



## MasterCard Guidelines For Vendors Currently Accepting MasterCard

If you currently accept MasterCard, you can accept the GE MasterCards issued to state agencies and institutions. You would process MasterCard payments as you do with any other organization.

One of the benefits to vendors who do business with the Commonwealth of Virginia (COVA), is GE MasterCard provides a free service—a no obligation analysis of your current MasterCard pricing structure with other available plans. GE MasterCard has secured special pricing through a list of other banks. To contact GE MasterCard, refer to their contact information on the back of this flyer.

Another possible benefit to your organization could be to adjust the amount of data passed with each MasterCard transaction. This can potentially lower your current pricing structure, and will aid the buyers of your goods or services in reconciling their MasterCard statements.

As a MasterCard merchant, you set up as one of the following three (3) levels:

- **Level 1**
- **Level 2** (Preferred level for Commonwealth of Virginia)
- **Level 3**

**Level 1** vendors provide basic credit card purchase information, including but not limited to the data listed below. By passing “Basic Data,” you have a **standard interchange cost**.

- **Supplier Name**
- **Merchant Category Code**
- **Date**
- **Total Purchase Amount**

**Level 2** vendors provide additional information to the Level 1 elements, including, but not limited to the data listed below. By passing Level 2 detail, you would receive **lower interchange costs**. Level 2 is the preferred level for any vendors who do business with the Commonwealth of Virginia and accept MasterCard.

- **Customer Code (PCO Number from eVA)**
- **Vendor Tax ID**

*(Continued on page 2)*

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**Level 3** vendors provide line item detail, in addition to the Level 1 and Level 2 elements, including, but not limited to the data listed below. By passing Level 3 data which is considered "superior data" you would receive the **lowest interchange costs**.

- **Item Description**
- **Item Quantity**
- **Item Unit of Measure**
- **Product Code**
- **Freight Amount**
- **Extended Line Item Amount**

Contact GE MasterCard for your free no obligation analysis:



Corporate Payment Services

Email: [Supplierstrategy@ge.com](mailto:Supplierstrategy@ge.com)

Phone: 866-517-5748 (toll free)

Please let them know you are an eVA Registered vendor and if you are SWaM certified.

### Electronic Purchasing For Virginia Government

The Commonwealth does purchasing through eVA, [www.eva.virginia.gov](http://www.eva.virginia.gov), a dynamic government-to-business website that automates and streamlines Virginia's government purchasing. eVA is managed by the Commonwealth's eProcurement Bureau, part of the Division of Purchases and Supply, within the Department of General Services (DGS), [www.dgs.virginia.gov](http://www.dgs.virginia.gov). DGS establishes purchasing policies that support wise use of state funds, contributing to operational excellence statewide.

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