

ARBuy Statewide Supplier Guide for Remitting Supplier Convenience Fee Payments via ARBuy

This guide provides step-by-step instructions for the payment of supplier convenience fees in ARBuy. ARBuy utilizes a payment portal (Reconciler) supported by NIC. If you have any questions or issues processing your quarterly payment, please contact **reconciler@mdfcommerce.com** for assistance.

ARBuy Supplier (after reporting period has closed)

- 1. Sign into ARBuy.
- 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.

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	Home - Welcome Back SalesAccount SalesAccount Pay Supplier Convenience Fees
	News(0) Vendor Communication(0) Bids(96377) PO(1220) Quotes(5) Involces(80) Vendor Reformance(0)
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- 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

Join a	Create a Compa	iny		
	Perís	scope	ilor	
	Ne	CONC	liei	
Compan	Name *	USIIC	liei	
Compan Type comp	Name *	any from list		
Compan Type comp	Name *	any from list		

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



✓ 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 ARBuy. You may edit it as needed.

Sales Dashboard Welcome, Terri ALLIED MATERIALS AND EQUIPMENT COINC 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
REVIEW NOW		PAY NOW	

6. 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.

e Pe	K TO DASHBOARD								0
Col Fee last (Select t	ntract Sun t calculated: 9/22/2020 the Entity you would like at all Entities	nmary Viev	N						
<					State of Arizona				· ·
Sort By	TITIES, State of Arizona	Payment 5 ▼ All	itatus	• Review Star	^{tus} eview	*			
							Select All Reporting	ng Periods To Be Reviewe	d REVIEW ALL
	Reporting Period	Entity	Contract Number	Contract Name	Total Sales	Total Admin Fees	Payment Status	Review Status	Action
	AUG 2020	State of Arizona	ADSP016-206159	BIDS-1097-6	\$0.00	\$0.00	Unpaid	Needs Review	PAY

7. Click on "View & Edit Details" for the \$0 PO record associated with your contract.

	Sales Summary View						
Contract SL Fee last calculated: 9/22/20 (Select the Entity you would	Reporting Period Indicates months and year this rep AUG 2020	part covers	Contract Contract ID / Contract Name / Total Admin ADSPO16-206159 / BIDS-1097-6 / :	s Fee \$0.00		-	
Select all Entities	Please review all sales be need to add them in the For details regarding the	low and check for accuracy. If you hav section below. admin fees owed, please refer to your	e additional sales transactions associat r contract with this entity.	ed with this contract (during this reporti	ng period, you will	
ALL ENTITIES, State of Arizo	REVIEW						
	Add additional sales	transactions		Don't know	the Purchasing Orga	anization ID number?	wed RC
Reporting Period	Organization Name	Department	Purchasing Organization ID		Total Sales	Total Admin Fee	Actio
-	State of Arizona, AZ	ADSPO - State Procurement Office	48267237-2b81-4230-8261-95fbff3 769b8	W & EDIT DETAILS	\$0.00	\$0.00	
AUG 2020			1 Next Dago - Chem E -	tems ner nare			
L AUG 2020			Next Page > 310W 3 - 1	renna hen høße			
AUG 2020			I Meyr Laße » 2000 2 .	erro her hoge	Total	Amount Owed: \$0.00 🕤	

8. Input your company's Total Sales Summary amount (from **cell G2** in your Quarterly Sales Reporting spreadsheet) into the "Sale Amount" field.

SALES DETAIL VIEW Reporting Period: AUG 2020	Contract ID / Contract Name: A Total Admin Fee: \$0.00 Entity: State of Arizona	DSPO16-206159 / BIDS-1097	-6				L) download
Organization Name: State of Arizona, AZ	Department: ADSPO - State Proc	urement Office	Purchasing Organization ID 48267237-2b81-4230-8261-	95fbff3769b8	Total Sales: \$0.00	Total Admin Fee: \$0.00	^
O Add					<u>\</u> .		
Added By							
Self	Various	09/11/2020	ALL	1	\$0.00	\$0.00	
			Previous Next Page >	Show 5 * Items per page			

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

Organization Name: Department: ADSPO - State Procurement Office Purchasing Organization ID: Total Solies: Total Admin Fee Image: Compart Added By Item Description PO Date PO Number Line Item Number Sale Amount Admin Fee	
Add Deter	^
Added By Item Description PO Date PO Number Line Item Number Sale Amount Admin Fee	
564 Variouz 09/11/2020 ALL 1 \$1250.00 \$31.25	
« Previous 1 Next Page » Show S - Rems per page	

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

BACK TO DASHBOARD	Sales Summary View	State of Arizona, AZ			×	
a va huna a h C v	Sales Salimary Hell	State of Miconay NE				
Iast calculated: 9/22/20	AUG 2020		 ADSP016-206159 / BIDS-1097-6 / \$31.25 		Ŧ	1
elect all Entitles	Please review all sales be need to add them in the For details regarding the	low and check for accuracy. If you hav section below. admin fees owed, please refer to your	e additional sales transactions associated with this contract with this entity.	contract during this reporti	ıg period, you will	
v ENTITIES, State of Arizo	REVIEW	transactions		on't know the Purchasing Orga	inization ID number?	
	Organization Name	Department	Purchasing Organization ID	Total Sales	Total Admin Fee	500R
Reporting Period	State of Arizona, AZ	ADSPO - State Procurement Office	48267237-2081-4230-8261-95fbff3 VIEW & LOIT DETA 76958	LS \$1,250.00	\$31.25	
AUG 2020			1 Next Page » Show 5 • Items per page	:		
				Total A	mount Owed: \$31.25 🚯	,
	I certify under penalty of	f law that, to my knowledge, the state	ments and information contained in this submissio	n are true, accurate and co	nplete.	

12. Click on the "Pay" button and proceed to pay fees via NIC payment portal.

e Pe	ríscope S2G k to dashboard									
Cor Fee last (Select t	ntract Sur t calculated: 9/22/2021 the Entity you would like ct all Entities	nmary Vie • e to pay your fees)	200							
<					State of Arizona				$ \longrightarrow $	>
Sort By	TITIES, State of Arizona	Paymer	it Status	• Needs I	aus Review	•				
							🔲 Select All Repo	orting Periods To Be Reviewe	REVIEW ALL	
	Reporting Period	Entity	Contract Number	Contract Name	Total Sales	Total Admin Fees	Payment Status	Review Status	Action	
	AUG 2020	State of Arizona	AD5P016-206159	BID5-1097-6	\$1,250.00	\$31.25	Unpaid	Reviewed Edit	PAY	
					SHOW MORE					

- 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."

PeríscopeS2G										
	Pay yo	our Fees								
	SKU	Description	Unit Price	Quantity	Amount					
		AUG 2020_ADSPO16-206159	\$31.25	1	\$31.25					
	Total				\$31.25					
	Payment Typ	De la constanti								
	Select	Electronic Check Electronic Check Electronic Check Electronic Check Electronic Check Enternational 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			
Country			Complete all required fields [*]
United States v			
First Name *	Last Name *		
Terri	Wiley		
Company Name			
ALLIED MATERIALS AND EQUIPMENT CO INC			
Address *			
1420 Kansas Avenue			
Address 2			
City *	State		
Kansas City	MO - Missouri	*	
ZIP/Postal Code *			
64127			
Phone *			
816-241-8080			
Email * 😰			
twiley@phimail.mailinator.com			
			NEXT >

16. Complete the required payment information fields and click "Next".

Payment Info			
Name on Account * Teri Wiley This is a business account.	0		Complete all required fields [*]
Routing Number * 081000032 RANK CE ANFRICA N A	Account Number * 👔 3490666369	o	
Pay	Re-enter Account Number * 3490666569 Checking Cavings	ø	
DC245628 Realing Version Realing Version		•	X
			NEXT >

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

Electronic Check	Name on Account	
****6569	Teri Wiley	
 Terms and Conditions 6. For inquiries relating to this this authorization, I may con 7. I understand the Originating banking institution has relea successful payment. 8. I (we) agree that ACH transa NACHA Rules and all applica 	Open a new window to print electronic debit authorization, including revocation of tact at. ID for this transaction is ". Please make sure your sed any debit blocks (if applicable) for this ID transure ctions I (we) authorized comply with all applicable ible US law and the laws governing is state.	
Yes, I authorize this transaction.		

- 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.

Períscope S2G					
	Pay your Fees				
	Payme	nt Receipt Confirmation ras successfully processed.		•	
	Description DAS - Oregon Total Amount	illuys Paid		Receipt Confirmation Amount \$31.25 \$31.25	
	SKU	Description	Unit Price	Quantity	Amount
		AUG 2020_ADSPO16-206159	\$31.25	1	\$31.25

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

			er Information	Custom
ate 9/23/2020 me 07:36:34 PM CDT	Receipt Date Receipt Time	Terri Wiley ALLIED MATERIALS AND EQUIPMENT CO INC Be707c46-a730-4997-915d-ea4ca7b14eb9	Customer Name Company Name Local Reference ID	
			nt Info	Paymen
tumber xxxxx6569 55815364 Account Teri Wiley	Account Number Order ID Name on Account	Electronic Check	Payment Type	
			Information	Billing l
mber 816-241-8080	Phone Number	1420 Kansas Avenue Kansas City, MD	Billing Address Billing City State	
at has been emailed to the address below:	IP/Postal Code 64127			
Jress twiley@phimail.mailinator.com	Email Address	US	Country	
st has been emailed to the address below. Ireas twiley@phimail.mailinator.com	This receipt has been Email Address	ZIP/Postal Code 61227 Country US		

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

CONTRA	ACT USAGE REPORT REC	EIPT		
THANK	YOU FOR SUBMITTING YOU	R PAYMENT!		
Your trans your bank	isaction is being processed. Please a k.	low up to 2 week to receive con	irmation from	
Referenc Date: 9/2 Amount: Account	te ID: 55815364 23/2020 \$31.25 Endite In *6569			

22. Click "Back to Sales Report" to return to the Reconciler Dashboard.