



## Welsh Purchasing Card



### Accept the Welsh Purchasing card and enjoy faster payment

Purchasing cards are well established in the UK Public Sector with over 1000 organisations across all sectors running Government Purchasing Card (GPC) programmes supported by HM Treasury. In agreement between the Welsh Assembly Government and the Royal Bank of Scotland, xchangenwales has been managing the Welsh Purchasing Card (WPC) since 2002. Offering a cost effective and safe mechanism for buying low risk good and services, WPC also allows the Public Sector buyer to avoid bureaucratic purchase-to-pay processes.

Operating under budget constraints and efficiency targets, the WPC has become an increasingly popular purchasing tool in the Welsh Public Sector – over 90 are now operating the system. Accepting the WPC as a means of payment for the goods and services you offer could put you at a trading advantage.

### How is the Welsh Purchasing Card used?

Cards are issued by Public Sector organisations to staff who order goods and services as part of their job (e.g. for travel arrangements, stationery, computer consumables etc). They use the card – just like they would a credit card – to place an order with the supplier either face-to-face or via telephone, internet etc. On provision, the supplier will process the transaction through the card system with **guaranteed payment** by their acquiring bank within **3-4 days**.

There is no need to issue invoices unless specifically requested by the card user's organisation.

In some instances card details (or virtual cards) are lodged with the supplier themselves and orders placed via a secure, password controlled system. Once again administrative processes are reduced for both supplier and buyer, as purchase orders are not usually used.



### Who can accept the Welsh Purchasing Card?

Any supplier who currently accepts credit cards will also be able to accept the Welsh Purchasing Card. A special processing terminal may be needed if enhanced data (such as VAT) is to be added to the basic transaction. As purchasing cards are designed for this purpose, many of your customers using them will wish to see this enhanced data.

## Benefits for using the Welsh Purchasing Card

### Account set up is simple

no credit checking is required for new accounts ✓

### Payment is guaranteed within 4 working days

enjoy improved cash flow instead of waiting for 30, 60 or even 90 days after invoice issue ✓

### Reduce your administration costs

with no paper invoice to issue, statements to produce or late payment chases ✓

### Enjoy preferred supplier status

as more organisations seek to rationalise the number of suppliers used, accepting the Welsh Purchasing Card will often feature in their selection criteria ✓

### Increase business opportunities

depending on the level of purchasing card capability you could be listed as a UKVAT Accredited supplier as well as appearing on a national database of card capable supplier to the Welsh Public Sector ✓

### Communicate directly with your buyer

build a relationship with your buyer and reduce inaccurate deliveries and therefore the number of returns ✓

## Different levels of Welsh Purchasing Card capability

The level of capability you will need depends on your customers. You should look carefully at which level applies to your circumstances:

**Level 1 or Retail Level** – this allows you to accept credit and purchasing cards but does not enable you to pass any detailed data on the purchase or VAT for a transaction.

**Level 2 or Summary VAT** – the commodity description along with traditional VAT details are entered into the card processing system. It's also possible to enter optional customer reference information.

**Level 3 or Line Item Detail (LID)** – in addition to Level 2 detail, you can input specific detail – such as description and quantity – into the card processing system.

There are costs associated with higher levels of card capability. Favourable terms are available from RBS as part of the campaign to develop the Welsh Purchasing Card programme. You can find out more about card capability and pricing by contacting the xchangewales team.



## Find out more

xchangewales can offer advice and assistance on the Welsh Purchasing Card.

For general information on card acceptance you should contact either your own or any other High Street bank.

[www.Sell2Wales.co.uk](http://www.Sell2Wales.co.uk)

For further information please visit our website:

[www.xchangewales.co.uk](http://www.xchangewales.co.uk)

or email:

[xchangewales@wales.gsi.gov.uk](mailto:xchangewales@wales.gsi.gov.uk)