Wells Fargo Commercial Card Expense Reporting (CCER) User Gude

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Modified: June 2016

Wells Fargo Commercial Card Expense Reporting (CCER) User Guide:

Introduction:

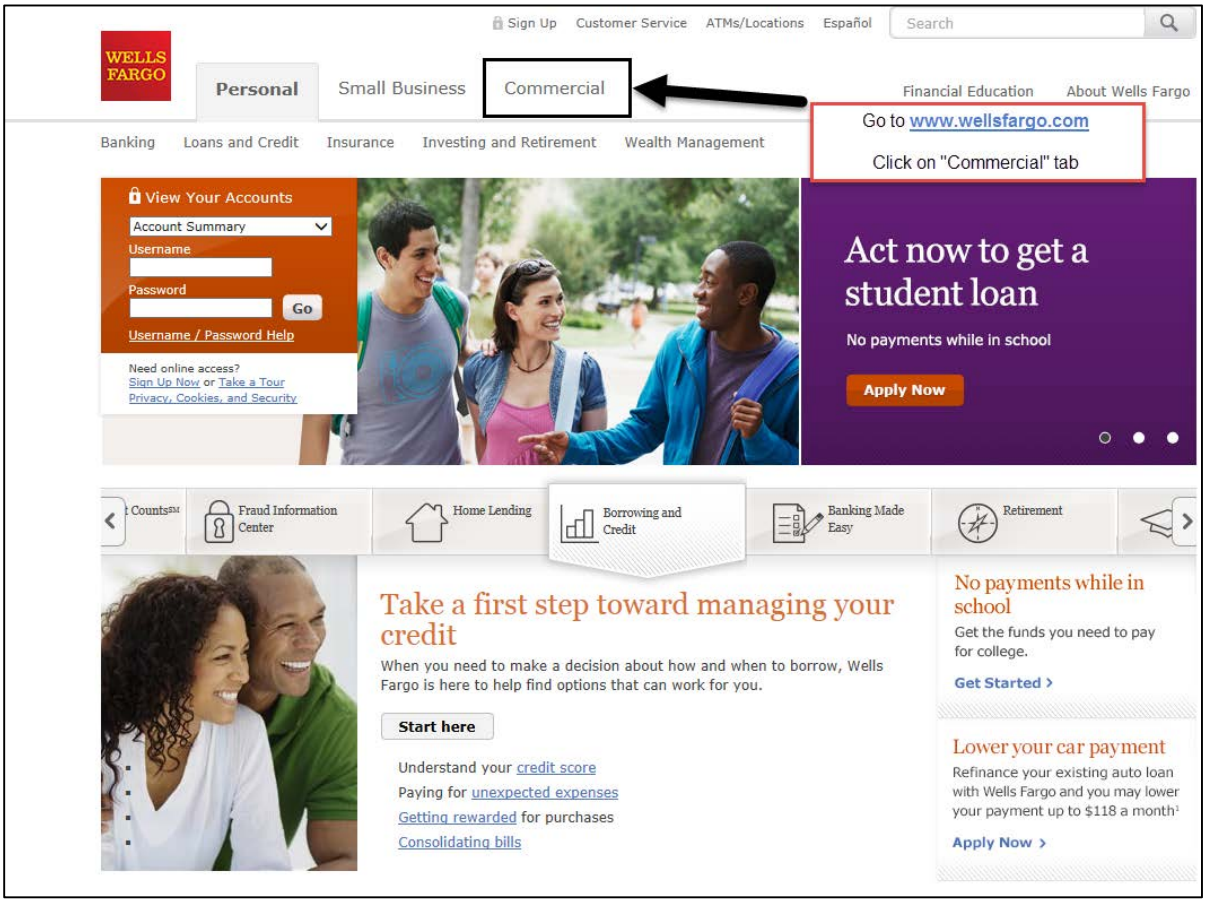
After attending the cardholder training you will receive your purchasing card which will be sent to you via campus mail. Each Cardholder has been assigned a **Unique ID,** which is your **Carleton Employee ID**. This number can be found on your pay advice on the HUB or on the Campus Services OneCard Dashboard. Employees hired after 5/16/2012 will also find their ID printed on the back of their **OneCard**. **You must know this number for card activation and customer service calls.**

New cardholders will receive a Welcome Email from Wells Fargo with instructions about accessing the Wells Fargo Commercial Card Expense Report (CCER) site. CCER is an internet reporting solution that allows on-line access to your Carleton Purchasing Card transactions at any time, from any location. It is accessed via Wells Fargo's secure Commercial Electronic Office (CEO) portal.

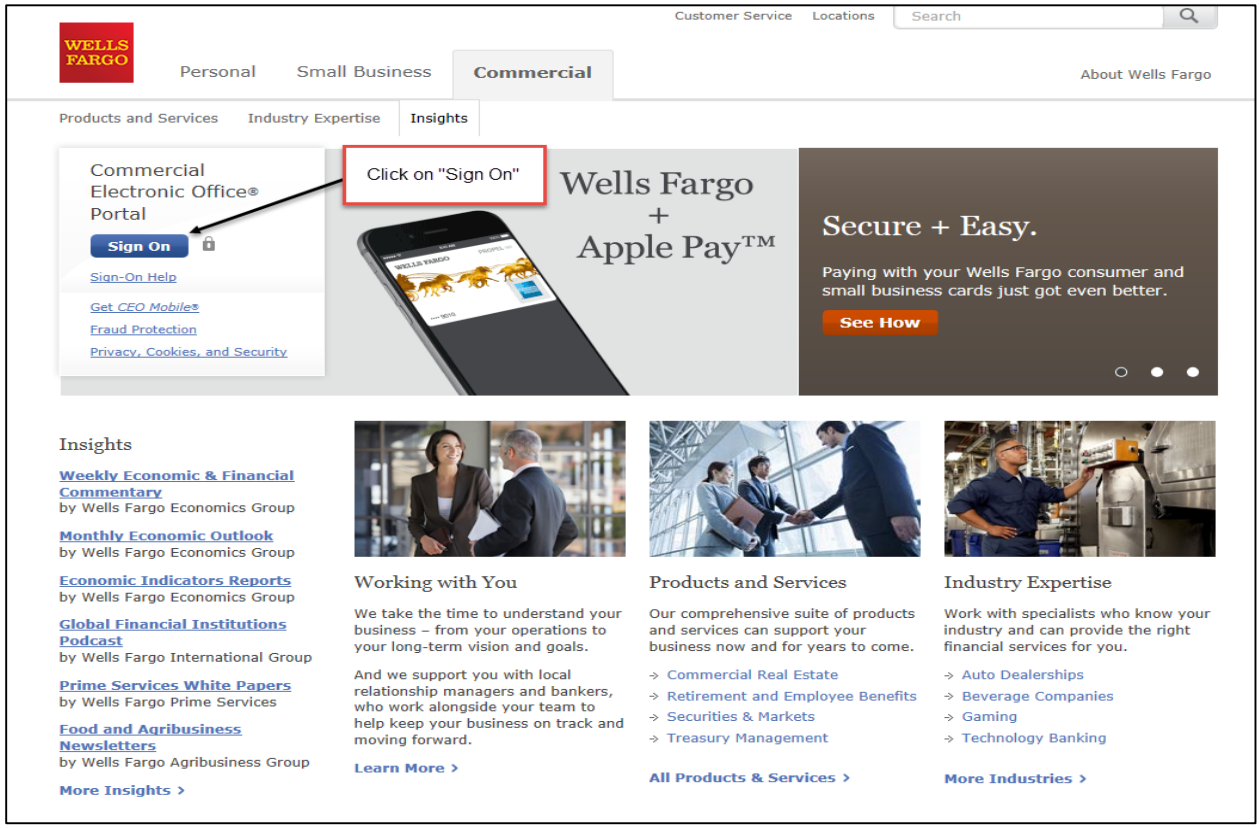
New User Login Steps:

If you are a new user and this is your first time signing onto the CEO portal, you will need to take the following steps to successfully sign on:

- Login to www.wellsfargo.com *(Tip: **Internet Explorer** and **Safari** browsers work best with this site).*
- Click on the "Commercial" tab.



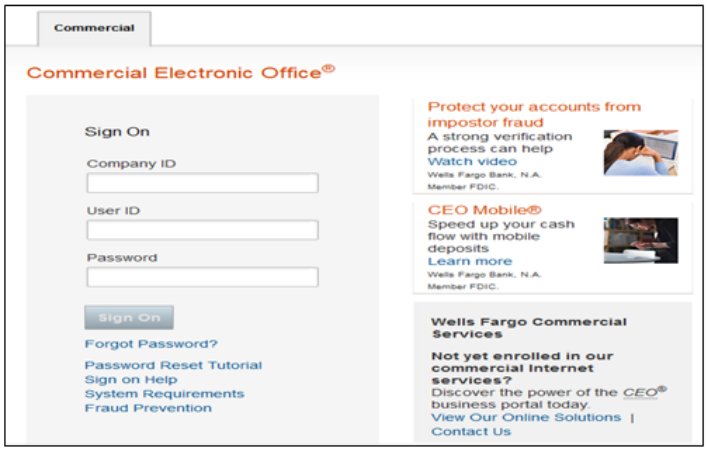
- Click Sign On under the Commercial Electronic Office Portal.



- Enter your login information received through the welcome email. **Carleton's Company ID is Carle057**. **Bookmark this page for future use.**

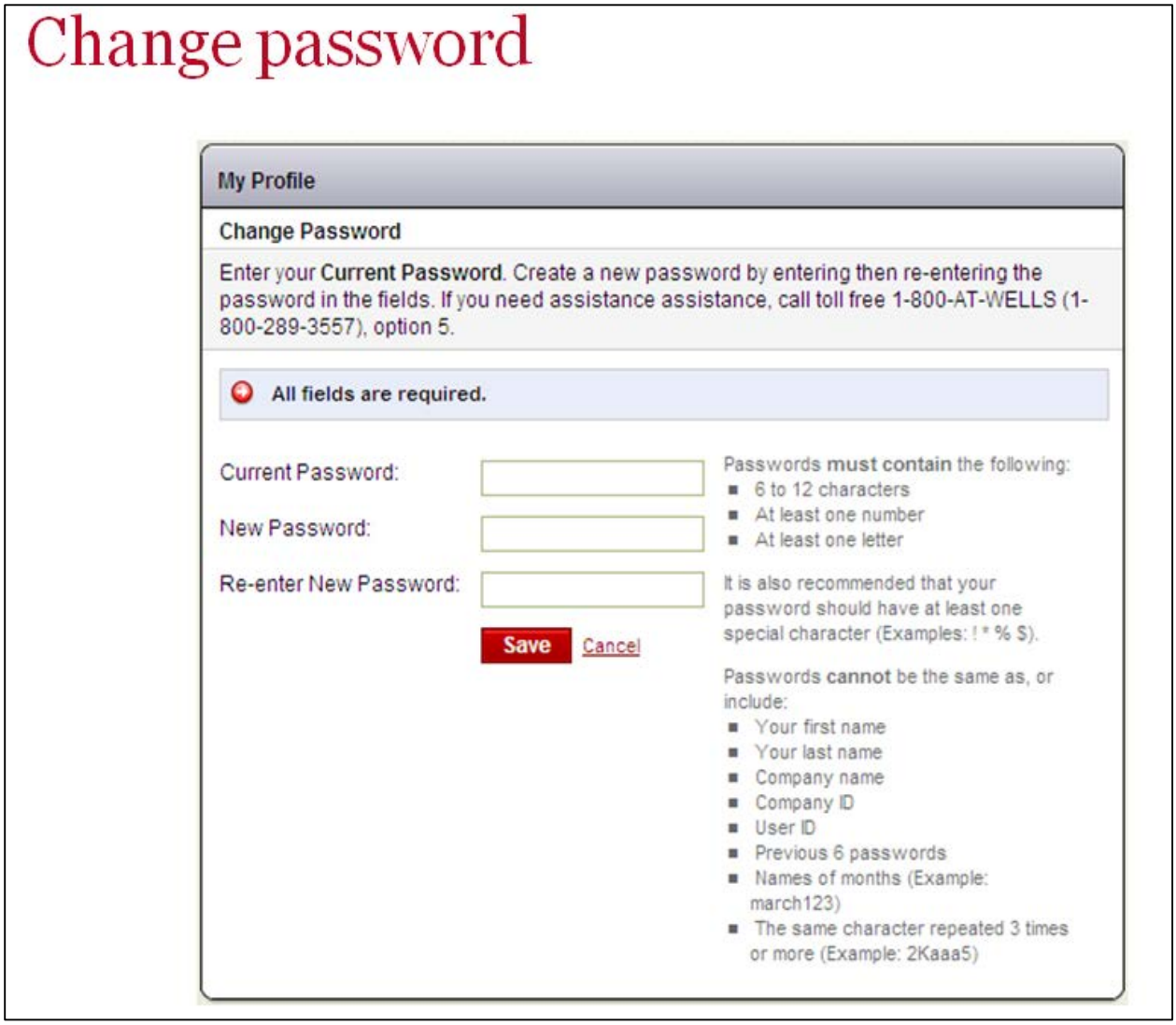
Commercial Electronic Office sign on

- Simply enter your:
  - Company ID
    - Carle057
  - User ID
    - Unique to user
  - Password
    - Unique to User



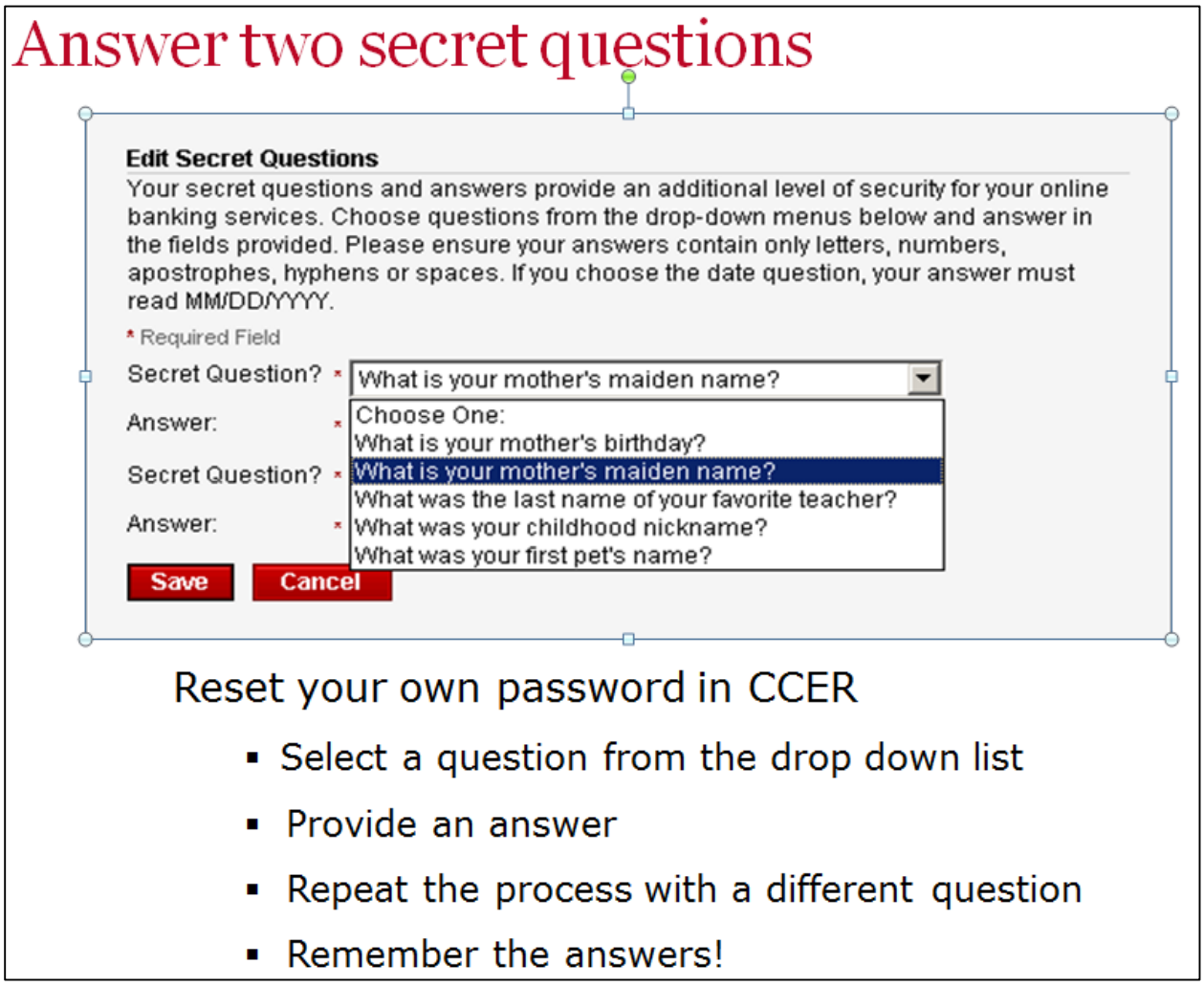
- Bookmark this page for future access

- Upon successful login, follow the steps to create a new password.

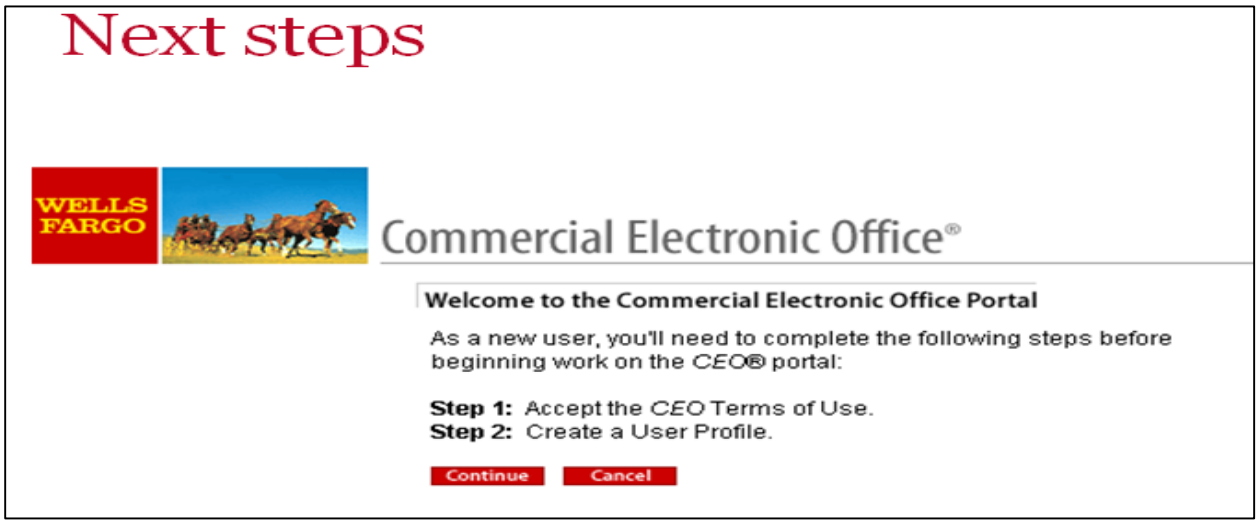


- You will receive notification indicating the successful change of the password along with the date that the password will expire (**password valid for 120 days**).

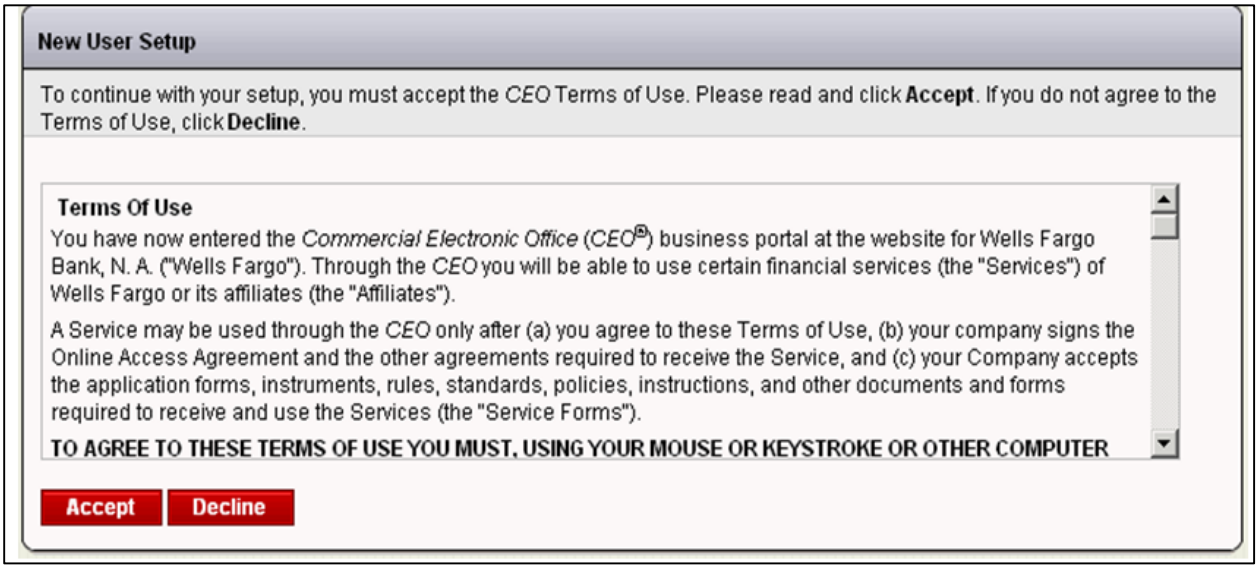
- Next answer two secret questions that will allow you to reset your own password in CCER. You will be prompted to answer these questions if you incorrectly enter your password twice in the same session.



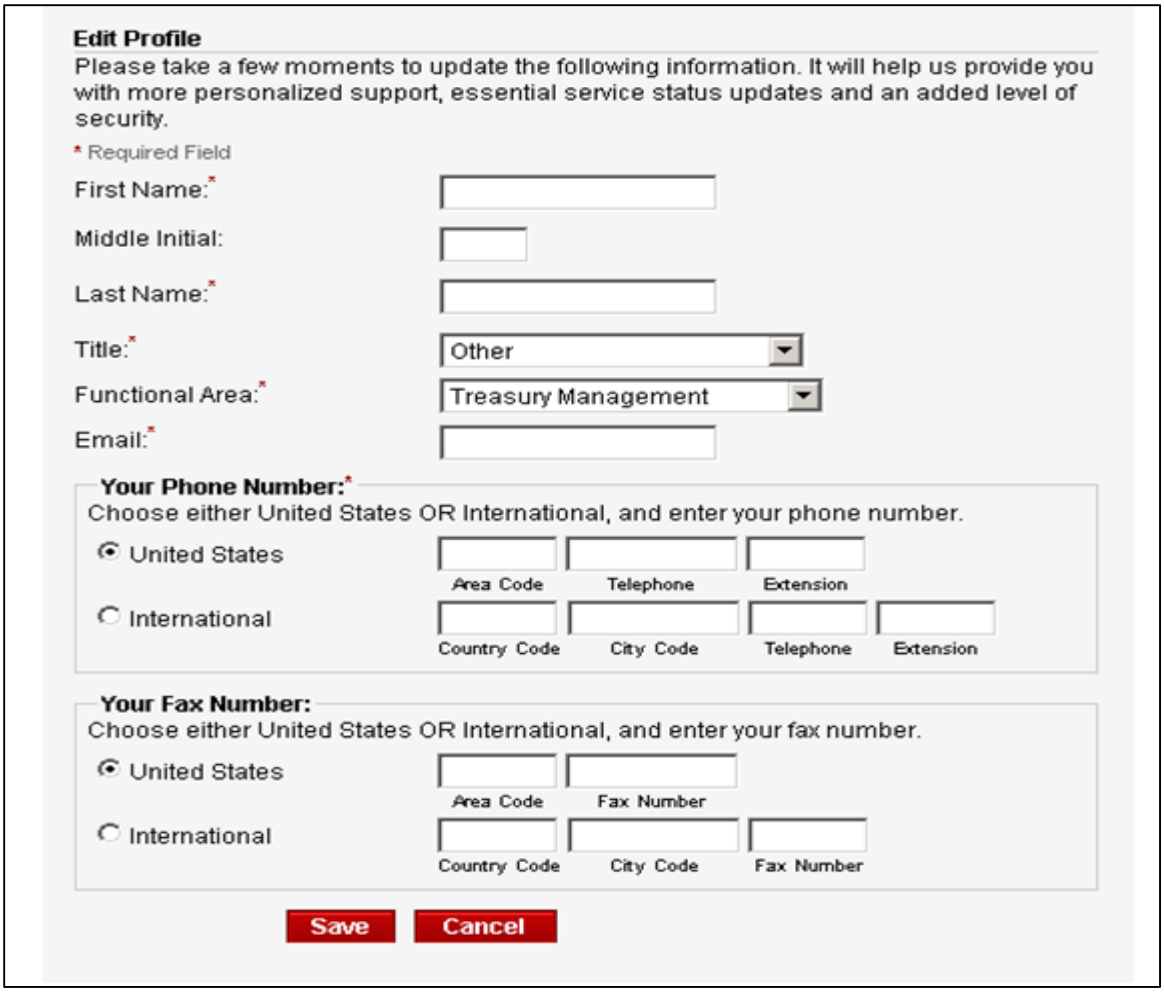
- You will receive a welcome message that indicates the next steps you have left to complete:



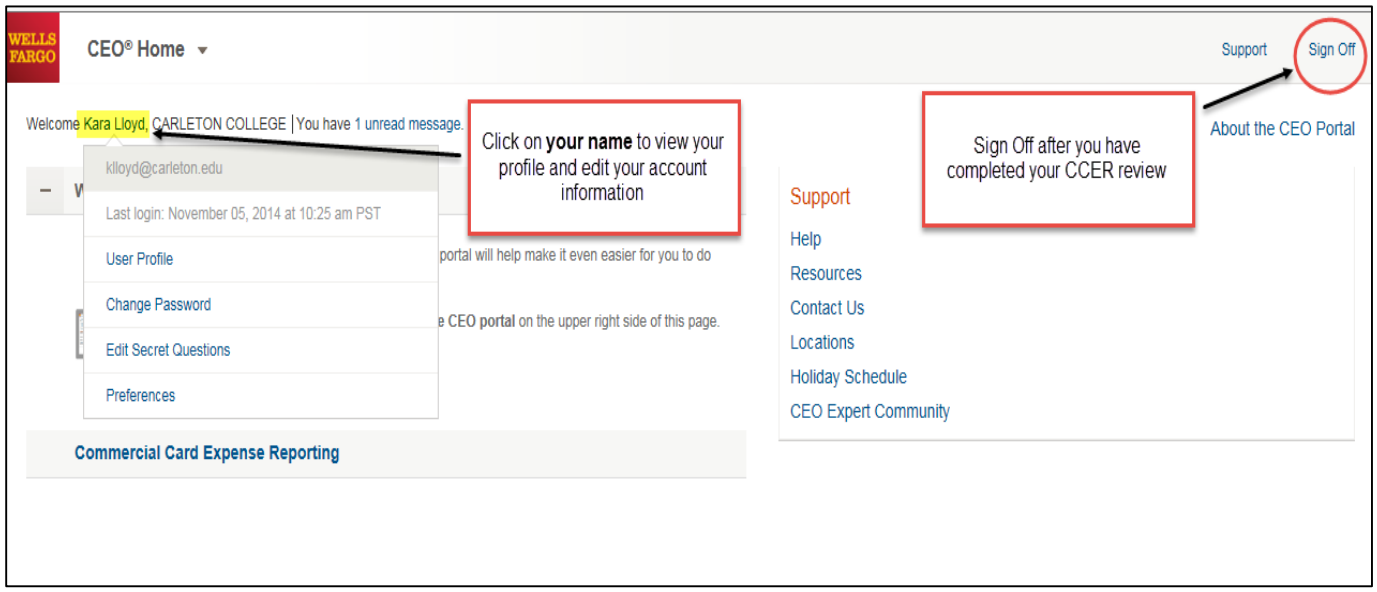
- Read and accept the CEO Terms of Use.



- Edit the Profile ensuring that an accurate Carleton email address and daytime phone number are provided.



- Once you have successfully signed on you will see the CEO Home Page.
- You can view your profile and edit your account information by clicking on your name at the top of the page. The Sign Off button is located in the upper right hand corner of the page.



- To review your monthly statement, select **Commercial Card Expense Reporting (CCER**) by clicking on one of the two links provided on the CEO Home page. A separate browser window will open.

Cardholder: Responsibilities and Monthly Timeline

As a Carleton Purchasing Cardholder you have the responsibility to:

- Follow College policy and procedures
- Review your statement to verify that the charges are correct
- Collect and submit receipts for all purchases
- Complete your reconciliation by the due date
- Submit statement with corresponding receipts to your Approver
- Dispute any incorrect charges with the vendor directly prior to initiating an online dispute
- Keep the card (and card number) confidential
- Report lost or stolen cards immediately to Wells Fargo

To complete the online review of transactions on CCER follow these steps:

1) Receive Email Notification from Wells Fargo
2) Login to the CCER website www.wellsfargo.com
3) View your transactions by accessing **Review Open Statements**
4) Reclassify transactions by assigning the correct account codes to each transaction
5) Add informative descriptions to all of your charges
6) Mark the check box indicating that you are submitting a receipt for each transaction
7) Save any changes and mark your **Statement as Reviewed**
8) Print Statement and staple your receipts to the back of the page
9) Sign and Date front of statement
10) Forward your receipts to your Approver by the due date

Monthly Timeline for Cardholders and Approvers:

The following timetable for reviewing monthly statements must be followed:

- First Cardholder Reminder = 4 calendar days
- Second Cardholder Reminder (grace period) = 4 calendar days
- Approver Reminder = 4 calendar days
- Download of Transactions completed by the 15th of the month

Month	Statement End Date	Cardholder Reminder Period	Cardholder Grace Period:	Approver Period:
April	3/31/2016	4/1/2016 - 4/4/2016	4/5/2016 - 4/8/2016	4/9/2016 - 4/12/2016
May	4/30/2016	5/3/2016 - 5/6/2016	5/7/2016 - 5/10/2016	5/11/2016 - 5/14/2016
June	5/31/2016	6/1/2016 - 6/4/2016	6/5/2016 - 6/8/2016	6/9/2016 - 6/12/2016
July	6/30/2016	7/1/2016 - 7/4/2016	7/5/2016 - 7/8/2016	7/9/2016 - 7/12/2016
August	7/31/2016	8/2/2016 - 8/5/2016	8/6/2016 - 8/9/2016	8/10/2016 - 8/13/2016
September	8/31/2016	9/1/2016 - 9/4/2016	9/5/2016 - 9/8/2016	9/9/2016 - 9/12/2016
October	9/30/2016	10/1/2016 - 10/4/2016	10/5/2016 - 10/8/2016	10/9/2016 - 10/12/2016
November	10/31/2016	11/1/2016 - 11/4/2016	11/5/2016 - 11/8/2016	11/9/2016 - 11/12/2016
December	11/30/2016	12/1/2016 - 12/4/2016	12/5/2016 - 12/8/2016	12/9/2016 - 12/12/2016
January	12/31/2016	1/3/2017 - 1/6/2017	1/7/2017 - 1/10/2017	1/11/2017 - 1/14/2017
February	1/31/2017	2/1/2017 - 2/4/2017	2/5/2017 - 2/8/2017	2/9/2017 - 2/10/2017
March	2/28/2017	3/1/2017 - 3/4/2017	3/5/2017 - 3/8/2017	3/9/2017 - 3/12/2017

Cardholder: Email Notifications

You will be prompted through a series of email communications to complete your review each month:

- At the End of a statement period, you will be notified by email that it is time to review your statement. Here is a sample email message that you will receive when a statement is ready for review:

E-Mail notification

Cardholder statement ready for review

Statement review for 05/31/20XX

Dear Cardholder:

Your most recent statement is ready for review by accessing the Wells Fargo Commercial Card Expense Reporting system for the following card(s):

xxxx-xxxx-xxxx-1234

Please complete your review in a timely manner and forward your receipts as appropriate.

This is an automated email. Please do not reply to this message.

- You will have **8 calendar days** to review your charges. If you have not reviewed your statement within **4 days** of the first notification, you will have an **additional 4 days** (called the **grace period**) to complete the review and will receive a **second notification** as a reminder.
- **Please note, if you do not complete this review within the 8 calendar days, a notification will be sent to your Approver**. At this point the Approver may review the transactions on the cardholder's behalf. If you are out of the office during the review period, make arrangements to review your charges ahead of time.
- Here is a sample of the second email message that you will receive if you have not reviewed your statement within the first 4 days:

From: CCER@wellsfargo.com Sent: Wed 6/5/2013 4:31 AM
To: Cardholder
Cc:
Subject: Reminder: Statement Review due for 05/31/2013

Dear Cardholder:

Your most recent statement has not been reviewed for the following card(s):

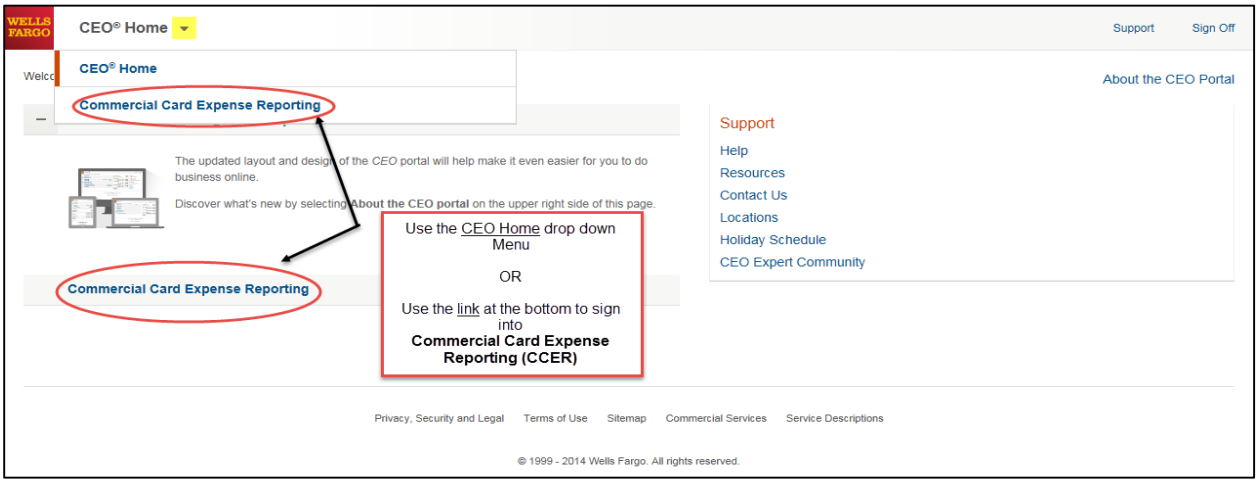
xxxx-xxxx-xxxx-4911
Please review it as soon as possible by accessing the Wells Fargo Commercial Card Expense Reporting system.
If you do not review the statement your approver will be notified.

This is an automated email. Please do not reply to this message.

Cardholder: CCER Login

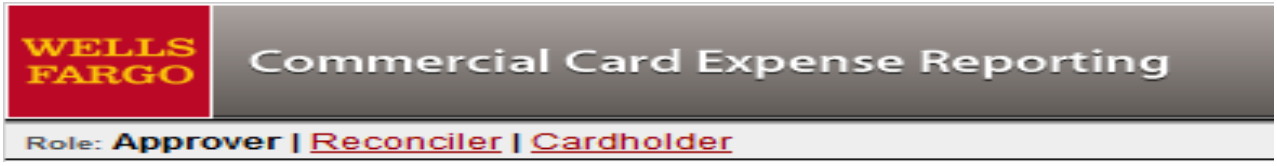
- Login to CCER through www.wellsfargo.com using the secure CEO Portal found under the Commercial tab.
- Enter your login information received through the welcome email. **Carleton's Company ID is Carle057**. **Bookmark this page for future use.**

- Select CCER (Commercial Card Expense Reporting) from the main menu.



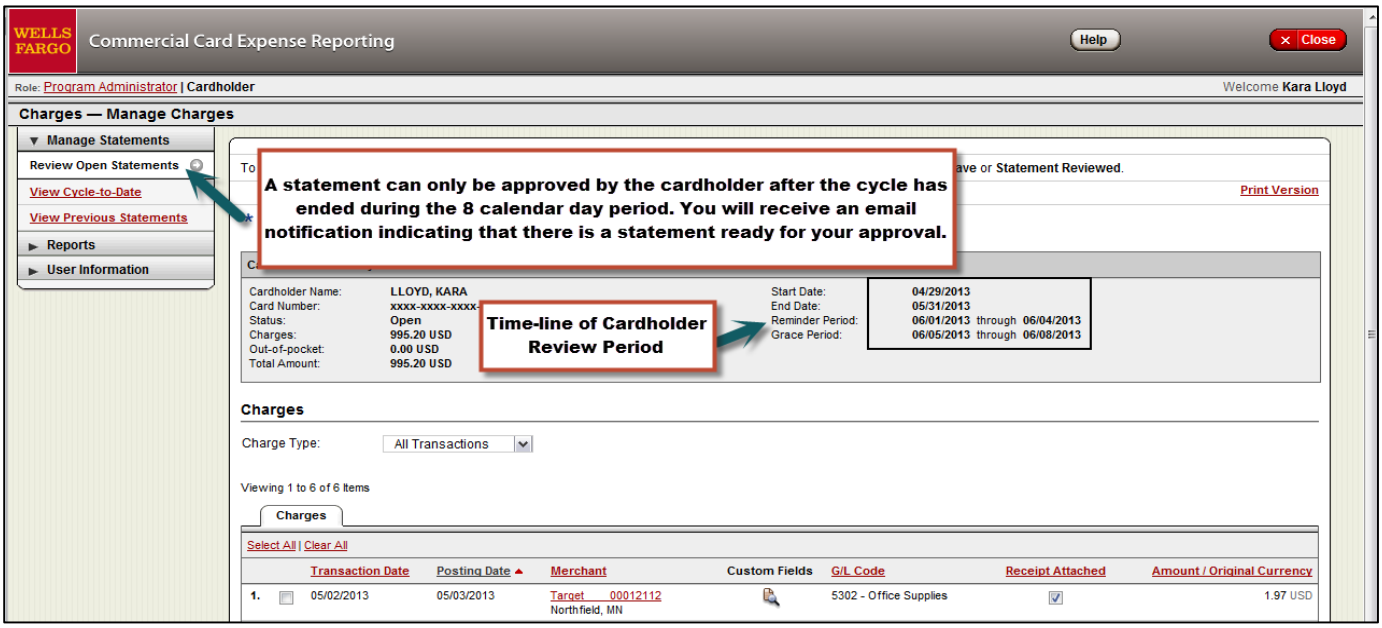
Choose your Role:

- If you have more than one role, such as approver, cardholder, or reconciler, you can switch to a different role by clicking on the link. The role that is selected will appear in Black.

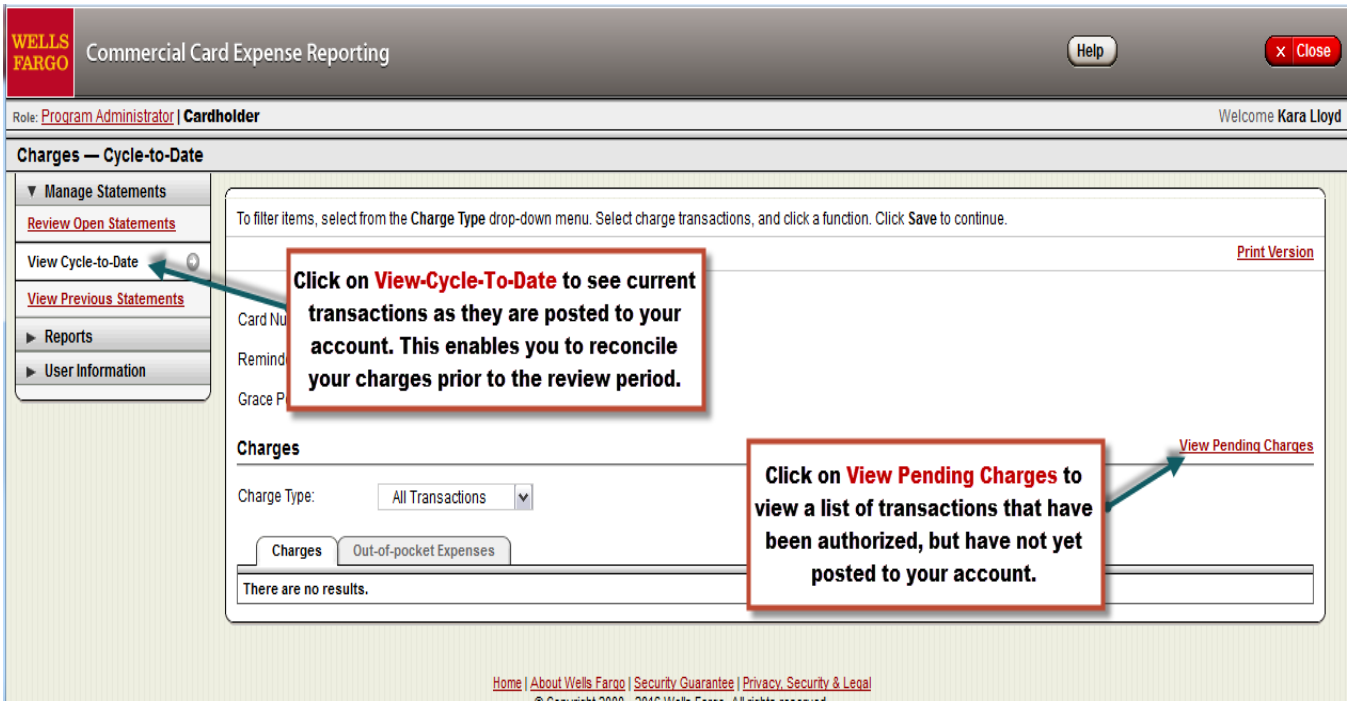


Cardholder: Manage Statements

- To review an **Open Statement,** select **Manage Statements** >**Review Open Statements** in the navigation bar. You will click on this link during the review period (8 calendar day window after cycle has ended).



- You do not have to wait for the month to end to review your charges in CCER. If you would like to view current charges as they are posted through the VISA system select **Manage Statements** > **View Cycle-to-Date** in the navigation bar.
- To view charges that are authorized, but not yet posted to your account click on **View Pending Charges** on the right hand corner of the "View-Cycle-to-Date" screen.

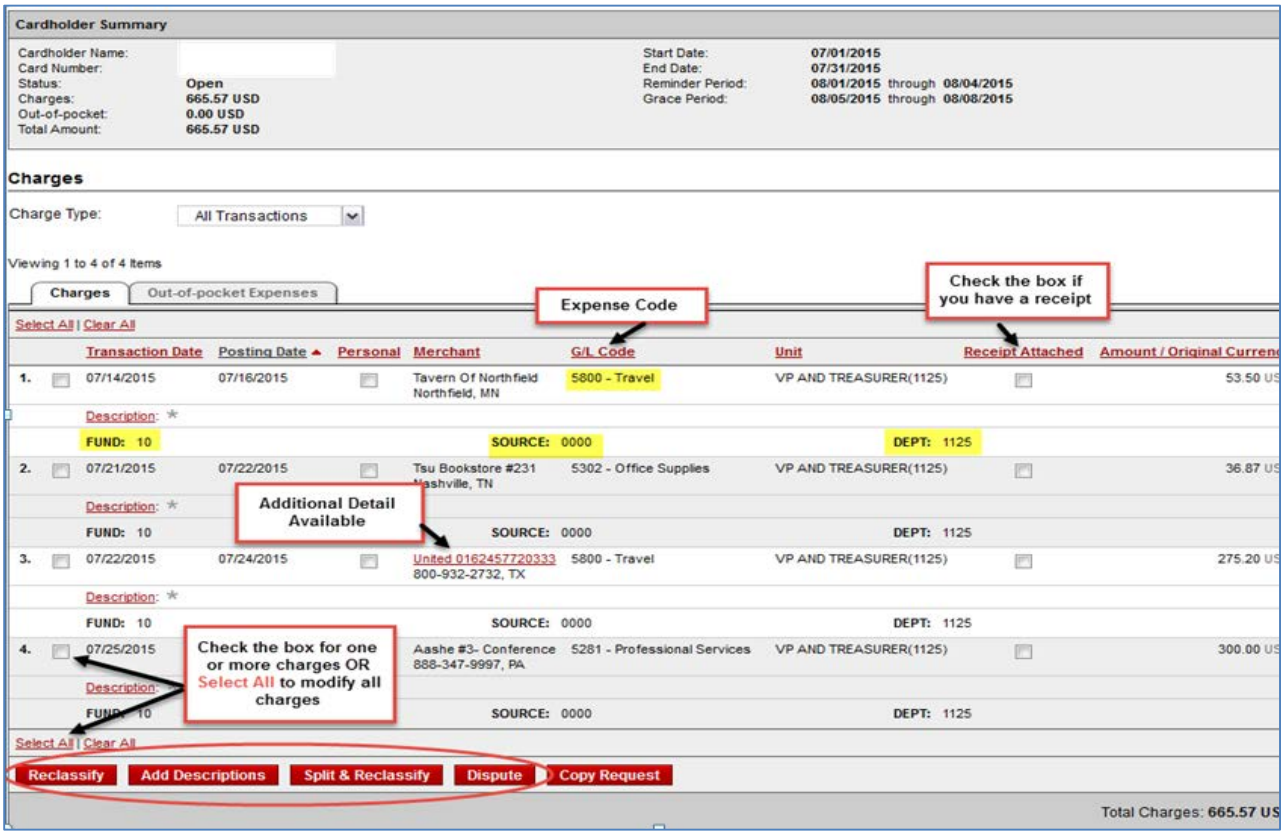


Cardholder: Transaction Reconciliation Features

- When reviewing charges for an **open statement** or viewing charges within **cycle-to-date** you can select one or more transactions by checking each box (or use the Select All) and then click on one of the **red function buttons** at the bottom of the screen to modify your transactions.

- If a vendor transmits additional details with the transaction, the merchant name is red and underlined. You can click on the Merchant Name to see additional detail about the transaction.

- There is a **Receipt Attached** column for you to check a box indicating that you have a paper receipt that you will attach to your paper statement and submit to your approver.



- There are four main functions that you can choose from on the main page:

  (1) **Reclassify**: Use this feature to update account codes and add transaction notes.

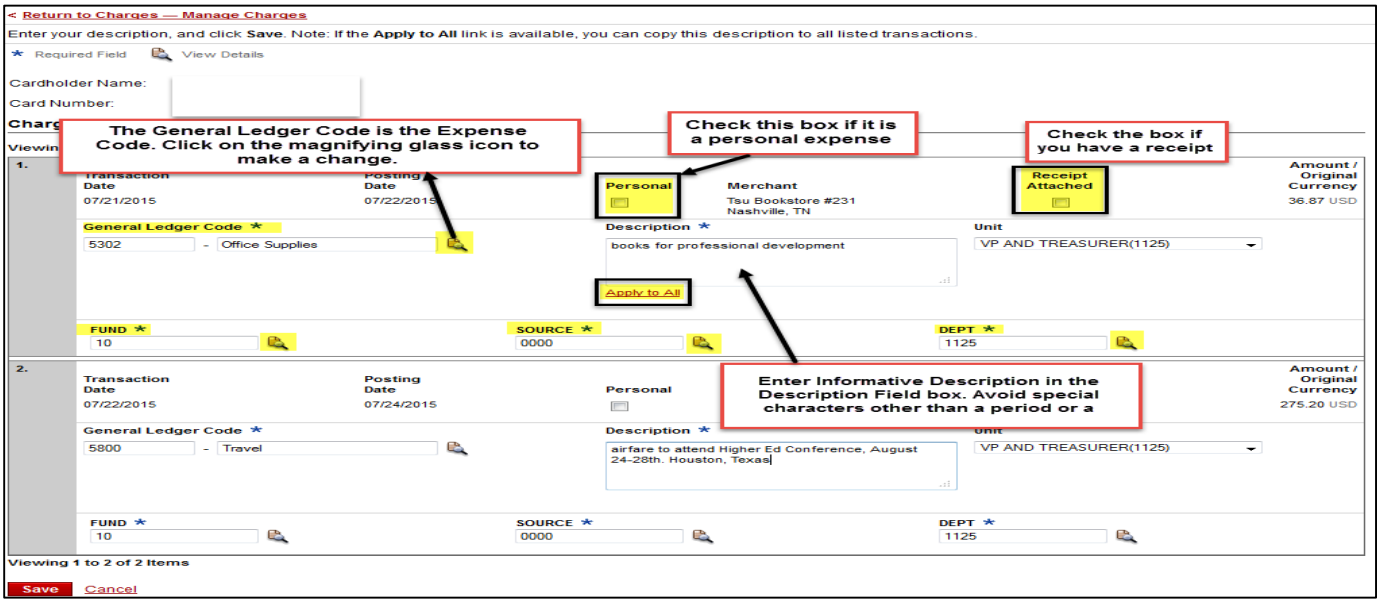
  (2) **Add Descriptions** : Use this feature when providing transaction notes (used only when all of your account codes are correct).

  (3) **Split & Reclassify:** Use this feature if you need to divide and reallocate a transaction to multiple account codes.

  (4) **Dispute:** Use this feature if you need to dispute a transaction.

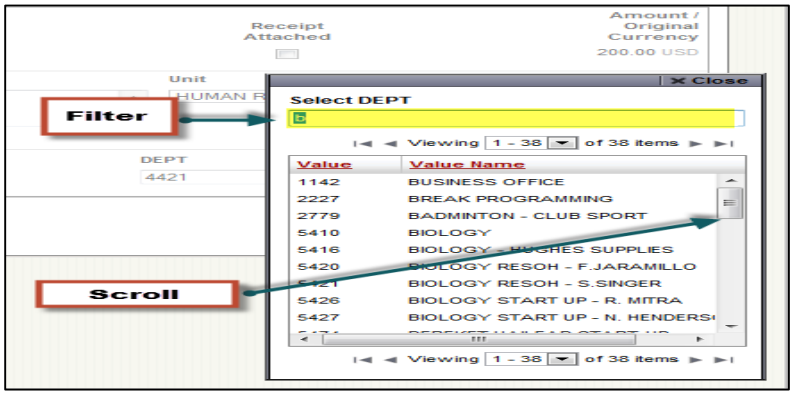
Cardholder: (1) Reclassify

- Select the transactions you wish to review from the transaction list and click on **Reclassify**. This function allows you to change the general ledger account codes and add transaction notes.
- **Helpful Tip:** The Expense Code is the General Ledger Code. It is listed just above the fund, source, and department fields. Please note the general ledger expense code defaults by Merchant Category Code (MCC).
- You can mark an expense as personal by checking the "personal" box. By checking this box, you are authorizing Wells Fargo to debit your bank account for the personal amount after the monthly reconciliation is complete. To use this feature, you must supply your individual bank account information on the Wells Fargo Portal: **User Information>Bank Information**.

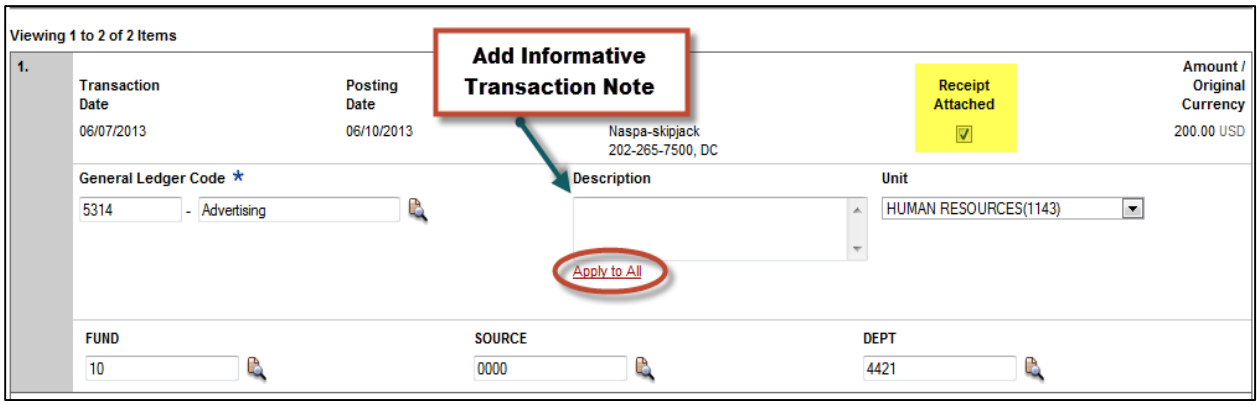


- To change an account code you can click on the icon that looks like a magnifying glass. You will see this icon next to the Fund, Source, Department and General Ledger Code (Expense code).

    - When you click on one of the magnifying glass icons you can reallocate the transaction to a different account code. You will see a pop up where you can use the **filter box** to type in the account description/number **or scroll** through the list to select a new number.



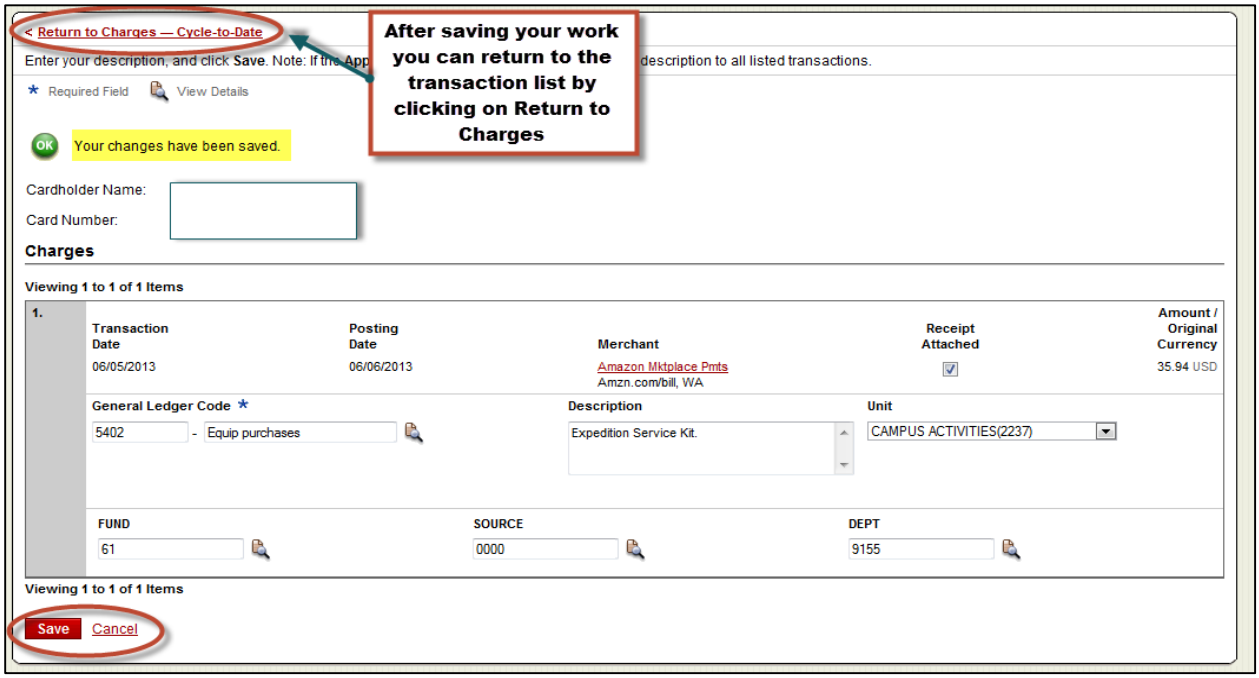
- Enter a description indicating the business purpose of the charge. If you have selected multiple transactions you can use the **Apply to All** feature to copy the same description to all charges. The text of your description should avoid special characters other than a period or a comma. CCER will not allow use of the following characters - **< > % ; () & + \ # ? {} ^~ [] " '**



- Be sure to check the box indicating that you have a receipt.

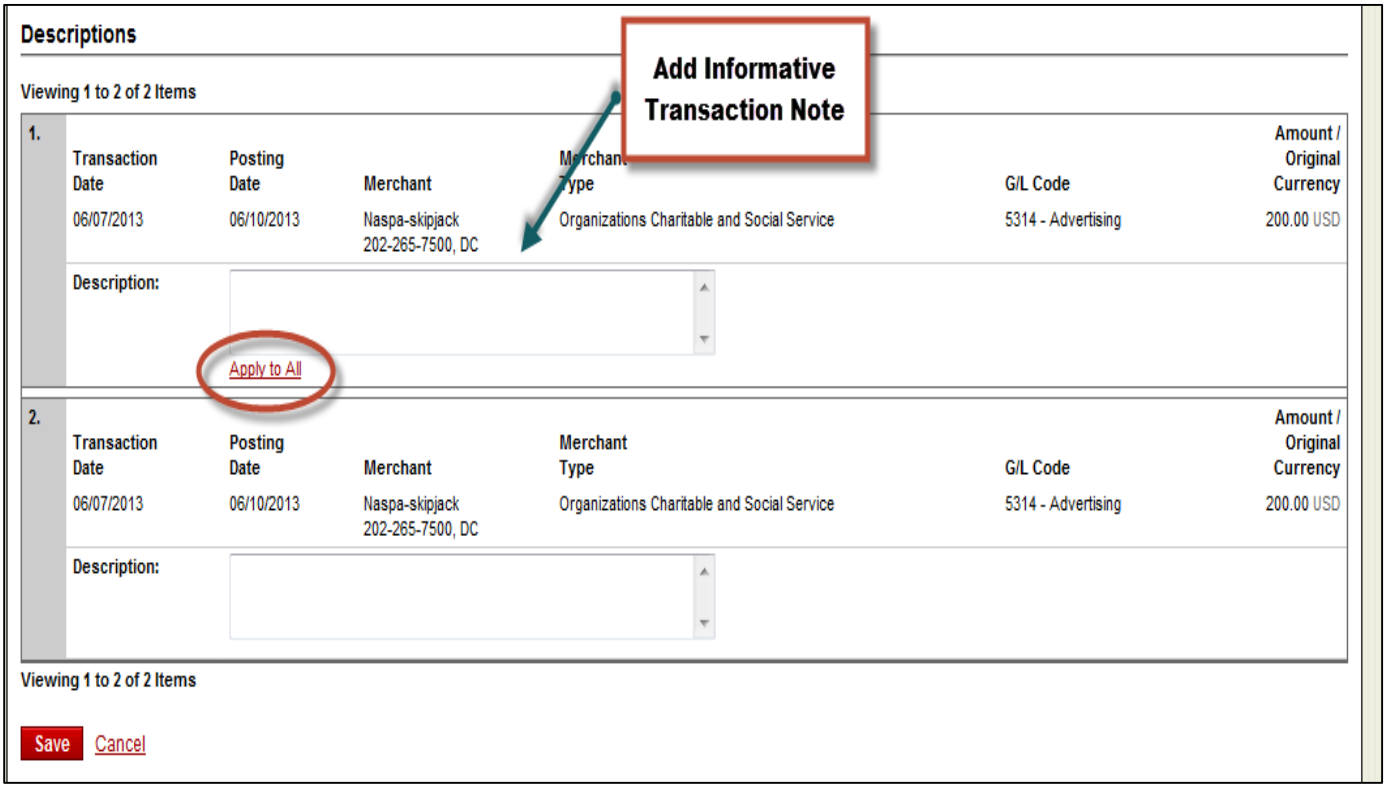
- Once you have completed changing your account codes and have added transaction notes click on the **Save** button. You will receive confirmation that your changes have been saved, indicated by the green "OK" icon at the top of the page. Please note the system will timeout after 15 minutes of inactivity so save often! You will receive a warning message shortly before the session is set to expire.

- You can return to your transaction list by clicking on the menu item at the top left corner.



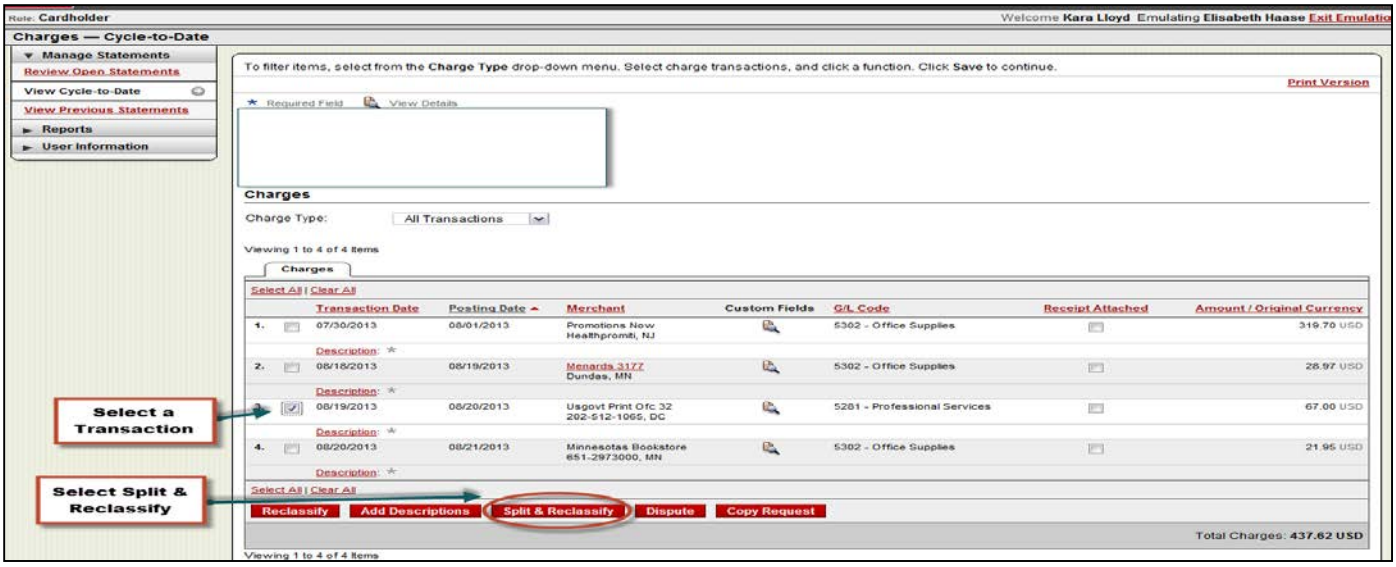
Cardholder: (2) Add Descriptions

- Select the transactions you wish to review from the transaction list and click on **Add Descriptions.** You would use this feature only if you have already corrected your account codes or if your account codes do not need modification.
- Enter a description indicating the business purpose of the charge. If you have selected multiple transactions you can use the **Apply to All** feature to copy the same description to all charges. The text of your description should avoid special characters other than a period or a comma. CCER will not allow use of the following characters **- < > % ; () & + \ # ? {} ^~ [] " '**
- It is the cardholder's responsibility to add an informative description for each transaction, including: what the purchase is, the business purpose, and if it is a meal, the attendees. Remember to save any changes.

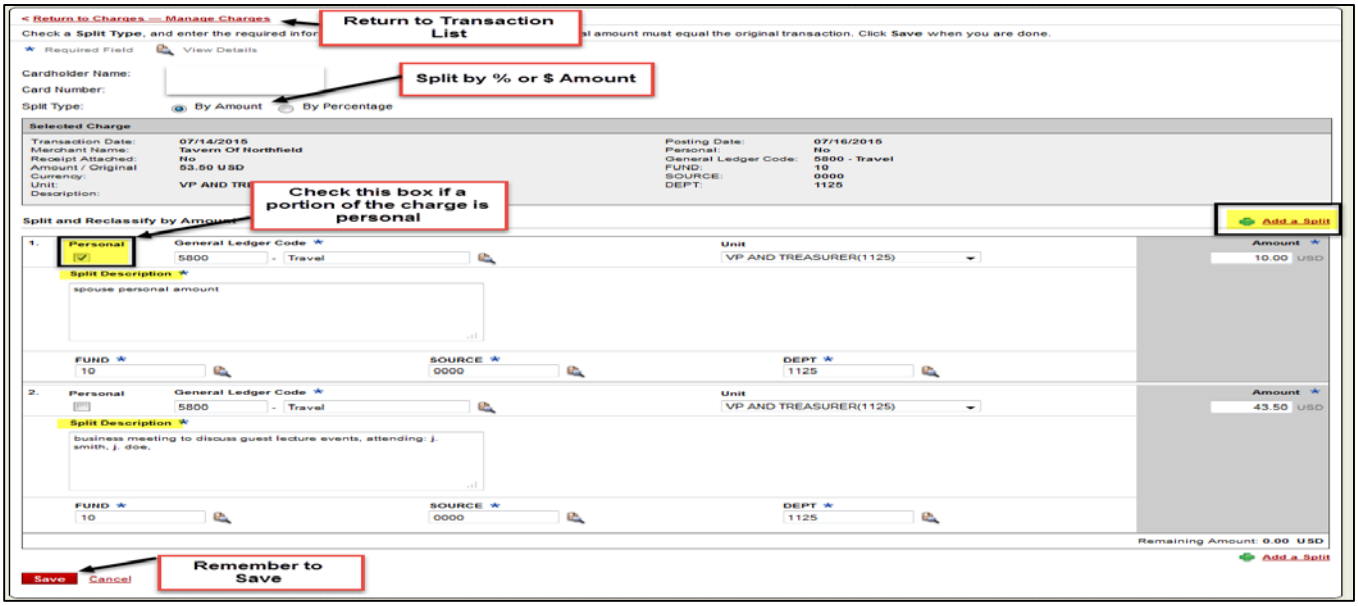


Cardholder: (3) Split & Reclassify

- Select the transaction you wish to review from the transaction list and click on **Split & Reclassify.**



- To create additional splits, click **Add a Split**.
- You can choose to split a charge by % or by $ amount.
- Enter a description for the split. If you are splitting a charge between two departments, include information about authorization to use the code within your transaction notes.
- Check the "Personal" Box if a portion of the charge is personal. By checking this box, you are authorizing Wells Fargo to debit your bank account for the personal amount after the monthly reconciliation is complete. To use this feature, you must supply your individual bank account information on the Wells Fargo Portal: **User Information>Bank Information**.
- If there are more than two splits and you want to delete a split, click the X icon at the upper left corner.
- To delete all splits, click Delete



Modified: June 2016

Cardholder: (4) Dispute

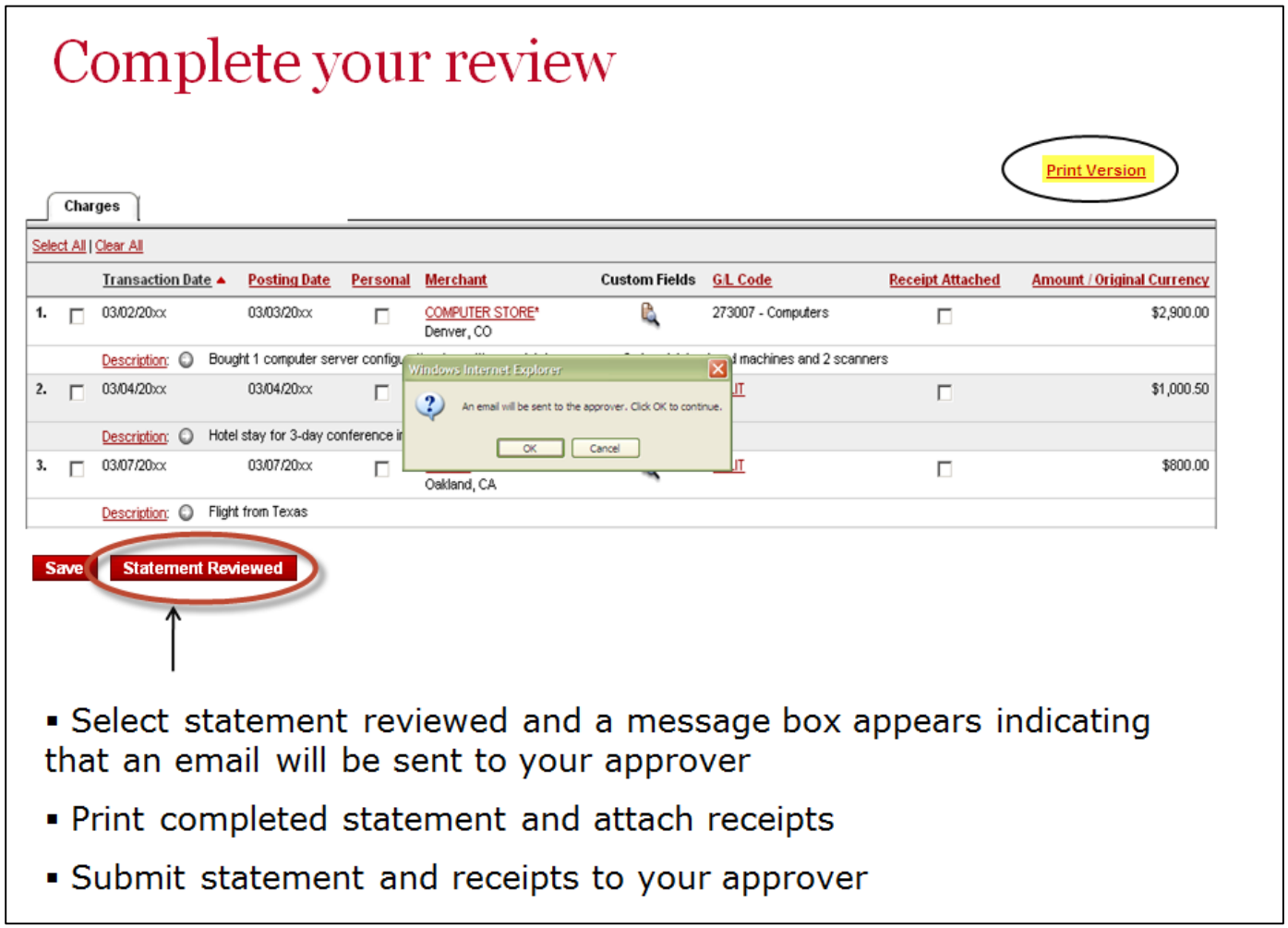
- If a vendor is unresponsive to correct a transaction error, you can initiate a dispute by selecting the transaction you wish to review from the transaction list and click on **Dispute.**
- Disputes musts be initiated within 60 days of the transaction.
- Enter information for the dispute
    - Select the dispute type
    - Enter your contact information
    - Provide reason for the dispute including any steps you've taken to resolve the dispute with the merchant.
    - When finished click submit
- Notify the Program Administrator of the dispute

Dispute transaction screen

- Please try to contact the vendor **FIRST** to get a refund or correction
- If unresolved after working directly with the vendor, complete the online form
- Notify program administrator of dispute
- You have 60 days from the post date to dispute a transaction

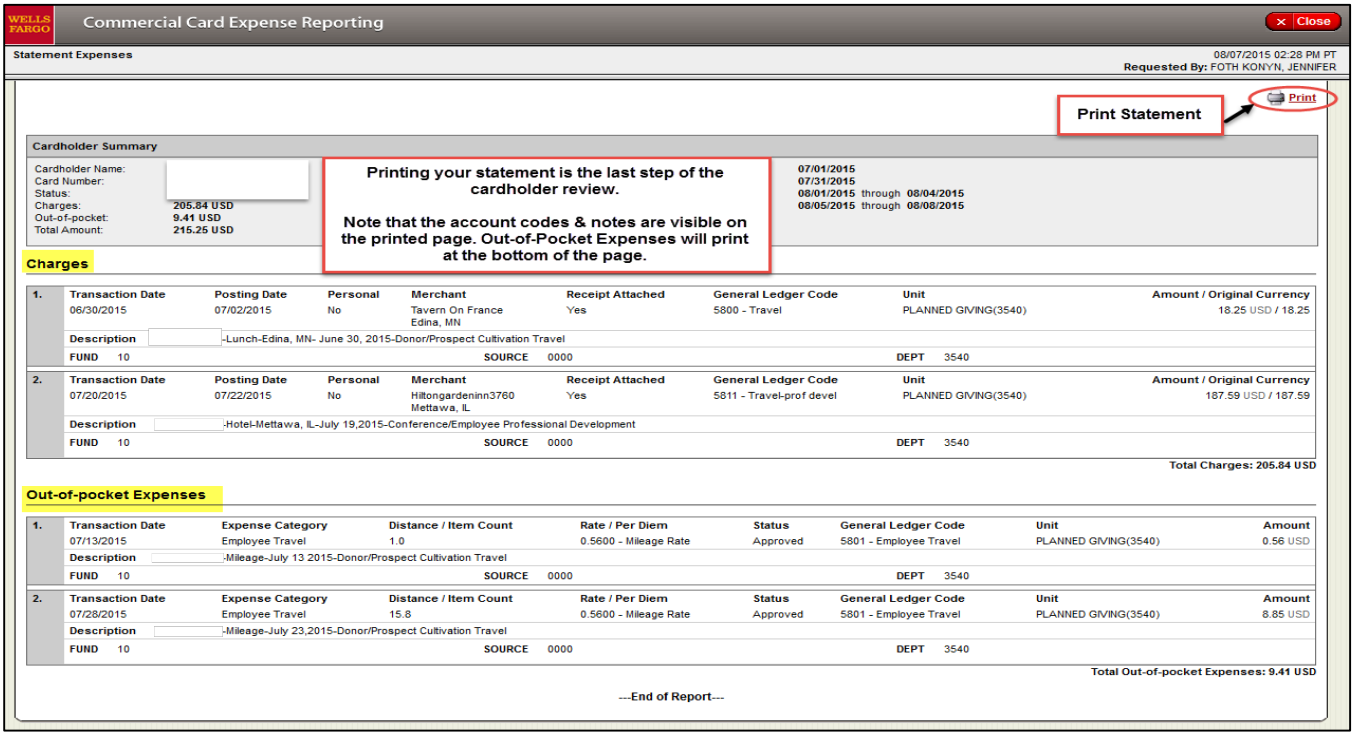
Cardholder: Approval and Printing of Statement During the Review Period

- The last step to complete your review is to **mark your statement as reviewed**. You can only do this step during the review period (8 calendar day window after cycle has ended). You will receive an email notification from Wells Fargo when it is time to review your statement.
- **Please note:** If you have Out-of-Pocket Expenses you must add these prior to completing the online review. See pages 26-29 for detail on how to add out-of-pocket expenses to your statement.
- To mark your open statement as reviewed select **Manage Statements** > **Review Open Statements**.
- After confirming all account codes and transaction notes are correct, and all out-of-pocket expenses have been added, click on **Statement Reviewed.** A confirming message appears indicating that an email will be sent to your approver. **Note: Once you click Statement Reviewed, you can no longer modify account codes or add additional out-of-pocket expenses.**
- Click on **Print Version** to print your statement. Staple your corresponding receipts to the back of your statement and sign and date the front of the document indicating your approval. Submit your reviewed statement and receipts to your Approver by the deadline.

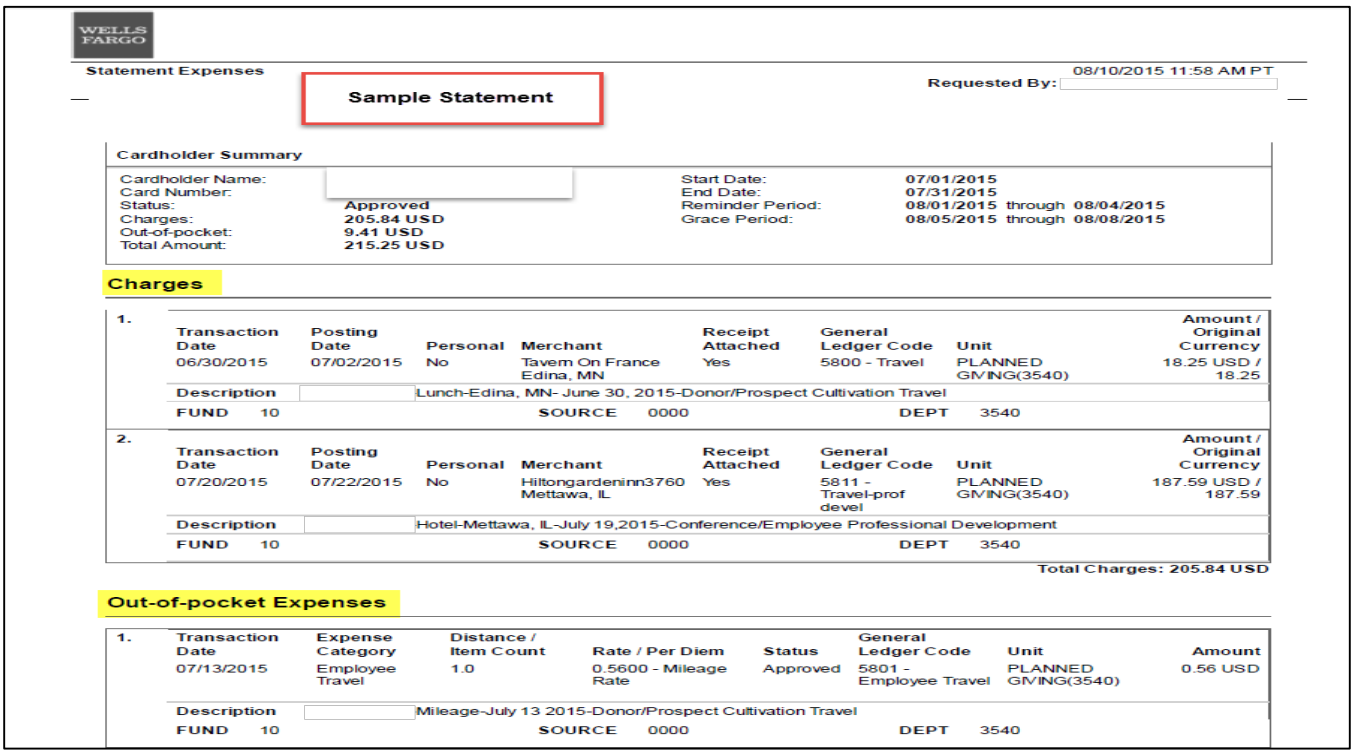


Cardholder: Statement Sample

To print your statement click on the printer icon in the right hand corner. Please note that account codes and transaction notes are visible on the printed page.

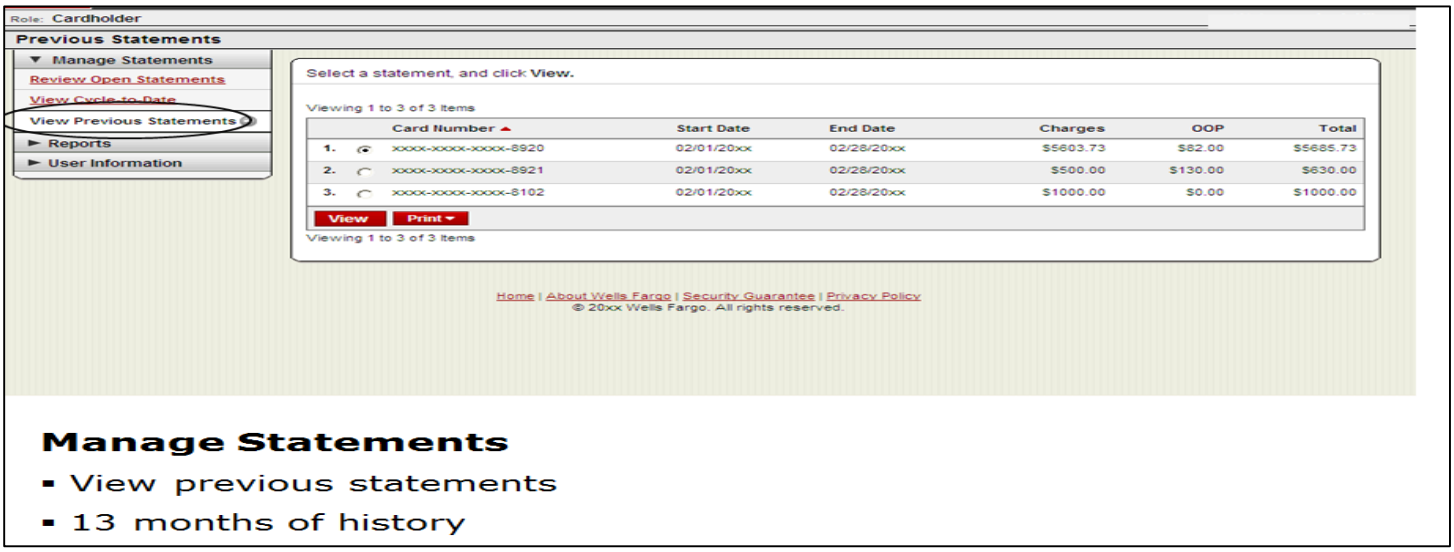


Below is a sample of a printed statement. Note that Out-of-Pocket Expenses print at the bottom of the page:



Cardholder: Accessing Previous Statements

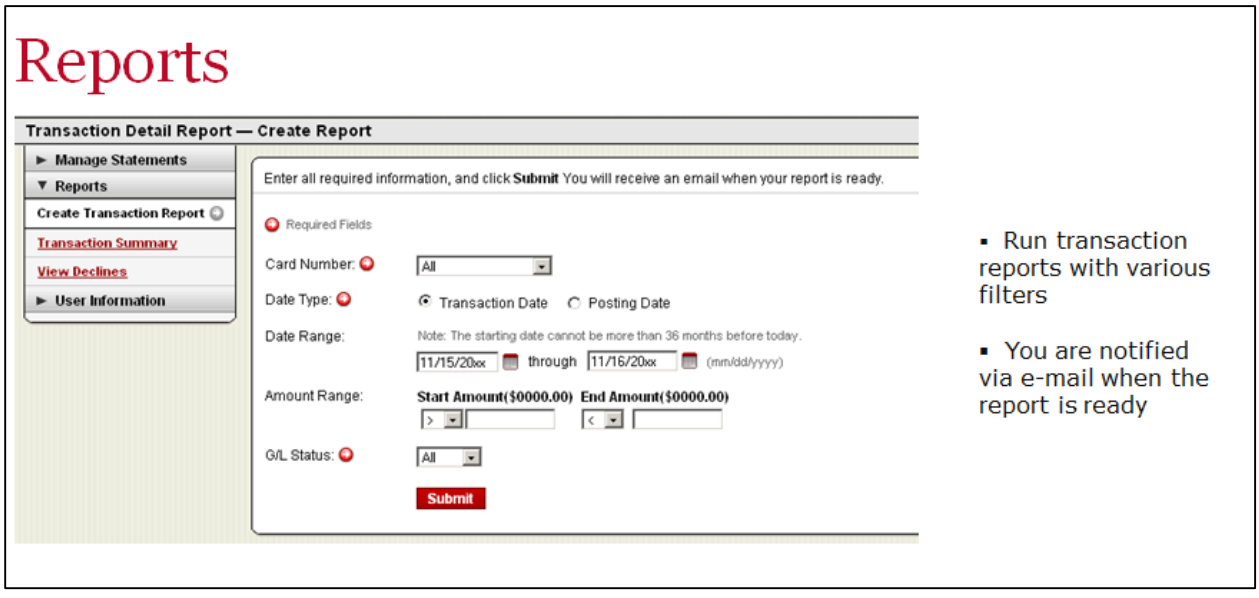
- To view a closed statement, select **Manage Statements** > **View Previous Statements** in the navigation bar. You can view up to 13 months of history.



- When viewing a previous statement you can add or edit descriptions (available up to 60 days after the end of the statement period).
- You can also indicate that a receipt is attached (available up to 60 days after the end of the statement period).

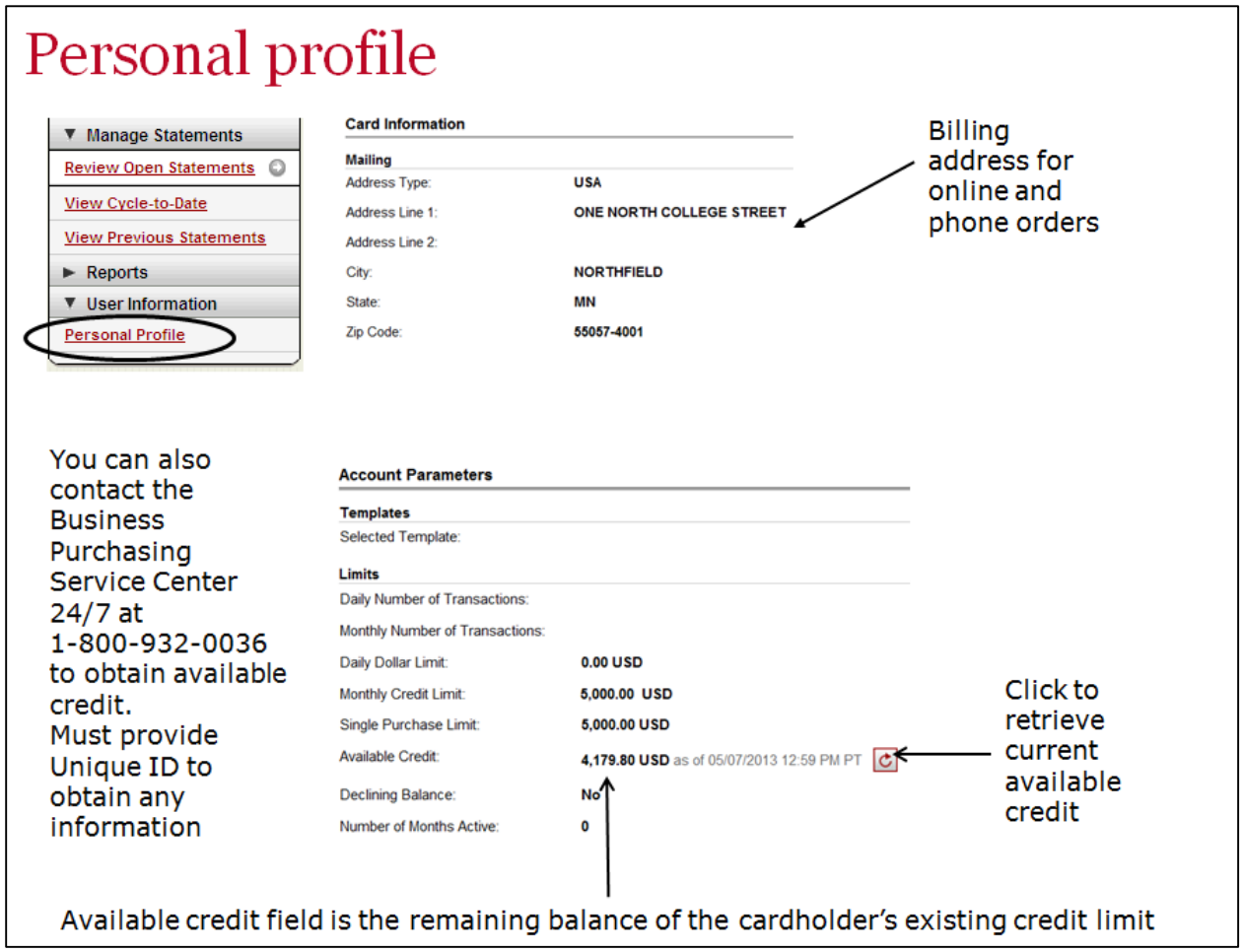
Cardholder: Reports

- If you want to view a transaction activity report you can do this by selecting **Reports**>**Create Transaction Report** in the navigation bar.
- Enter the required information, and click submit. You will receive an email when your report is ready.



Cardholder: Personal Profile

- Select **User information** > **Personal Profile** in the navigation bar.
- Most of the information in your profile is for display only, however you can make changes to the name and email fields. After making any changes, click Save.
- **You can view the Billing Address on your account and Available Credit.** Please note that the billing address for all cardholders is **One North College Street, Northfield, MN 55057-4001**, which is used for verification by VISA. If you are placing an order online, be sure to include your **Ship To** address on the order so that the goods will be delivered to the correct location.
- Click the refresh button to view the current available balance on your card.



Approver: Monthly Timeline and Email Notifications

Approvers have the additional responsibility of reviewing and approving the transactions of the cardholders that have been assigned to them.

- An email will be sent to the approver once the cardholder has finished reviewing the statement. The statement is now ready to be approved.
- Approvers must have all statements approved by **4 calendar days** after the end of the cardholder period. The approver deadline is generally the **12th** of the month, unless the statement end date falls on a weekend. See the **Monthly Timeline Grid** on **Page 8** for details regarding due dates.
- A **secondary approver** can be assigned for cardholders. Secondary approvers will have access to approve statement in the event that the primary approver is unavailable to complete this monthly task. This ensures that the approvals are completed by the deadline in an absence.

Below is a sample email notification indicating that the cardholder review is complete and statement is now ready for approval.

E-Mail notification

Cardholder review of statement is complete

Cardholder statement review complete

Dear Approver:

The most recent statement has been reviewed for the following cardholder:

Lastname, Firstname

xxxx-xxxx-xxxx-1234
xxxx-xxxx-xxxx-5678

The statement(s) are ready for your review by accessing the Wells Fargo Commercial Card Expense Reporting system

Please complete your review in a timely manner.
This is an automated email. Please do not reply to this message.

Below is a sample email to notify the approver that the cardholder failed to review their charges during the Review Period:

E-Mail notification

Approver mail (after grace period end date)

Cardholder statement review overdue for 05/31/20XX

Dear Approver:

The following cardholder(s) have not reviewed their most recent statement:

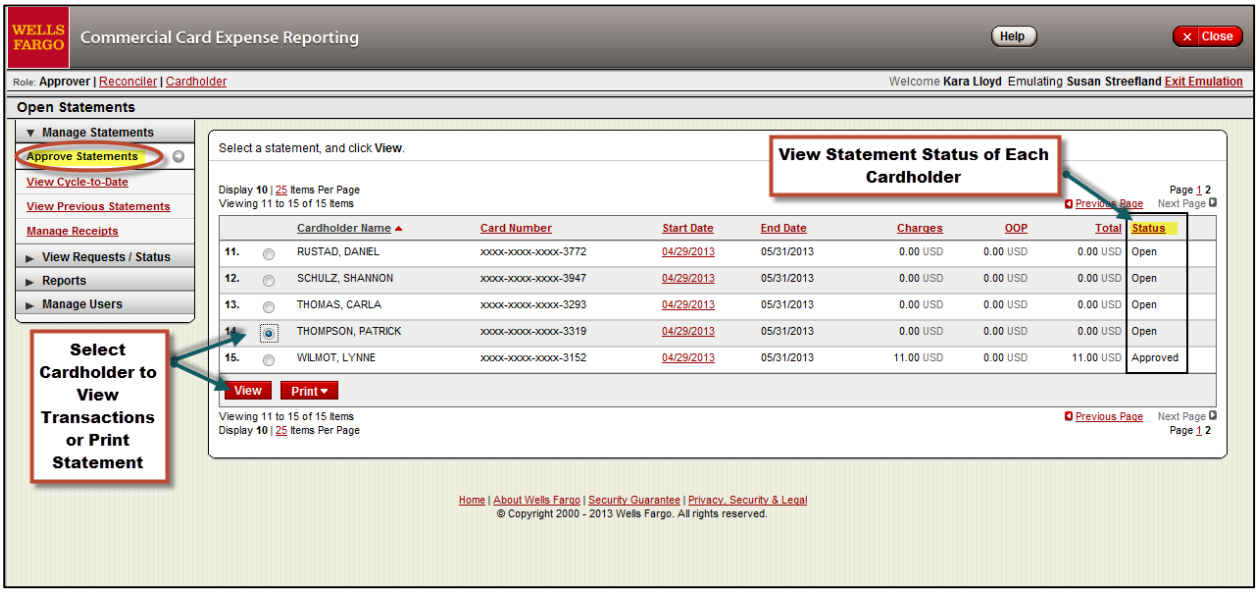
Lastname, Firstname xxxx-xxxx-xxxx-1234
Lastname, Firstname xxxx-xxxx-xxxx-5678

Notifications have been sent to each cardholder but they have still failed to review their statement. If you choose, you may review the statement on the cardholder's behalf by accessing the Wells Fargo Commercial Card Expense Reporting system.

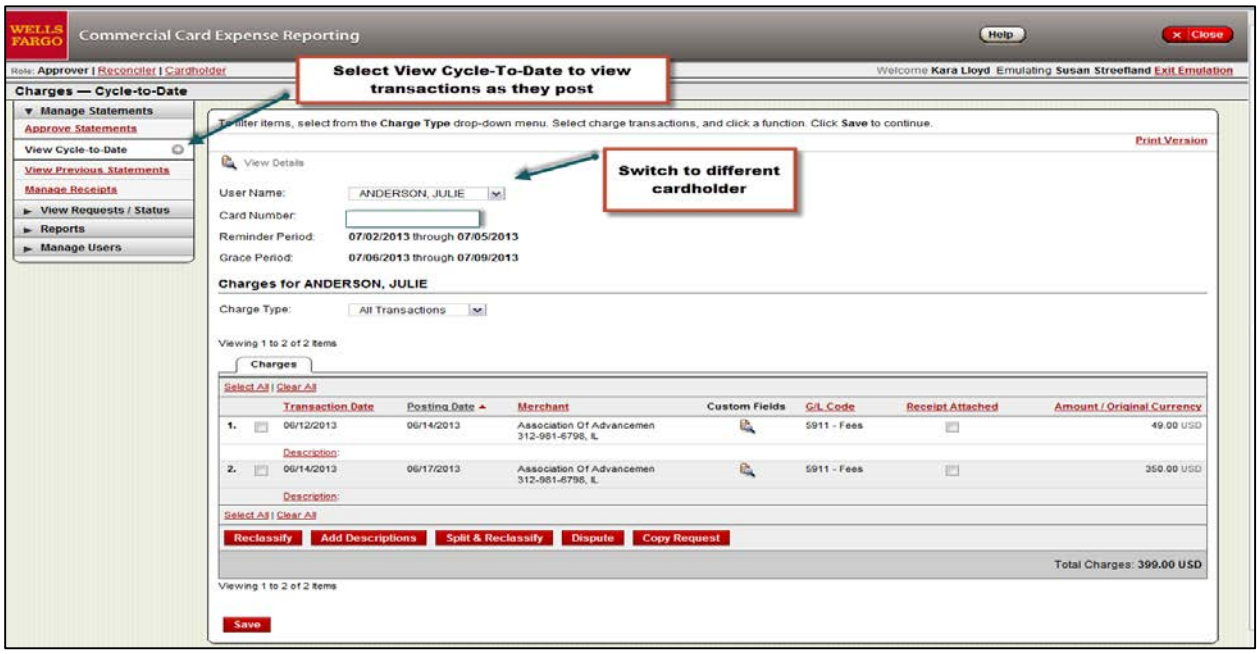
This is an automated email. Please do not reply to this message.

Approver: Review and Approve Statements

- Upon receiving an email notification from Wells Fargo, login to CCER to Approve Open Statements. **Note:** The Approver can also login at any time to view posted transactions for their cardholders by selecting **View Cycle-To-Date.**
- To Approve an open statement, select **Manage Statements** > **Approve Statements** in the navigation bar and select the cardholder you wish to approve. You can see the status of each statement in the right hand column.



- To View charges as they post prior to the end of the statement period, select **Manage Statements**> **View Cycle to Date** in the navigation bar, then select your cardholder to view from the drop down menu. You can switch between users by using the User Name drop down menu.

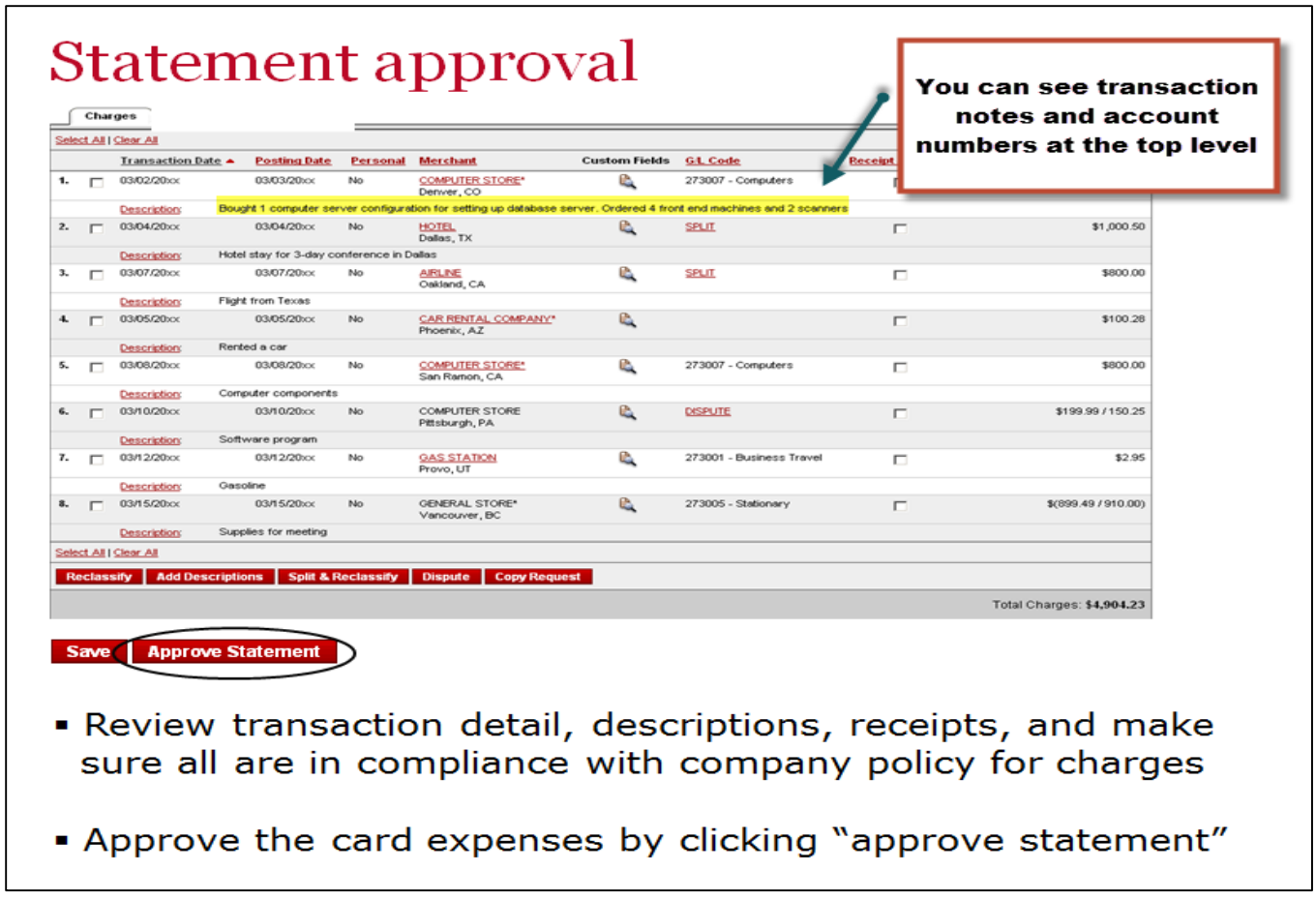


- Approvers have access to the same functionality in CCER as cardholders. You can see all of the cardholder's transaction notes and codes at the top level.

- If changes are necessary you can select the transactions you wish to reclassify and edit the transaction and save your changes (see p. 13-14).

- If there are Out-of-Pocket (OOP) expenses, approvers must complete the transaction approval on the Out-of-Pocket tab before clicking on "Approve Statement." See p. 29 for details.

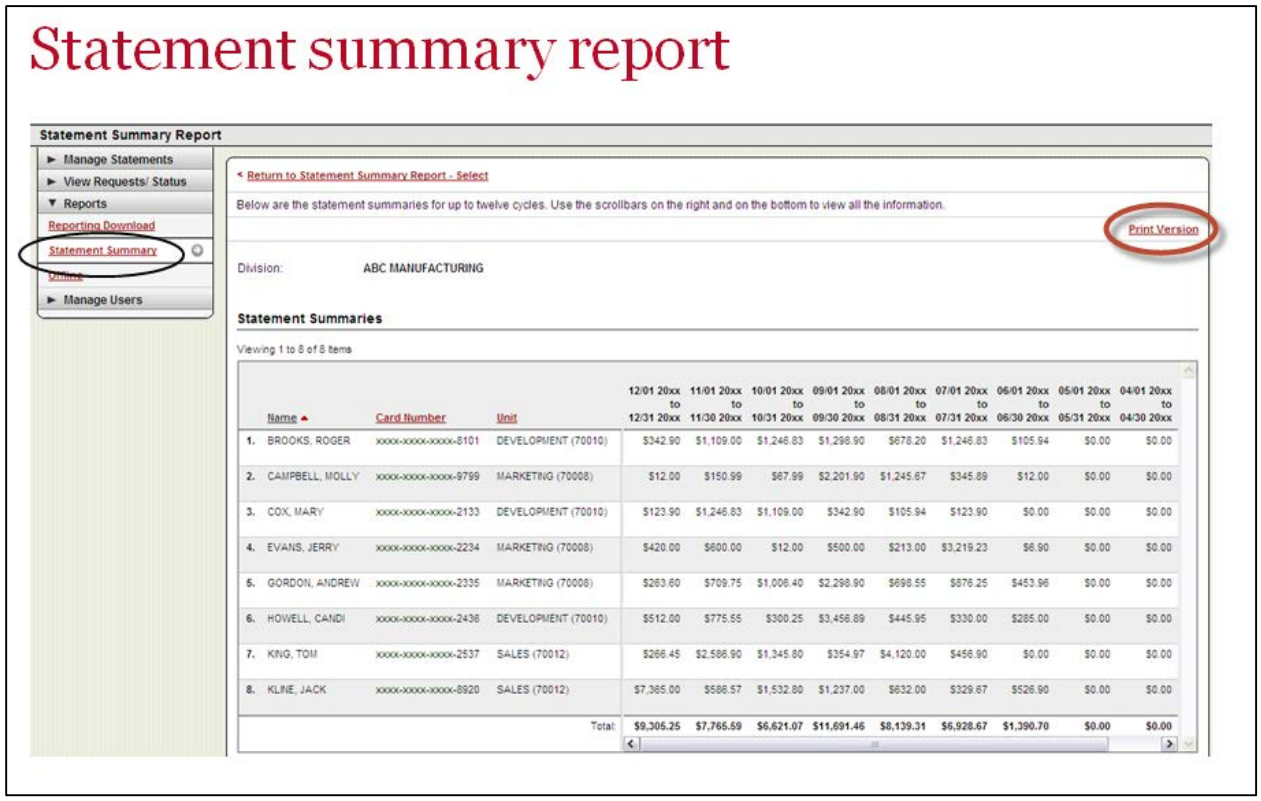
- Once all of the account codes and descriptions have been updated and are in compliance with College policy you will then click on **Approve Statement**. You can only click on **Approve Statement** during the review period (Generally from 9th-12th of the month). **Note: Once you click Statement Approved, you can no longer modify account codes.**



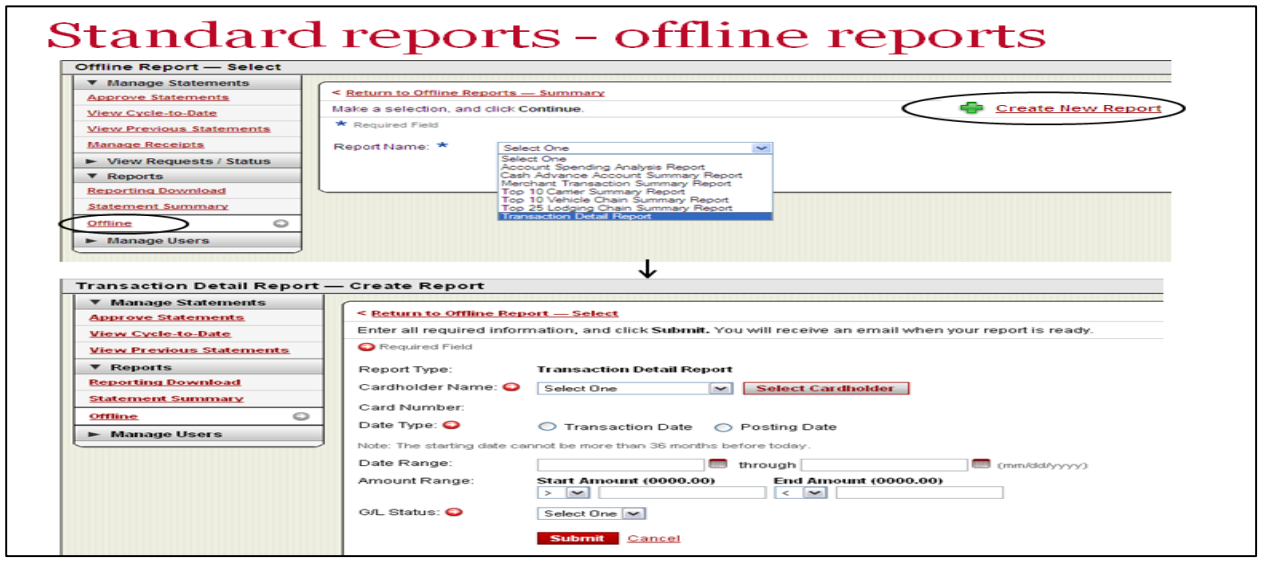
- **The last step is to sign and date the front of the cardholder statement and forward the documentation to the Business Office.**

Approver Review: Reporting

Approvers have access to create various reports. One helpful report is the **Statement Summary** which will show cardholder statement activity over a period of time. To Print this report click on **Report**>**Statement Summary** then click on Print Version to print the report.



There are other Standard Reports which you can run by clicking on **Reports**>**Offline**. Click **Create New Report** and then select the report type from the list. Click Continue. Enter the report criteria and click submit. The system will send you an email when the report is ready.

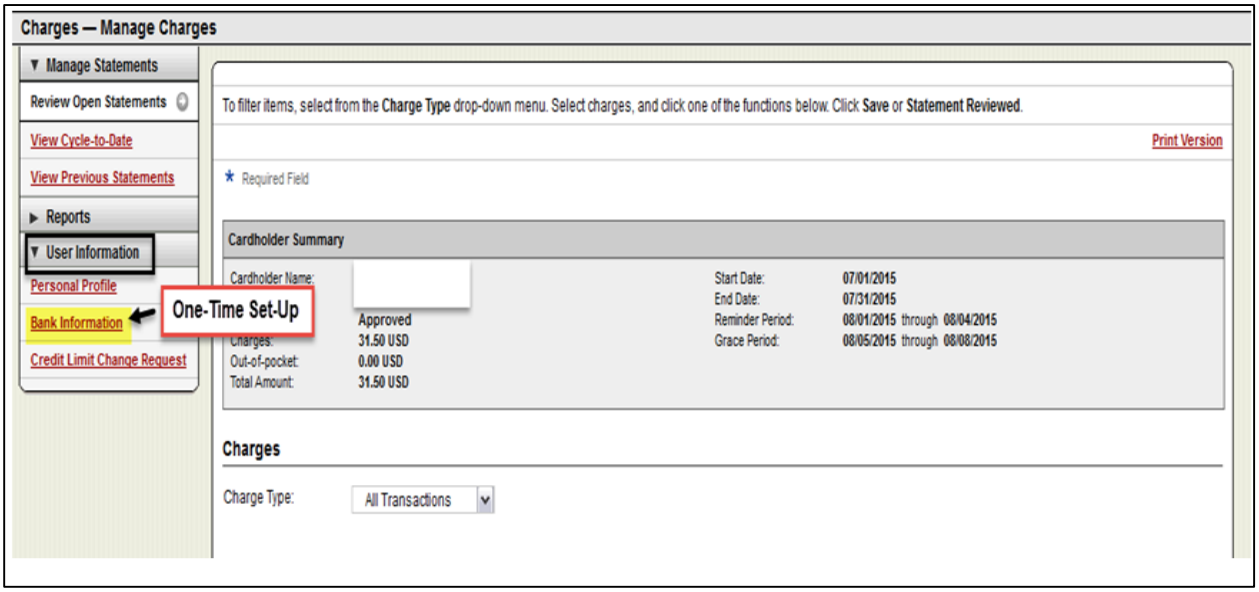


CCER: Out-Of-Pocket (OOP) Expense Reporting

Out-of-Pocket (OOP) Expense Reporting allows an employee or their administrative support professional to report Out-Of-Pocket (OOP) expenditures electronically through CCER and receive reimbursement by direct deposit to the employee authorized bank account of record on a monthly basis. This feature is intended for miscellaneous items such as tips, tolls, mileage, parking and other small dollar expenses.

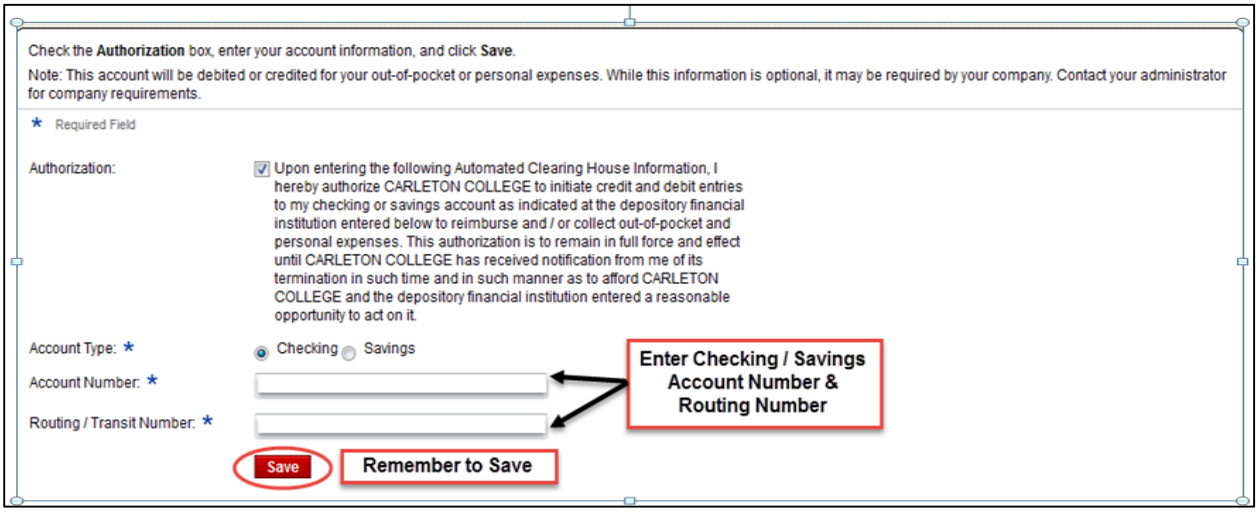
Getting Started (One-time set-up): Note: Bank information must be supplied through the cardholder login for security purposes. Reconcilers and Approvers will not have access to this information.

*Select **User Information>Bank information** from the left navigation menu in CCER



*Check the Authorization checkbox to allow payments to your account

*Select the account type and enter your **Routing Number** and **Bank Account Number** into the required fields and click **Save.**



Using Out-of-Pocket (OOP) Reimbursement:

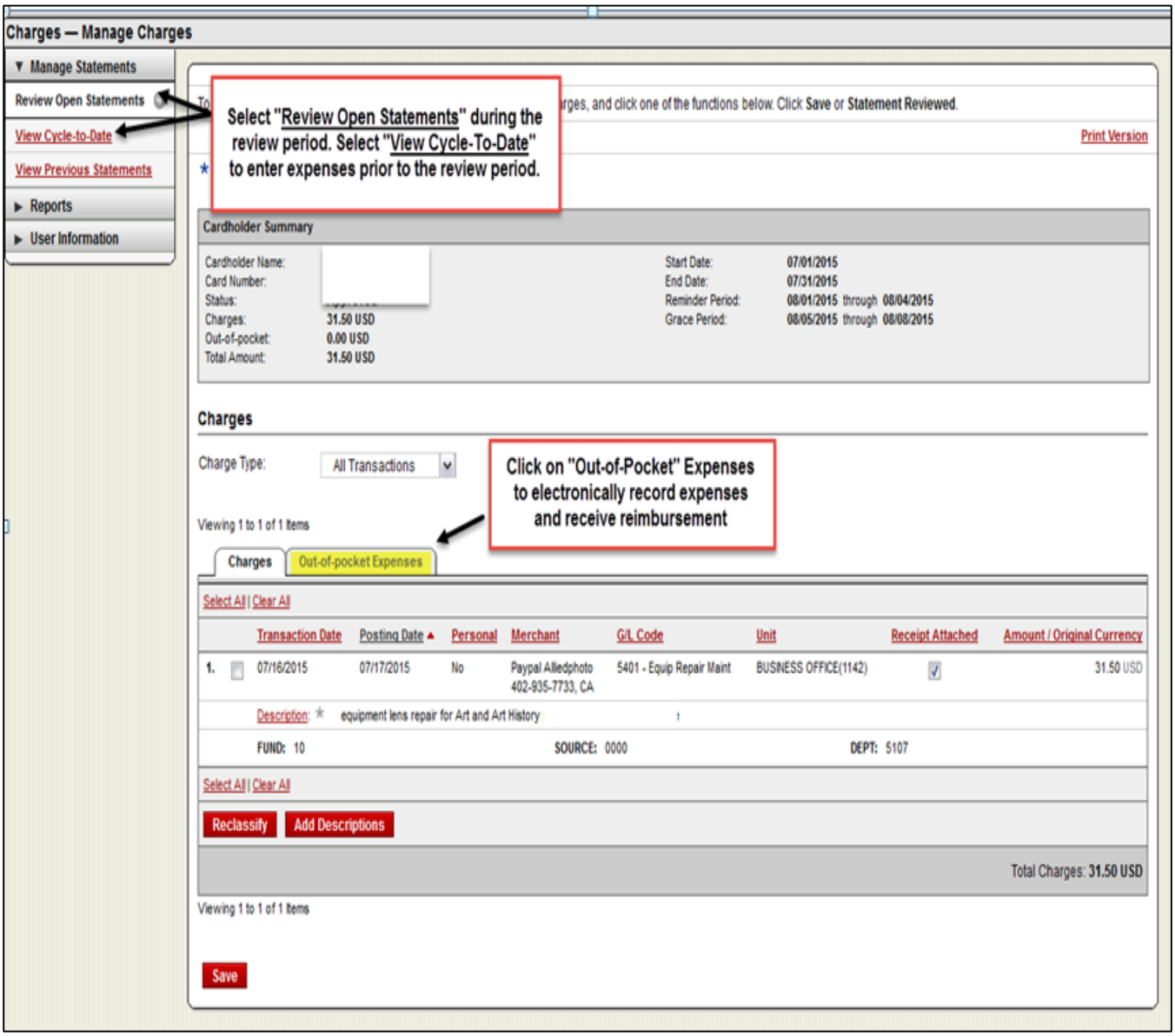
*To utilize this feature login to Wells Fargo CCER.

* Select either of the following:

*__Review Open Statements__ – Use this during the Cardholder Review Period (generally 1-8th of each month)

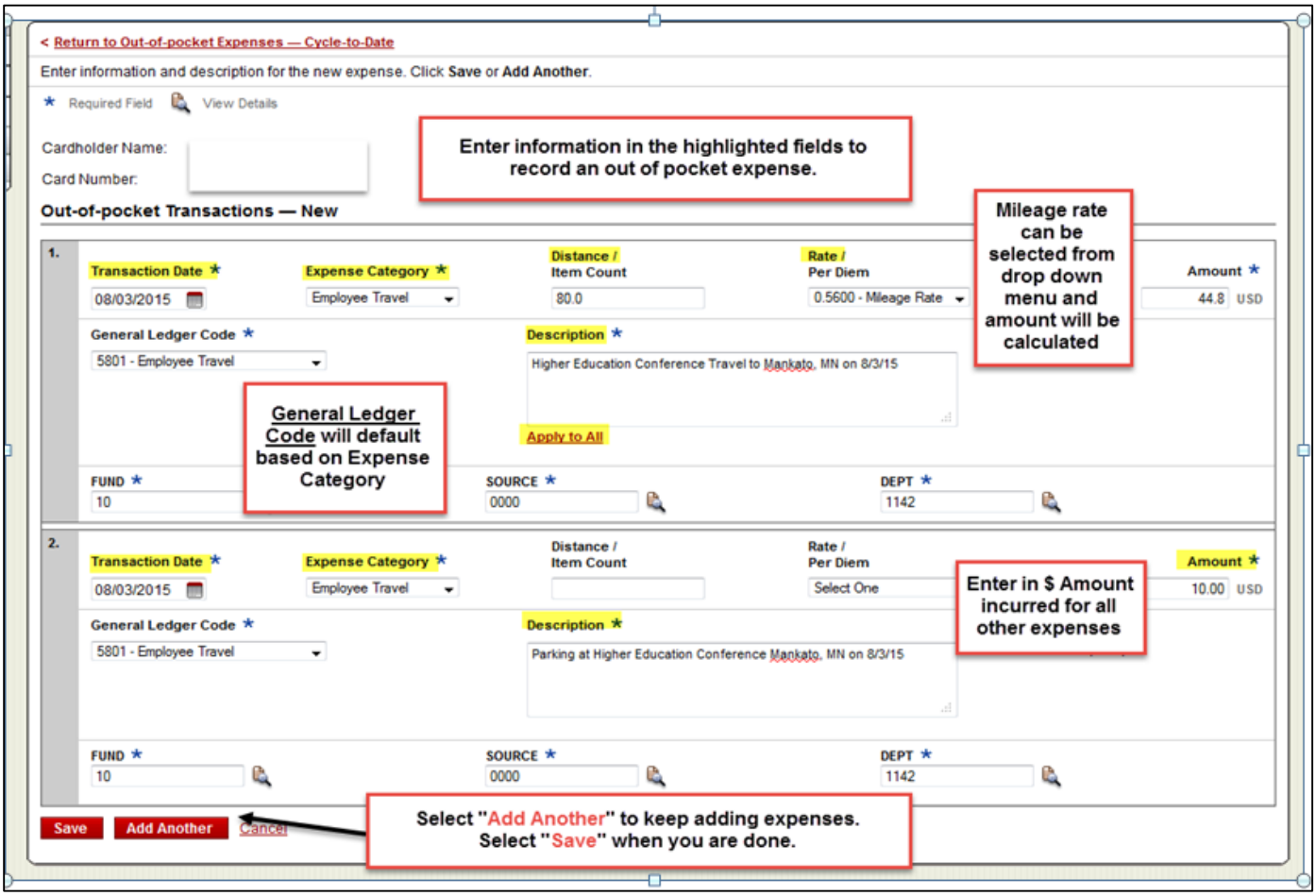
*__View Cycle-to-Date__ – Use this to enter your out of pocket expenses prior to the review period. You can enter transactions as they occur or save them for monthly reporting.

*Locate the tab for “Out-of-Pocket” (OOP) and enter your expenses for the month. In the tab you may enter any out-of-pocket expenses you have incurred that are eligible for reimbursement.



*Click "**Add an Expense**" to add items

*Enter date and choose an expense category
*enter amount and add description
*for mileage, enter distance, select rate and add description
*modify the default account codes if necessary
*click "**Add another**" to add more expenses
*save



Final Steps and Things to Note:

*Make sure you have added all of your Out-of-Pocket items prior to clicking the "**Statement Reviewed**" button during the monthly review period.

*Out-Of-Pocket items print at the bottom of your purchasing card statement **and the receipts for both transaction types should be stapled to the printed statement to give to your approver.**

* A receipt is required for ALL Out-Of-Pocket expenses. Map Quest or Google Map documentation should be supplied for mileage reimbursement. Tips do not require a receipt, but a detailed description must be provided.

*If an Approver does not approve or decline the out-of-pocket charge, the charge will not be reimbursed that month, but remains open for approval the next month.

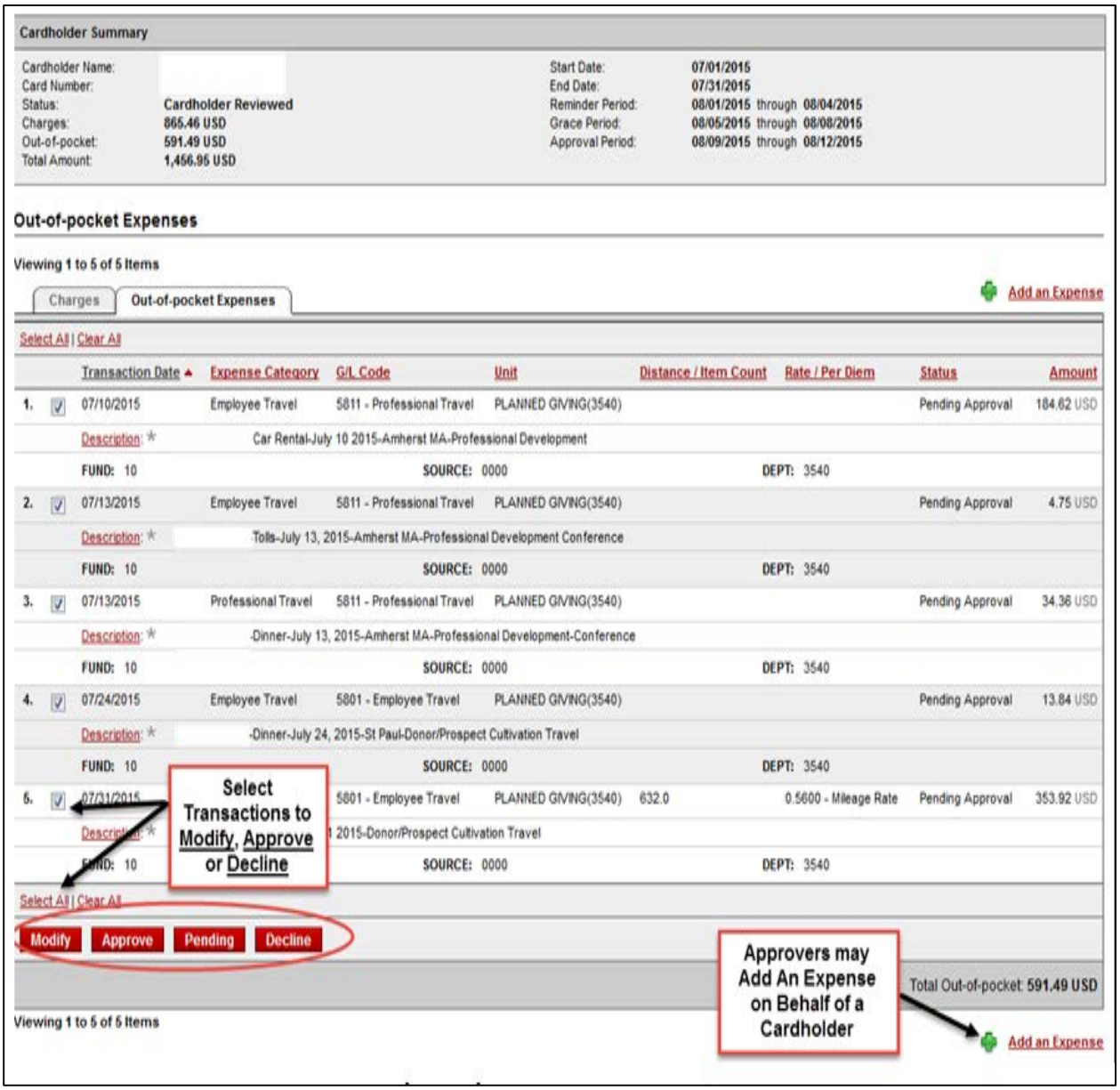
Approver Role: Approving Out-Of-Pocket (OOP) Expenses

*Approvers must complete the approval of Out-Of-Pocket Expenses on the Out-Of-Pocket tab before clicking on "**Approve Statement.**" If there are no out-of-pocket expenses for the month, then you can skip this step.

*Approvers are able to make corrections to out-of-pocket expenses and add additional expenses before approving the statement.

*If an Approver declines an expense, it will not be reimbursed. The employee will **not** be notified of a decline; therefore it must be communicated personally to the requestor if an expense is declined for any reason.

*If an Approver does not approve or decline the out-of-pocket charge, the charge will not be reimbursed that month, but remains open for approval the next month.



CCER: Other Helpful Information & Tips

1) **If you need assistance with your Wells Fargo Purchasing Card you can obtain help by using the following Contact Information:**

Contact information

- Wells Fargo - 1-800-932-0036
  - From outside of the United States call 1-612-332-2224
  - Call immediately if your card is lost, stolen or suspected missing
  - For immediate decline information
  - To access the automated voice response system for the following information:
    - Current balance
    - Available credit
- Contact a program administrator if:
  - You have questions about your card
  - Need to increase your credit limit
  - Change jobs
  - Need to order cards for other employees

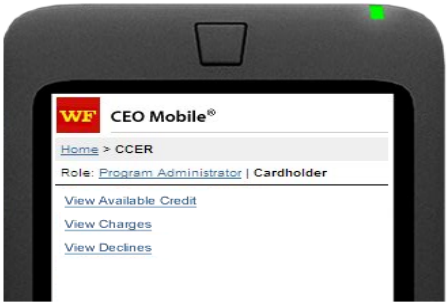
Primary Program Administrator:
Kara Lloyd
Alternate Program Administrators:
Randie Johnson, Amy Swenson

2) **If you choose you may access CCER for View only Mobile Access:**

CCER access via CEO Mobile

- CEO Mobile Service
  - Access via the browser on your mobile device using your Company ID, User ID and Password at: https://ceomobile.wf.com
  - iPhone users can go to the APP Store and download the *CEO Mobile*® app
  - An online tutorial can be viewed at: https://wellsoffice.wellsfargo.com/ceo_public/tutorial/ccer_mobile/index.html

- Cardholders can:
  - View available credit
  - View posted card charges
  - View declines



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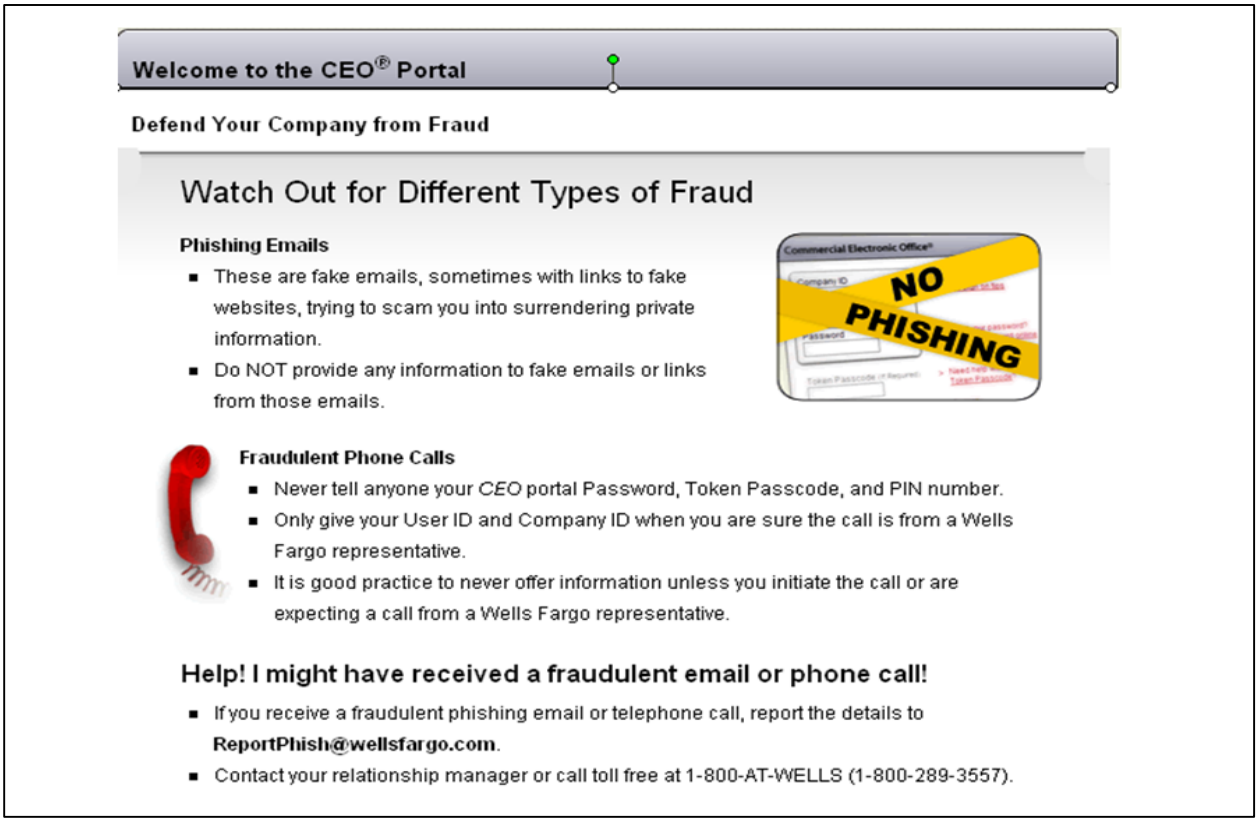
Modified: June 2016

3) **Wells Fargo will not contact you to solicit personal information. If you receive a suspicious email or phone call you can report that using the following information:**



4) **Chip and PIN cards are now being issued to ALL cardholders**.

To enhance the security of your credit card purchases, the new commercial card features chip and personal identification number (PIN) technology, in addition to a magnetic stripe. With this card, cardholders will have added identity verification and more flexibility at chip enabled and traditional magnetic strip terminals. Below is important information below about chip-enabled cards:

- Increasingly, chip technology is being used by U.S. merchants and abroad to make credit card transactions more secure.
- The card can be used at both chip-enabled and traditional magnetic stripe terminals. Cardholders will be prompted to insert your card and enter your PIN to complete transactions at chip-enabled terminals, or to swipe your card at the point of sale, just as you do today.

5) **Verified By Visa**

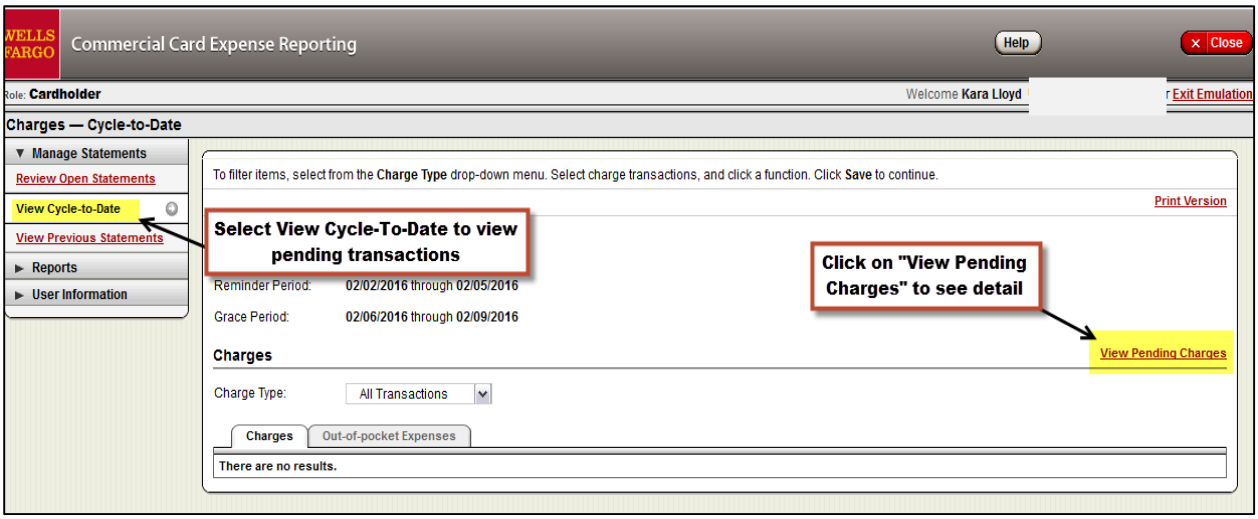
Cardholders may be prompted to enroll in Verified by Visa when making online purchases. Offered at no additional cost, the Verified by Visa service requires you to enter a self-selected password before completing purchases with participating online merchants, helping to ensure that only you can complete such transactions.

To register you will need to know the last four digits of your Unique ID (Employee ID), your monthly credit limit, and the zip code associated with your Carleton card (55057).

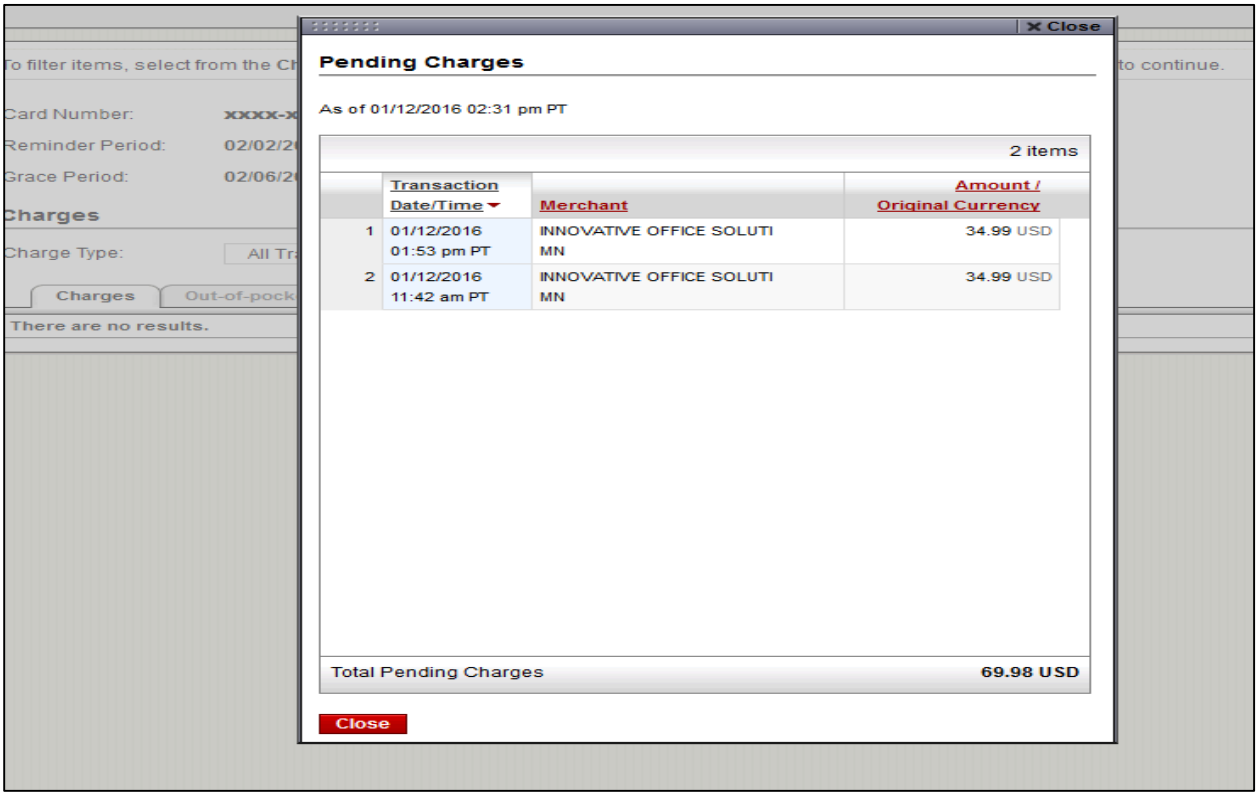
6) Pending Transaction Monitoring

Wells Fargo has provided access to features that will help cardholders keep track of pending transactions and determine available credit.

View Pending Charges: Transactions that have not yet posted to your account will be available for viewing in the CCER online service. To see a list of pending transactions, select "**View Cycle-To-Date**" and click on "**View Pending Charges**." Cardholders, Reconcilers and Approvers all have access to this feature.

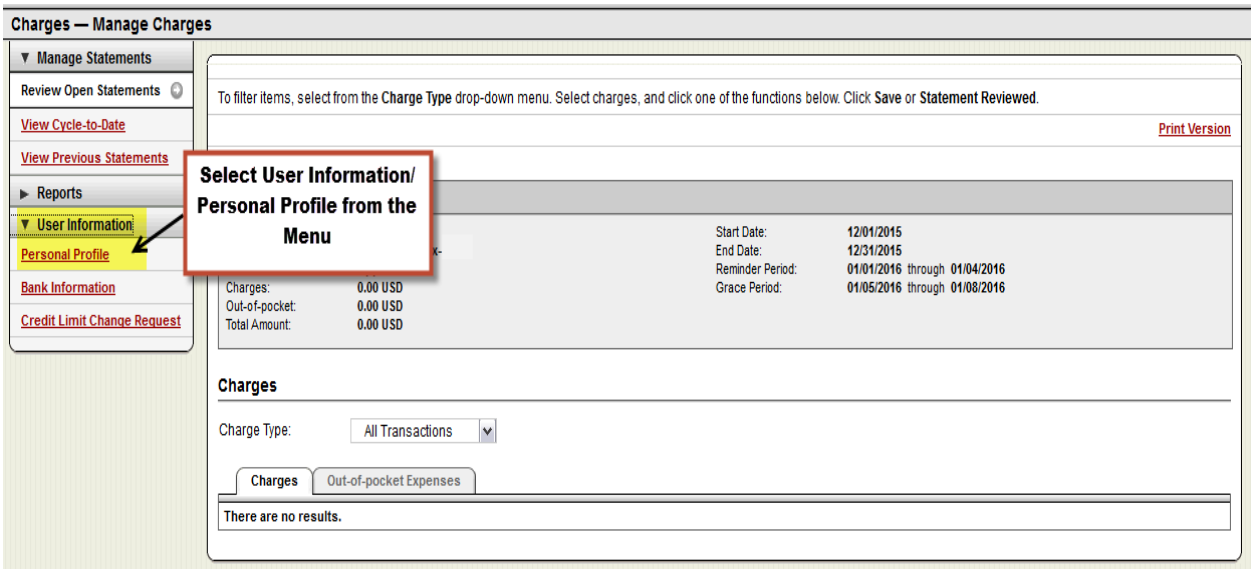


A pop-up box will display pending charges.

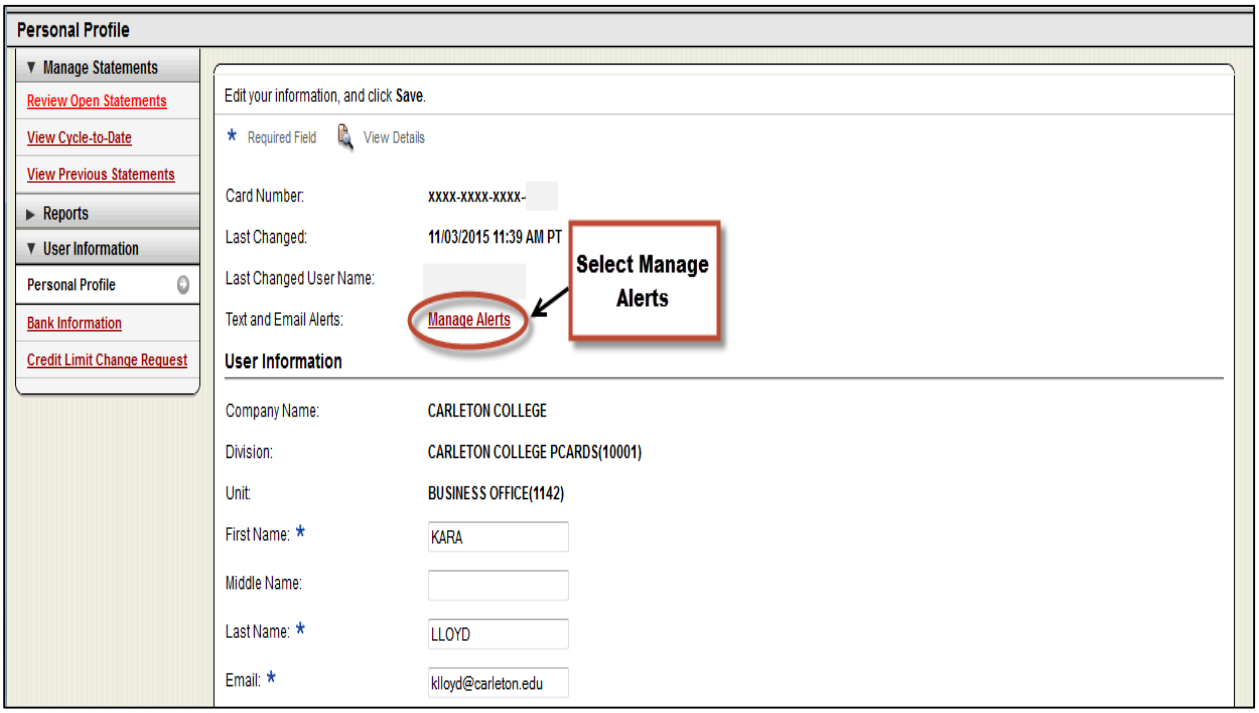


Email & Text Alerts: Cardholders may choose to receive email or text alerts for transactions that are authorized or posted to their accounts. To enroll, you must select your alert preferences on the CCER website.

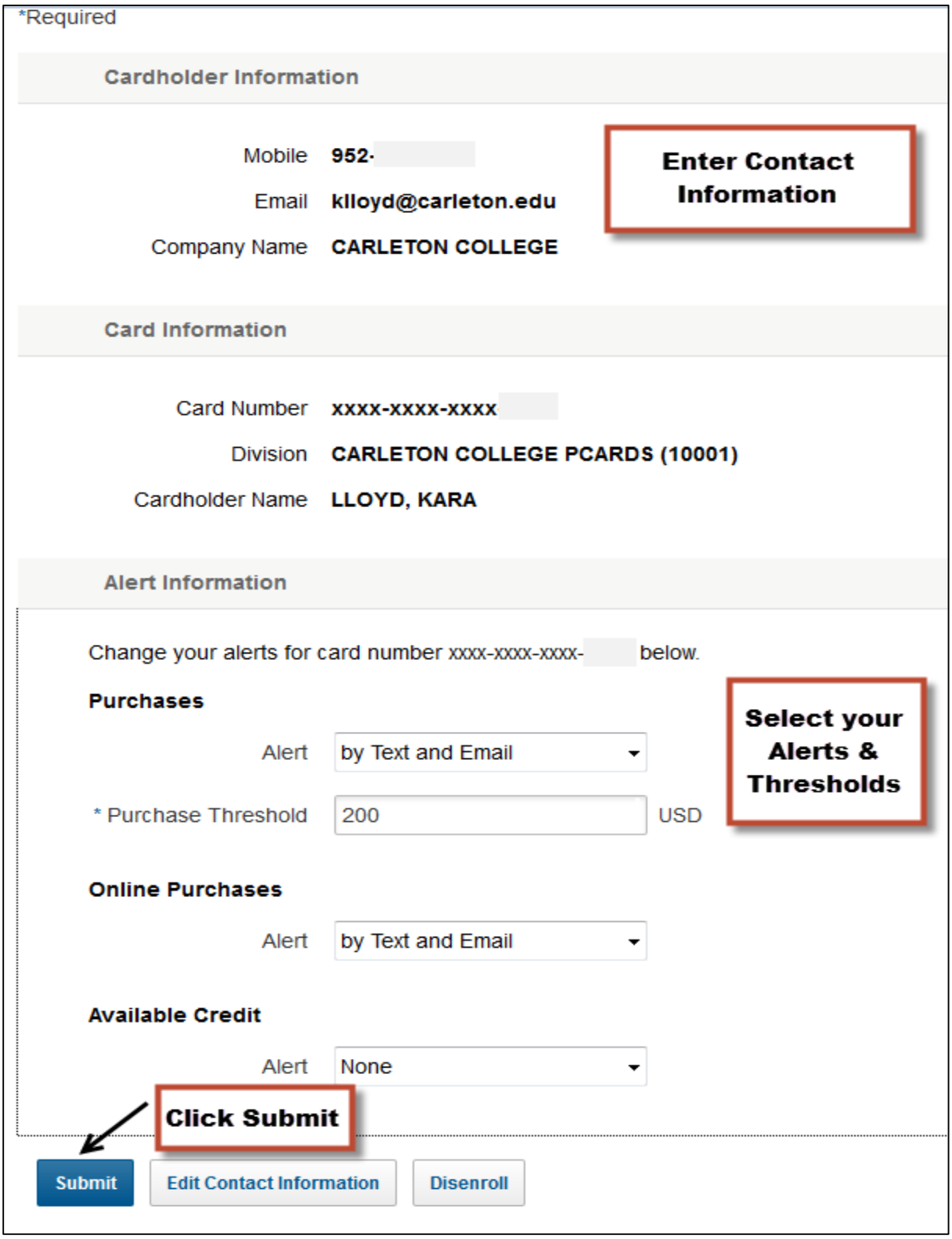
To launch the enrollment page, select "**User Information>Personal Profile**"



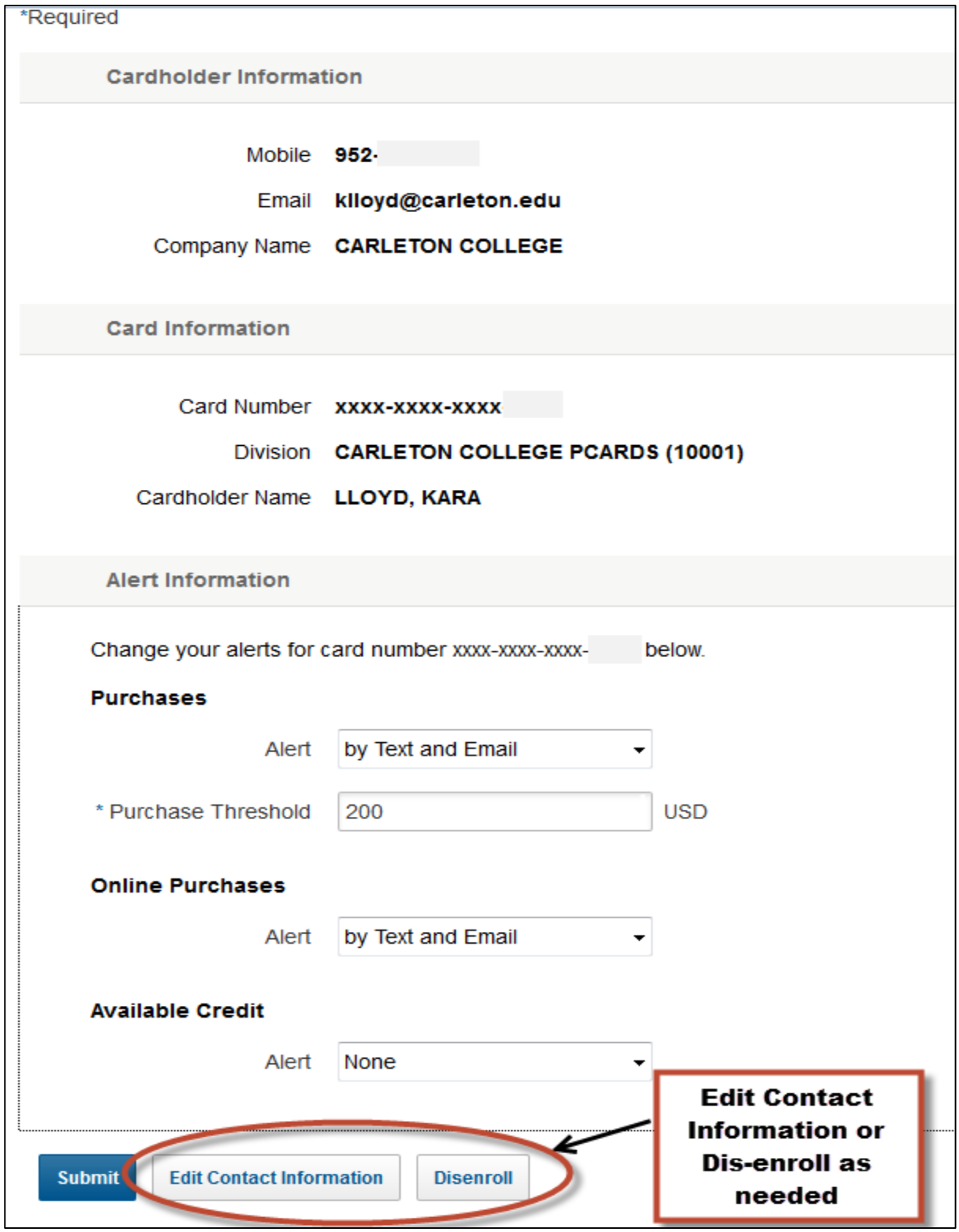
Click on "**Manage Alerts.**"



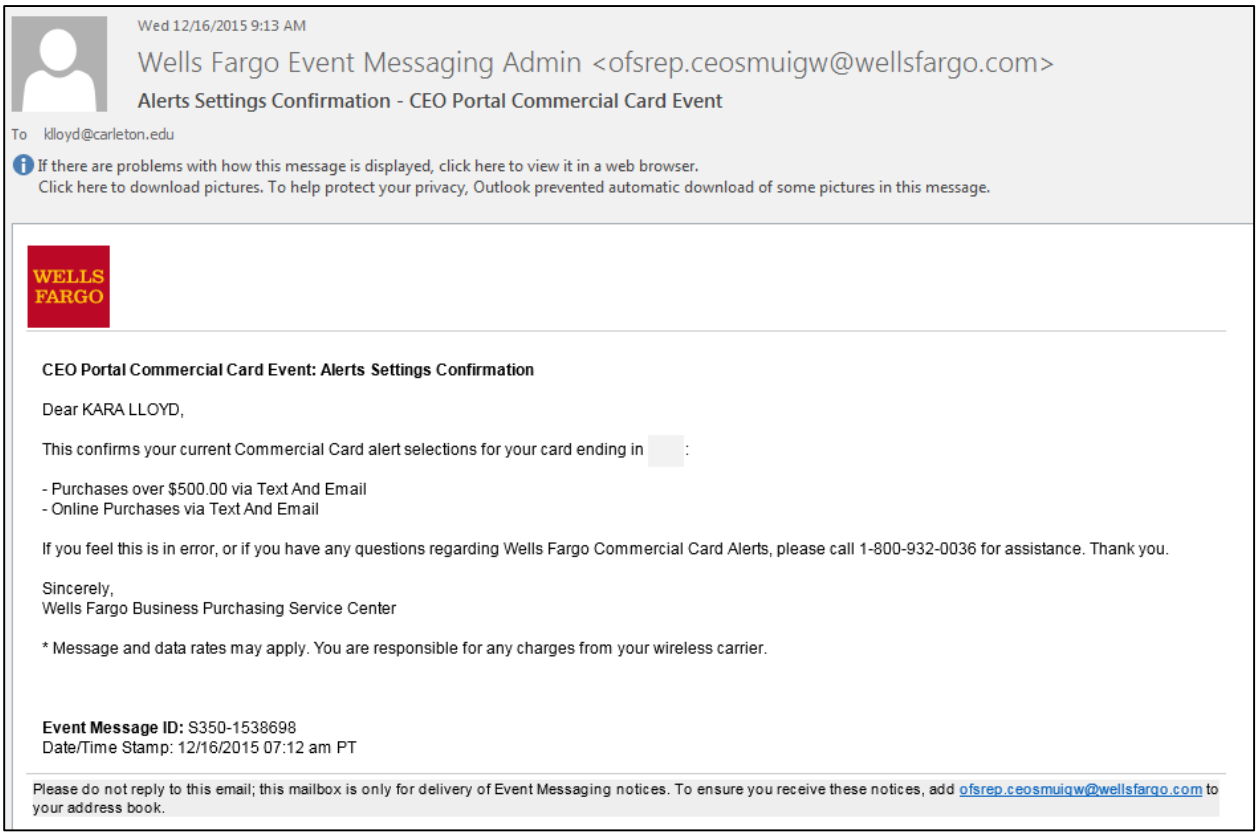
Select your alert preferences and then click "**Submit**" to complete your enrollment.



Cardholders may change their contact information or dis-enroll at any time. If you have questions about this new service, please contact the Wells One Service Center at 800-932-0036.



An email notification will be sent to you when you have successfully enrolled in the program:



Wed 12/16/2015 9:13 AM

Wells Fargo Event Messaging Admin <ofsrep.ceosmuigw@wellsfargo.com>

Alerts Settings Confirmation - CEO Portal Commercial Card Event

To klloyd@carleton.edu

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

WELLS FARGO

CEO Portal Commercial Card Event: Alerts Settings Confirmation

Dear KARA LLOYD,

This confirms your current Commercial Card alert selections for your card ending in :

- Purchases over $500.00 via Text And Email
- Online Purchases via Text And Email

If you feel this is in error, or if you have any questions regarding Wells Fargo Commercial Card Alerts, please call 1-800-932-0036 for assistance. Thank you.

Sincerely,
Wells Fargo Business Purchasing Service Center

* Message and data rates may apply. You are responsible for any charges from your wireless carrier.

Event Message ID: S350-1538698
Date/Time Stamp: 12/16/2015 07:12 am PT

Please do not reply to this email; this mailbox is only for delivery of Event Messaging notices. To ensure you receive these notices, add ofsrep.ceosmuigw@wellsfargo.com to your address book.