

# Submitting BuzzMart ePayment Requests

Accounts Payable  
GEORGIA TECH – PROCUREMENT AND BUSINESS SERVICES

## TYPES OF PAYMENTS

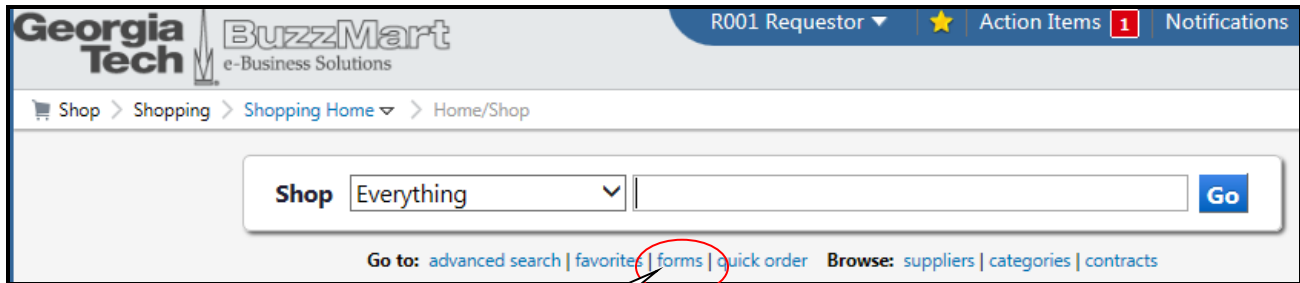
The BuzzMart ePayment Request Form should be used to pay the following types of expenses:

- 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](mailto:apinvoices@gatech.edu) including the new PO#.

## PAYMENT INFORMATION

- 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**  3. Invoice date  
mm/dd/yyyy

**Payment Amount**

**NIGP Code**  search... 5. \*NIGP code. See grid below  
See grid below for NIGP code to use. Info required in next window – Accounting Codes

**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          |

- Enter the business purpose in the **Product/Service Description** box.
- 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.**
- Invoice Date** – use billing date. If missing, use today's date
- 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.
- 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

**Payee Info**

**Do Not Request NEW Vendor on this form.**  
**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.  
**If you do not see the recipient and you have paid them before,** please send an email to [vendor.help](mailto:vendor.help) to enable the vendor record for BuzzMart use.

Enter Supplier

or  
[Supplier Search](#) | [request new vendor](#)

6. Vendor Name or entire Vendor ID#. **Do Not** continue if vendor is not listed— email [vendor.help@business.gatech.edu](mailto:vendor.help@business.gatech.edu) to enable the Vendor for BuzzMart

**Distribution**  
 The system will distribute purchase orders using the method(s) indicated below:

Email (HTML Attachment)      buzzmart.ask@gatech.edu

Remit      If you do not see the correct remit address, please send email to [vendor.help](mailto:vendor.help) to add the address to the vendor record.

Remit To Address

7. If a remit address needs to be updated email [vendor.help@business.gatech.edu](mailto:vendor.help@business.gatech.edu) to request a new address update

1600 Battle Creek Rd  
 Morrow, GA 30260-4302  
  
 United States  
 Email buzzmart.ask@gatech.edu  
 Phone 1-770-9612130-  
 Fax 1-770-9605894-

**Payment Routing** ?

Suppliers/Payees that are currently set up for ACH payments will receive payments via that payment method. All other payments will be check sent by US Mail.

Attachment Info      All Utility payments that do not have an invoice# from the vendor will need to have the payment routing changed to 'attachment' from payment routing drop down below.

Payment Routing     

Phone # or Mail Code/Contact Name (Required for Special Handling)

8. Select to send Attachment(s) w/check

9. Type in Info if Pickup/ Campus mail is required

**Attach required documentation (PDF) on the requisition header. All requests require supporting attachment(s). For instructions, click [here](#).**  
**Contact [AP.ASK@Business.gatech.edu](mailto:AP.ASK@Business.gatech.edu) for assistance.**

**Total**      0.00

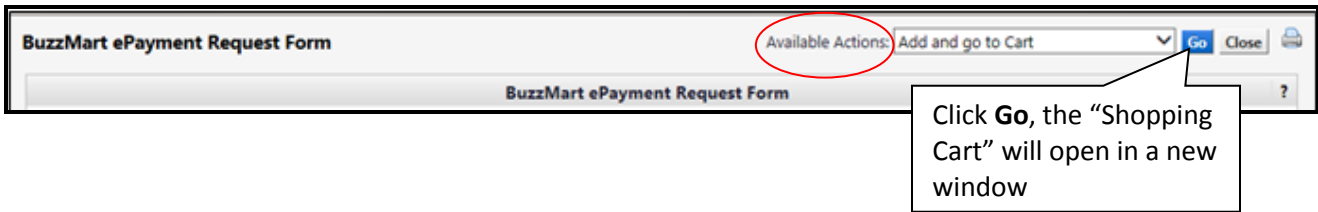
6. Enter **Supplier** vendor name or entire vendor id number. The Supplier address information automatically populates.
  - a. **If the vendor has never done business with Georgia Tech,** an E-Vendor profile form must be submitted and the vendor must be approved prior to use.  
**Access it at** <http://www.procurement.gatech.edu/vendor/registration>.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

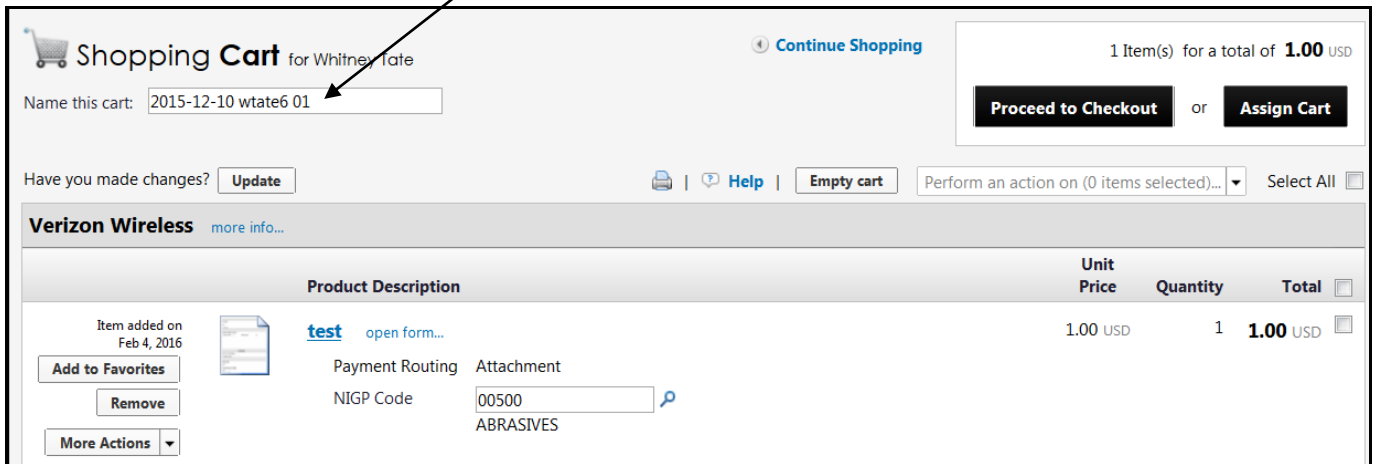
## ADD TO SHOPPING CART

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.

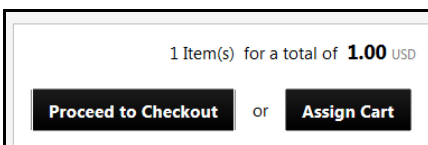


It will go to your shopping cart:

Rename your cart



Click on **Proceed to Checkout**.



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

The screenshot shows the 'Accounting Codes' form with the following fields and values:

| Project No. | Account | Spend Department | Spend Authority     | Finance Department | Financial Approver |
|-------------|---------|------------------|---------------------|--------------------|--------------------|
| 50042542    | 714900  | 500              | Training Approver 1 | 500                | Finance Approver 1 |

Each field has a 'Required field' error message. There are also 'Clear selected value...' and 'Select from all values...' options for each field. A 'recalculate / validate values' link is at the bottom right, and 'Save' and 'Cancel' buttons are at the bottom center.

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

The screenshot shows the 'Accounting Codes' form with a table of split data. The table has the following columns: Project No., Account, Spend Department, Spend Authority, Finance Department, Finance Approver, Project Id, Fund, Class, Budget Ref, Program, % of Price, and an 'add split' button. The table contains two rows of data, each with a 'remove' button. At the bottom right, there is a 'Split Total 100%' and an 'add split' button. A 'recalculate / validate values' link and a 'show monetary calculations' link are also present. 'Save' and 'Cancel' buttons are at the bottom center.

| Project No. | Account | Spend Department | Spend Authority | Finance Department | Finance Approver | Project Id | Fund  | Class | Budget Ref | Program | % of Price |
|-------------|---------|------------------|-----------------|--------------------|------------------|------------|-------|-------|------------|---------|------------|
| 8301110     | 714100  | 830              | Sharon Jackson  | 830                | Melissa Courtney | 8301110    | 10015 | 11300 | 2016       | 16300   | 50         |
| 8301110     | 714100  | 830              | Sharon Jackson  | 830                | Melissa Courtney | 8301110    | 10015 | 11300 | 2016       | 16300   | 50         |

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/PO” and press “Go”

Supplier / Line Item Details

Hide line details

Univ of West Georgia [more info...](#)

Contract  
PO Number

For selected line items

- Reject Selected Items
- Reject Selected Items
- Change Supplier
- Add To Favorites
- Add To Active Cart
- Add to Draft Cart or Pending PR/PO**
- Add to PO Revision
- Change Commodity Code

| Product Description  | Catalog No | Size / Packaging | Unit Price | Quantity | Ext. Price    |  |
|--|------------|------------------|------------|----------|---------------|--|
| 1  SubAgreement # RB130-G13 with University of West Georgia through 08/12/2015. <a href="#">more info...</a> |            | EA               | 10,600.00  | 1 EA     | 10,600.00 USD | <input checked="" type="checkbox"/> <a href="#">edit</a> |

NIGP Code 92419 Educational Research Services

Internal Note *no note*  
External Note *no note*  
Internal Attachments  
[add attachment...](#)  
Attachments for supplier  
[add attachment...](#)

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.

**Add to Draft Cart or Pending PR/PO** [Close](#)

Please select the appropriate cart (active/draft), pending PR, or pending PO to which the selected line item(s) are to be added.

| Select                | Shopping Cart Name            |
|-----------------------|-------------------------------|
| <input type="radio"/> | 2012-03-27 th36 01 (28754099) |

[Add to Draft Cart or Pending PR/PO](#)

**Pending PR** ?

| Select                           | Shopping Cart Name            |
|----------------------------------|-------------------------------|
| <input checked="" type="radio"/> | 2012-03-27 th36 01 (28754099) |

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

[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 <a href="#">more info...</a> |   |            |                  |            |          |                                     |                          |
|--|---|------------|------------------|------------|----------|-------------------------------------|--------------------------|
|  | Product Description   | Catalog No | Size / Packaging | Unit Price | Quantity | Ext. Price                          | <input type="checkbox"/> |
| 1  | remit <a href="#">more info...</a><br>Accounting Codes (same as header) |            |                  | 600.00     | 1        | 600.00 USD                          | <input type="checkbox"/> |
|  |   |            |                  |            |          | <input type="button" value="edit"/> |                          |
| 2  | remit <a href="#">more info...</a><br>Accounting Codes (same as header) |            |                  | 600.00     | 1        | 600.00 USD                          | <input type="checkbox"/> |
|  |   |            |                  |            |          | <input type="button" value="edit"/> |                          |
|  |   |            |                  |            |          | <b>Supplier subtotal</b>            | <b>1,200.00</b>          |
|  |   |            |                  |            |          | Tax1                                | 0.00                     |
|  |   |            |                  |            |          | Tax2                                | 0.00                     |
|  |   |            |                  |            |          | <b>Supplier total</b>               | <b>1,200.00USD</b>       |

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  |   |
|---|---|
| <b>** Must include <b>specific business purpose</b> in Product/Service Description box.</b> |   |
| <b>Product/Service Description</b>  | water-hefner project<br>233 characters remaining <a href="#">expand</a>   <a href="#">clear</a> |
| <b>Supplier Invoice #</b>   | octWater2016  |
| <b>If there is not an invoice # provided see instructions, click <a href="#">here</a>.</b>  |   |
| <b>Invoice Date</b>   | 11/2/2016 <input type="button" value="calendar"/><br>mm/dd/yyyy                                 |
| <b>Payment Amount</b>   | 354.45  |
| <b>NIGP Code</b>  | 00500 <a href="#">search...</a>   |

28. Click Save under Available Actions and Go.

|  |
|--|
| Available Actions: <input type="text" value="Save"/> <input type="button" value="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

**BuzzMart ePayment Request Form**

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

**Product/Service Description**  249 characters remaining [expand](#) | [clear](#)

**Supplier Invoice #**

**If there is not an invoice # provided see instructions, click [here](#).**

**Invoice Date**

**Payment Amount**

**NIGP Code**

See grid below for NIGP code to use.

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.

**White Horse** [more info...](#)

| Product Description   | Catalog No | Size / Packaging | Unit Price | Quantity | Ext. Price               | <input type="checkbox"/> |
|---|------------|------------------|------------|----------|--------------------------|--------------------------|
| 1 <b>water- hefner project</b> <input type="button" value="more info..."/><br>Accounting Codes (same as header) |            |                  | 354.45     | 1        | 354.45 USD               | <input type="checkbox"/> |
| 2 <b>remit</b> <input type="button" value="more info..."/><br>Accounting Codes (same as header)                 |            |                  | 245.55     | 1        | 245.55 USD               | <input type="checkbox"/> |
|   |            |                  |            |          | <b>Supplier subtotal</b> | <b>600.00</b>            |
|   |            |                  |            |          | Tax1                     | 0.00                     |
|   |            |                  |            |          | Tax2                     | 0.00                     |
|   |            |                  |            |          | <b>Supplier total</b>    | <b>600.00USD</b>         |

33. Change the project number to the one desired.

**Accounting Codes**

| Project No.  | Account   | Spend Department   | Spend Authority  |
|--|---|--|--|
| <input type="text" value="2100121"/><br><a href="#">Select from profile values...</a><br><a href="#">Select from all values...</a> | <input type="text" value="714100"/><br><a href="#">Select from profile values...</a><br><a href="#">Select from all values...</a> | <input type="text" value="536"/><br><a href="#">Select from profile values...</a><br><a href="#">Select from all values...</a> | <input type="text" value="SpendAppr007"/> <input type="button" value="v"/> |

34. Here is what your new requisition will look like:

35. Note that now it says 'values have been overridden for this line – which means that this line (#2) has different accounting information than line one.

| Accounting Codes  |                                  |                       |                              |                                   |                          |                                    |  |  |                               |   |
|---|----------------------------------|-----------------------|------------------------------|-----------------------------------|--------------------------|------------------------------------|--|--|-------------------------------|---|
| These values apply to all lines unless specified by line item         |                                  |                       |                              |                                   |                          |                                    |  |  |                               |   |
| Project No.   | Account                          | Spend Department      | Spend Authority              | Finance Department                | Financial Approver       | Project Id                         | Fund                                   | Class                                    | Budget Ref                    | Program                                 |
| 53612433<br>Hefner Renovation   | 714100<br>Supplies And Materials | 536<br>Housing Office | SpendAppr007<br>SpendAppr007 | 536<br>Housing Office             | FinAppr007<br>FinAppr007 | 53612433<br>Hefner Renovation      | 51210<br>Renew & Rpl - Housing         | 82100<br>Renewal & Replacements- General | 2016<br>Budget Reference 2016 | 17620<br>Buildings                      |
| copy to other lines   |                                  |                       |                              |                                   |                          |                                    |  |  |                               |   |
| Accounting Codes values vary by line                                  |                                  |                       |                              |                                   |                          |                                    |  |  |                               |   |
| For selected line items <span>Add to Favorites</span> <span>Go</span> |                                  |                       |                              |                                   |                          |                                    |  |  |                               |   |
| <b>White Horse</b> <a href="#">more info...</a>                       |                                  |                       |                              |                                   |                          |                                    |  |  |                               |   |
| Product Description   |                                  |                       |                              |                                   |                          | Catalog No                         | Size / Packaging                       | Unit Price                               | Quantity                      | Ext. Price                              |
| 1 <b>water- hefner project</b> <a href="#">more info...</a>           |                                  |                       |                              |                                   |                          |                                    |  | 354.45                                   | 1                             | 354.45 USD                              |
| Accounting Codes (same as header) <span>edit</span>                   |                                  |                       |                              |                                   |                          |                                    |  |  |                               |   |
| 2 <b>remit</b> <a href="#">more info...</a>                           |                                  |                       |                              |                                   |                          |                                    |  |  |                               |   |
| Accounting Codes  |                                  |                       |                              |                                   |                          |                                    |  |  |                               |   |
| values have been overridden for this line                             |                                  |                       |                              |                                   |                          |                                    |  |  |                               |   |
| Project No.   | Account                          | Spend Department      | Spend Authority              | Finance Department                | Financial Approver       | Project Id                         | Fund                                   | Class                                    | Budget Ref                    | Program                                 |
| 2100121<br>Optical Project- Laskar                                    | 714100<br>Supplies And Materials | 536<br>Housing Office | SpendAppr007<br>SpendAppr007 | 210<br>Electrical & Computer Engr | FinAppr007<br>FinAppr007 | 2100121<br>Optical Project- Laskar | 10010<br>Cur Unrestricted - State Appr | 12104<br>Yamacraw                        | 2016<br>Budget Reference 2016 | 12100<br>Individual or Project Research |
| copy to other lines   |                                  |                       |                              |                                   |                          |                                    |  |  |                               |   |
| <b>Supplier subtotal</b>  |                                  |                       |                              |                                   |                          |                                    |  |  |                               | 600.00                                  |

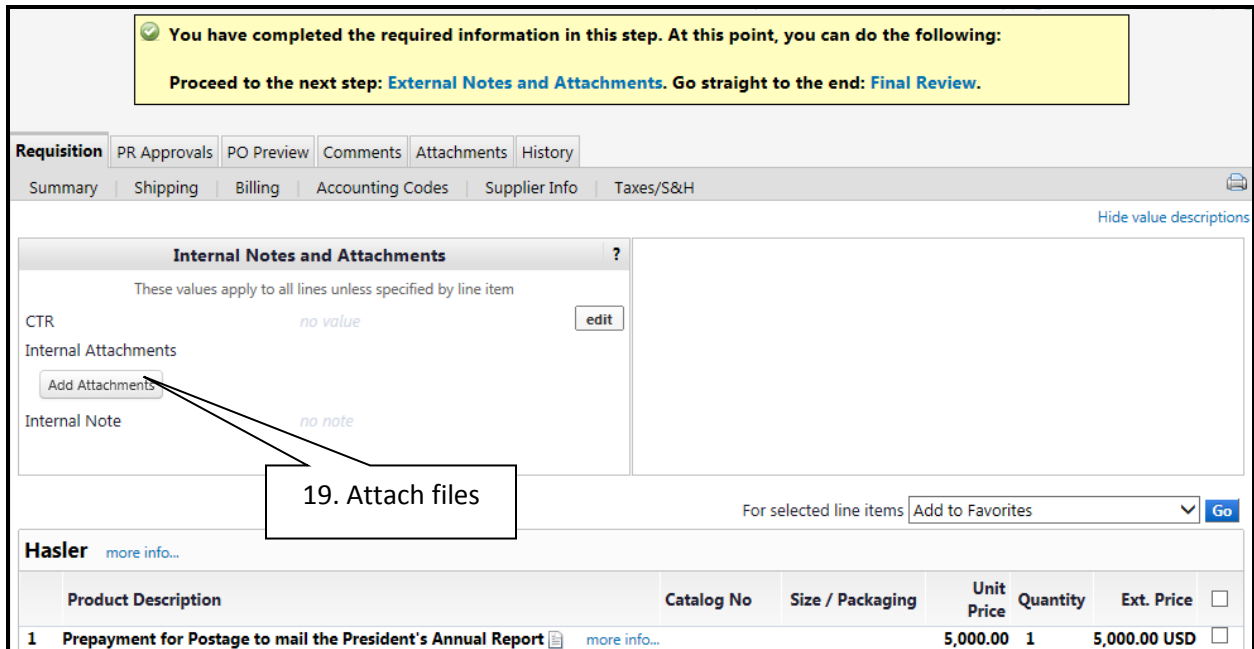
36. You may add other lines to add other projects and you may also do this for accounts as well.

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.

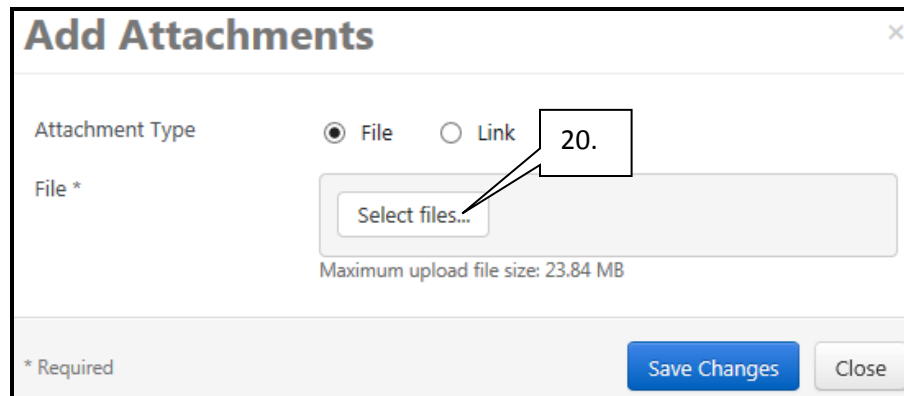
| <p> You have completed the required information in this step. At this point, you can do the following:</p> <p>Proceed to the next step: <a href="#">Internal Notes and Attachments</a>. Go straight to the end: <a href="#">Final Review</a>.</p>   |                                      |                               |                              |                                     |                             |            |                  |            |          |              |
|---|--------------------------------------|-------------------------------|------------------------------|-------------------------------------|-----------------------------|------------|------------------|------------|----------|--------------|
| <p><b>Requisition</b> <a href="#">PR Approvals</a> <a href="#">PO Preview</a> <a href="#">Comments</a> <a href="#">Attachments</a> <a href="#">History</a></p> <p>Summary   Shipping   Billing   <b>Accounting Codes</b>   Supplier Info   Taxes/S&amp;H <span>Hide value descriptions</span></p> |                                      |                               |                              |                                     |                             |            |                  |            |          |              |
| Accounting Codes  |                                      |                               |                              |                                     |                             |            |                  |            |          |              |
| These values apply to all lines unless specified by line item   |                                      |                               |                              |                                     |                             |            |                  |            |          |              |
| Project No.   | Account                              | Spend Department              | Spend Authority              | Finance Department                  | Financial Approver          |            |                  |            |          |              |
| 50042542<br>EMBA 19 - In  | 714900<br>Postage/Mailing Svcs (IRS) | 500<br>Management, College of | Training Approver 1<br>tp123 | 500<br>Scheller College of Business | Finance Approver 1<br>fp456 |            |                  |            |          |              |
| For selected line items <span>Add to Favorites</span> <span>Go</span>   |                                      |                               |                              |                                     |                             |            |                  |            |          |              |
| <b>Hasler</b> <a href="#">more info...</a>  |                                      |                               |                              |                                     |                             |            |                  |            |          |              |
| Product Description   |                                      |                               |                              |                                     |                             | Catalog No | Size / Packaging | Unit Price | Quantity | Ext. Price   |
| 1 <b>Prepayment for Postage to mail the President's Annual Report</b> <a href="#">more info...</a>  |                                      |                               |                              |                                     |                             |            |                  | 5,000.00   | 1        | 5,000.00 USD |
| Accounting Codes (same as header)   |                                      |                               |                              |                                     |                             |            |                  |            |          |              |

## ATTACHING SUPPORTING DOCUMENTATION

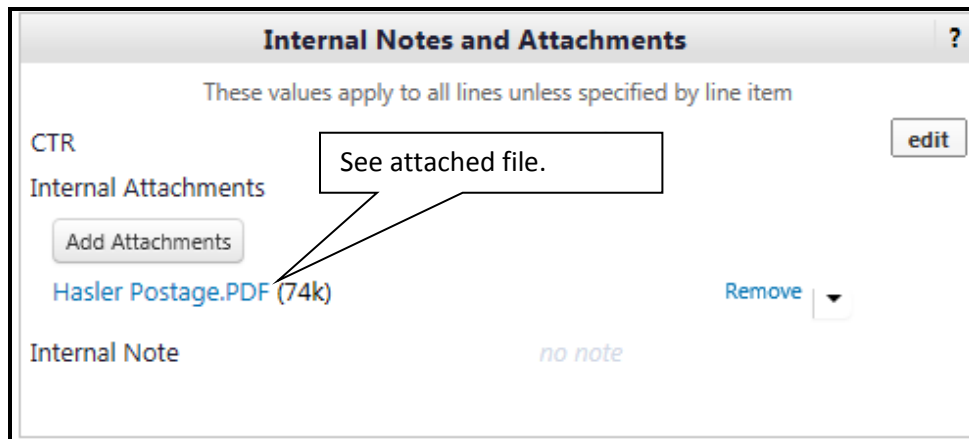
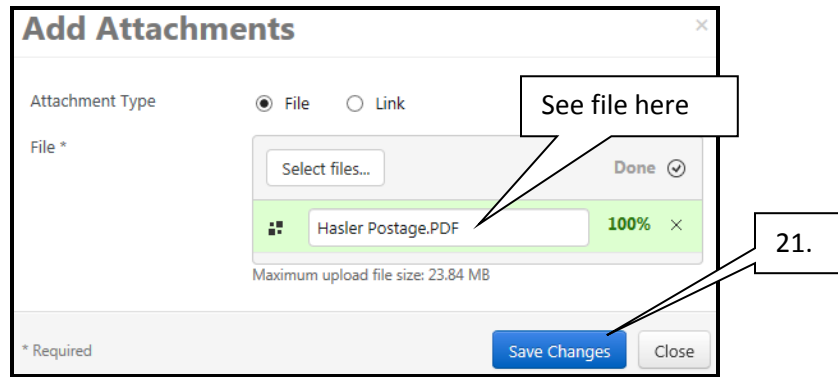
38. Click “Add Attachments” button to upload the required supporting documentation. Be sure to attach any required supporting documents including invoices, receipts, utility bills, or other attachments necessary to support your payment request and those to be mailed with payment.



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



40. Once you find your documents, click **Save Changes** 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.

**Requisition Submitted**

**Next Steps**  
You can view or print this at: [Requisition 1487321](#), or via the [Document Search](#) page  
• [View Approval Status](#)

**Requisition Summary**

|                      |                                    |
|----------------------|------------------------------------|
| Requisition number   | 1487321 <a href="#">Quick View</a> |
| Requisition status   | Pending                            |
| Cart name            | 2016-01-04 Requestor001 01         |
| Requisition date     | 1/5/2016                           |
| Requisition total    | 5,000.00 USD                       |
| Number of line items | 1                                  |

**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.

The screenshot shows a navigation bar with 'R001 Requestor', 'Action Items 1', 'Notifications', and '0.00 USD'. Below it, a dropdown menu for 'Action Items' is open, showing 'Orders' and 'My Returned Requisitions 1'. Red circles highlight the '1' notification counts in both the 'Action Items' and 'My Returned Requisitions' items.

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

| Active Cart | Shopping Cart Name                         | Date Created | Cart Description | Total      | Withdraw                 | legend ? |
|-------------|--|--------------|------------------|------------|--------------------------|----------|
|             | <a href="#">2015-09-22 Requestor001 03</a> | 9/22/2015    |                  | 700.00 USD | <a href="#">Withdraw</a> |          |

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

The screenshot shows the 'Requisition' summary page. The 'Comments (2)' tab is circled in red. The page is divided into two main sections: 'General' and 'Shipping'. The 'General' section includes fields for Cart Name, Description, Prepared by, Prepared for, Purchasing Business Unit, Priority, and Facilities Project Number. The 'Shipping' section includes 'Ship To' information (Name, Room, Department, Address) and 'Delivery Options' (Delivery Date). A 'View/edit by line item...' link is visible at the bottom right.

## 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.

The screenshot shows the 'Requisition' summary page after a successful save. A yellow confirmation message states: 'All done! The required information has been completed and this request is ready to be submitted. Once you have reviewed the details, you may continue by clicking the button at the top of the page.' The 'Place Order' button at the top right is circled in red. The page layout is similar to the previous screenshot, but now includes a 'Billing' section with 'Bill To' information.

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.