



### **Attention: Procurement Card Holders**

Below is important information related to your P-Card. **There will be no impact to purchasing with a P-Card.** You can continue to use your card to make purchases before, during, and after conversion weekend.

#### **UMB Card Processor Conversion and affect to Procurement Cards (P-Cards)**

UMB Bank, our card issuer for P-Cards, is transitioning to a new card processor system by the end of March. As UMB makes this transition, they intend to minimize any business impact to cardholders, but there will be key blackout dates and changes to access card information online.

#### **Conversion Weekend, March 24<sup>th</sup>-March 27<sup>th</sup>**

UMB will be transitioning to their new card processor system starting at 4pm on March 23<sup>rd</sup>. At this time, Procurement Services **will not have access to change monthly limits or open cards for single transaction limit, international charges, and MCC blocks.** Limit and strategy changes will be available again starting on Monday, March 27<sup>th</sup>.

#### **Blackout Period for Ordering New Cards**

During the period of March 20<sup>th</sup> -26<sup>th</sup>, Procurement Services will not be able to order new cards. This is black out period imposed by the card provider. We will be able to order new cards starting March 27<sup>th</sup>.

#### **Commercial Card Center website (to access card information) is moving to UMB Online Banking website**

The Commercial Card Center site (<https://umb.fdecs.com/eCustService/>) will be sunseting on March 24<sup>th</sup>. Cardholders should continue to use Commercial Card Center and will be redirected to the UMB Online Banking website when the conversion is complete.

After the conversion, cardholders will need to re-register their card in UMB Online Banking. Cardholders will be able to access the same information that they were previously through Commercial Card Center.

When available, Procurement Services will provide brief 2 minute video that will walk cardholders through the self-enrollment process. Cardholders can also follow the instructions provided on the site.

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### **Contact Information**

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