Dear Valued Cardholder,

As a follow up to our email notification (11/5) of the upcoming J.P. Morgan Chase Commercial Card reconciliation software upgrade from PVS Net to Payment Net 4:

We will continue to use the same software and procedures to reconcile our transactions for this current cycle ending 11/25. This means that all of your transactions from 10/26-11/25 will be reconciled using PVS Net.

Our next reconciliation process that ends on 12/25 will be done using Payment Net 4. (Transactions from 11/26 - 12/25).

The new process is very similar to the one we currently use. Beginning 12/2, the Purchasing website will have training materials available for review on how to log in, review transactions, and all the steps needed to complete the reconciling process with the upgraded software. (Your login and password will be emailed to you and you can begin using the upgraded software on 12/9.) In addition to the training material on the web page, we will have open sessions in our Purchasing conference room during December and January for those that would like to receive live demos of the process. (The dates and times of the open sessions will be made available to you by 12/6.) Cardholders will be able to bring their receipts with them during the later sessions if they would like to receive help while completing their reconciliation.

Again, we want to thank you for participating in our UNLV PCard Program!!

UNLV Purchasing And Contracts
PCard: 702-774-Card (2273)
Fax: 702-774-2274

JP Morgan Chase Customer Service Department
Phone: 800-316-6056