

## When you

- Accept electronic payments from the state and
- Register on the Vendor Portal web site

You will have direct access to payment information 24 hours a day, 7 days a week!

"Work that used to take me 10 minutes to do now literally takes seconds. I don't have to look through a bunch of papers. I log onto the Vendor Portal, copy information on the payment from the detailed summary and paste it into an email. I can then send the email to the appropriate office on campus and confirm payment. It is a big time saver. It's a wonderful system."

Cynthia Parker  
Office of Treasury Management  
University of Vermont

## Save Yourself



with ACH & Vendor Portal!

## For more information

### On Electronic Payments:

#### Department of Finance & Management

Financial Operations Division  
109 State Street, Montpelier, VT 05609  
(802) 828-0676 Fax (802) 828-2434

[www.Finance.Vermont.gov](http://www.Finance.Vermont.gov)

(select Forms link, left side of the page, form to start electronic payments under VISION heading)

### On the Vendor Portal:

#### Office of the State Treasurer

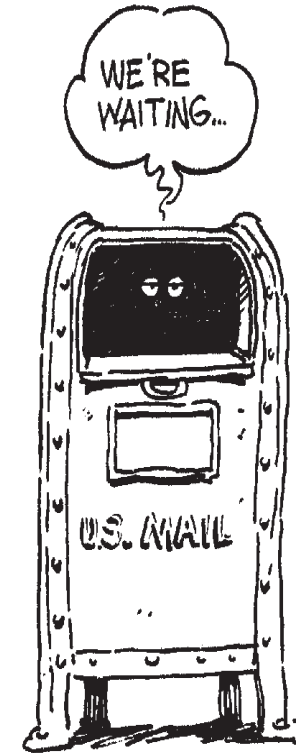
Treasury Operations Division  
109 State Street, Montpelier, VT 05609  
(802) 828-2301 / (800) 642-3191 (VT only)  
TTY (800) 253-0191

[www.VermontTreasurer.gov](http://www.VermontTreasurer.gov)

(select Vendor Portal link, right side of the page, under Online Services)

E-mail to: [Services.Accounting@state.vt.us](mailto:Services.Accounting@state.vt.us)

# Receive your money faster with electronic payments.



View your payment information on the same day the money is deposited.



# Save Yourself TROUBLE

with ACH & Vendor Portal!

- Reduce your vulnerability to check fraud.
- Reduce your exposure to lost or stolen payments.
- Easily trace your payments.
- Experience added protection from identity theft.

## Did you know?

The results of the 2009 Association of Financial Professionals Payments Fraud and Control Survey show that 71% of the surveyed organizations experienced attempted or actual payments fraud in 2008. These results underscore the importance of fraud control measures. Electronic payments can offer organizations more fraud control. Survey respondents indicated that organizations were much less likely to be subject to fraud from electronic payments than from checks.



Reduce office clutter through electronic payments and Vendor Portal. Less paper means less waste and a more environmentally friendly process!

Automated Clearing House (ACH) is a secure network used to connect banks to each other. It is through this network that direct deposits, electronic payments, certain transfers, and debit-card payments are processed. ACH processing was first introduced in the 1970s as an alternative to traditional check payments. In an ACH transaction, payment information is processed electronically instead of manually, thereby increasing reliability, efficiency, and cost-effectiveness.

A growing number of vendors doing business with the State of Vermont are opting to receive vendor payments from the State solely through electronic payments. These electronic payments are made through electronic funds transfer. If you are not receiving payments electronically from the State, we want to urge you to consider making the change. To switch to electronic payment, simply fill out a one-page "Vendor ACH Authorization Form." You can get this form from the Department of Finance & Management or the State Treasurer's Office. The form will be processed in 2-3 business days.

Once you are signed up for electronic payment, you may then use the Vendor Portal--a secure online system that gives vendors direct access to payment information. A summary page shows vendors each payment and the amount by date. By clicking on any payment number, vendors may view payment details that include the department the payment is from, invoice number and date, voucher identification number, amount paid, and the type of payment. Sign up for the Vendor Portal through the Treasurer's Office web site.

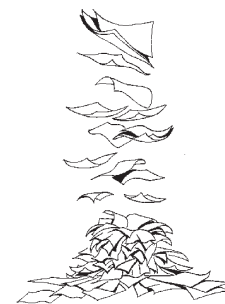
# Save Yourself a Ggravation

with ACH & Vendor Portal!

- Immediate availability of funds.
- Ability to view payment information the same day the money is deposited.
- Easy 24-hour access to all information found on the printed remittance.

## Did you know?

ACH payment volume nationwide increased by more than 475 million transactions in 2009, bringing year-end total transaction volume to 18.76 billion, a 2.6% increase over 2008 activity, according to NACHA—the national electronics payments association. ACH payments also mean you save money as a taxpayer. It costs the U.S. Treasury approximately 10 cents to issue an electronic payment, versus 98 cents to issue a check.



"Every morning I log on and view our banking information. Sometimes the payment notice is on the Vendor Portal before it even hits the bank. I no longer have to wait for the remittance to arrive in the mail to post payments to our general ledger. The information in Vendor Portal has become my back-up."

Laurel Moffatt  
Clerk/Treasurer's Office  
City of Burlington