



# Vendor Enrollment Form

## Payment Method

Our business is working with Commerce Bank to streamline our Accounts Payable program. Our preferred method of payment is with a Visa Virtual credit card.

## How It Works

Once an invoice is approved for payment, the system will send an email remittance to your designated inbox that will contain the invoice information, as well as a link with a one-time use virtual Visa card. Your Accounts Receivables Department will then be able to key the card information into your credit card processing system. If you require to keep a card number on file, please indicate that on this page and we will accommodate.

➤ Vendor Name & Phone Number: \_\_\_\_\_

➤ Physical & Mailing Address (if different): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ Please indicate if your business is able to accept Visa for payment: **Yes** **No**

➤ If yes, are there any fees or limitations to paying this way? **Yes** **No**

- If there are fees or limitations, please provide details:

\_\_\_\_\_

➤ Email address or fax number that the virtual card remittances should be directed to:

\_\_\_\_\_

Return form to [vendorsetup@cmh.edu](mailto:vendorsetup@cmh.edu)  
For questions contact [accountspayable@cmh.edu](mailto:accountspayable@cmh.edu)