Submitting BuzzMart ePayment Requests

Accounts Payable

GEORGIA TECH – PROCUREMENT AND BUSINESS SERVICES

TYPES OF PAYMENTS

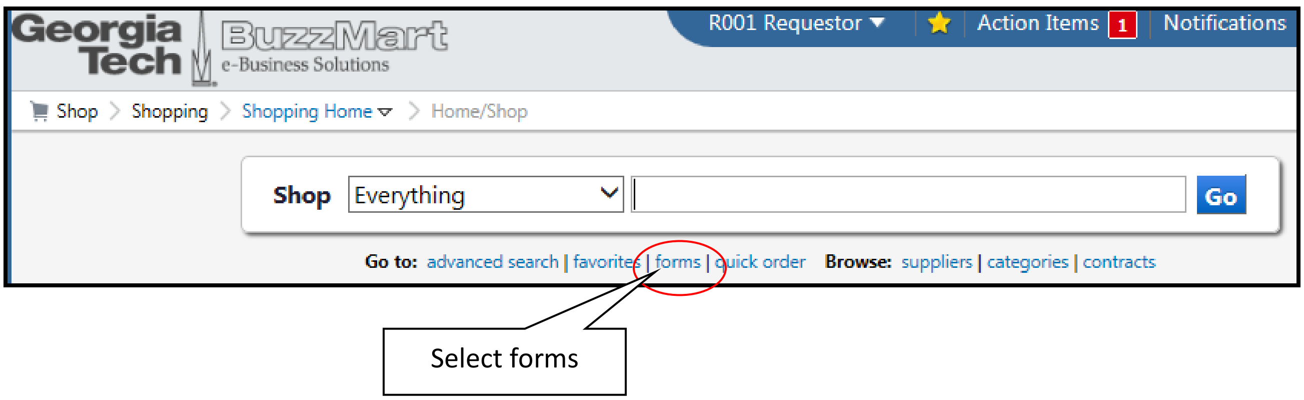
The BuzzMart ePayment Request Form should be used to pay the following types of expenses:

- Homeland security
- Postage and mailing services
- Shipping
- Telecom
- Utility services

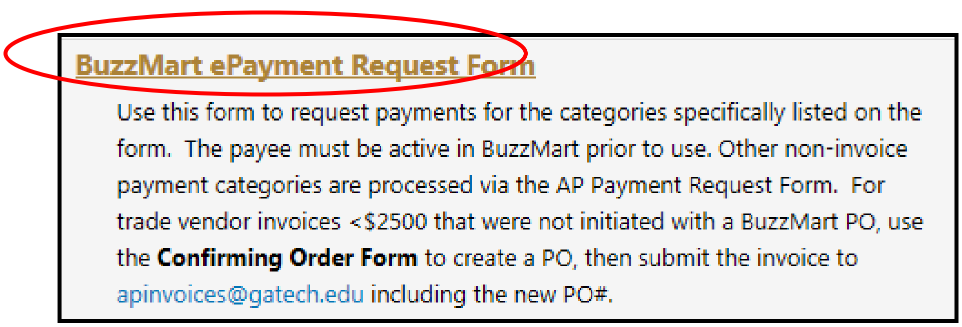
STARTING A REQUEST

Access the BuzzMart ePayment Form from Shopping Home page.

1. Click on **forms**.



2. Click on BuzzMart ePayment Request Form.

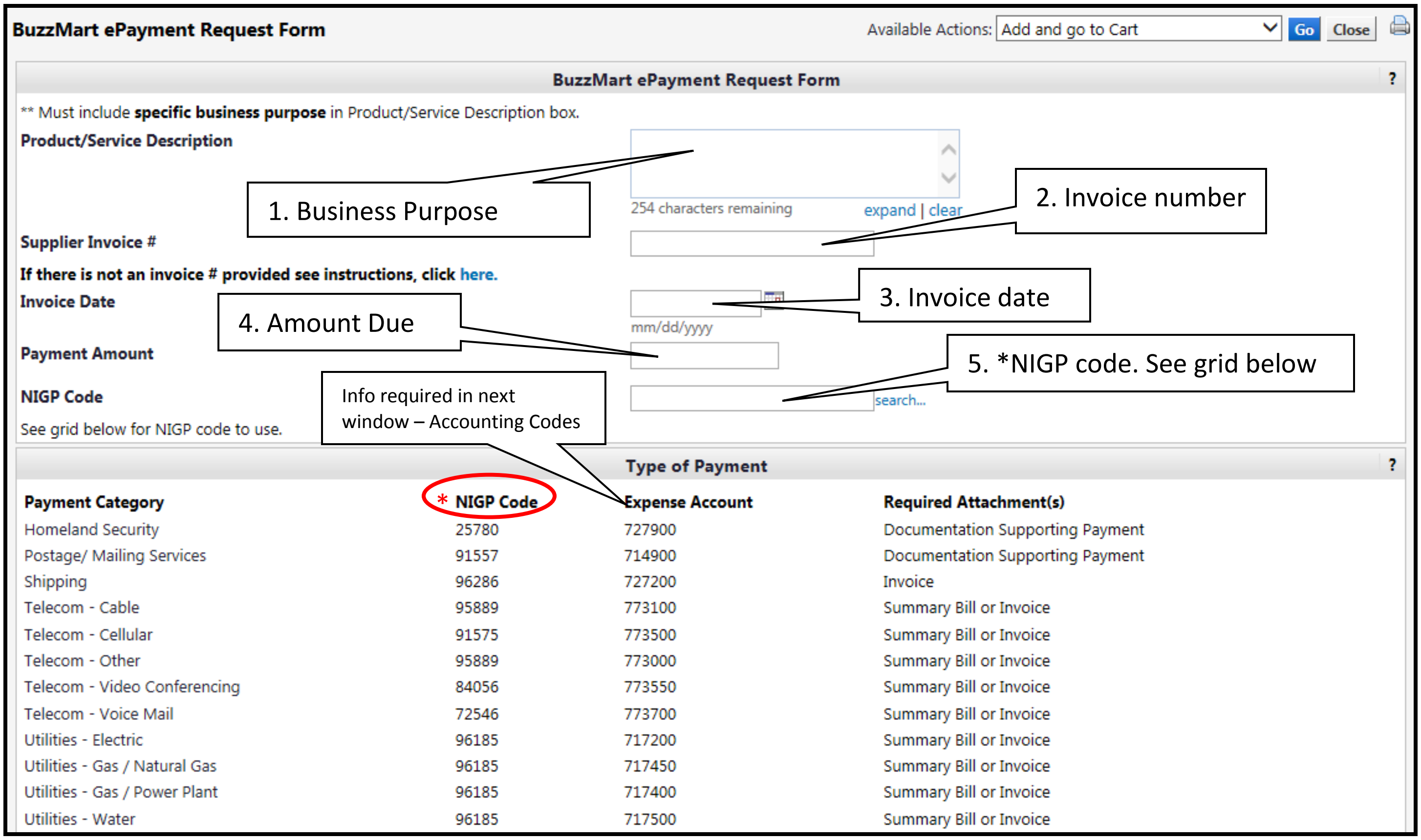


BuzzMart ePayment Request Form

Use this form to request payments for the categories specifically listed on the form. The payee must be active in BuzzMart prior to use. Other non-invoice payment categories are processed via the AP Payment Request Form. For trade vendor invoices <$2500 that were not initiated with a BuzzMart PO, use the **Confirming Order Form** to create a PO, then submit the invoice to apinvoices@gatech.edu including the new PO#.

PAYMENT INFORMATION

3. Begin filling out the BuzzMart ePayment Request Form. All fields in **bold** are required.



BuzzMart ePayment Request Form

Available Actions: Add and go to Cart Go Close

BuzzMart ePayment Request Form ?

** Must include **specific business purpose** in Product/Service Description box.

Product/Service Description

254 characters remaining expand | clear

Supplier Invoice #

If there is not an invoice # provided see instructions, click here.

Invoice Date

mm/dd/yyyy

Payment Amount

NIGP Code

search...

See grid below for NIGP code to use.

Type of Payment ?

Payment Category	* NIGP Code	Expense Account	Required Attachment(s)
Homeland Security	25780	727900	Documentation Supporting Payment
Postage/ Mailing Services	91557	714900	Documentation Supporting Payment
Shipping	96286	727200	Invoice
Telecom - Cable	95889	773100	Summary Bill or Invoice
Telecom - Cellular	91575	773500	Summary Bill or Invoice
Telecom - Other	95889	773000	Summary Bill or Invoice
Telecom - Video Conferencing	84056	773550	Summary Bill or Invoice
Telecom - Voice Mail	72546	773700	Summary Bill or Invoice
Utilities - Electric	96185	717200	Summary Bill or Invoice
Utilities - Gas / Natural Gas	96185	717450	Summary Bill or Invoice
Utilities - Gas / Power Plant	96185	717400	Summary Bill or Invoice
Utilities - Water	96185	717500	Summary Bill or Invoice

1. Enter the business purpose in the **Product/Service Description** box.

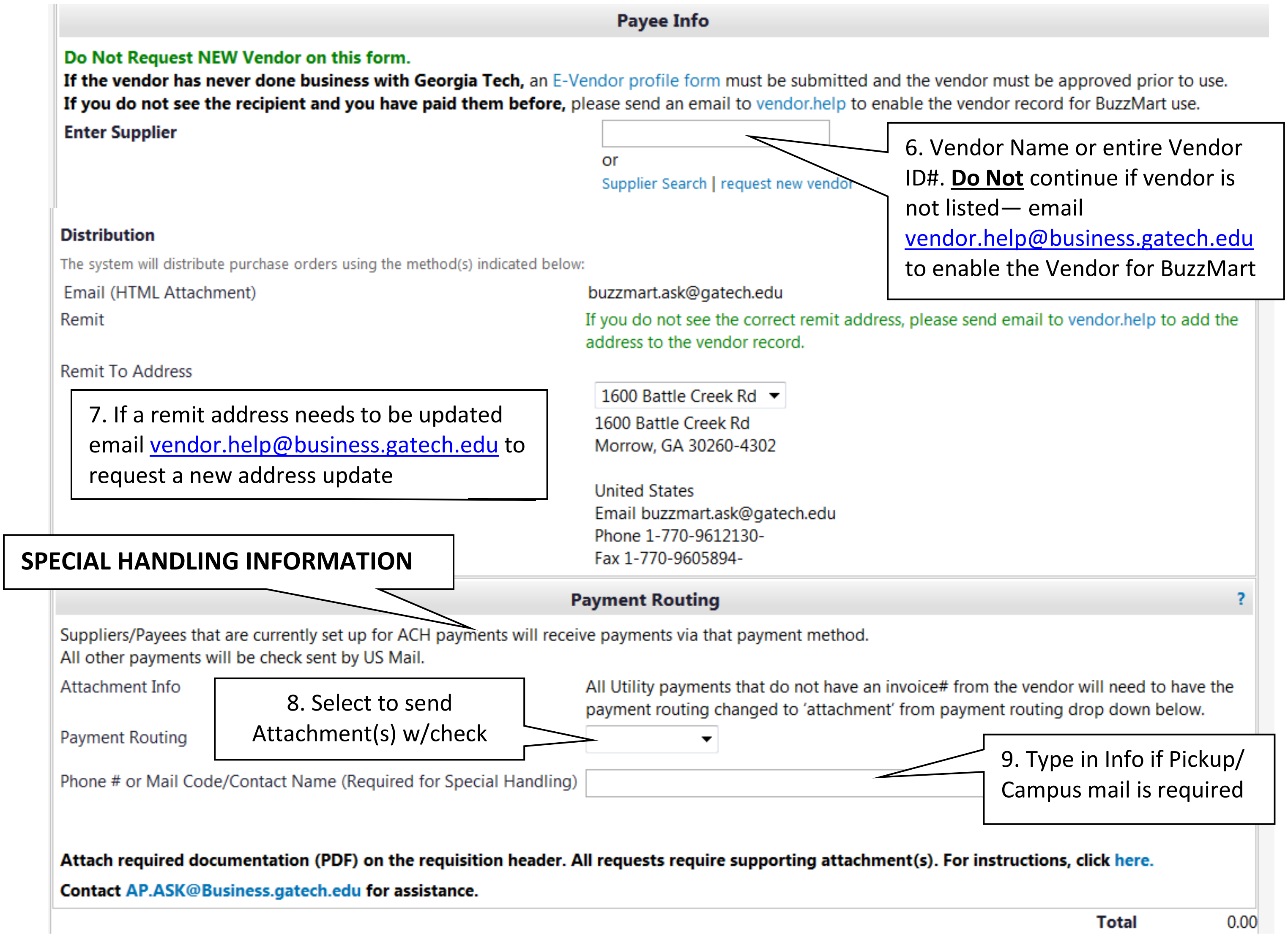
2. **Supplier Invoice #** - Enter the invoice number exactly as presented - include spaces, punctuation dashes, periods, leading 00's etc. Ex. ABC 123-XYZ. If the invoice # is missing, use **the ePayment Invoice Numbering Convention Grid (click the link under Supplier Inv #) for the correct numbering sequence.**

3. **Invoice Date** – use billing date. If missing, use today's date

4. **Payment Amount** – enter the current payment amount. If there is a past due amount, do not combine. Please request an invoice for the past due amounts.

5. **NIGP Code** – See 'Type of Payment-NIGP Code' to enter the correct NIGP code. The expense codes are also found under 'Type of Payment-Expense Account' category and you will use these on the accounting codes page.

VENDOR/SUPPLIER INFORMATION



6. Enter **Supplier** vendor name or entire vendor id number. The Supplier address information automatically populates.
    a. **If the vendor has never done business with Georgia Tech**, an E-Vendor profile form must be submitted and the vendor must be approved prior to use.
    Access it at http://www.procurement.gatech.edu/vendor/registration.
    b. **If you do not see the recipient and you have paid them before**, please send an email to vendor.help to enable the vendor record for BuzzMart use.

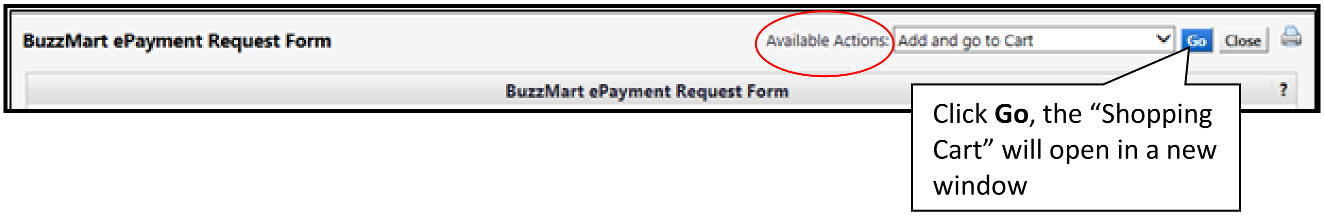
7. Email vendor.help@business.gatech.edu if a remit address needs to be added or changed before proceeding with the form.

SPECIAL HANDLING INFORMATION

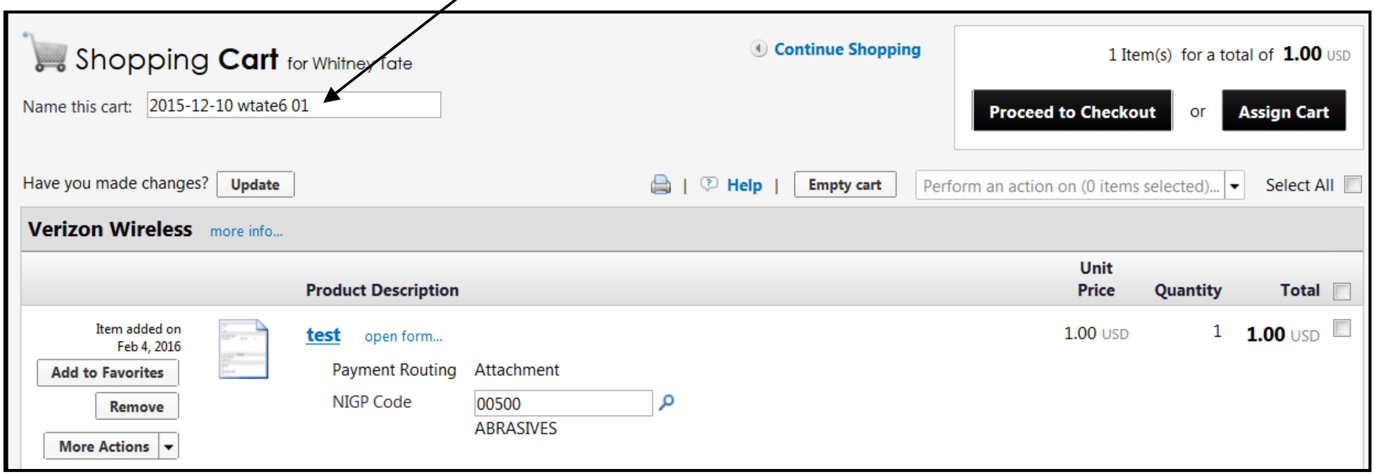
8. **Payment Routing** - use the drop down to select 'Attachment' if an invoice number is not referenced. Selecting 'Attachment' will prompt AP to include a copy of the remittance advice with payment
9. **Phone # or Mail Code box** – use this box only if you need the the check sent via Campus Mail or Call for Pick-up

ADD TO SHOPPING CART

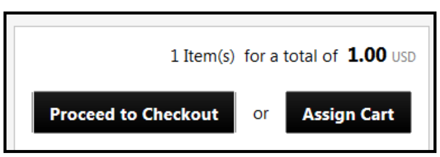
10. Navigate to the top of the page to Available Actions. Use drop down and select – Add and go to Cart. Click **Go** to successfully add to cart**. The "Shopping Cart" will open in a new Window.**



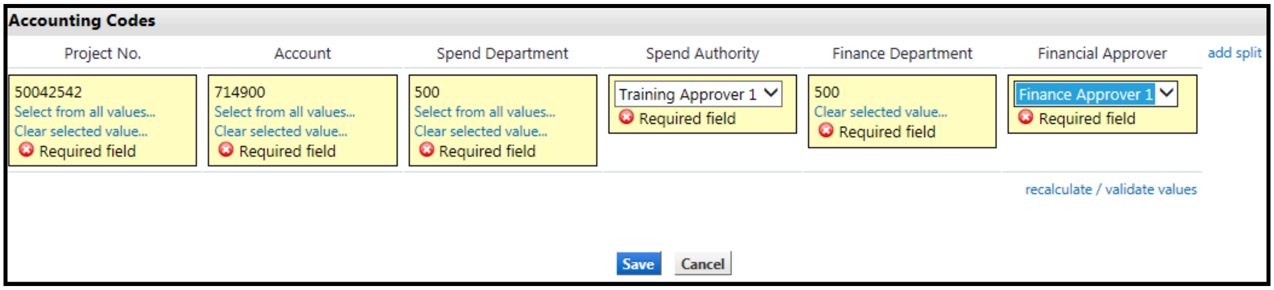
It will go to your shopping **cart**: **Rename your cart**



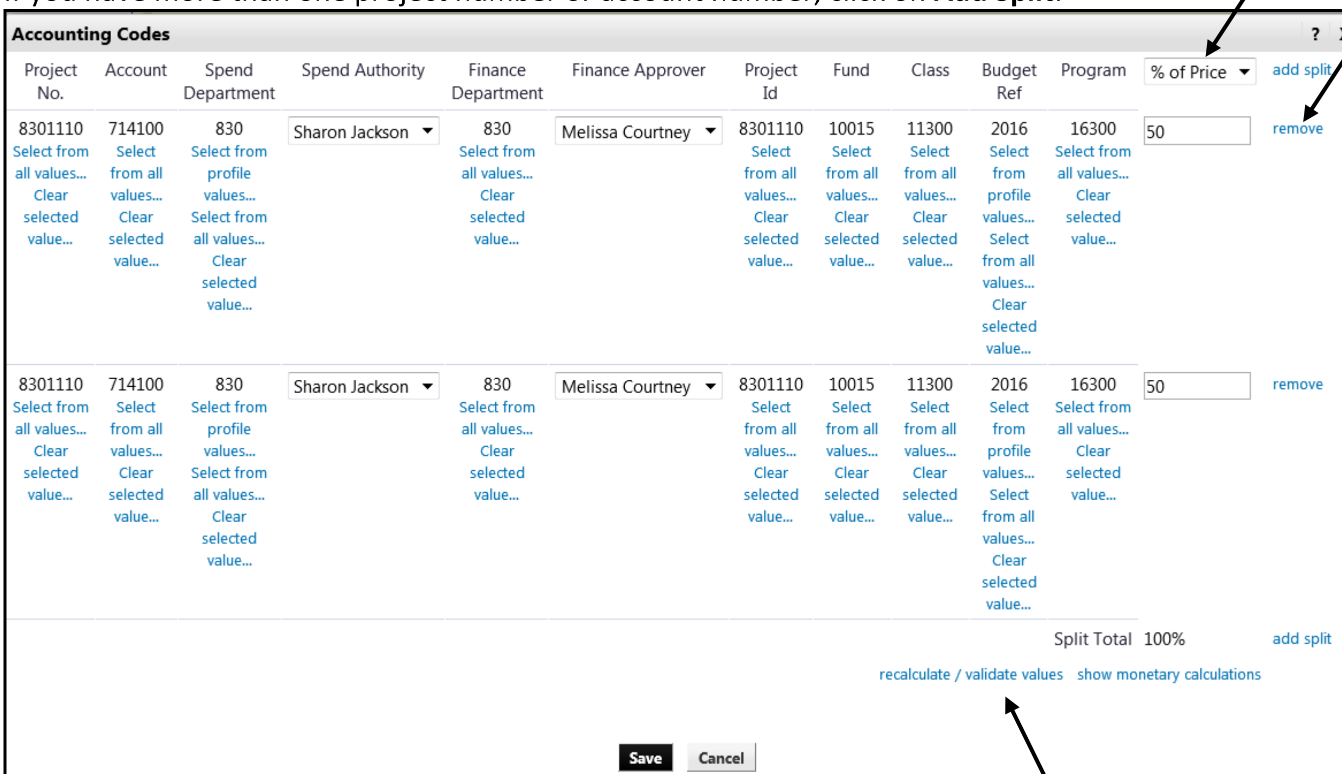
Click on **Proceed to Checkout**.



11. After you have successfully added to cart, enter the required Accounting Code information and **Save**.



12. If you have more than one project number or account number, click on **Add Split**.



13. Another line will appear. Change the project or account code as needed.

14. Add as many splits as needed.

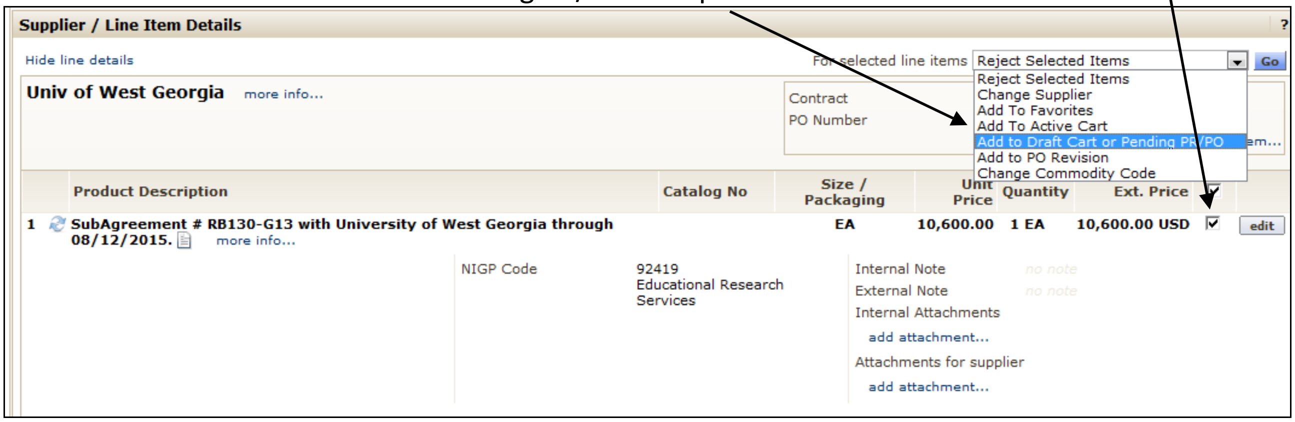
15. Then select to input 'percentage or price' or 'percentage of quantity.'

16. Click on recalculate/validate values to make sure it adds up to 100%

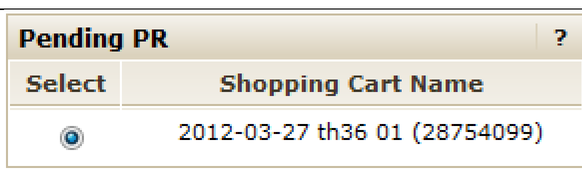
17. Click **Save**.

18. **If the percentages will not work evenly and you need to do it by amount**, you can add a line for each new project with the amount to be charged to the project.
19. Go to the Supplier/Line Item Details section and click in the box to the right of the price.

20. Pull down the choices "For selected line items" and
21. choose "Add to Draft Cart or Pending PR/PR" and press "Go"



22. A new window opens. Ensure that this is the shopping cart or requisition where you want to add the line. Then under "Select" press the radio button.



23. Press the "Add to Draft Cart or Pending PR/PO

24. You will get this confirmation message that the line has been added. Close the window.

25. Go back to the requisition and Click on the Account Codes tab – you will now see two lines.

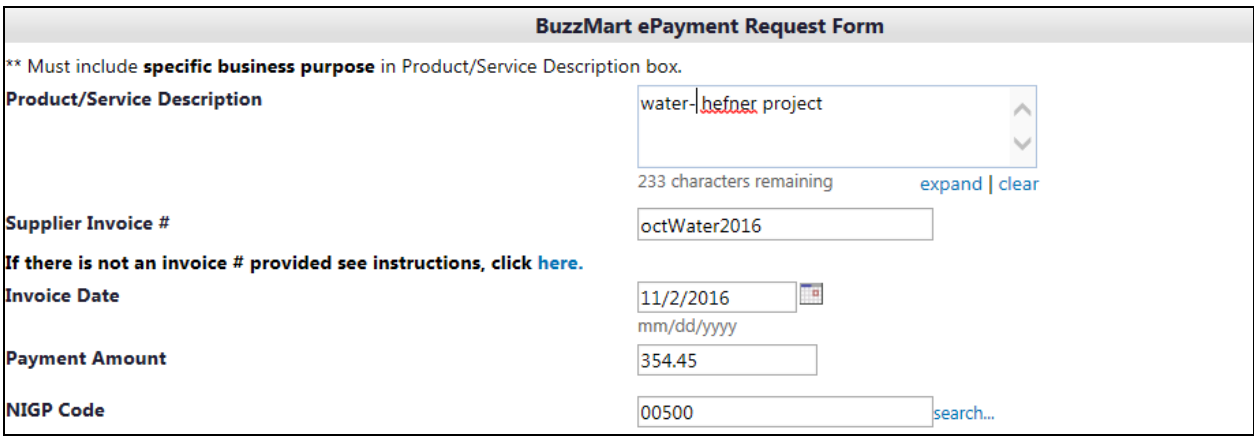
26. Click on the Form in Line 1

White Horse more info...

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1	**remit** more info... Accounting Codes (same as header)			600.00	1	600.00 USD	edit
2	remit more info... Accounting Codes (same as header)			600.00	1	600.00 USD	edit

Supplier subtotal	1,200.00
Tax1	0.00
Tax2	0.00
Supplier total	1,200.00USD

27. Change the amount you will charge to the project. We will charge 354.45 to this first project. Change the amount from $600 to $354.45.

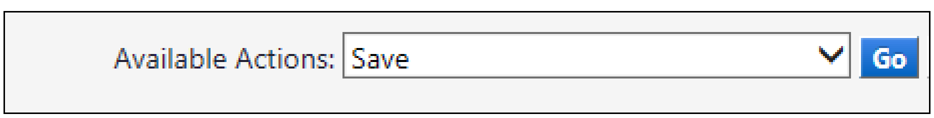


BuzzMart ePayment Request Form

** Must include **specific business purpose** in Product/Service Description box.

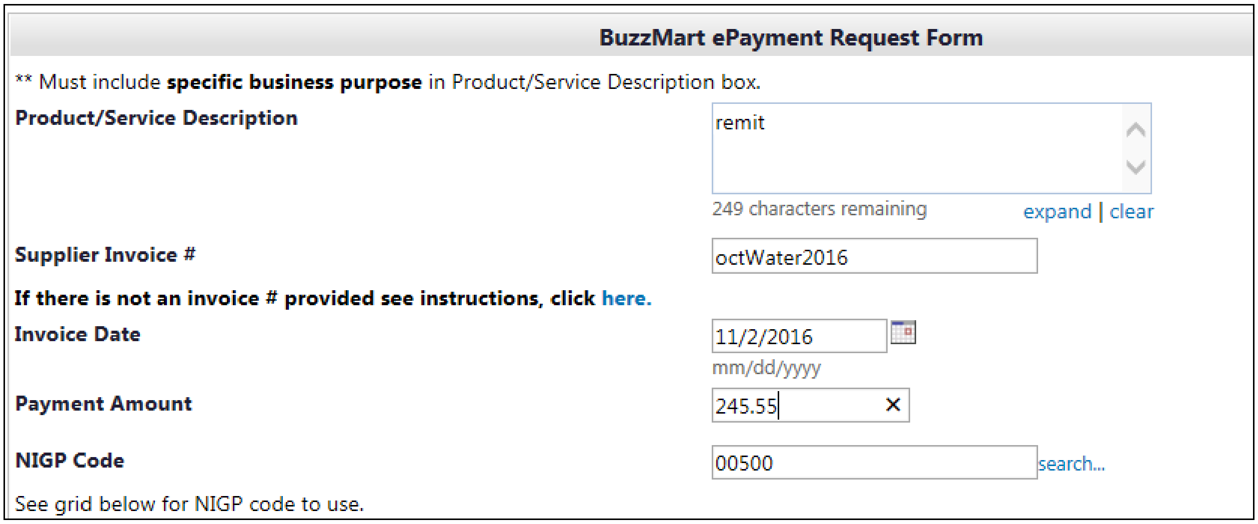
Product/Service Description	water- hefner project 233 characters remaining expand | clear
Supplier Invoice #	octWater2016
If there is not an invoice # provided see instructions, click here.	
Invoice Date	11/2/2016 mm/dd/yyyy
Payment Amount	354.45
NIGP Code	00500 search...

28. Click Save under Available Actions and Go.



Available Actions: Save Go

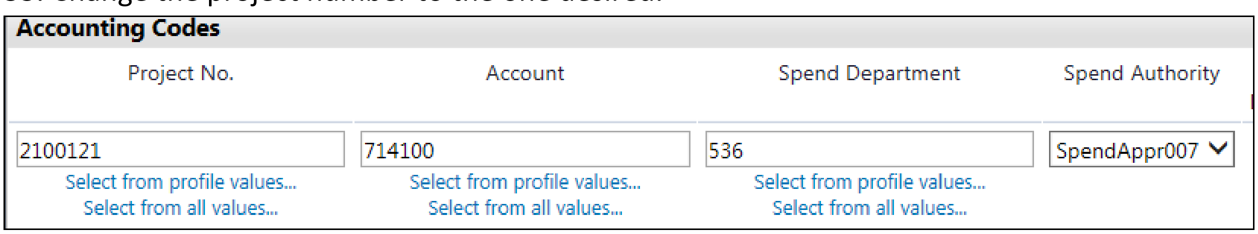
29. Click on the Form in Line 2.
30. Change the amount you will charge to the project. We will charge 245.55 to the second project. Change the amount from $600 to $245.55



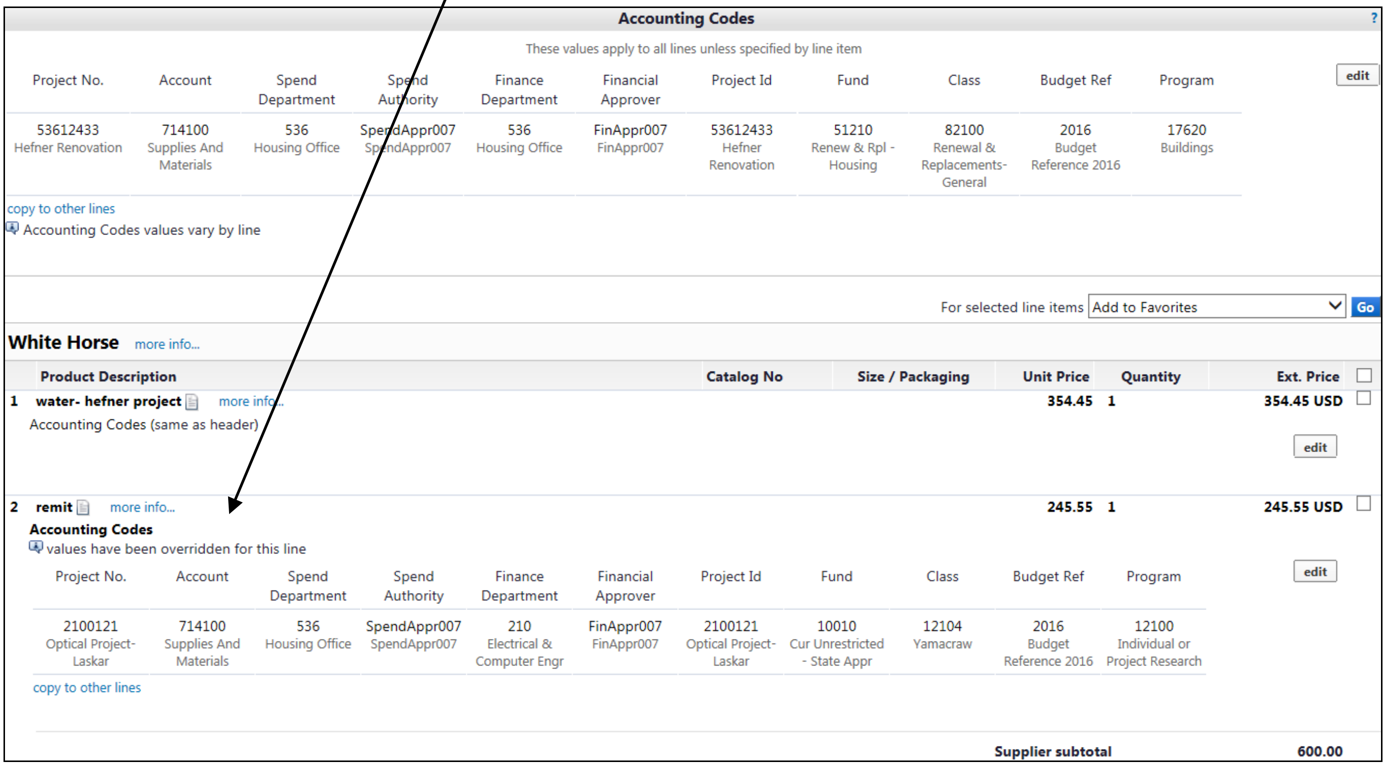
31. Make sure the total amount of the original requisition remains the same (e.g both projects add up to the total amount of the bill).

32. Now we need to change the project for the second line: click on the "edit" button.

33. Change the project number to the one desired.

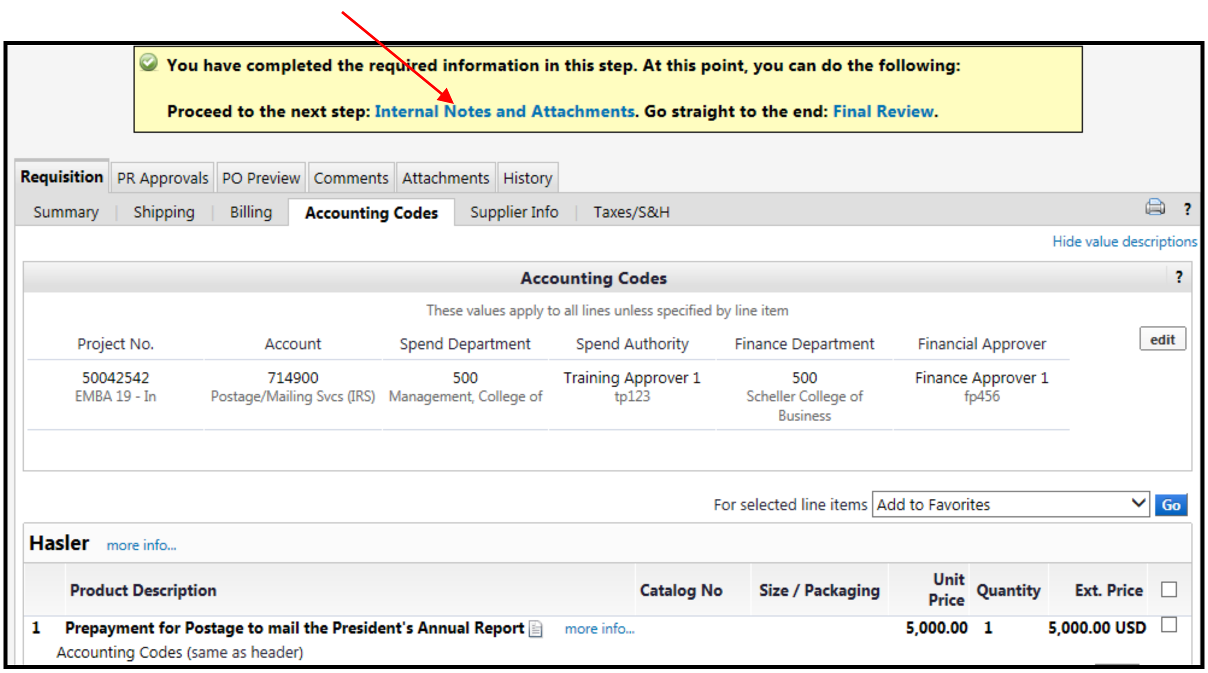


34. Here is what your new requisition will look like:
35. Note that now is says 'values have been overridden for this line – which means that this line (#2) has different accounting information than line one.



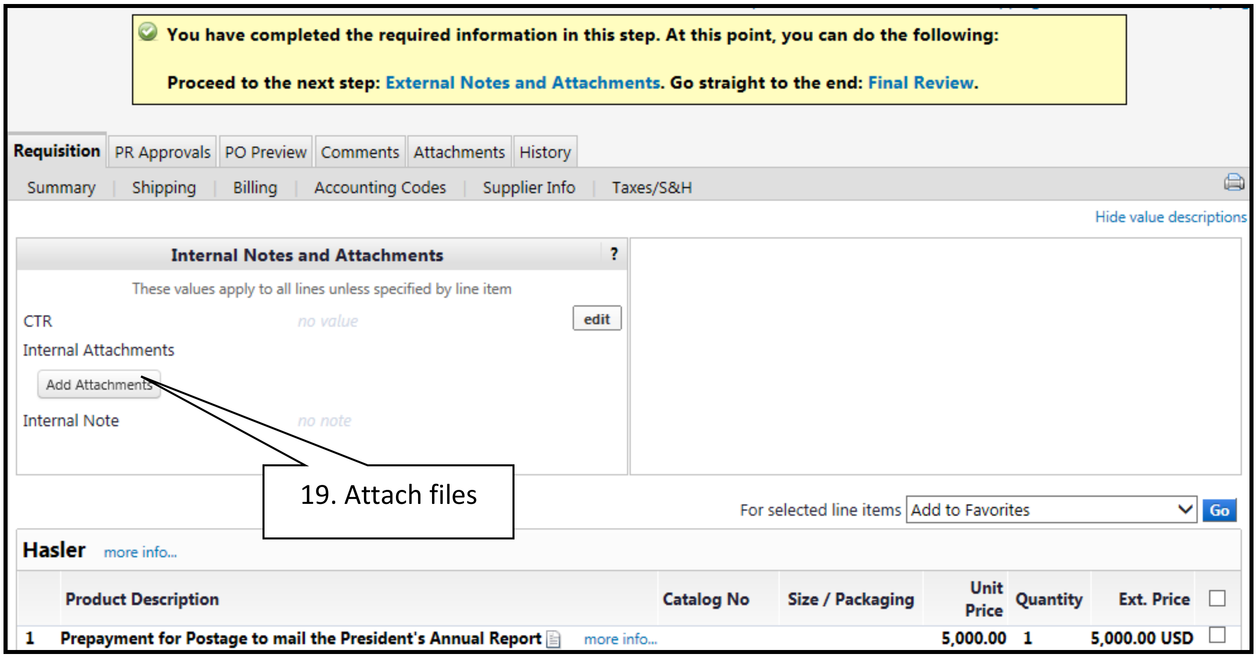
36. You may add other lines to add other projects and you may also do this for accounts as well.

37. After you completed all required fields on the request form, and you **Proceed to the next step**, you will be given an opportunity to attach supporting documentation. Click "Internal Notes and Attachments" to add attachments.

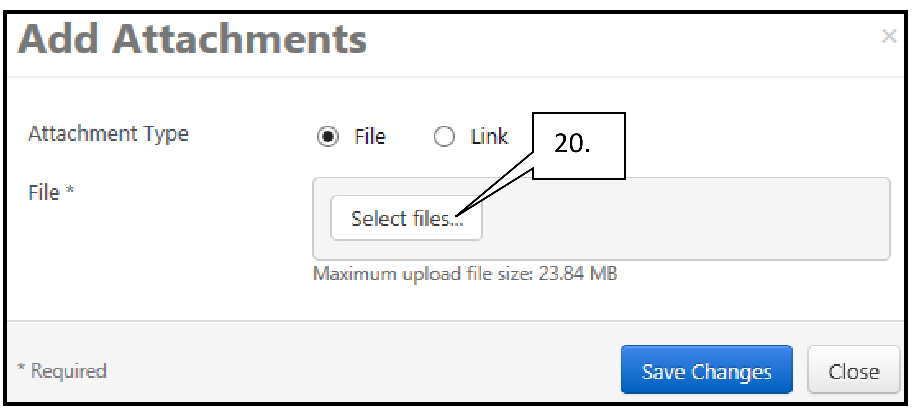


ATTACHING SUPPORTING DOCUMENTATION

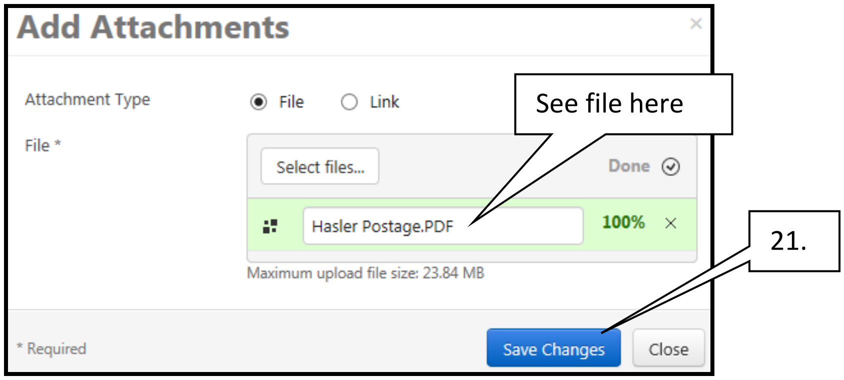
38. Click "Add Attachments" button to upload the required supporting documentation. Be sure to attach any required supporting documents including invoices, receipts, utility bills, or other attachments necessary to support your payment request and those to be mailed with payment.

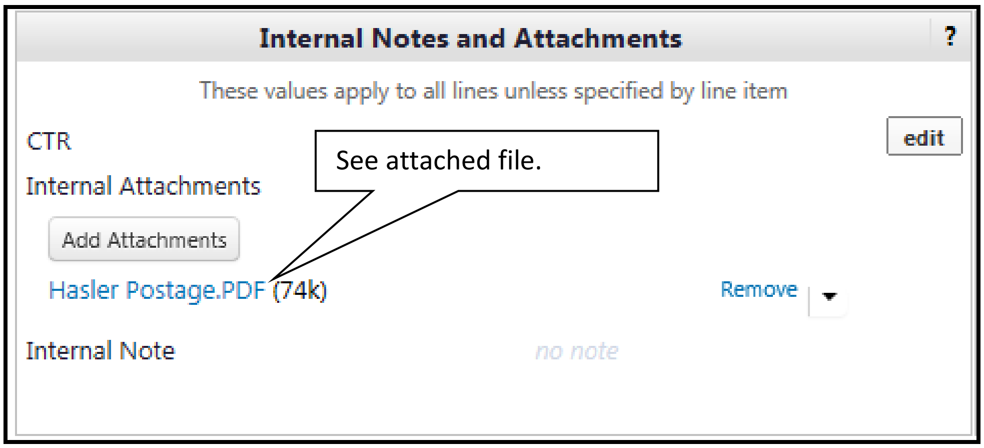


39. Click **Select files**… and search your folders for the document (s).



40. Once you find your documents, click <u>**Save Changes**</u> to attach. To attach any additional documents, repeat steps 19-21.

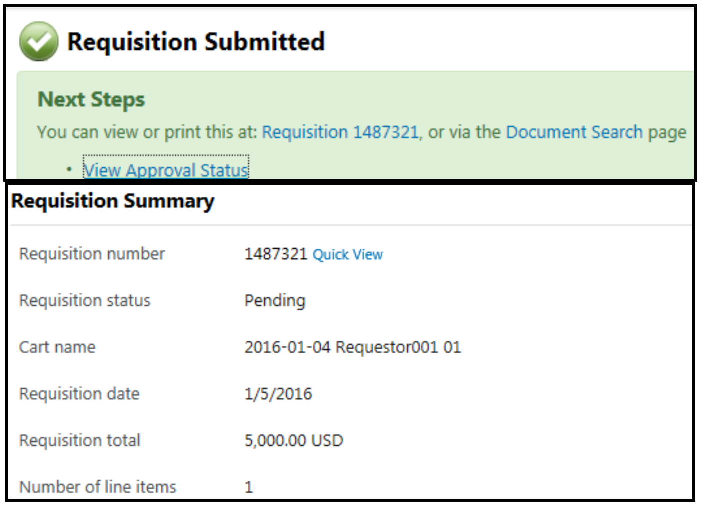




41. When you are finished attaching all documents proceed to Final Review AND
    a. If you are a Shopper click on **Assign Cart** and select assignee.
    b. If you are a Requester click on **Place Order** to submit.

Notes:

After your requisition is submitted, it enters your department's workflow approval steps. You have the ability to view the approval status at any time. Once your requisition has been approved by the department financial and spend approvers, the requisition will proceed to AP to pay.

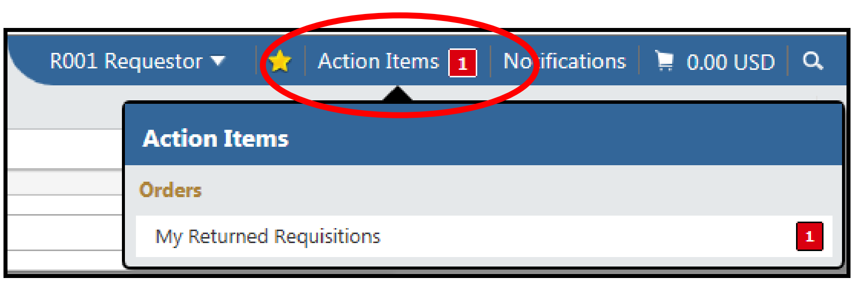


PAYMENT REQUEST SUBMITTED

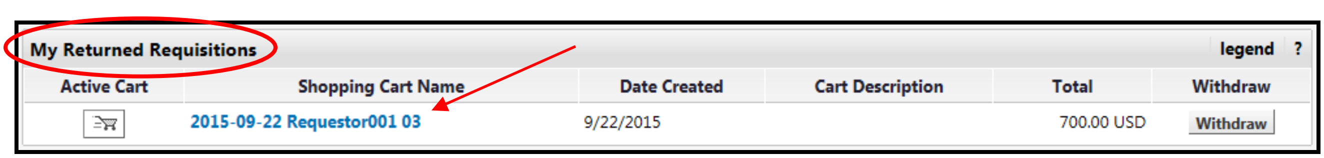
42. If there is any problem with your request, it may be rejected at any point in the workflow approval chain and be returned to the Requester. For example, it may be rejected by the Finance Approver, Spend Approval, or Accounts Payable (AP User). If this happens, you will receive an email notification from SciQuest.

IF YOU ARE REQUIRED TO MAKE A CORRECTION

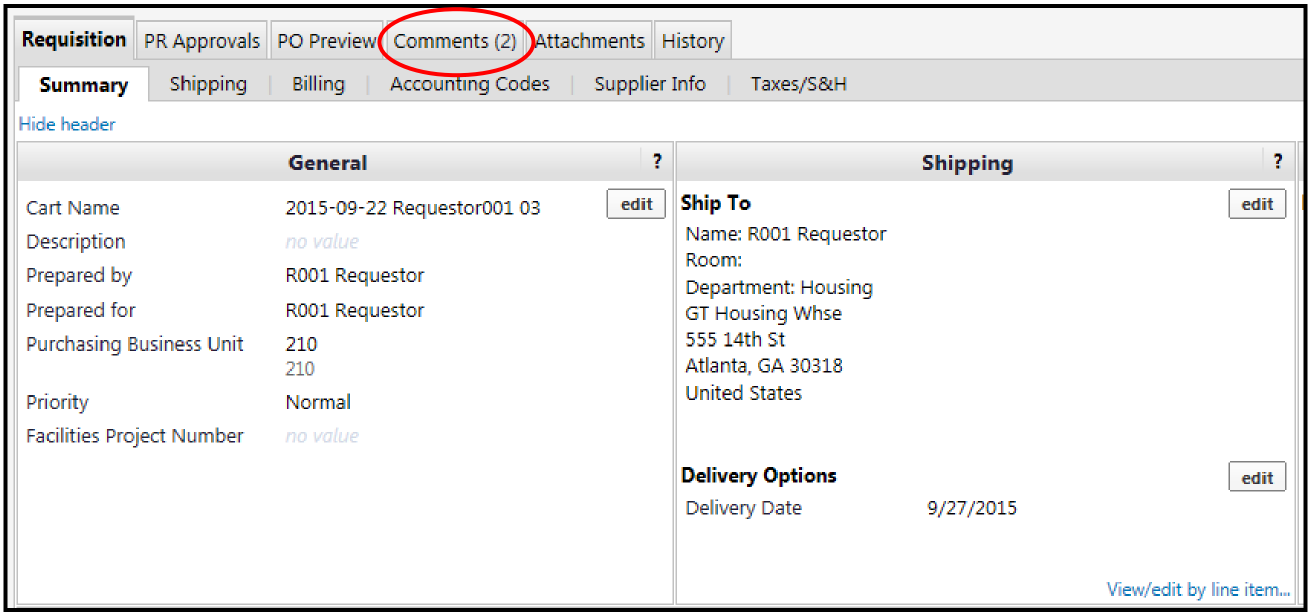
43. On the rejection email notification, click on the link in the email message or click on "My Returned Requisitions." The requestor (form submitter) will be able to find the returns under Action Items.



44. **My Returned Requisitions** will open in a new window. Click on "Shopping Cart Name" to open.

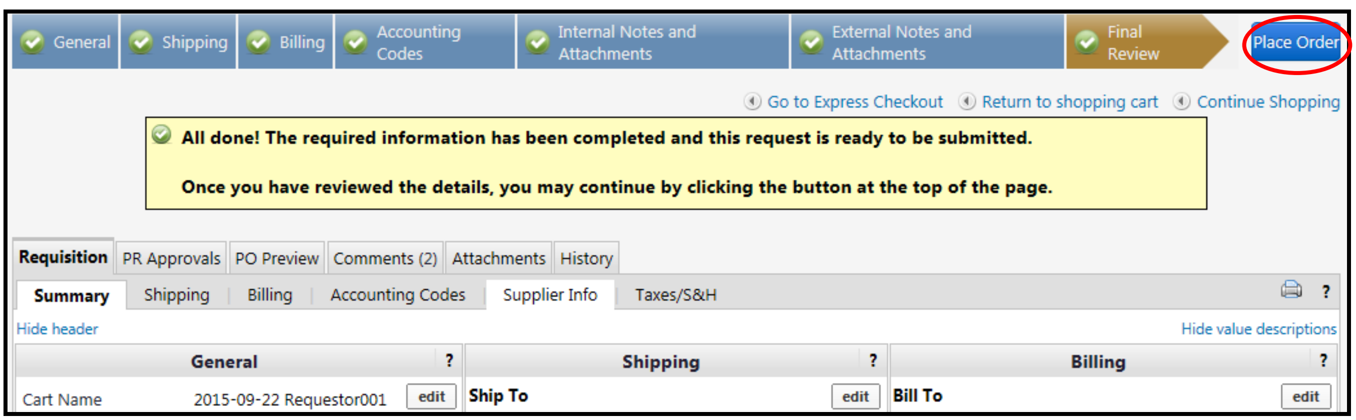


45. After the summary page opens, click on **Comments tab.** This will tell you why the requisition was returned.



MAKING CORRECTIONS

46. Make any necessary changes. Missing documents can be added under Requisition Summary - Internal Notes and Attachments. Once changes have been made and the form (requisition) has been successfully saved, Place Order.



47. The Requisition is back in an approval flow - pending approval from the department Financial Approver. *Ideally, the requisitioner should contact Financial Approver to approve. Once the final approval has occurred, the requisition will return to AP to Pay.