

Step 1: Accessing the E-Procurement site

➤ Log into MyPace Portal

Portal Login

Username: Password:

Using MyPace portal acknowledges that you have read and agree to the [IT Appropriate Use Policy](#) and [Administrative System User Statement](#).

[Login help](#)
[New User?](#)
[Forgot Username?](#)
[Forgot Password?](#)

Supported Browsers

Please be aware that the Self-Service facilities of MyPace Portal are supported in the following browsers:

Browser	PC Version	Mac Version
Internet Explorer	8.9 (ALL)	N/A
Mozilla (FireFox)	4.0+	15-17 (ALL)

Note: Safari and Chrome are not supported at this time.

Any problems or issues should be directed to the ITS Help Desk at (914) 773-3333 or pacehelpdesk@pace.edu or online at <http://help.pace.edu>.

Quick Links

- [Apps, Downloads and Account Management \(ADAM\)](#)
- [ePortfolio](#)
- [IT System Status - IT Downtime, News and Updates](#)
- [Kronos](#)
- [VPN](#)
- [Web Help Desk](#)
- [White Pages](#)

Events Calendar

- Work Space
- Orientation Leader/ WOW Tabling
- Dean's Scholar Civ Pro-THURSDAYS
- Dean's Scholar Contracts-THURSDAY

Important Updates

Academic Calendar

Important Academic Dates

- Undergraduate DAY Study Day
- Undergraduate DAY Study Day
- Undergraduate DAY Study Day
- Deadline to File for Conflict Exam (PLV)
- Fall 2014 Final Exams Begin
- Deadline to File for Conflict Exam (NYC)
- Conflict Final Exam (PLV)
- Conflict Final Exam (NYC)
- Fall 2014 Semester Ends
- Fall 2014 Final Exams End

➤ Click on the Staff tab

MyPace Portal

Welcome Portal, Angel Jazmin
You are currently logged in.

My Account Content Layout

Blackboard Student Email Staff / Faculty Email Law School Email

Logout Help

Home **Students** **Staff** Faculty Library My Stuff Reportal

December 4, 2014

Announcements

- AP Goes Green!
- Important Student Course Evaluation Information
- Message from the President on Ebola Preparedness

Upcoming Events

Events from the Pace University Calendar from Thursday, Dec 04, 2014 to Saturday, Dec 06, 2014

- Work Space**
Location: KESSEL SETTERS CONFERENCE ROOM D, Pleasantville
Start Time: Thu, Dec 04, 2014, 9 AM
End Time: Thu, Dec 04, 2014, 6 PM

Popular System Links

- [Apps, Downloads, and Account Management \(ADAM\)](#)
- [Blackboard](#)
- [E-mail \(Student\)](#)
- [E-mail \(Faculty & Staff\)](#)
- [ePortfolio](#)
- [IT System Status](#)
- [Kronos](#)
- [Policies and Procedures](#)

➤ Page down and click on E-Procurement

of the benefit contributions that the University has made on the employee's behalf.

Faculty Annual Assignment (requires second logon)
Click here to access Pace's Faculty Annual Assignment. You must be a valid FAA user in order to access this system.

iStrategy Program Status and Plan
Internal site for Data Warehouse and Business Intelligence initiatives.

Employee Information and Pay Advice
Pay Advice, Benefits, Tax Forms, Employment Summary and W2 statements.

E-Procurement
Click here to access Pace's E-Procurement system. You must be a valid E-Procurement user in order to access this system.

Faculty Annual Assignments – Administrative Access
Click here to access Pace's Faculty Annual Assignment. You must be a valid FAA user in order to access this system.

Liberty Net
Web-based document management portal that enables users to scan, capture, index, manage and share information

questions. Login to Blackboard using the icon at the top right of your screen.

Room Directory
Find out where your classes will be held.

Undergraduate and Graduate Catalogs

Augmented Pace Action Plan Action Team Reports [December 2012]

- Use this link while inside the Pace Network or through VPN or
- Use this link to access the reports via Blackboard. (Login with your Pace credentials to enter the "Action Plan Documents" Community".)

*Available to faculty and staff only.

Staff Resources

- Administrative Staff Council (PLV)
- Assessment
- Business Cards
- Ethics Reporting Hotline
- IT Resources
- Organizational Learning and Development
- Pace Computer Learning Center
- PMDP
- Policies and Procedures
- R25 Event Scheduling
- Stationery
- Technology Training

Schedule Explorer
The New Scheduler Explorer has launched! The new system will help Pace students prepare for registration by exploring course offerings easily and collecting courses that may be of interest to them.

Semester Course and Grade Rosters
A lookup facility that will allow an instructor to download their current class roster or the rosters of previous courses they taught. Use this link while inside the Pace Network or through VPN.

MyHousing (requires second logon)
Click the link above to access your 2014-2015 Room Selection Process for Current Students. Residential and Commuter students can use the above link to upgrade your meal plan for the academic year. This link cannot be used to cancel your housing assignment or meal plan for the 2014 - 2015 academic year.

➤ Log into E-Procurement

PACE UNIVERSITY MyPace Portal

Back to Staff Tab

Logout Help

PACE UNIVERSITY Pace University Login Page
Work toward greatness.

The web site described to the right has asked you to log in and you have chosen Pace University as your home institution. Please login with your Pace University credentials.

Username:

Password:

solutions.sciquest.com
You have asked to login to solutions.sciquest.com

Step 2: Accessing the Independent Contractor Payment Form

The screenshot displays the PACE University e-Procurement Marketplace interface. The top navigation bar includes the PACE University logo, the text 'e-Procurement Marketplace', and user information for 'Marji Nelson'. It also shows 'Action Items' (26), 'Notifications' (2), and a currency of '0.00 USD'. Below the navigation bar, there are several category tiles: 'Crystal Rock New York City', 'Crystal Rock Westchester', 'Car Rental', and 'Staples Cartridge Recycling'. The main content area is organized into sections: 'IT/Computer/Peripherals/Photo/Office Supplies' (featuring B&H, COWG, DELL, LogiCompanion, and STAPLES), 'Maintenance/Repair/Operation' (featuring GRAINGER and WestChester Only), and 'Medical/Science/Biological' (featuring Moore Medical Corp, Carolina Biological Supply, Fisher Scientific, Sigma Chemical Company, and VWR Scientific). A red box highlights the 'Check Requests' section, which contains two tiles: 'Independent Contractor Payment R...' and 'Special Payment Request Form'. A blue callout box on the left points to the 'Independent Contractor Payment R...' tile with the following text: 'Choose Independent Contractor Payment Form – This form should be used for check requests associated with a current contract or for Honorarium Payment.'

Choose Independent Contractor Payment Form – This form should be used for check requests associated with a current contract or for Honorarium Payment.

My Resources
purchasing@pace.edu
Site Map

This is the Independent Contractor Payment Request Form – Follow the instructions below to complete and create your request for payment

The screenshot shows a web-based form with several sections:

- Instructions:** A red box highlights this section, which contains the following text:

This form is to be utilized for payment of services provided by a non-Pace employee. Reimbursement of business expenses for non-Pace employees is to be done through the Travel / Expense Reimbursement Form. This form cannot be used for Pace employees.

Payments related to Contracts: Please provide Contract ID and Vendor invoice.

Payments related to Honorariums: Please provide the Honorarium Low Risk Speaking Engagement letters.

All other Independent Contractor payments: Please provide Vendor invoice.

All documentation must be submitted as an attachment.
- Special Instructions:** A text area for providing any necessary special instructions.
- Supplier Information:** Includes a search field for the supplier.
- Remit Address:** Includes fields for Contact Name, Street 1-3, City, State, Zip, Country, Email, Phone, Toll Free Phone, and Fax.
- Payment Information:** Includes fields for Invoice Date, Contract?, Contract ID Number, Supplier Inv #, and Amount Due. It also has checkboxes for grant and restricted gift/endowment.
- Service Information:** Includes a large text area for Service Provided and a section for Dates of Service (From Date and To Date).
- Documentation:** A section for attaching supporting documentation, with an "Add Attachments" button.
- AP Use Only:** Includes fields for Due Date, Payment Terms, and AP Use Only (Discount, Days, Net).

This form is to be utilized for payment of services provided by a non-Pace employee. Reimbursement of business expenses for non-Pace employees is to be done through the Travel / Expense Reimbursement Form. This form cannot be used for Pace employees.

Payments related to Contracts: Please provide Contract ID and Vendor invoice.

Payments related to Honorariums: Please provide the Honorarium Low Risk Speaking Engagement letters.

All other Independent Contractor payments: Please provide Vendor invoice.

All documentation must be submitted as an attachment.

Please note the criteria for requesting a check using the Independent Contractor Request Form

Step 3: Enter your supplier name

Supplier Information ?

Enter Supplier

ABC

- ABC Systems Corp.
- ABC Test Foreign
- ABC-Clio, Inc.
- ABCO Refrigeration Supply Corp.

Choose from the drop down

NOTE: Your supplier must be entered into the Vendor Management System prior to your request for payment

Supplier Information	Remit Address
Choose Supplier: ABC Systems Corp. more info... select different supplier	Remit To Address Remit To Location List
Fulfillment Address Billing Address 1: (preferred) 1280 SAW MILL RIVER ROAD YONKERS, NY 10710 US	Remittance 2 ▾ 333 Saw Mill River Rd Yonkers, NY 10710
Supplier (Vendor) Phone +1 (914) 375-5550	United States Phone 1-914-3755550-
Distribution The system will distribute purchase orders using the method(s) indicated below: Manual	

The Form auto-populates your vendor remit to address once you choose your vendor.

Available Actions: Add and go to Cart Go Close

Special Instructions

Please provide any necessary special instructions.

254 characters remaining expand | clear

If you have any special instructions, enter them into the free-form section marked "Special Instructions". This could be an instruction on how you need your check mailed, or if you need it returned to you, etc.

Step 4: Fill out the Payment Information fields. Line items that are "BOLDED" are required entries.

1. Enter your Invoice date

2. Contract-Related?
Answer "Yes" or "No"

Payment Information ?

Invoice Date

Contract?

Contract ID Number

Supplier Inv #

Amount Due

Is this expense associated with a Grant

Is this expense related to a Restricted Gift/Endowment

Service Information ?

Service Provided

Contract ID (if needed)

4. Enter your Invoice #

Dates of Service

From Date

To Date

5. Enter amount due

254 characters remaining expand | clear

- If this expense is associated with a Grant, check the box.
- If this expense is related to a restricted gift/endowment, check the box.

Step 5: Complete the Service Information

Service Information ?

Service Provided

254 characters remaining expand | clear

Dates of Service

From Date	To Date
<input type="text"/>	<input type="text"/>
mm/dd/yyyy	mm/dd/yyyy

Date of Service: Enter in the start date of the service and the end date of the service. If the start and end date are the same, enter the date in both fields.

Enter a detailed description of the service performed or the good acquired.

Step 6: Your Independent Contractor Payment Request requires you to attach your invoice, honorarium letters, or documentation

Documentation ?

Please attach all required supporting documentation.

Internal Attachments

Add Attachments

Click "Add Attachment"

Add Attachments ×

Attachment Type File Link

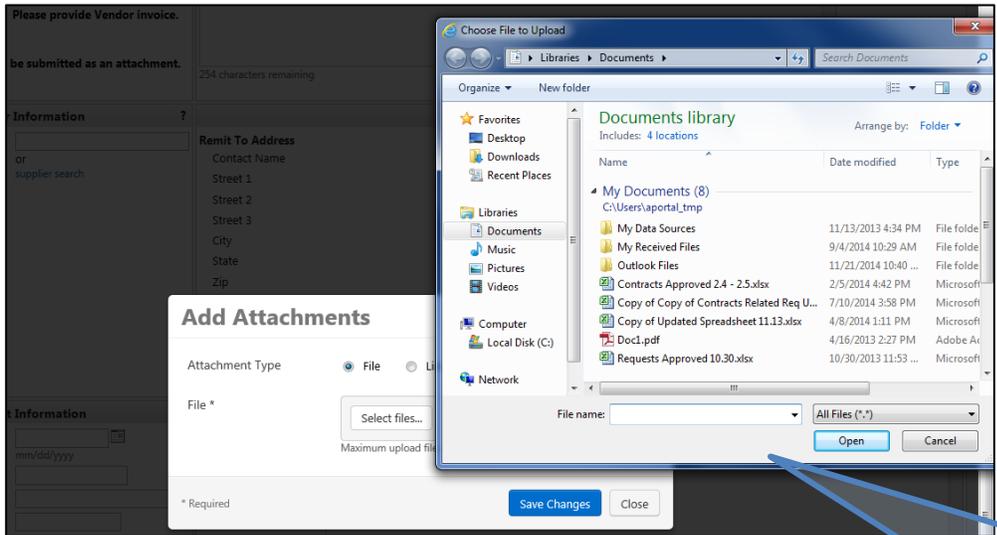
File *

Maximum upload file size: 4.88 MB

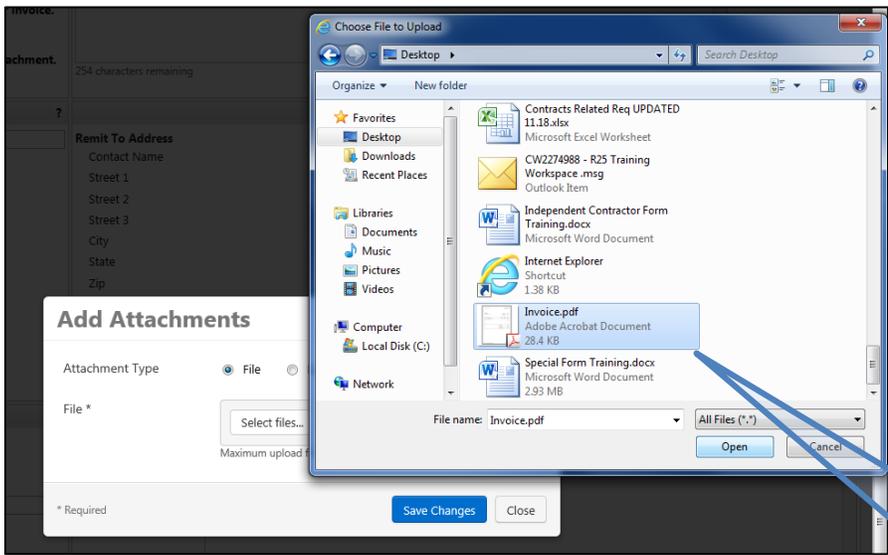
* Required Save Changes Close

Choose your attachment type (Defaults to "File")

Click "Select Files" – it brings up your browsing window



Search your files and choose the invoice/document you have saved associated with your request.



Choose your file – double click on your file name, and it will add it to your request form

Add Attachments

Attachment Type File Link

File *

Done ✓

Invoice.pdf 100% ×

Maximum upload file size: 4.88 MB

* Required

Save Changes Close

Click on "Save Changes"

After documents have successfully attached to your request, they will show in the Documentation box

Documentation	AP Use Only
Please attach all required supporting documentation.	Due Date <input type="text"/> mm/dd/yyyy
Internal Attachments	Payment Terms <input type="text"/> % <input type="text"/> Days
Add Attachments	
Invoice.pdf (28k) Remove	

Step 7: At the top of your form, under Available Actions, from the drop down menu choose the appropriate action

Available Actions: Add and go to Cart

- Add and go to Cart
- Add to Cart and Return
- Add to Cart
- Add to Draft Cart or Pending PR/PO
- Add to PO Revision
- Add To Favorites
- Save

Go Close

Use this action for one entry, for one vendor and to go to cart. Choose and click Go

Available Actions: Add and go to Cart

- Add and go to Cart
- Add to Cart and Return
- Add to Cart
- Add to Draft Cart or Pending PR/PO
- Add to PO Revision
- Add To Favorites
- Save

Go Close

Use this action for multiple entries for the same vendor or a different vendor. Choose and click Go

Note: When you have multiple entries, and your actions are complete, your final action would be “Add and go to Cart”.

- This brings your check request into the E-Procurement system and creates your shopping cart.

- If there are additional items that need to be added, then click **“Continue Shopping”**

Shopping Cart for Marji Nelson

Name this cart: 2014-11-21 mnelson 01

Have you made changes?

ABC Systems Corp. [more info...](#)

	Product Description	Unit Price	Quantity	Total
Item added on Nov 21, 2014	Library books open form...	625.00 USD	1	625.00 USD

Buttons: Add to Favorites, Remove, More Actions

Buttons: Proceed to Checkout, Assign Cart

Buttons: Continue Shopping, Empty cart, Perform an action on (0 items selected)...

- If there are items you want to remove from your cart, select the items to be removed by checking the **box** located to the far right of the line item. Click on the **“Remove”** button.

Shopping Cart for Marji Nelson

Name this cart: 2014-11-21 mnelson 01

Have you made changes?

ABC Systems Corp. [more info...](#)

	Product Description	Unit Price	Quantity	Total
Item added on Nov 21, 2014	Library books open form...	625.00 USD	1	625.00 USD
Item added on Nov 21, 2014	Library Books open form...	25.00 USD	1	25.00 USD

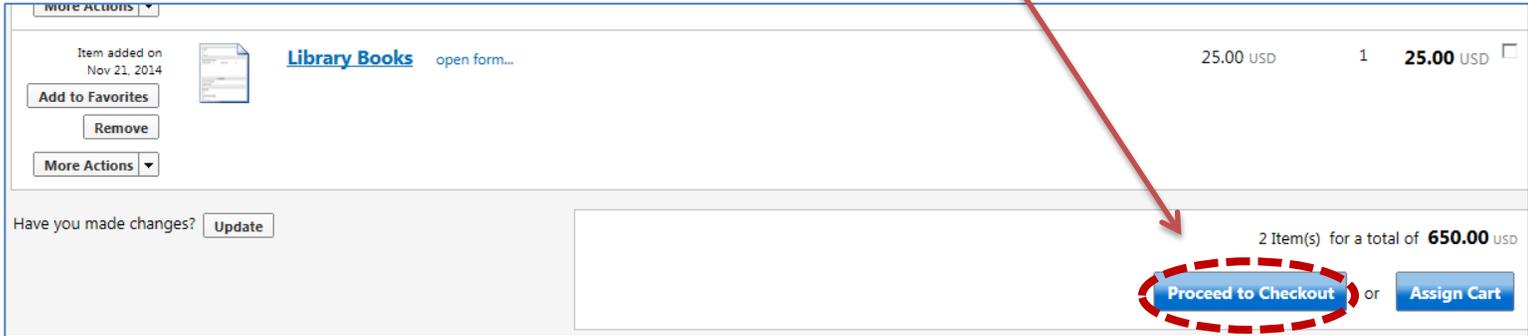
Buttons: Add to Favorites, Remove, More Actions

Buttons: Proceed to Checkout, Assign Cart

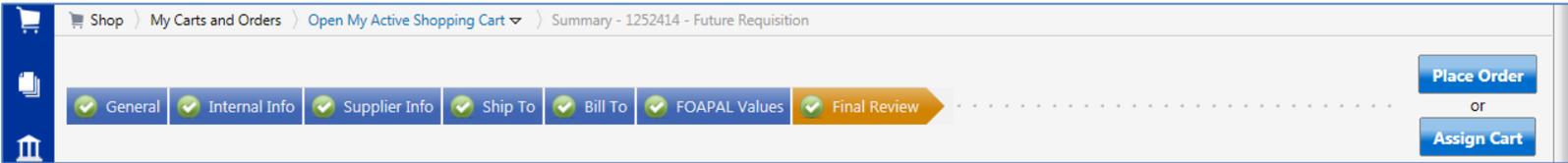
Buttons: Continue Shopping, Empty cart, Perform an action on (0 items selected)...

Step 8: Proceed to Checkout

➤ Once all desired items are in your cart, click Proceed to Checkout



Final Review - Verify all the information (Ship To, Bill To, FOAPAL Values, etc.) is correct before sending the information to Accounts Payable. In this section, the user has the ability to edit the entire document, or each line item individually



- To adjust the Summary information, click Edit (located in the upper right of the corresponding box) for the particular section which needs adjusting. After changes have been made, click Save.

The screenshot shows a requisition summary page with a progress bar at the top indicating steps: General, Internal Info, Supplier Info, Ship To, Bill To, FOAPAL Values, and Final Review. A yellow message box 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." Below this, the "Summary" section is expanded to show details for General, Internal Info, Supplier Info, Ship To, and Bill To. Each of these sections has an "edit" button circled in red. The "Check Request Information - AP Use Only" section also has an "edit" button. The "Delivery Options" section at the bottom has an "edit" button.

- To adjust any FOAPAL Value information, click Edit (located in the upper right of the corresponding box) to modify any values listed. After changes have been made, click Save.

The screenshot shows the "FOAPAL Values" section of the requisition. It contains a table with the following data:

Index	Account	Commodity Code	Chart
FA526 Purchasing & Contracts	E19602 Supplies General Office	615 Office Supplies, General	1 Pace University

An "edit" button is circled in red in the upper right corner of the table area. A "View/edit by line item..." link is visible at the bottom right.

If your requisition has multiple lines and you need to adjust your FOAPAL value information for each line, follow these instructions

1. To edit carts with multiple lines, each line having different FOAPAL values, click View/edit by line item...

Supplier / Line Item Details

Hide line details

ABC Systems Corp. [more info...](#)

For selected line items: Add To Favorites

PO Number	To Be Assigned	<input type="button" value="edit"/>
Customer Account #	no value	
Pricing/Discount Code	no value	

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>	<input type="button" value="edit"/>
1 Library books more info...			625.00	1	625.00 USD	<input type="checkbox"/>	<input type="button" value="edit"/>

Internal Note: no note
Requisition Type: Hosted/Punchout/Non-Catalog Item
Internal Attachments:

Supplier Attn To: no value
External Note: no note
Attachments for supplier:

Supplier subtotal: 625.00USD

Subtotal: 625.00
Total: 625.00 USD

2. Click on the FOAPAL Values tab

Available Actions: Add Comment

Requisition | PR Approvals | PO Preview | **Comments** | Attachments (1) | History

Summary | Ship To | Bill To | **FOAPAL Values** | Supplier Info

Hide value descriptions

FOAPAL Values

These values apply to all lines unless specified by line item

Index	Account	Commodity Code	Chart	<input type="button" value="edit"/>
FA526 Purchasing & Contracts	E19602 Supplies General Office	615 Office Supplies, General	1 Pace University	

For selected line items: Change Supplier

ABC Systems Corp. [more info...](#)

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>	<input type="button" value="edit"/>
1 Library books more info... FOAPAL Values (same as header)			625.00	1	625.00 USD	<input type="checkbox"/>	<input type="button" value="edit"/>

Supplier subtotal: 625.00USD

Subtotal: 625.00
Total: 625.00 USD

[See configuration for this requisition](#)

3. Click on the edit button in the Product Description to open the FOAPAL Values screen, allowing you to edit the value for either index or account codes.

4. Make the appropriate edits to the index or account code, and hit Save

The screenshot shows a form titled "FOAPAL Values" with four input fields: Index (FA526), Account (E19602), Commodity Code (615), and Chart (1). Each field has a dropdown menu with options "Select from profile values..." and "Select from all values...". The Index and Account fields are highlighted with red boxes. A red arrow points from the text above to the "Save" button, which is also circled in red.

Step 9: The final step is placing your order

➤ From the Requisition tab or Summary tab, click on Place Order

The screenshot shows the PACE UNIVERSITY e-Procurement Marketplace interface. The top navigation bar includes the university logo, "e-Procurement Marketplace", and user information (Marji Nelson). The main content area shows a breadcrumb trail: "Shop > My Carts and Orders > Open My Active Shopping Cart > Summary - 1252414 - Future Requisition". Below this is a progress bar with steps: General, Internal Info, Supplier Info, Ship To, Bill To, FOAPAL Values, and Final Review. The "Place Order" button is circled in red, and a red arrow points to it from the text above.

If done correctly, you will get the message below assigning you a requisition number.

The screenshot shows a "Requisition Information" message box with a green checkmark icon. The message reads: "Congratulations! You have successfully submitted your request. If you need to view or print a copy, click [Quick View](#) or view its status on the [Approvals Tab](#)." Below this is a summary of the requisition: "Here is a summary of the requisition. You can also retrieve this requisition at any time via the document history search page." A table follows with the following data:

Requisition number	1252414 view
Requisition status	Pending
Cart name	2014-11-21 mnelson 01
Requisition date	11/21/2014
Requisition total	625.00 USD
Number of line items	1

Below the table, it says: "What would you like to do next? Here are links to some common actions." followed by a list of links:

- [Search for another item](#)
- [View order history](#)
- [Check the status of an order](#)
- [Return to your home page](#)
- [Create new draft cart](#)

To check the status of your requisition

1. Click on the magnifying glass

Enter your requisition number in the field provided and click on the magnifying glass.

2. Click on the PR Approvals tab

Submitted
Marji Nelson
11/21/2014 3:43 PM

Banner Budget Check
Completed ✓
System

Non-PO Payments
Active ↻
view approvers

AP Review
Future →
view approvers
Expedite

Create PO
Future →
Expedite

Finish
Expedite

3. Click on the History tab

Click to filter history ?

Records found: 6

Line No	Date/Time	User	Step(s)	Action	Field Name	From	To	Note
	11/21/2014 3:44 PM	System	Banner Budget Check	Requisition approved				
	11/21/2014 3:43 PM	Marji Nelson		Requisition submitted				
	11/21/2014 3:33 PM	Marji Nelson		Line removed				
	11/21/2014 3:30 PM	Marji Nelson		New Line added		Form	empty	Item removed
Line 1	11/21/2014 12:22 PM	Marji Nelson		Requisition modified	Requisition Type	empty	Hosted/Punchout/Non-Catalog Item	
Line 1	11/21/2014 12:05 PM	Marji Nelson		New Line added		Form	empty	

To check the status of your Invoice and its Payment activity

Use the search tool on the E-Procurement Home Page to do a Document Search

- Click on the document icon, which can be found on the left toolbar under your shopping cart

The screenshot displays the Pace University e-Procurement Marketplace interface. The left sidebar features a toolbar with icons for home, shopping cart, document search, approvals, and settings. The 'Orders & Documents' menu is open, showing options: Document Search, Search Documents, View saved searches, and Download Export files. A red circle highlights the document icon in the toolbar, and a red arrow points from it to the 'Search Documents' option in the menu. Another red circle highlights the 'Search Documents' option, with a red arrow pointing to it from below. The main content area shows a search bar, navigation links, and various service tiles like 'FP - Change Order Request' and 'Showcase Services'.

- Click on Search Documents.

➤ Choose “Invoices” for your search

Search **Invoices** simple search

Go

Invoice Identification

Invoice Number(s)

Invoice Name

Supplier Invoice Number(s)

Invoice Information

Participant(s) 🔍

Invoiced By 🔍

Invoice Owner 🔍

Approved By 🔍

Date Invoice Creation Date (System) All Dates

Total Amount

Supplier 🔍

Supplier Account Number

Department 🔍

Item/Product Information

➤ Page down, check the Paid box under Payment Status and click Go

Invoice Type

PO Invoice PO Credit Memo

Non-PO Invoice Non-PO Credit Memo

Payment Status

In-Process Payable

Paid Cancelled

Status Flags

With Errors With Forced Matches

Has Substitute Items Has Non-PO Lines

Pending Auto-Match With Attachments

With Retainage

General		Addresses		Note/Attachments	
Invoice Type	Invoice	Remit To		External Note	<i>no note</i>
Pay Status	Paid	7910 Kentucky Drive		Internal Note	<i>no note</i>
Invoice Number	E0000135	Florence, KY		External Attachments	
Supplier Invoice No.	FG2-8	41042		Add Attachments	
Supplier Name	Staples  more info...	United States		Internal Attachments	
Transaction Date	11/13/2014	Address Id Remittance 1		Add Attachments	
Invoice Date	11/13/2014	Bill To			
Discount Date	<i>no value</i>	Pace University			
Due Date	11/20/2014	Accounts Payable Department			
	🔗 Is overridden	PO Box 2500			
Terms	0, Net 30	Briarcliff Manor, NY 10510-0352			
Terms Discount	0.00 USD	United States			
Invoice Name	<i>no value</i>				
Match Status	Unmatched	Payment Information		Discount, Tax, Shipping & Handling	
Invoice Source	Electronic	Payment Type	50	Discount, tax, shipping & handling	
Export Date	11/20/2014 10:36 AM	Check	Check	Allocation	Weighted
Contains substituted item (s)	x	Check Number	00191877	Header-level	
		Payment Amount	400.00	Terms Discount	0.00 USD
		Check Date	11/20/2014	Discount	0.00 USD
				Tax 1	0.00 USD
				Tax 2	0.00 USD
				Shipping	0.00 USD
				Handling	0.00 USD
				Total	400.00 USD

Your payment information is listed here