

Single Use Accounts Integrate Simply into Your Existing Payment Processes

## How Does Purchase Log Work?

Purchase Log can be accessed by any standard Web browser. With appropriate authorization, you or your payment specialist can create single-use virtual accounts for your payment needs in three simple steps:

1. Enter custom data fields
2. Enter amount of payment
3. If automatically sending payment information via fax, enter vendor's fax & submit request

### Custom Field Examples

- P.O. Number
- Invoice Number
- Reservation Number
- Claim Number
- Vendor I.D.
- Cost Center
- Description

ADMIN	SECURITY MANAGER	PAYABLES	REPORT
Payables	Purchase Log	Create Purchase Log	
RESERVATION NO.		123456	
RESERVATION DATE		12/31/11	
CUSTOM ID2		12345	
COST CENTER		2012	
VENDOR		Marriott Paris	
DESCRIPTION		3 nights stay	
Note to Merchant		Please process at checkout	
Amount		\$370.00	
Merchant Fax		555-1212	
Fax Recipient Name		Service Writer	
		Save	Close
Card Number		0000-0000-0000-0000	
Expiration Date		1/3	
CSC Value		067	

Within seconds, payment information is returned for approved payments.

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877.865.4244



# Purchase Log with Web Services



## Extend the Functionality of Your Existing Systems

*“When I tried to implement [solutions with other vendors], I discovered half the stuff that was promised was never delivered. None of that was an issue with Wright Express.”*

Adriam Lobaina  
IT Manager  
Phoenix American  
Insurance Group

You’ve already made an significant investment in operating systems. Purchase Log with Web Services connects with and extends the life of your existing systems. Better yet – leveraging Purchase Log with Web Services can help you generate a new revenue stream to cover the cost of any minimal technical implementations – and fund other projects you may be putting off.

### Key Benefits

- Your payment specialists can work within existing systems and business processes
- Automatically capture data important to your payment transaction, and append it to the single-use virtual account
- Automatically reconcile transactions in your accounting system

### What is Purchase Log with Web Services?

“Web services” refers to industry standard programming that allows two systems to talk to each other and exchange information securely over the Internet. Our Purchase Log solution passes information between your operational software and our payment system to create single-use, virtual accounts for payment disbursement.

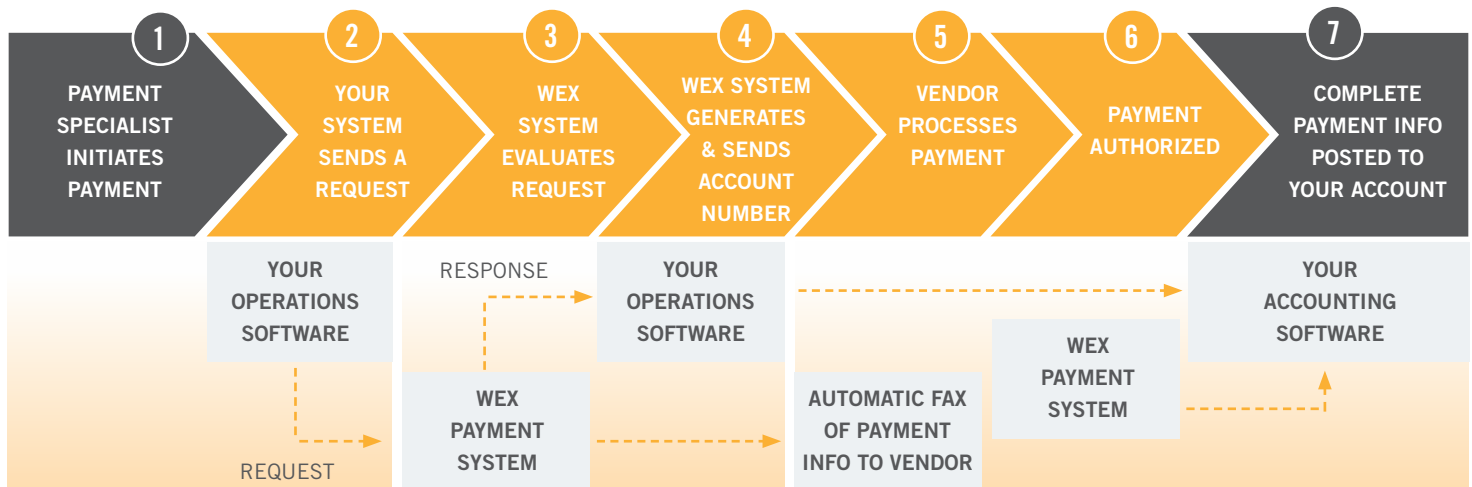
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# Purchase Log with Web Services

Extend the Functionality of Your Existing Systems

## The Payment Process



1. Your operations/payments team work as normal in their existing management software. With the click of a button in their existing system, a “request” is initiated.
2. A “request” comes into our system, complete with custom-defined fields you would like appended to the payment transaction.
3. In seconds, our system validates the user, evaluates the request against your control rules, sets a credit limit and expiration dates, and creates a unique 16-digit account. The request is stored in our database for research, reporting and resolution, as needed.
4. A “response” from Wright Express to your system returns a 16-digit MasterCard® account number, plus other details required for processing payment. If required, we can automatically fax payment details directly to your vendors.
5. Merchants process payment through existing point of sale credit card terminals.
6. Payments are authorized and settled, with your vendors typically receiving funds in 24-48 hours.
7. Posted transactions are compared to thresholds you establish in our system for determining reconciliation status. All transactions, including your user-defined fields and reconciliation status, easily carry through to your accounting systems.

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