

Commercial Card

Solutions

An Exclusive Publication for Commerce Bank Commercial Cardholders

The Supplier Side of Data Protection

In addition to the internal controls your business maintains, you should also understand the responsibilities your suppliers (i.e. merchants, vendors) have related to protecting card data. You may want to familiarize yourself with the Payment Card Industry Data Security Standards (PCI-DSS) that your suppliers must adhere to. Below you can take a look at the article from Fourth Quarter 2007 NAPCP E-News regarding PCI-DSS requirements.

End-users familiar with the 12 PCI-DSS requirements (see below) are better equipped to discuss data protection issues with their suppliers. In fact, end-users often include security-related terms and conditions within contracts with key suppliers. Many end-users are also card acceptors (accepting customers' card payments), so are subject to PCI-DSS compliance as well.

The Web site for the PCI Security Standards Council, www.pcisecuritystandards.org, lists merchant requirements as follows:

1. Install and maintain a firewall configuration to protect cardholder data
2. Do not use vendor-supplied defaults for system passwords and other security parameters
3. Protect stored cardholder data
4. Encrypt transmission of cardholder data across open, public networks
5. Use and regularly update anti-virus software
6. Develop and maintain secure systems/applications
7. Restrict access to data by business "need to know"
8. Assign a unique ID to each person with access
9. Restrict physical access to cardholder data

10. Track and monitor all access to network resources and cardholder data

11. Regularly test security systems and processes

12. Maintain a policy that addresses information security

As reported within GSQ, a Green Sheet Inc. Publication, Vol. 10, No. 3, September 2007, the well-publicized security breach by discount retailer TJX Companies is being blamed on outdated networks and easily hacked software. The effects of that breach are far-reaching, as authorities have uncovered multiple schemes, including counterfeit cards, as a result. TJX Companies is just one example of breaches in the past couple of years. Visit http://www.greensheegsq_pdfs/gsqv10n3.pdf for the complete article.

The card networks are taking a variety of approaches to improve PCI compliance among merchants, such as providing education, offering incentives and/or assessing fines. It's a worthwhile issue to watch as efforts progress.

Article provided courtesy of the National Association of Purchasing Card Professionals, www.napcp.org.



Commerce Bank
Member FDIC

Tax-Savings for Businesses

In 2006, businesses paid the IRS about \$351 billion in income taxes. You may be able to take advantage of these potential tax-savings and help keep your company from paying more than its share. Be sure to discuss strategies with your tax advisor before taking any action that will affect your tax situation.

Commerce Employees Achieve CPCP Certification

We would like to congratulate the following Commerce Bank employees for fulfilling the requirements needed to become Certified Purchasing Card Professionals (CPCP):

Terry Carson
Jennifer White
Brendan Fletcher

Hard work, industry knowledge and experience are all contributing factors that lead to certification. We appreciate the dedication these employees put into achieving certification, so they can be a great resource for our customers.

Go green. For property placed in service in 2006 through 2008, you may be able to deduct the cost of energy-efficient building property, including interior lighting systems; heating, cooling, ventilation and hot water systems; and the building envelope. The maximum deduction is \$1.80 multiplied by the square footage of the building.

Hybrid vehicles. A tax credit of up to \$3,400 is available for certain energy-efficient vehicles, including qualified hybrid vehicles. But credit amounts begin to phase out for a given manufacturer once it has sold 60,000 eligible vehicles. Find more information about the tax credit, which vehicles qualify and the credit phase-out at the Department of Energy's site, www.fueleconomy.gov.

Manufacture a deduction. Two years ago, a deduction for qualified income from domestic manufacturing activities was introduced. For 2007, it increased from 3% to 6%. The deduction encompasses more than traditional manufacturing; it also applies to construction, engineering, energy production, computer software, sound recordings and certain films and processing of agricultural products.

Expense it. You may choose to deduct the cost of qualifying equipment purchased and put into service in 2007, rather than depreciate it over several years. Eligible property includes machinery and other equipment, furniture and fixtures, and off-the-shelf computer software. The Section 179 expensing limit for 2007 is \$125,000.

Note that this financial institution does not give tax advice. Please consult your tax advisor.

9th Annual Event Scheduled for April 13-16, 2008 **Register Now for the NAPCP Conference**

Don't forget to register for the 9th annual National Association of Purchasing Card Professionals conference. This year's event will be held in San Antonio, Texas, and promises to offer many great opportunities to learn about the latest trends and strategies in our industry. P-card product and technology providers will be there to demonstrate different solutions that help end-users manage, grow and improve their payment strategies.

For more information, visit www.napcp.org.

You can check out the speakers and sessions available and even register online. If you're not already a member, take time to explore the Web site and discover all that NAPCP can offer you as a purchasing card professional.

If you plan to attend the conference, stop by and visit us at our booth or attend our demonstration of Commerce Bank's PayMe option of ControlPay™ Advanced. We hope to see you there!



Does Your A/R Department Currently Accept Credit Cards as a Form of Payment?

How does your payment processing strategy stack up? If your accounts receivable department doesn't currently accept credit cards as a form of payment, you could be missing out on some significant benefits. Not only can Commerce Bank simplify the way you make payments to your vendors, we can also help improve your system for receiving payments.

Accepting credit card payments may help grow profits by improving relationships with current business customers and potentially attracting new ones. Another bonus: reduced billing costs – because credit card payments eliminate the need to produce, mail, process and reconcile invoices.

Other key benefits in accepting credit card payments include:

- Providing customers with convenient and secure ways to pay.
- Reducing turn-around time for accounts receivable.
- Minimizing the hassle of dealing with late payments.
- Saving money on collection costs.
- Streamlining by eliminating paperwork and reducing errors.

Going Above and Beyond

At Commerce Bank, our goal is to give you the fastest possible access to funds, no matter how your customers pay. In addition to credit card and debit card options, we offer electronic check acceptance through Commerce Electronic Check Solution.SM This service allows paper checks to be electronically converted and transmitted like credit card transactions. We can also help develop a gift card program for your business.

If you're looking to add Internet payment processing, Commerce Bank can work with you to establish a secure Web selling presence. Or, take technology one step further with a wireless payment solution that turns a cell phone into a POS system, allowing you to accept payments and print receipts wherever you go.

Commerce Bank takes a consultative approach to payment processing, with flexible services and ongoing support.

- State-of-the-art equipment, including a virtual terminal.



*To learn more or take the next step in revolutionizing your payment processing, please call us at **800-828-1629**.*

- Over-the-phone or in-person equipment installation and training.
- Processing options and custom point-of-sale applications for any industry.
- Flexible, online fully defined reporting options.
- Electronic reporting with ClientLine.[®]
- Local support with direct telephone access to Commerce Bank Merchant Support Specialists.

Service That's Second to None

Commerce Bank has everything you need to accept and process customer payments, including outstanding support services. Our experienced representatives are familiar with your account and committed to providing unparalleled service. In fact, more than 98% of the time, our Merchant Support Specialists solve client questions on the first call.

To learn more or take the next step in revolutionizing your payment processing, please call us at **800-828-1629**.



call



click



come by

Krista Martin

Getting to Know Commerce Bank



Krista Martin
Account Executive,
Vendor Enrollment

In our last issue we discussed Commerce Bank's electronic accounts payable solution, ControlPay™ Advanced. We briefly mentioned how vendor enrollers (enrollment specialists) assist our customers by contacting their vendors to enroll them in the program, so our customers don't have to. Our Relationship Management and Sales teams have enrolled vendors on behalf of our clients for many years, with positive results, so it made sense to create a division specifically dedicated to vendor enrollment.

We found that these proactive efforts helped reduce enrollment lead time and increased volume earlier in the life of the programs involved. This creates a win-win situation, since clients gain greater revenue share and vendors benefit from increased cash flow, guaranteed funds and less paperwork. We're excited for you to meet one of the members of our vendor enrollment team, Krista Martin.

When Krista came to work at Commerce Bank, she brought with her more than five years of experience in the banking and mortgage industries. During her time with Commerce Bank, she has seen the results first hand. "Coordinated vendor enrollment is vital to the success of our clients' automated accounts payable solution," Krista says. "With me helping to do the heavy lifting to get vendors enrolled, our A/P clients can achieve optimal results and enjoy greater revenue share."

On behalf of our A/P clients, Krista will:

- Contact vendors to advise them of the automated accounts payable initiative being implemented.
- Present ControlPay Advanced automated accounts payable options.
- Set up the vendor account on the preferred ControlPay Advanced payment option.
- Notify all parties of enrollment completion.

We asked Krista to share some thoughts on her role at Commerce Bank:

Q. What do you believe is the most important part of your job?

A. Educating our clients' vendors on the new trends in accounts payable processing. The technology is advancing so quickly, some aren't aware of the degree to which the process can be automated to help streamline everyone's roles.

Q. What do you enjoy most about your job?

A. I enjoy hearing about the great relationship that the majority of the vendors I talk with have with their customers. Everyone is working toward a common goal: to streamline the process and find a win-win solution for both sides of the payment process.

Commercial Card Client Care Center

We offer personalized service through our in-house customer service department
7 a.m. to 6 p.m. Monday – Friday
1-800-892-7104 Fax: 1-816-760-7935
commercial.cards@commercebank.com

Please note our physical location:
825 Main Street, Kansas City, MO 64105

We're here to assist you with all your commercial card needs. For faster service, please have your account number ready when you call the Commercial Card Client Care Center.

Write to us at:

Commerce Bank
Commercial Cards
P.O. Box 411036
Kansas City, MO 64141-1036

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