

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](#).

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, Angie Jazmin
You are currently logged in.

Navigation Menu: Home, Students, **Staff**, Faculty, Library, My Stuff, Reportal

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
- PM DP
- 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.scquest.com

You have asked to login to solutions.scquest.com

Step 2: Accessing the Special Payment Request Form

The screenshot displays the Pace University e-Procurement Marketplace interface. At the top, the header includes the Pace University logo, the text "e-Procurement Marketplace", and user information for Marji Nelson. A navigation bar shows "Action Items" with a count of 26 and "Notifications" with a count of 2. Below the header, 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 several categories, each with a dropdown arrow and a question mark icon:

- IT/Computer/Peripherals/Photo/Office Supplies**: Includes tiles for B&H, CDWG, DELL, and Staples (with a note: "Free shipping orders over \$50!").
- Maintenance/Repair/Operation**: Includes tiles for Grainger and WestChester Only.
- Medical/Science/Biological**: Includes tiles for Moore Medical Corp, Carolina Biological Supply, Fisher Scientific, Sigma Chemical Company, and VWR Scientific.
- Check Requests**: This section is highlighted with a red border and contains two tiles: "Independent Contractor Payment R..." and "Special Payment Request Form". The "Special Payment Request Form" tile is circled with a red dashed line.

On the left side of the page, there is a "Purchasing BLOG & Contracts" section with a "CLICK HERE" button. Below it, a "Purchasing Resources:" section lists several forms and documents, including a "Tax Exemption Certificate Request Form". At the bottom of this section, contact information for the purchasing office is provided: "If you have any questions, contact the Purchasing office at Ext. 22642 or email purchasing@pace.edu".

At the bottom of the page, there is a "My Resources" section with links for "purchasing@pace.edu" and "Site Map".

Choose Special Payment Request Form - This form should be used for check requests meeting the criteria as noted in the categories

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

Special Payment Request Form Available Actions: Add and go to Cart

Special Payment Request Form

Please check the appropriate box.
All documentation must be submitted as an attachment.



<p>Enter Supplier <input style="width: 100%;" type="text"/></p> <p style="font-size: x-x-small; text-align: center;">or supplier search</p>	<table style="width: 100%; border-collapse: collapse;"> <tr><td>Annuities/Royalties</td><td><input type="checkbox"/></td></tr> <tr><td>Awards (Student)</td><td><input type="checkbox"/></td></tr> <tr><td>Legal Expenses</td><td><input type="checkbox"/></td></tr> <tr><td>Benefits (HR Only)</td><td><input type="checkbox"/></td></tr> <tr><td>Petty Cash/Book Allowance (OSA Only)</td><td><input type="checkbox"/></td></tr> <tr><td>Membership/Subscriptions</td><td><input type="checkbox"/></td></tr> <tr><td>Entrance Fees</td><td><input type="checkbox"/></td></tr> <tr><td>Postage/Mail Expenses</td><td><input type="checkbox"/></td></tr> <tr><td>Library Expenses</td><td><input type="checkbox"/></td></tr> </table>	Annuities/Royalties	<input type="checkbox"/>	Awards (Student)	<input type="checkbox"/>	Legal Expenses	<input type="checkbox"/>	Benefits (HR Only)	<input type="checkbox"/>	Petty Cash/Book Allowance (OSA Only)	<input type="checkbox"/>	Membership/Subscriptions	<input type="checkbox"/>	Entrance Fees	<input type="checkbox"/>	Postage/Mail Expenses	<input type="checkbox"/>	Library Expenses	<input type="checkbox"/>	<table style="width: 100%; border-collapse: collapse;"> <tr><td>Program Refunds/Expenses</td><td><input type="checkbox"/></td></tr> <tr><td>Student Reimbursements</td><td><input type="checkbox"/></td></tr> <tr><td>Insurance Expenses</td><td><input type="checkbox"/></td></tr> <tr><td>Temporary Employee Agencies</td><td><input type="checkbox"/></td></tr> <tr><td>Taxes, Licenses & Permits</td><td><input type="checkbox"/></td></tr> <tr><td>Payroll Department Use</td><td><input type="checkbox"/></td></tr> <tr><td>Rent/Utilities/Leases</td><td><input type="checkbox"/></td></tr> <tr><td>College Fairs/Recruitment Expenses</td><td><input type="checkbox"/></td></tr> <tr><td>Charitable Donations</td><td><input type="checkbox"/></td></tr> </table>	Program Refunds/Expenses	<input type="checkbox"/>	Student Reimbursements	<input type="checkbox"/>	Insurance Expenses	<input type="checkbox"/>	Temporary Employee Agencies	<input type="checkbox"/>	Taxes, Licenses & Permits	<input type="checkbox"/>	Payroll Department Use	<input type="checkbox"/>	Rent/Utilities/Leases	<input type="checkbox"/>	College Fairs/Recruitment Expenses	<input type="checkbox"/>	Charitable Donations	<input type="checkbox"/>
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Remit To ?	Payment Information ?																																					
<p>Remit To Address</p> <p>Contact Name <input style="width: 100%;" type="text"/></p> <p>Street 1 <input style="width: 100%;" type="text"/></p> <p>Street 2 <input style="width: 100%;" type="text"/></p> <p>Street 3 <input style="width: 100%;" type="text"/></p> <p>City <input style="width: 100%;" type="text"/></p> <p>State <input style="width: 100%;" type="text"/></p> <p>Zip <input style="width: 100%;" type="text"/></p> <p>Country <input style="width: 100%;" type="text"/></p> <p>Email <input style="width: 100%;" type="text"/></p> <p>Phone <input style="width: 100%;" type="text"/></p> <p>Toll Free Phone <input style="width: 100%;" type="text"/></p> <p>Fax <input style="width: 100%;" type="text"/></p>	<p>Supplier Inv # <input style="width: 100%;" type="text"/></p> <p>Invoice Date <input style="width: 100%;" type="text"/></p> <p style="font-size: x-x-small;">mm/dd/yyyy</p> <p>Product Description <input style="width: 100%;" type="text"/></p> <p style="font-size: x-x-small;">254 characters remaining expand clear</p> <p>Line Item Invoice Total <input style="width: 100%;" type="text"/></p> <p>Is this expense associated with a Grant <input type="checkbox"/></p> <p>Is this expense related to a Restricted Gift/ Endowment <input type="checkbox"/></p>																																					
Attachments ?	Special Instructions ?	AP Use Only ?																																				
<p>Internal Attachments</p> <p><input type="button" value="Add Attachments"/></p>	<p>Please provide any necessary special instructions.</p> <p><input style="width: 100%; height: 50px;" type="text"/></p> <p style="font-size: x-x-small;">254 characters remaining expand clear</p>	<p>Due Date <input style="width: 100%;" type="text"/></p> <p style="font-size: x-x-small;">mm/dd/yyyy</p> <p>Payment Terms <input style="width: 50%;" type="text"/> % <input style="width: 20px;" type="text"/> Days <input style="width: 20px;" type="text"/> Net</p> <p style="font-size: x-x-small;">Discount</p>																																				

Step 3: Enter your supplier name

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

Special Payment Request Form

Special Payment Request Form

Enter Supplier

ABC

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

Choose from the drop down menu.

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

Special Payment Request Form		All
<p>Choose Supplier: ABC Systems Corp. more info... select different supplier</p> <p>Fulfillment Address Billing Address 1: (preferred) 1280 SAW MILL RIVER ROAD YONKERS, NY 10710 US</p> <p>Supplier (Vendor) Phone +1 (914) 375-5550</p> <p>Distribution The system will distribute purchase orders using the method(s) indicated below: Manual</p>	<p>Annuities/Royalties <input type="checkbox"/></p> <p>Awards (Student) <input type="checkbox"/></p> <p>Legal Expenses <input type="checkbox"/></p> <p>Benefits (HR Only) <input type="checkbox"/></p> <p>Petty Cash/Book Allowance (OSA Only) <input type="checkbox"/></p> <p>Membership/Subscriptions <input type="checkbox"/></p> <p>Entrance Fees <input type="checkbox"/></p> <p>Postage/Mail Expenses <input type="checkbox"/></p> <p>Library Expenses <input type="checkbox"/></p>	
Remit To ?		
<p>Remit To Address</p> <p>Remit To Location List</p> <div style="float: right; border: 1px solid gray; padding: 2px;"> Remittance 2 ▾ </div> <p>333 Saw Mill River Rd Yonkers, NY 10710</p> <p>United States Phone 1-914-3755550-</p>		

Step 4: Check the appropriate box which matches the type of service you are requesting payment for.

Available Actions:

**Please check the appropriate box.
All documentation must be submitted as an attachment.**



Annuities/Royalties	<input type="checkbox"/>	Program	<input type="checkbox"/>
Awards (Student)	<input type="checkbox"/>	Refunds/Expenses	<input type="checkbox"/>
Legal Expenses	<input type="checkbox"/>	Student Reimbursements	<input type="checkbox"/>
Benefits (HR Only)	<input type="checkbox"/>	Insurance Expenses	<input type="checkbox"/>
Petty Cash/Book Allowance (OSA Only)	<input type="checkbox"/>	Temporary Employee Agencies	<input type="checkbox"/>
Membership/Subscriptions	<input type="checkbox"/>	Taxes, Licenses & Permits	<input type="checkbox"/>
Entrance Fees	<input type="checkbox"/>	Payroll Department Use	<input type="checkbox"/>
Postage/Mail Expenses	<input type="checkbox"/>	Rent/Utilities/Leases	<input type="checkbox"/>
Library Expenses	<input type="checkbox"/>	College Fairs/Recruitment Expenses	<input type="checkbox"/>
		Charitable Donations	<input type="checkbox"/>

Note: You can choose more than one box

Step 5: Fill out the Payment Information fields. Line items that are “BOLDED” are required entries.

The screenshot shows a form titled "Payment Information" with the following fields and callouts:

- Supplier Inv #**: A text input field with callout 1: "1. Enter your Invoice #".
- Invoice Date**: A date picker field with callout 2: "2. Enter the date on the invoice". Below the field is the text "mm/dd/yyyy".
- Product Description**: A text area with callout 3: "3. Enter a product/service description". Below the field is the text "254 characters remaining" and "expand | clear".
- Line Item Invoice Total**: A text input field with callout 4: "4. Enter the total of your invoice."
- Below the form are two checkboxes:
 - Is this expense associated with a Grant
 - Is this expense related to a Restricted Gift/ Endowment

- 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 6: Your Special Payment Request requires you to attach your invoice or documentation.

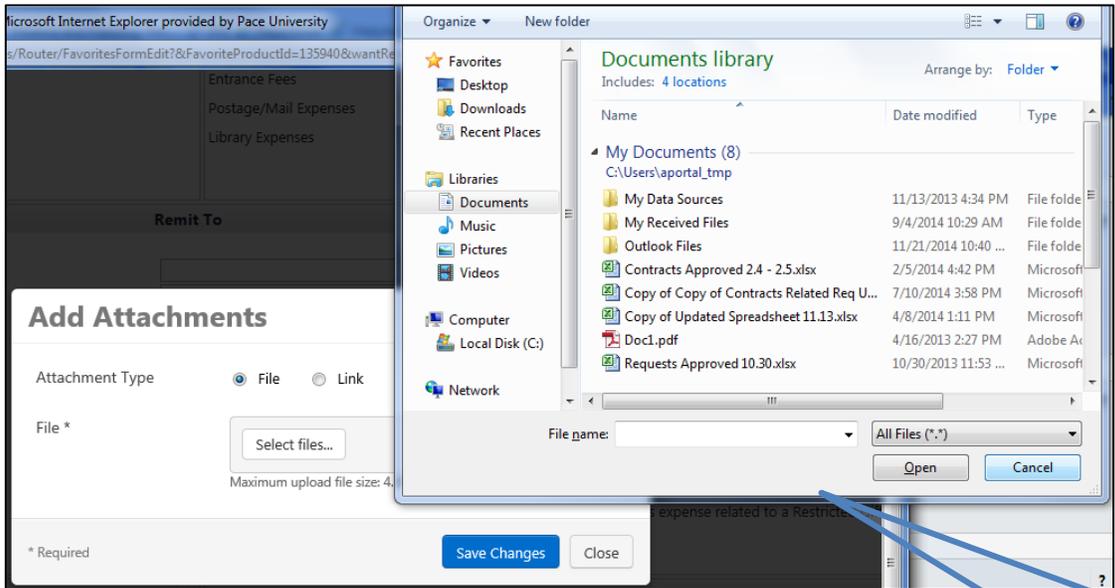
The screenshot shows two panels. The left panel is titled "Attachments" and contains a sub-section "Internal Attachments" with a button labeled "Add Attachments" circled in red. The right panel is titled "Special Instructions" and contains a text area with the placeholder text "Please provide any necessary special instructions." Below the text area, it says "254 characters remaining" and has "expand | clear" links.

Click "Add Attachment"

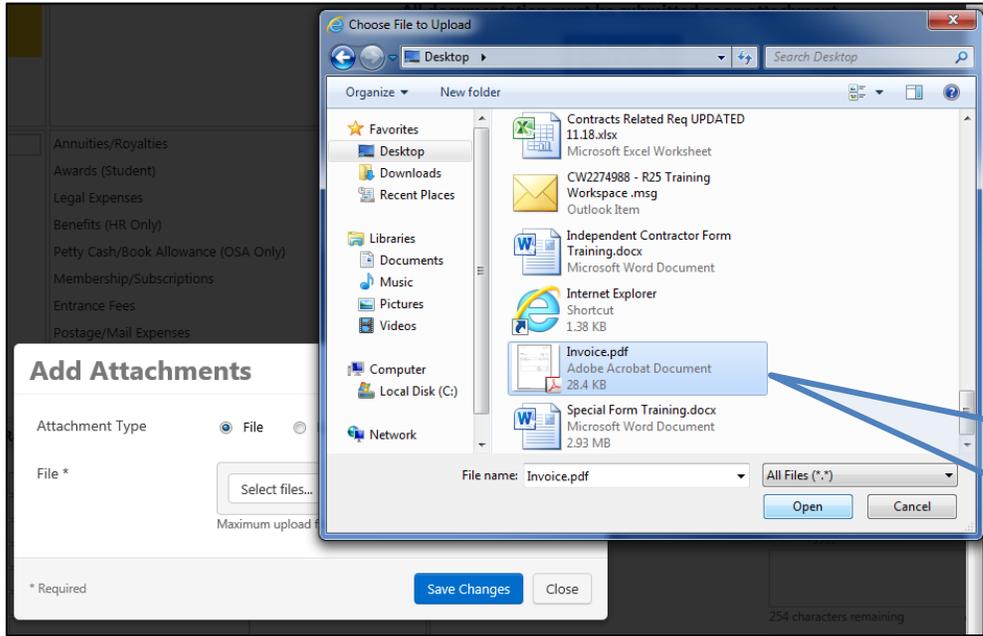
The "Add Attachments" dialog box has a title bar with a close button. It contains a section for "Attachment Type" with two radio buttons: "File" (selected) and "Link". Below this is a "File *" label and a "Select files..." button circled in red. Underneath the button, it says "Maximum upload file size: 4.88 MB". At the bottom, there is a "* Required" label, a "Save Changes" button, and a "Close" button.

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 [X]

Attachment Type File Link

File *

Select files... Done [✓]

Invoice.pdf 100% [X]

Maximum upload file size: 4.88 MB

* Required

Save Changes Close

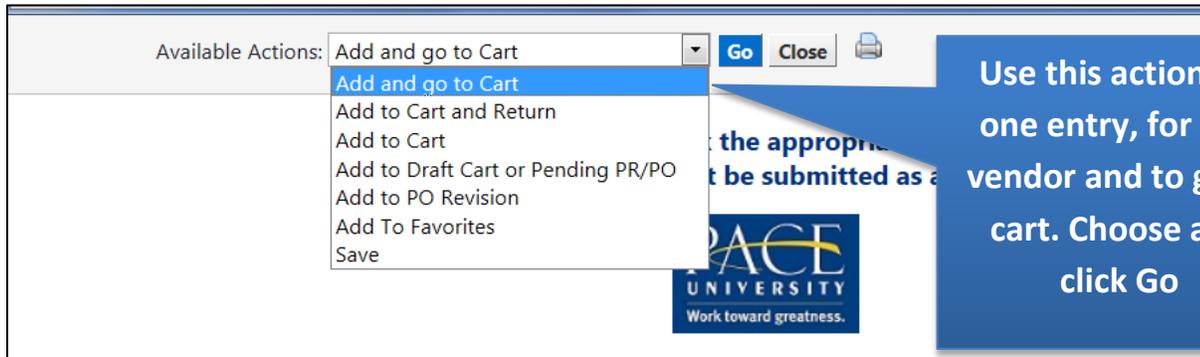
Click on "Save Changes"

Step 7: Enter special instructions if necessary

Attachments	Special Instructions
<p>Internal Attachments</p> <p>Add Attachments</p> <p>Invoice.pdf (28k) Remove</p>	<p>Please provide any necessary special instructions.</p> <p>254 characters remaining</p>

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.

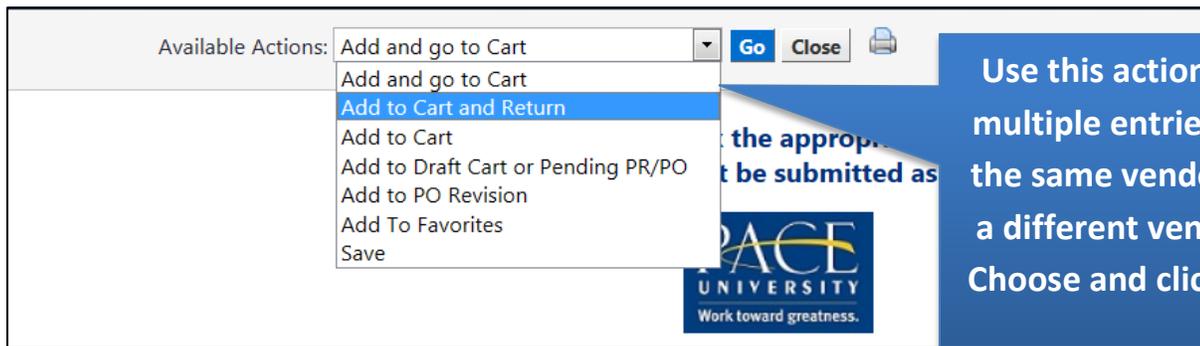
Step 8: At the top of your form, under Available Actions, from the drop down menu choose the appropriate action



Available Actions: Add and go to Cart Go Close

- 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

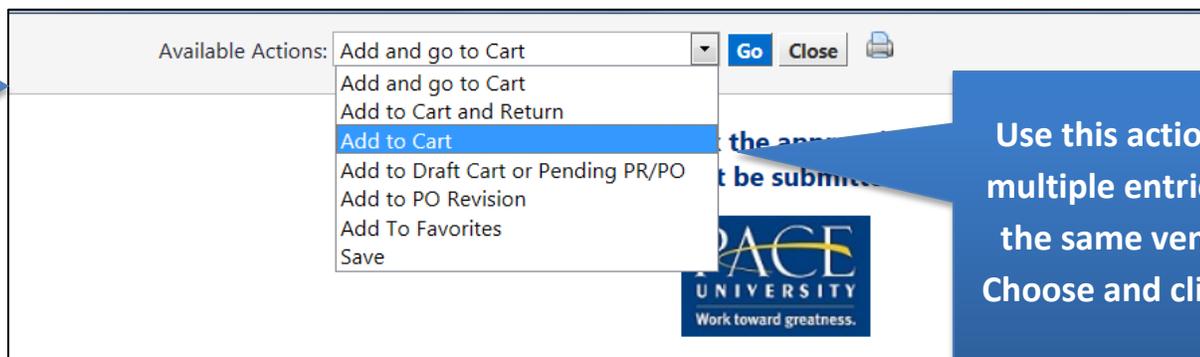
Use this action for one entry, for one vendor and to go to cart. Choose and click Go



Available Actions: Add and go to Cart Go Close

- 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

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



Available Actions: Add and go to Cart Go Close

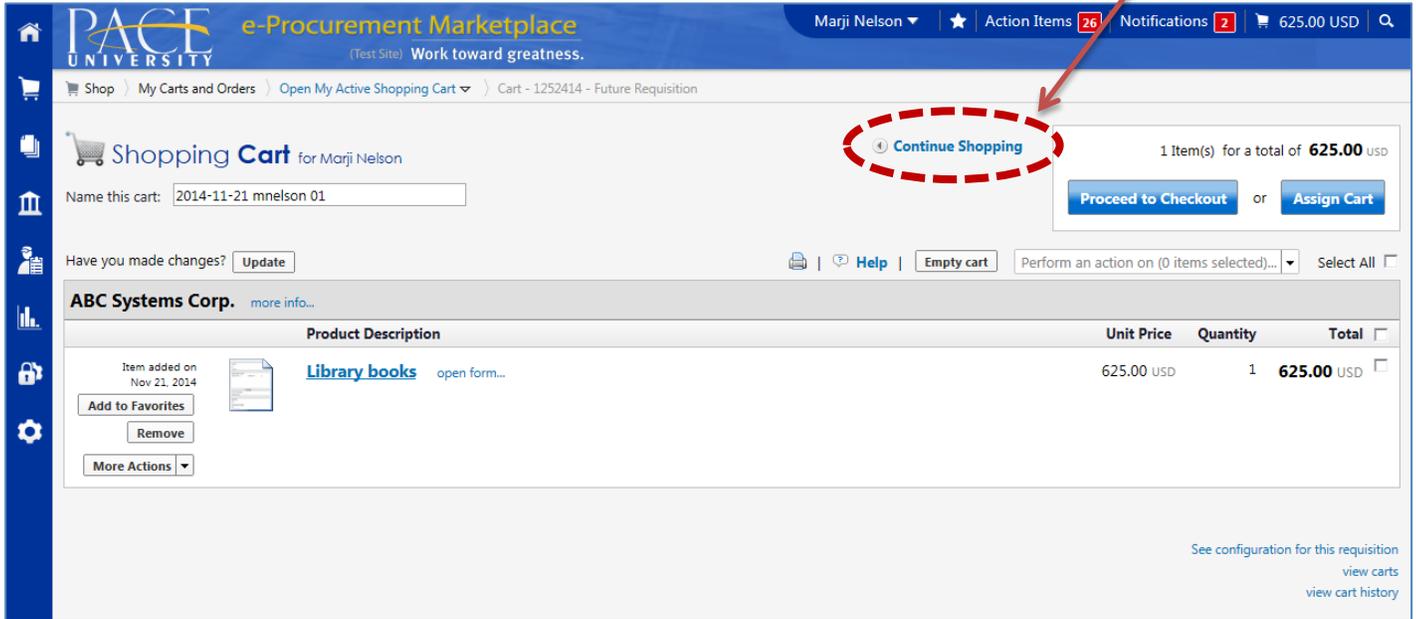
- Add and go to Cart
- Add to Cart and Return
- Add to Cart
- Add to Draft Cart or Pending PR/PO
- Add to PO Revision
- Add To Favorites
- Save

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

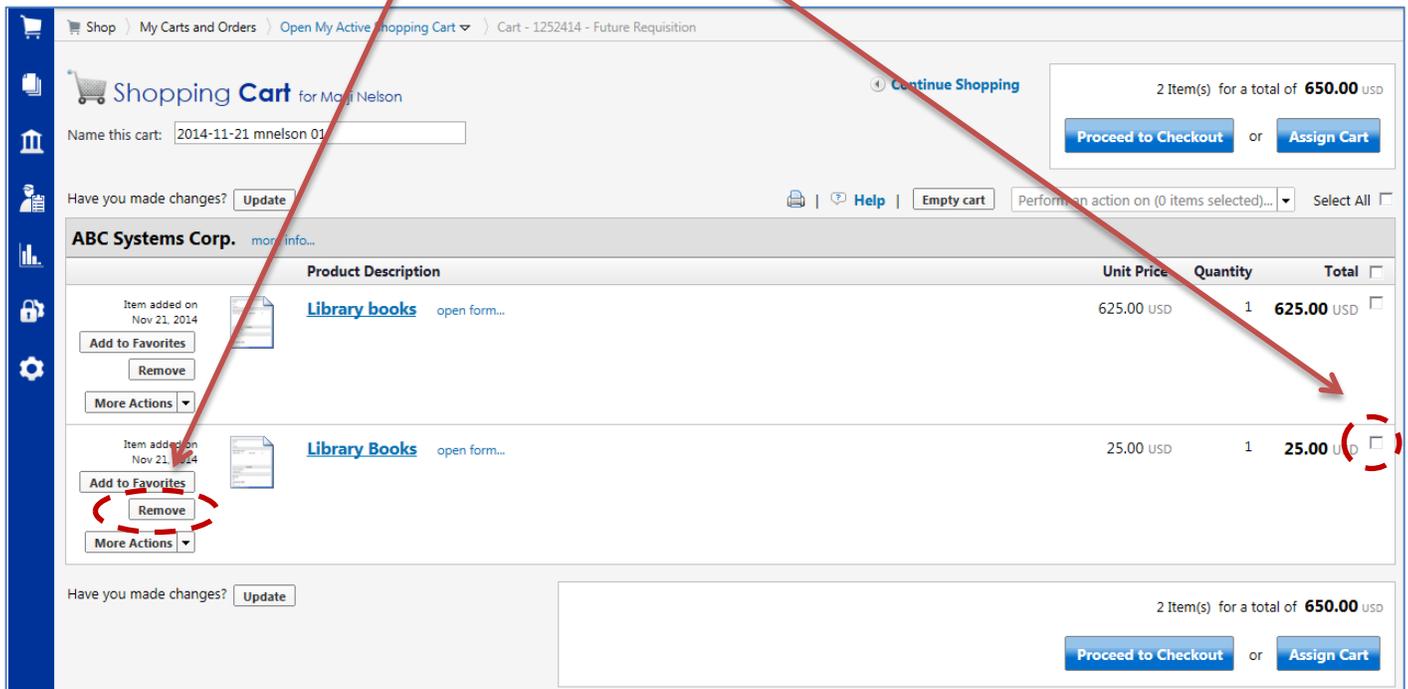
Note: When you have multiple entries, and your actions are complete, your final action would be “Add and go to Cart”.

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”**



- 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.



Step 9: Proceed to Checkout

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

The screenshot shows a shopping cart interface. At the top left, there is a 'More Actions' dropdown menu. Below it, an item is listed: 'Library Books' with a price of 25.00 USD and a quantity of 1, totaling 25.00 USD. There are buttons for 'Add to Favorites', 'Remove', and 'More Actions'. Below the item list, there is a section asking 'Have you made changes?' with an 'Update' button. At the bottom right, there is a summary: '2 Item(s) for a total of 650.00 USD'. Two buttons are present: 'Proceed to Checkout' (circled in red) and 'Assign Cart'.

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

The screenshot shows a navigation bar with a breadcrumb trail: 'Shop > My Carts and Orders > Open My Active Shopping Cart > Summary - 1252414 - Future Requisition'. Below the breadcrumb, there is a progress indicator with seven steps: 'General', 'Internal Info', 'Supplier Info', 'Ship To', 'Bill To', 'FOAPAL Values', and 'Final Review'. The 'Final Review' step is highlighted with a yellow arrow. To the right of the progress indicator, there are two buttons: 'Place Order' and 'Assign Cart', with the text 'or' between them.

- 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.

Shop > My Carts and Orders > Open My Active Shopping Cart > Summary - 1252414 - Future Requisition

General Internal Info Supplier Info Ship To Bill To FOAPAL Values Final Review

Place Order or Assign Cart

Return to shopping cart Continue Shopping

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.

Requisition PR Approvals PO Preview Comments Attachments (1) History

Summary Ship To Bill To FOAPAL Values Supplier Info

Hide header Hide value descriptions

General	Internal Info	Supplier Info
Cart Name: 2014-11-21 mnelson 01	Internal Note: no note	Note to all Suppliers: no note
Priority: Normal	Internal Attachments: Add Attachments	Accounting Date: no value
Description: no value		Attachments for all suppliers: Add Attachments
Prepared by: Marji Nelson		
Prepared for: Marji Nelson		

Check Request Information - AP Use Only

Payment Type: no value

Ship To	Bill To
ATTN TO: m nelson 2 DOW HALL 235 ELM ROAD DOW BRIARCLIFF MANOR, NY 10510 United States	Pace University Accounts Payable Department PO Box 2500 Briarcliff Manor, NY 10510-0352 United States

Delivery Options

- 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.

FOAPAL Values

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

View/edit by line item...

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
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

FOAPAL Values

Index	Account	Commodity Code	Chart
FA526 Select from profile values... Select from all values...	E19602 Select from profile values... Select from all values...	615 Select from profile values... Select from all values...	1 Select from profile values... Select from all values...

[add split](#)

[Save](#) [Cancel](#)

Step 10: The final step is placing your order

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

PACE UNIVERSITY e-Procurement Marketplace

Marji Nelson | Action Items 26 | Notifications 2 | 625.00 USD

Shop > My Carts and Orders > Open My Active Shopping Cart > Summary - 1252414 - Future Requisition

General Internal Info Supplier Info Ship To Bill To FOAPAL Values Final Review

[Place Order](#) or [Assign Cart](#)

[Return to shopping cart](#) [Continue Shopping](#)

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

Requisition Information

✔ **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](#).**

Here is a summary of the requisition. You can also retrieve this requisition at any time via the document history search page.

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

What would you like to do next? Here are links to some common actions.

- [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

The screenshot shows the top navigation bar of the PACE University e-Procurement Market. The search bar is located in the top right corner, with a magnifying glass icon circled in red. A red callout box points to the search bar with the text: "Enter your requisition number in the field provided and click on the magnifying glass." The search bar contains the text "All" in a dropdown menu and "1252414" in the input field. A "Go" button is visible to the right of the search bar.

2. Click on the PR Approvals tab

The screenshot shows the "PR Approvals" tab selected in the requisition details page. The "PR Approvals" tab is circled in red. The page displays a workflow diagram with several steps: "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), and "Finish" (Expedite). The "Available Actions" dropdown menu is set to "Add Comment".

3. Click on the History tab

The screenshot shows the "History" tab selected in the requisition details page. The "History" tab is circled in red. The page displays a table of history records. The table has columns: Line No, Date/Time, User, Step(s), Action, Field Name, From, To, and Note. The table shows 6 records.

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. At the top, the header includes the Pace University logo, the site name "e-Procurement Marketplace", and user information for "Marji Nelson". A navigation breadcrumb shows "Shop > Shopping > Dashboard > Shopping Home > Home/Shop". On the left, a vertical toolbar contains several icons, with the "document icon" circled in red. A dropdown menu is open from this icon, listing "Document Search", "Approvals", "Search Documents", "View saved searches", and "Download Export files". The "Search Documents" option is also circled in red. The main content area features a search bar with a "Go" button, a "News" section about a new vendor, and a "Showcase Services" section with various service tiles like "UsBank", "Purchasing & Contract", "Vendor Management System", "FP - Change Order Request", "Chartwells Dining", "Florist Order Form", "Non-Catalog", and "Sole Source Order".

- Click on Search Documents.

➤ Choose “Invoices” for your search

The screenshot shows a search interface with a vertical navigation bar on the left containing icons for home, user, reports, lock, and settings. The main search area has a dropdown menu with 'Invoices' selected, highlighted by a red dashed circle and a red arrow. To the right of the dropdown is a 'Go' button and the text 'simple search'. Below the search bar are sections for 'Invoice Identification', 'Invoice Information', and 'Item/Product Information', each with various input fields.

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

The screenshot shows filter options for the search. It includes sections for 'Invoice Type', 'Payment Status', and 'Status Flags'. The 'Payment Status' section is highlighted with a red box, and the 'Paid' checkbox is checked and circled with a red dashed line. A red arrow points from the 'Paid' checkbox back to the 'Go' button in the previous screenshot.

Invoice Type

- PO Invoice
- PO Credit Memo
- Non-PO Invoice
- Non-PO Credit Memo

Payment Status

- In-Process
- Paid
- Payable
- 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			
Terms	0, Net 30	PO Box 2500			
Terms Discount	0.00 USD	Briarcliff Manor, NY 10510-0352			
Invoice Name	<i>no value</i>	United States			
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