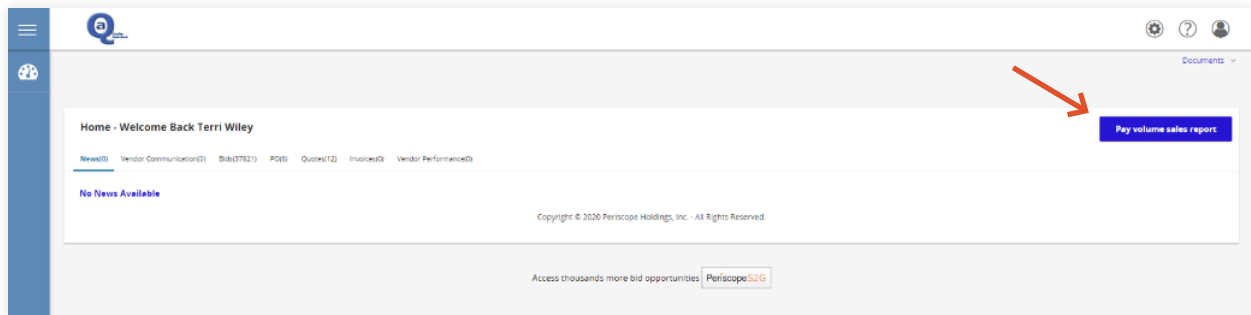


Supplier Guide for Remitting Supplier Convenience Fee Payments

This guide provides step-by-step instructions for the payment of supplier convenience fees in the Periscope Marketplace. The Periscope Marketplace utilizes a payment portal supported by NIC. If you have any questions or issues processing your quarterly payment, please contact tthi@periscopeholdings.com for assistance.

Periscope Marketplace Supplier (after reporting period has closed)

1. Sign into the Marketplace.
2. Ensure that you navigate to the Seller role by clicking on the person icon in the upper right of the screen and switching (if necessary) to the SELLER role.
3. Click the “Pay Supplier Convenience Fees” button on the far right on Supplier Home Page (shown as Pay volume sales report in the screenshot below).



4. If it's your first time accessing Reconciler, you will need to create or join an S2G company. If not, skip to Step 5 below.
 - ✓ Type in your Company Name



- ✓ Your Company Information will be pre-populated from your data in Marketplace. You may edit it as needed.

Company Information

Company Name *
Allied Materials and Equipment

Select Country * State/Province *
United States of... Alabama

City * Postal Code *
Tuscaloosa 35405

Address *
5801 McFarland Blvd

Address Line 2

BACK NEXT

- ✓ Your Company will be added, and you're all set to begin the process of paying your supplier convenience fees!

Company Information

COMPANY ADDED!

You can edit the company profile under your user Settings after logging into your new Catalog Manager account.

BACK DONE

You will now be redirected to the Reconciler Dashboard.

5. Your Company Information will be pre-populated from your data in Marketplace. You may edit it as needed.

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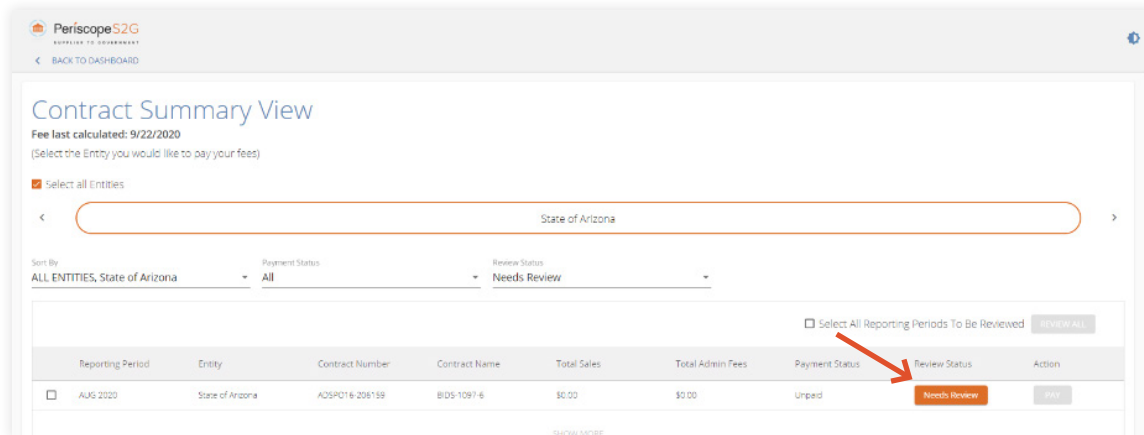
Sales Dashboard | Welcome, Terri

ALLIED MATERIALS AND EQUIPMENT CO INC
Fee last calculated: 9/22/2020

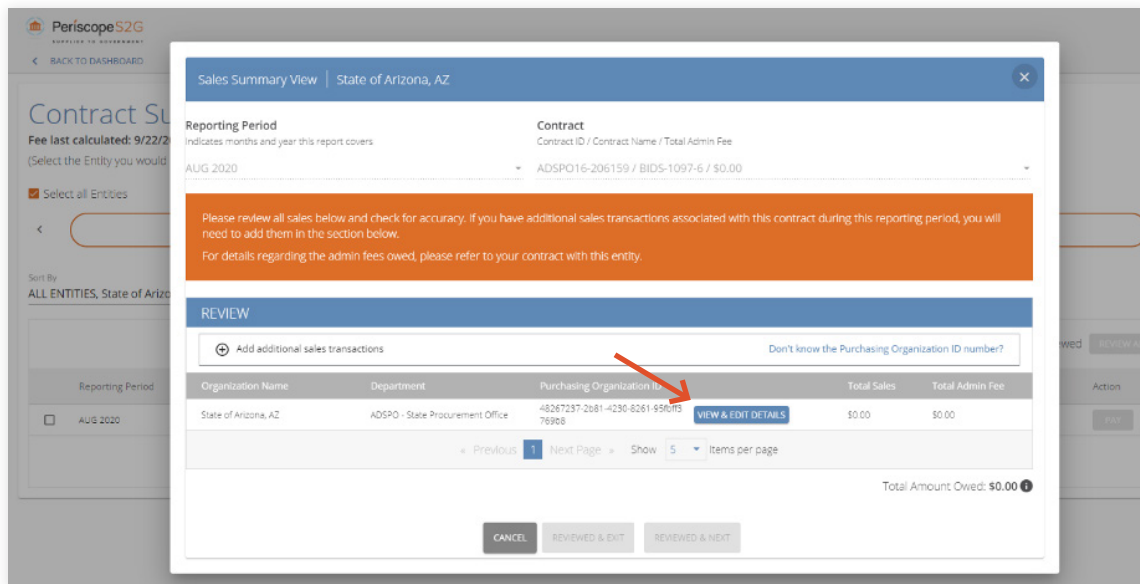
Admin Fee - Needs Review Review and report all sales associated with admin fees REVIEW NOW	\$0.00	Admin Fee - Ready to Pay Pay all admin fees that have been reviewed PAY NOW	\$0.00
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Payment & Report History
View all submitted sales reports
VIEW NOW

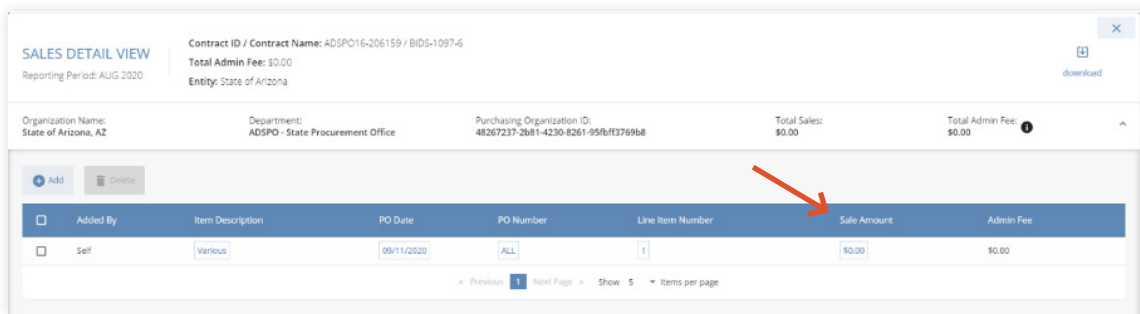
- Click on “Needs Review” for the Contract Number on which you wish to remit supplier convenience fees (note: if your company has more than one contract (Transaction), you will have multiple records that should be reviewed and processed). Those can all be checked to review at the same time.



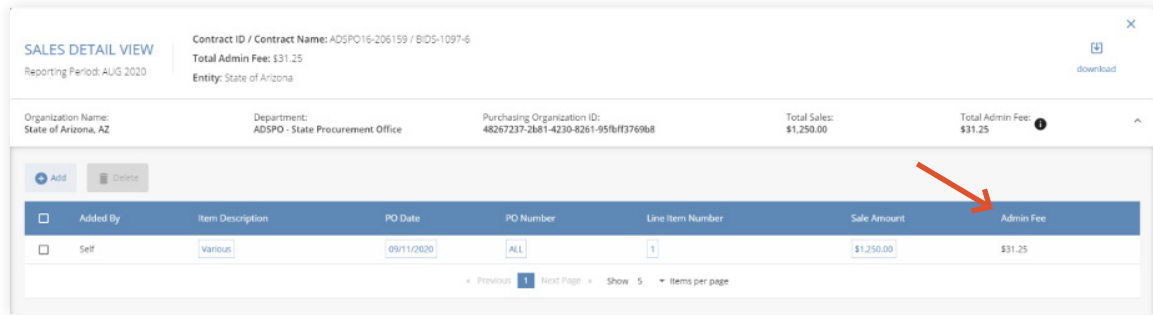
- Click on “View & Edit Details” for the \$0 PO record associated with your contract.



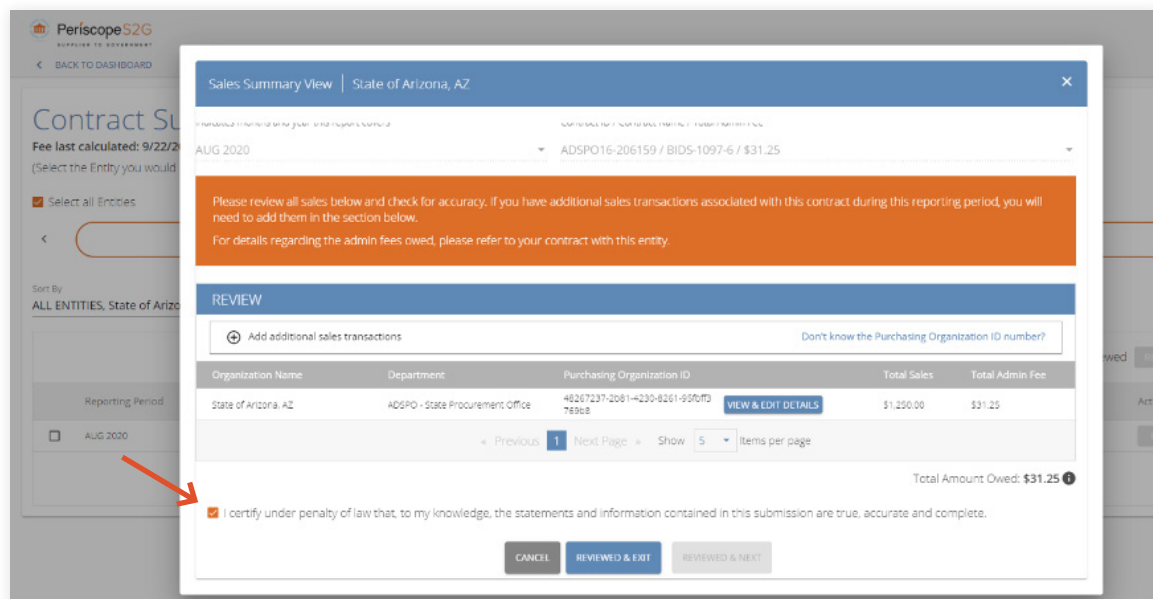
- Input your company’s Total Sales Summary amount (from cell G2 in your Quarterly Sales Reporting spreadsheet) into the “Sale Amount” field.



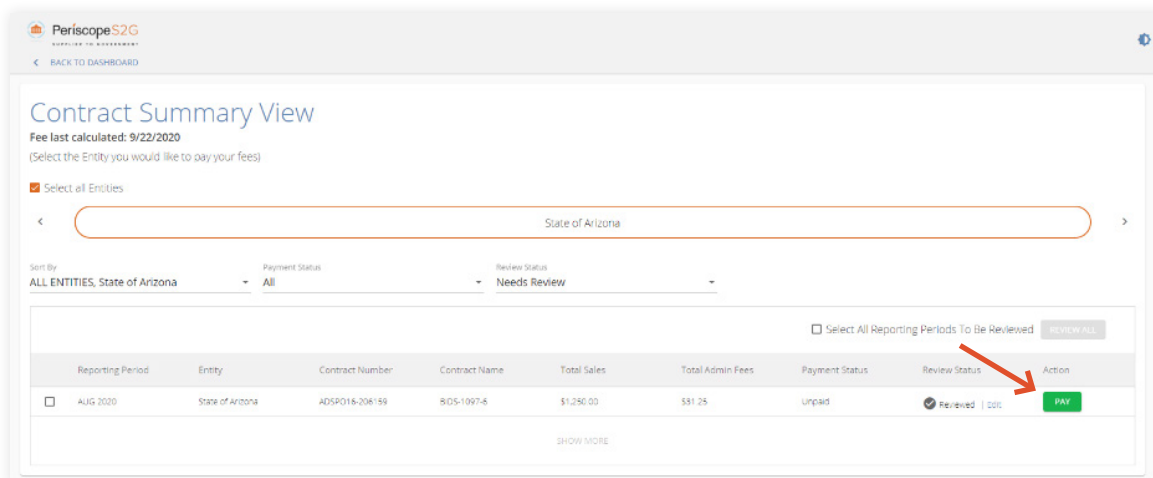
- Based on your input of the Net Sales Amount, the system calculates the Admin Fee (Supplier Convenience Fee) for the quarter.



- Close the “Sales Detail View” page.
- Scroll to the bottom of the Sales Summary page, click the Certification checkbox and then click “Reviewed & Exit”.



- Click on the “Pay” button and proceed to pay fees via NIC payment portal.



13. Supplier continues to the NIC checkout portal to pay their fees.
14. The payment type of “Electronic Check” will already be selected in the dropdown. Click “Next.”

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Pay your Fees

SKU	Description	Unit Price	Quantity	Amount
	AUG 2020_ADSPO16-206159	\$31.25	1	\$31.25
Total				\$31.25

Payment Type

Electronic Check

Select if this payment IS being funded specifically by a **FOREIGN** source (bank or company), an International ACH Transaction ("IAT").

NEXT >

15. Your customer contact information will already be populated based on your login. The information in these fields can be updated if desired. Then click “Next”.

Customer Information Complete all required fields [*]

Country: United States

First Name *: Terri

Last Name *: Wiley

Company Name: ALLIED MATERIALS AND EQUIPMENT CO INC

Address *: 1420 Kansas Avenue

Address 2:

City *: Kansas City

State: MO - Missouri

ZIP/Postal Code *: 64127

Phone *: 816-241-8080

Email *: twiley@chimailmailinator.com

NEXT >

16. Complete the required payment information fields and click “Next”.

Payment Info Complete all required fields [*]

Name on Account *: Teri Wiley

This is a business account.

Routing Number *: 08100032

Account Number *: 3490668059

BANK OF AMERICA, N.A.

Re-enter Account Number *: 3490668059

Checking Savings

Routing Number: 03348628

Account Number: 002058990

NEXT >

17. Scroll to the bottom of the Terms and Conditions box. Check the checkbox to authorize the transaction. Then click “Submit Payment.”

Payment Info ✓

Electronic Check
****6569

Name on Account
Teri Wiley

Terms and Conditions [Open a new window to print](#)

6. For inquiries relating to this electronic debit authorization, including revocation of this authorization, I may contact at .

7. I understand the Originating ID for this transaction is **. Please make sure your banking institution has released any debit blocks (if applicable) for this ID to ensure successful payment.

8. I (we) agree that ACH transactions I (we) authorized comply with all applicable NACHA Rules and all applicable US law and the laws governing 's state.

Yes, I authorize this transaction.

Cancel **SUBMIT PAYMENT**

18. A message will indicate your payment is processing. Do not hit the back button during this time.
19. A payment receipt confirmation will appear which you can print using the “Print” button if desired.

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Pay your Fees

Payment Receipt Confirmation

Your payment was successfully processed.

PRINT 🖨️

Description		Amount
DAS - OregonBuys		\$31.25
Total Amount Paid		\$31.25

SKU	Description	Unit Price	Quantity	Amount
	AUG 2020_ADSPO16-206159	\$31.25	1	\$31.25
Total				\$31.25

20. Scroll to the button of this same screen and click “Continue”.

Customer Information

Customer Name	Teri Wiley	Receipt Date	9/23/2020
Company Name	ALLIED MATERIALS AND EQUIPMENT CO INC	Receipt Time	07:36:34 PM CDT
Local Reference ID	0b707646-a730-4997-915d-ea4ca7b14eb8		

Payment Info

Payment Type	Electronic Check	Account Number	*****569
		Order ID	55815364
		Name on Account	Teri Wiley

Billing Information

Billing Address	1420 Kansas Avenue	Phone Number	816-241-8080
Billing City, State	Kansas City, MO		
ZIP/Postal Code	64127	This receipt has been emailed to the address below	
Country	US	Email Address	twiley@phimail.mallinor.com

CONTINUE

21. A payment receipt appears which can be printed by clicking the “Print Receipt” button.

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[BACK TO DASHBOARD](#)

CONTRACT USAGE REPORT RECEIPT

THANK YOU FOR SUBMITTING YOUR PAYMENT!

Your transaction is being processed. Please allow up to 2 week to receive confirmation from your bank.

Reference ID: 55815364
Date: 9/23/2020
Amount: \$31.25
Account Ending in *6569

[BACK TO SALES REPORT](#) [PRINT RECEIPT](#)

22. Click “Back to Sales Report” to return to the Reconciler Dashboard.