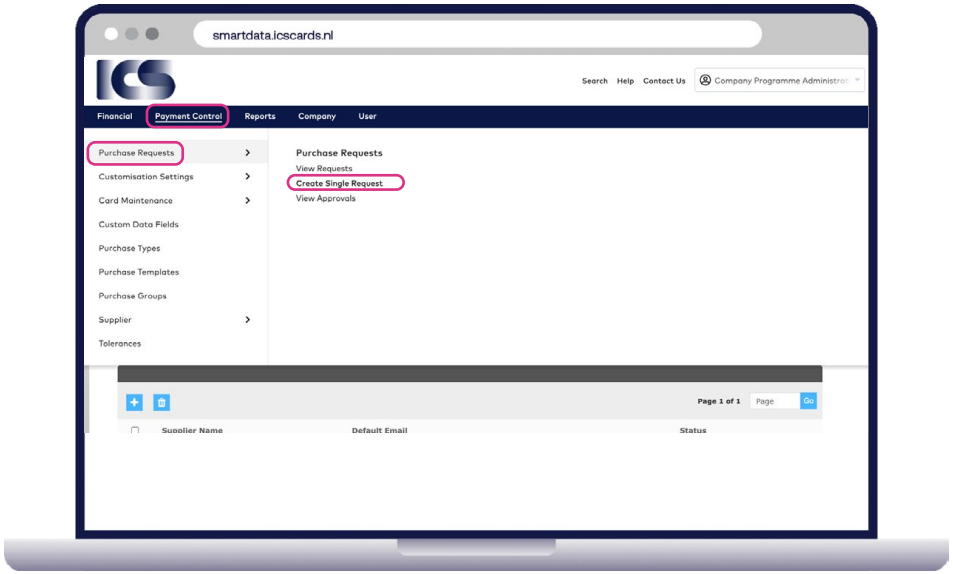
Once submitted and approved, a Virtual Card can be issued in line with the configured settings.

In this chapter you will learn how to:

- Enter request details
- Choose Velocity Control settings
- Select a supplier
- Enter Custom Data Fields

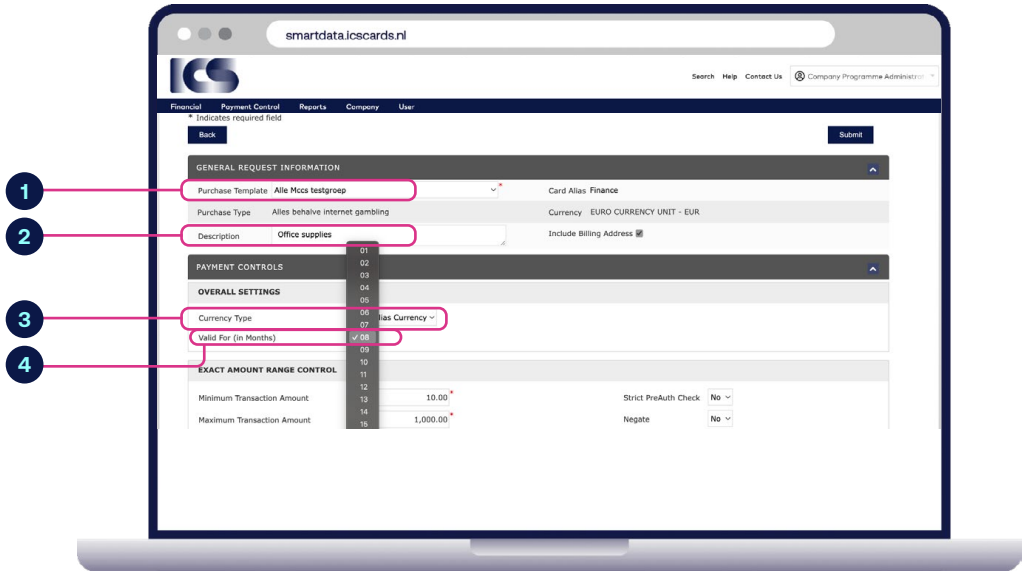
Getting started

Navigate to **Payment Control** > **Purchase Request** > **Create Single Request.**



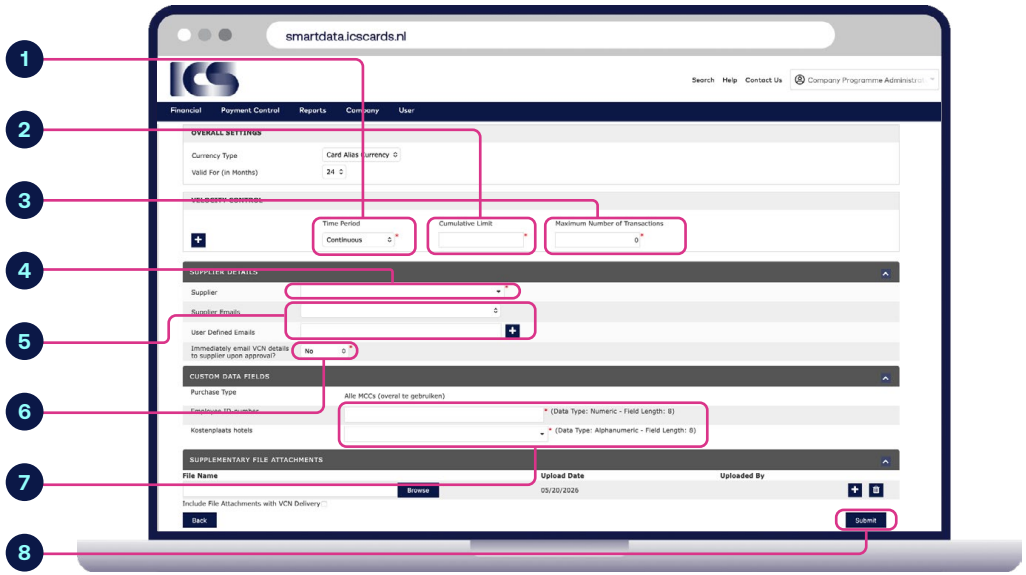
Entering request details

1. Select the **Purchase Template.**
2. **Description:** Provide a clear name for the request (e.g., “Office Supplies”).
3. **Currency Type:** Select Card Alias Currency (=EUR).
4. **Validity:** Set the card’s validity period in months.



Entering supplier details

1. Select the **time period** (use Continuous for a one-time purchase and set transactions to 1).
2. Enter the **cumulative spending limit** (e.g., €500, or set to 0 for unlimited).
3. Define the **maximum number of transactions** (or set to 0 for unlimited).



Entering supplier details

4. Choose the supplier from the list.
5. If you don't have a supplier, use **No Supplier** and **enter your own email address** in Supplier Emails.
6. Select **[Yes]** if you would like to automatically email this Virtual Card to your supplier.

Good to know: If you would like to create a Virtual Card for **single use:**

- Time period: Continuous.
- Set the Cumulative limit.
- Maximum number of transactions: 1.

Entering Custom Data Fields

7. Enter the requested details, such as **Project code** or **Invoice number.**
8. Click **[Submit]**.

Your Virtual Card

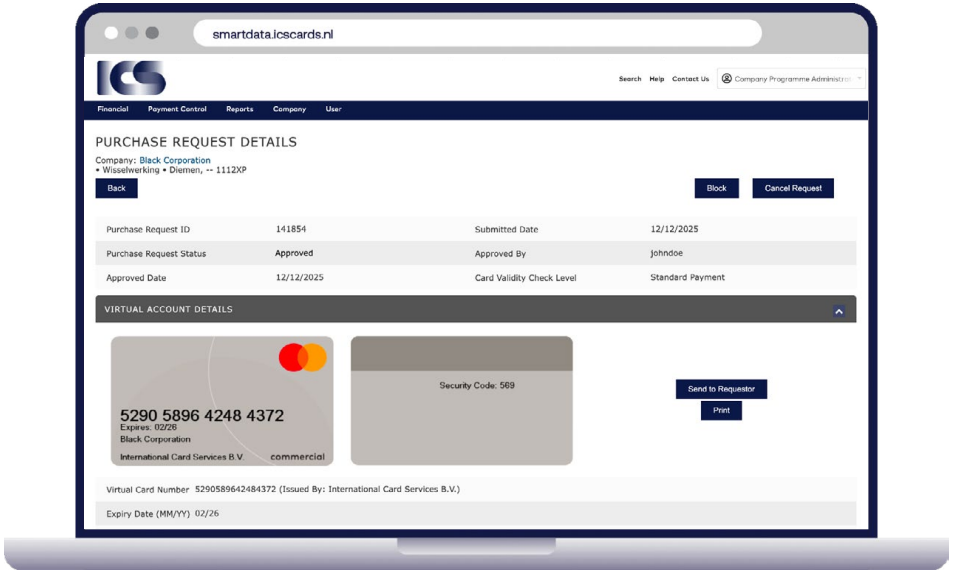
If no approval is required, you will automatically see your Virtual Card details.

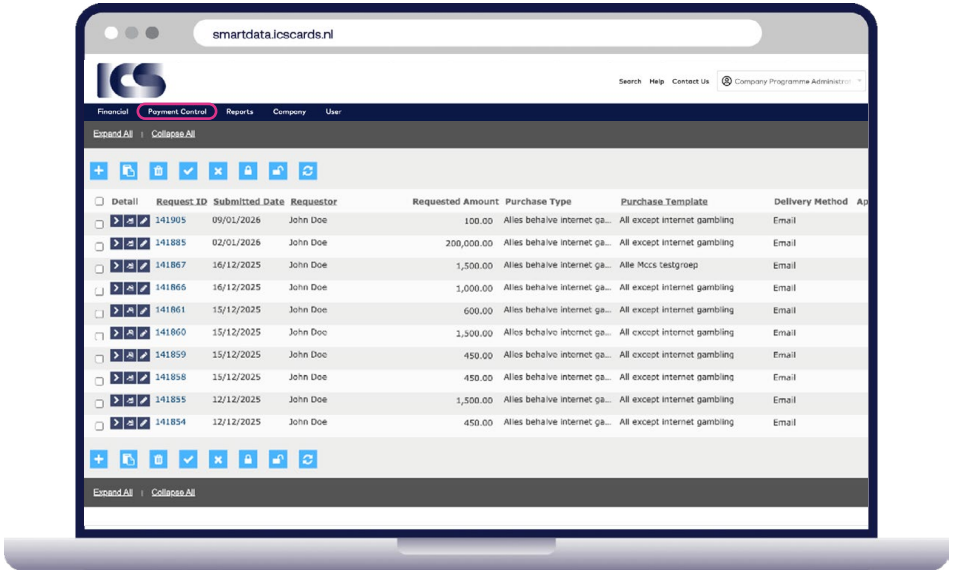
If your request needs to be approved, you will receive an **email** once your request is reviewed.

Or you can navigate to **Payment Control** > **Purchase Request** > **View Requests** and click on your **Request ID** to see the status.

If the Virtual Card is sent directly to the registered supplier, the supplier will receive an email from: proofpoint-pps@mastercard.com.

Before the supplier can open emails containing the Virtual Card details, they must complete a one-time activation of their Proofpoint account. Please notify the supplier of this requirement in advance.





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