



# PROCUREMENT SERVICES

TEXAS TECH  
Administration & Finance  
Financial & Business Services

## TEXAS TECH UNIVERSITY SUA FORM

Submit form to [vendor.services@ttu.edu](mailto:vendor.services@ttu.edu)

### Transaction Type

New SUA Setup

Change Existing SUA Information

Cancel Existing SUA

### Vendor Information

Company Name

Business Name  
(if different)

Tax ID/Federal ID

### SUA Information

SUA Contact Name and Title

SUA Contact Phone Number

SUA Payment Notification  
Email Address:

*\*An email address is required for the payment notification. We recommend a central email address, such as [accountsreceivable@vendorname.com](mailto:accountsreceivable@vendorname.com). Only one email can be accepted.*

*I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. Note: All payments will be made in compliance with State of Texas laws.*

Signature (required)

Date

Printed Name

To enroll in J.P. Morgan's SUA payment solution, please email this completed form to TTU Vendor Services at [vendor.services@ttu.edu](mailto:vendor.services@ttu.edu).

#### Receiving and Processing SUA payments:

1. Once a supplier agrees to accept SUA, they will be provided the first seven digits of the SUA account number.
2. The first seven digits of the account number are static and located in the SUA confirmation follow up email.
3. When payment is issued, an email will be sent to the confirmed payment notification email address notifying the supplier a payment is ready for processing. It will contain the unique last nine digit account number, expiration date of the SUA account number, and remittance information for the invoices being paid.
4. To process the payment, the supplier enters the full account number using the account number combined with the nine digits provided in the email and any other required information into their credit payment processing system.

#### Benefits of SUA payments:

1. The SUA payment method allows you to be paid via a virtual credit card number sent from a secured JP Morgan email. The card number will only be used once and will be presented for the amount of the invoice, making account reconciliation simple.
2. If you choose to receive SUA payments, your terms will be net 5 days.