

## PAYEE MANAGER

SAVE TIME AND MONEY MANAGING VENDOR PAYMENTS MORE EFFECTIVELY



If you are wasting valuable time and money handling large volumes of cheque payments, manually updating vendor information and chasing down payment inquiries then you should look at our new combined vendor management and payment solution, Payee Manager.

Payee Manager is designed to make it easy for you to enrol and pay your suppliers by electronic payments. In fact, Payee Manager can offer you the combined advantage of an electronic payment enrolment system, vendor information management tool and payment

platform all within one simple web based application. In addition, your vendors can manage and update their own banking details within the system through a secure self service environment and track progress of their payments including payments in transit.

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### Can you relate to the following issues?

- Finding time and resources to acquire all your vendors' banking details in order to switch over to electronic payments
- Maintaining up-to-date contact and banking information for all your suppliers
- Employing staff to manage payment inquiries and manually update vendor information within your accounting systems
- Wasting money producing paper cheques
- Attempting to trace payments on bank statements where there is no remittance
- Providing required audit trails and reports

### How can Payee Manager help you overcome these payment issues?

- Reduce costs to your business by switching from check to electronic payments – quickly and effectively
- Improve relationships with your vendors by ensuring they are paid accurately and on time
- Minimise overhead within your business by reducing manual processes currently employed to handle inquiries from vendors with payment issues
- Cut out manual reconciliation of remittance data
- Take ownership and control of your vendor database
- Report accurately and meet mandatory audit requirements

### How does it work?

You can have a new vendor enrolled onto the system in a few simple steps – a process that can be completed in five minutes!

**1. CREATE A CAMPAIGN** – Launch an online vendor enrolment email campaign that invites your vendors to enrol for electronic payments through a secure website.

You gain access to a suite of campaign management tools, including: email templates customisable with your logo and color scheme, list scrubbing capabilities\*, campaign scheduler and tools for monitoring your campaign's progress.

**2. MANAGE & APPROVE** – Manage your enrolment campaigns and approve enrolment details

As your vendors enrol you are prompted by an auto generated email to login and approve the vendor details. Once approved, the vendor is immediately set up as a beneficiary and ready to receive your electronic payments. You can see who is enrolling, how many vendors have enrolled and who is yet to respond to your campaign.

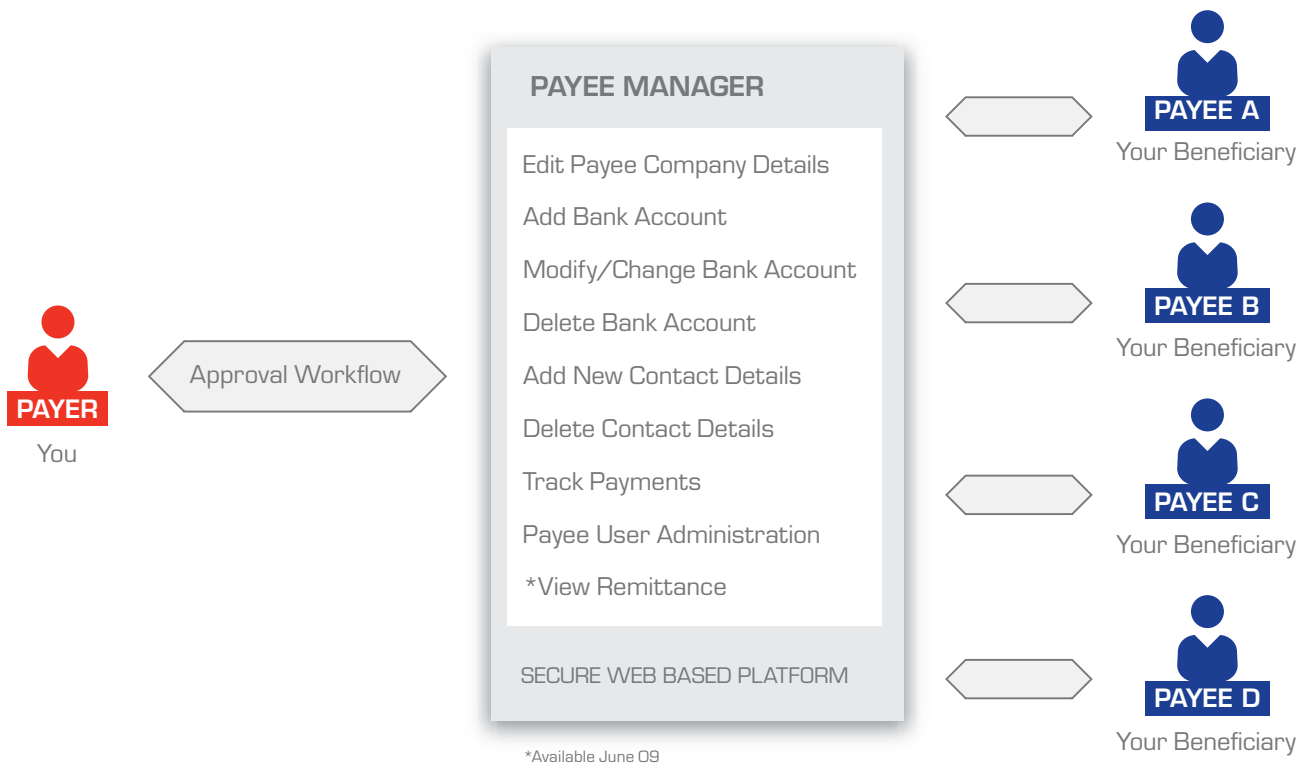
**3. MAKE A PAYMENT** – Use GlobalPay, our online platform, to make payments to your enrolled vendors

Once a vendor is enrolled you can schedule payments – either one-off payments or recurring – through our GlobalPay payments system which is linked to Payee Manager. Your vendors are automatically listed within the system so its quick and easy to select them for payment. You simply log into GlobalPay, go to the Pay Today screen and place the order. Once the payment has been committed, the beneficiary will automatically receive a Pay Alert email notification and details of how they can track their payment online.

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**4. ONGOING VENDOR SELF-MANAGEMENT** – your vendors have access to amend their banking instructions and company contact details, track incoming payments, and manage user access rights, all through Payee Manager's online interface. Any requested amendments trigger an email to you, prompting you to log into Payee Manager and approve the changes before the system is updated. This approval process enhances security and keeps you in control of your vendor database at all times.



If you want to maintain better control and improve visibility of your payments to vendors, Payee Manager is the answer.

- There is no system to install, no technical implementation or complex user training
- Enrol as few or as many vendors as you want
- No systems integration required

Contact Travelex Today!

Call us today on **1800 730 400** to arrange a demonstration, or email us at [enquiry@travelex.com.au](mailto:enquiry@travelex.com.au).

[travelexbusiness.com/au](http://travelexbusiness.com/au)

\*Some services may be available at an additional cost

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Global Business Payments