

Purchasing Card

Factsheet

This could be the right solution for you

- If you want to be in control of your business expenditure
- If you want to negotiate better rates with your suppliers
- If you want freedom to make purchases using the telephone and internet
- If you want to reduce the number of business cheques you issue
- If you want to enjoy the capability to pay for goods and services
- If you want to reduce the need for petty cash

Key Features

Control

- Choose which of your staff are issued with a purchasing card
- Set a maximum spending limit and transaction limit for each Cardholder
- Select certain categories of suppliers to block to ensure that cardholders only use the card for the purpose it is intended

Monitor

- Monthly statements will be provided online, showing details of all purchases made with the card, allowing you to keep a constant check on expenditure

Efficient

- Our reports allow you to compare costs at a glance, giving you the information to negotiate discounts with your suppliers and meet business requirements

Online Statements and Management Information

Our Purchasing Card give both you, and your employees, the information you need from our online, easy to use, MiVision solution.

For Cardholders MiVision provides:

- Online statements with 'line item detail' transaction information if provided by suppliers
- Recent transactions that are updated daily and statements which are accessible for up to three years

For the business MiVision provides:

- The ability to update Cardholder profiles, close accounts, set spend limits, view all Cardholders accounts
- Online management information reporting enables you to run a number of standard reports or, create your own bespoke reports

Reports can:

- be downloaded in a range of formats, from Excel to CSV and PDF
- be set up once and scheduled to run periodically
- interrogate every aspect of data relating to your Purchasing Card programme
- filter and sum data fields so you get only the data you want
- an optional online expense management solution that can be integrated with your programme
- a consolidated view if you have other HSBC corporate card products

Flexible

- Purchase a wide range of goods and services, including tools, office supplies, computer software and travel tickets using the phone, the internet or by mail order
- Choose when your business receives monthly statements and how you settle them – ACH, Direct Debit or cheque remittance
- Have up to 52 days' interest-free credit depending on the terms you agree with us

Convenient

- Settle payments with all your suppliers with a single monthly payment and because you choose the billing date
- Your suppliers will be paid in full within three to four working days basis their arrangement with their Banks

How it works

| Admin | Employee | Supplier |
|---|--|---|
| Sets cost guideline | Uses card to order goods from supplier | Obtains authorisation |
| Monitors transactions monthly | Verifies charges monthly against statement | Receives payment within three to four working days basis their arrangement with their Banks |
| Receives detailed and consolidated management information | | |

Other corporate products

- **Corporate Card** – a credit card designed to improve the way you manage your travel and entertainment expenditure
- **Lodge Card** – a card that is lodged with your business travel agent and designed to settle, control and manage all aspects of your travel bookings
- **Virtual Card** – provides secure payment for goods and services from suppliers without the need to deploy physical cards across your business

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. Subject to status.

We will discuss all charges with you before you make any commitment to us.