

# Nextage & Mesh

Best Practice



# Intro and Support



As part of the collaboration between **Mesh** and **Nextage**, we have prepared this presentation for you. It includes guidelines and features on how to use the system based on the user's type and profile, in the best possible way.

The Mesh platform helps companies manage and control their expenses by issuing payment methods (aka virtual cards) that meet their policies. The platform assists in collecting invoices and receipts in a simple, efficient and automatic manner.

The document is based on our customers' experiences since the company's inception. It includes, among other things, guidelines on how to use the system's features based on the user's type and profile.

For any concerns, administrators can contact their Account Manager directly or communicate with the Mesh CSM team via [SUPPORT@MESHPAYMENTS.COM](mailto:SUPPORT@MESHPAYMENTS.COM)

The Mesh, Customer Service team is available 24/7/365, in Hebrew or English. The platform users can contact our Service team through the chat feature on the platform or via the links provided in our support center at <https://meshpayments.com/support-portal>

# Nextage<sup>®</sup> Creating an Account



**Opening an Account:** Mesh allows you to open a separate account for each legal entity in your organization. Each entity is managed separately in terms of balance, payment methods, and employees. An authorized user can easily switch between the entities created.

**Managing the company's balance:** Each account has a separate balance in USD, but payments can be made in all Visa-supported currencies (over 200 currencies). The account balance must be loaded in advance. It is not possible to make payments if the balance is zero. Online banking is used to fund the account, which makes 'loading a balance' easier and faster. It is recommended to set an 'account alert' (aka 'Balance Shield') to warn you, should the balance go below a set threshold. Finally, it is possible to manage the company's balance as a 'credit' (i.e., charges made during the month will be paid the following month) - please consult your Account Manager or CSM, if you are interested in this option.

**Issuing Payment Methods:** The Mesh payment methods (aka virtual cards) provide total control, complete visibility, deeper insights, better security, and flexibility. Mesh aims to stop the dependency of a single payment method by allowing customers to request multiple payment methods, each with its own set of restrictions and limitations.

The main advantages of separating the payments to different cards are:

1. Control the amount and payment scope, whether by supplier or employee.
2. Prevent card misuse due to theft or fraudulent activity.
3. Smart tagging of expenses, which saves time for the finance/accounting team.



# Integration for Priority/NetSuite



\*At the same time as starting to work with Mesh and setting up the cards according to the procedure (as will be detailed later), a connection (integration) must be coordinated through the customer manager in Mesh to Priority and NetSuite.

## Company after integration:

From the moment the company works with a process that is defined as a ledger integration, you will be able to enter Mesh and interface the transactions to the accounting software by clicking the Sync button.

By doing this you will automatically register for the Priority/NetSuite accounting software:

1. Supplier invoice registration.
2. Registering the invoice payment from the Mesh account.
3. You may add a text note that will be part of the synchronization (this field is open to all users).



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- ❖ **Take note! Based upon our experience with Mesh and working with our customers in the system, we have recognized that the operative/admin function should create the cards and not the Founder\CEO or any other user.**

the classification to be done at the card level, several tools can be used:

1. Please make sure that the defined authorization level for your bookkeeper is Auditor. If not, please contact your case manager at Mesh to change the permission.
2. When you create a new card, Nextage must be updated so that they can classify the cards as required.

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# Payment Method Types and Tagging



Here is a brief description of the payment methods available in the Mesh platform:

**Tagging/classifying payment methods:** The payment method is done initially during the setup of the card. The tags keep track of all the transactions on the card, and if done correctly, it will result in streamlining the bookkeeping process. This should be done with the **NextAge** team.

The merchant's role enables the definition of labelling the supplier at the transaction level. It is possible to make a "rule" so that every transaction for a certain supplier will be automatically tagged with the "rule". This definition applies going forward and not retroactively.

**Subscription** - A payment method (aka card) is 'dedicated' to a selected vendor/service provider. The payment method includes a unique payment policy with relevant restrictions, and it will not be possible to use this payment method to purchase goods/services from another vendor. \*\*Mesh offers a vendor catalog with more than 4,000 service providers for you to choose from, and if a vendor does not appear in the catalog, it can be entered manually.

**On-Demand** - A payment method that is not 'locked' to a designated vendor/service provider can be used once (i.e., single-use) or multiple times (i.e., lifetime) with different vendors. The payment method can be used for office supplies, team outings, meals, gifts, or any other business expense that the company has. When requesting such a payment method, the user can set relevant policies to meet the spending needs.

**Travel** - A travel payment method provides a convenient way to access all the information needed to control the company travel expenses. A link to [Travel expenses card guide](#) is attached.





Users can upload invoices/receipts in several ways. Below is a brief description of the options:

- Upload via Mobile App - The user can click on a relevant transaction, capture the receipt and upload it to the platform.
- Dedicated email address - Each payment method (aka virtual card) has a dedicated email for the purpose of collecting receipts and invoices. At a later stage, Mesh will offer a single email address for the entire company. When setting up a payment method with the vendor, the user can add the card's dedicated email, which will allow the vendor to send invoices and receipts directly to Mesh. Once receipts have been sent, the Mesh OCR will attempt to link the receipts to the relevant transaction or invoice. The user can also perform the linkage manually - i.e., send an email with invoices/receipts to that dedicated email address, or set up a rule in his email account to automatically forward emails.
- Upload an invoice without connecting to Mesh - The platform sends an email upon the completion of each transaction. To link a receipt to the transaction, a user simply needs to reply to the email with a relevant attachment (e.g., a jpg or a pdf of the invoice/receipt).
- Transaction guide for the user - this guide includes detailed explanations and screenshots of the various functions that exist in the transactions on the Mesh platform. A link to the Transaction guide is attached.



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Thank you