

## Step 1: Accessing the E-Procurement site

### ➤ Log into MyPace Portal

**PACE UNIVERSITY** MyPace Portal  
Work toward greatness.

Blackboard Student Email Staff / Faculty Email Law School Email

**Portal Login**

Username:  Password:

Login help  
New User?  
Forgot Username?  
Forgot Password?

SUBMIT CANCEL

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](mailto: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

**PACE UNIVERSITY** MyPace Portal  
Work toward greatness.

Blackboard Student Email Staff / Faculty Email Law School Email

My Account Content Layout Welcome Portal, Anna Jazmin  
You are currently logged in.

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 login)**  
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 login)**  
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 Special Payment Request Form

The screenshot displays the Pace University e-Procurement Marketplace interface. The top navigation bar includes the Pace University logo, the site title 'e-Procurement Marketplace', and user information for Marji Nelson. It also shows counts for Action Items (26) and Notifications (2), along with a shopping cart icon and a currency indicator (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 with expandable headers: 'IT/Computer/Peripherals/Photo/Office Supplies', 'Maintenance/Repair/Operation', and 'Medical/Science/Biological'. Each section contains tiles for various suppliers, including B&H, CDWG, DELL, and Staples. A red dashed circle highlights the 'Special Payment Request Form' tile within the 'Check Requests' section. A blue callout box on the left side of the page provides instructions on when to use this form.

**Pace University** e-Procurement Marketplace  
(Test Site) Work toward greatness.

Marji Nelson | Action Items 26 | Notifications 2 | 0.00 USD

**Purchasing BLOG**  
CLICK HERE & Contracts

**Purchasing Resources:**

- Tax Exemption Certificate Request Form
- PO Change Order Form
- Pace Purchasing Website
- Vendor Request Form
- Contract Administration
- Pace Approved Supplier List

If you have any questions, contact the Purchasing office at Ext. 22642 or email [purchasing@pace.edu](mailto:purchasing@pace.edu)

[update message]


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

**Check Requests**

- Independent Contractor Payment R...
- Special Payment Request Form**

**My Resources**  
[purchasing@pace.edu](mailto:purchasing@pace.edu)  
[Site Map](#)

**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: <a href="#">Add and go to Cart</a> <a href="#">Go</a> <a href="#">Close</a>	
<div style="background-color: #FFD700; padding: 5px; text-align: center;"> <b>Special Payment Request Form</b> </div>		<p>Please check the appropriate box. All documentation must be submitted as an attachment.</p> 	
<b>Enter Supplier</b> <input type="text"/> <small>or <a href="#">supplier search</a></small>	<input type="checkbox"/> 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"/> 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	
<b>Remit To</b> ?		<b>Payment Information</b> ?	
<b>Remit To Address</b> Contact Name: <input type="text"/> Street 1: <input type="text"/> Street 2: <input type="text"/> Street 3: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/> Country: <input type="text"/>		<b>Supplier Inv #</b> : <input type="text"/> <b>Invoice Date</b> : <input type="text"/> <input type="text"/> <b>Product Description</b> : <input type="text"/> <small>254 characters remaining <a href="#">expand</a>   <a href="#">clear</a></small> <b>Line Item Invoice Total</b> : <input type="text"/> Is this expense associated with a Grant: <input type="checkbox"/> Is this expense related to a Restricted Gift/ Endowment: <input type="checkbox"/>	
<b>Attachments</b> ?		<b>Special Instructions</b> ?	
<b>Internal Attachments</b> <input type="button" value="Add Attachments"/>		Please provide any necessary special instructions. <input type="text"/> <small>254 characters remaining <a href="#">expand</a>   <a href="#">clear</a></small>	
		<b>AP Use Only</b> ?	
		<b>Due Date</b> : <input type="text"/> <input type="text"/> <small>mm/dd/yyyy</small> <b>Payment Terms</b> : <input type="text"/> % <input type="text"/> Days <input type="text"/> Net	

### Step 3: Enter your supplier name

Special Payment Request Form

## Special Payment Request Form

Enter Supplier

ABC

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

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

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

<b>Choose Supplier:</b> ABC Systems Corp. <a href="#">more info...</a> <a href="#">select different supplier</a>	Annuities/Royalties <input type="checkbox"/>
<b>Fulfillment Address</b> Billing Address 1: (preferred) 1280 SAW MILL RIVER ROAD YONKERS, NY 10710 US	Awards (Student) <input type="checkbox"/>
<b>Supplier (Vendor) Phone</b> +1 (914) 375-5550	Legal Expenses <input type="checkbox"/>
<b>Distribution</b> The system will distribute purchase orders using the method(s) indicated below: Manual	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"/>

**Remit To** ?

Remit To Address


Remit To Location List

Remittance 2


333 Saw Mill River Rd  
Yonkers,  
NY  
10710

United States  
Phone 1-914-3755550-

**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.

  
Pace University  
Work toward greatness.

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 web form titled "Payment Information" with a question mark icon in the top right corner. The form contains the following fields and options:

- Supplier Inv #**: A text input field.
- Invoice Date**: A date picker with a calendar icon and the placeholder text "mm/dd/yyyy".
- Product Description**: A large text area with a "254 characters remaining" indicator and "expand | clear" links.
- Line Item Invoice Total**: A text input field.
- Is this expense associated with a Grant: ☐
- Is this expense related to a Restricted Gift/ Endowment: ☐

Four numbered callouts point to specific fields:

1. Enter your Invoice # (points to Supplier Inv #)
2. Enter the date on the invoice (points to Invoice Date)
3. Enter a product/service description (points to Product Description)
4. Enter the total of your invoice. (points to Line Item Invoice Total)

- 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.

**Attachments** ?

**Internal Attachments**

Add Attachments

**Special Instructions** ?

Please provide any necessary special instructions.

254 characters remaining

expand | clear

Click “Add Attachment”

**Add Attachments** ×

Attachment Type

☒ File ☐ Link

File \*

Select files...

Maximum upload file size: 4.88 MB

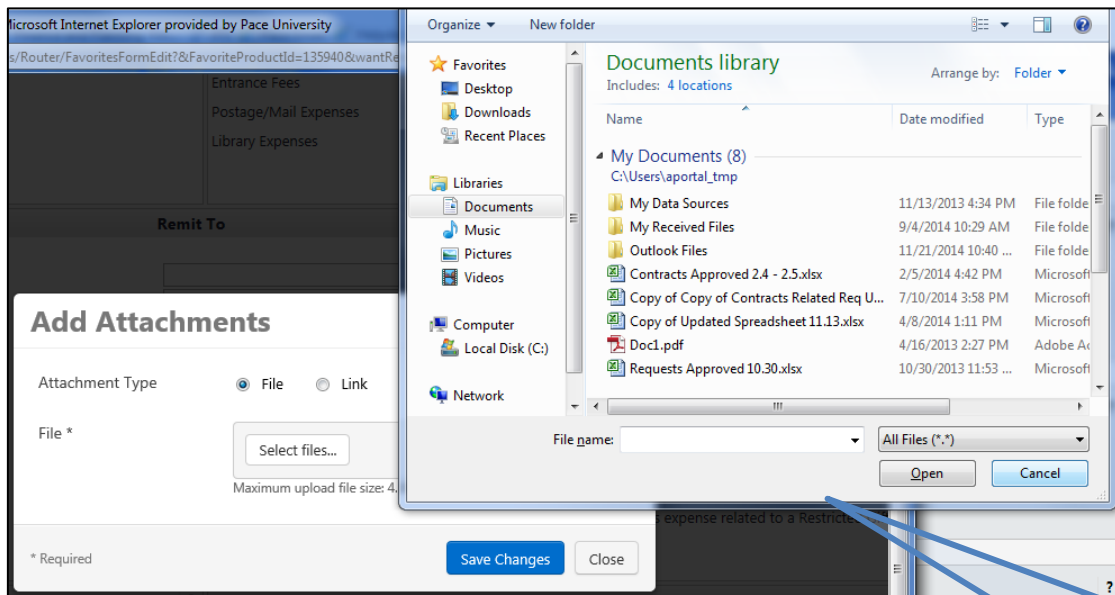
\* Required

Save Changes Close

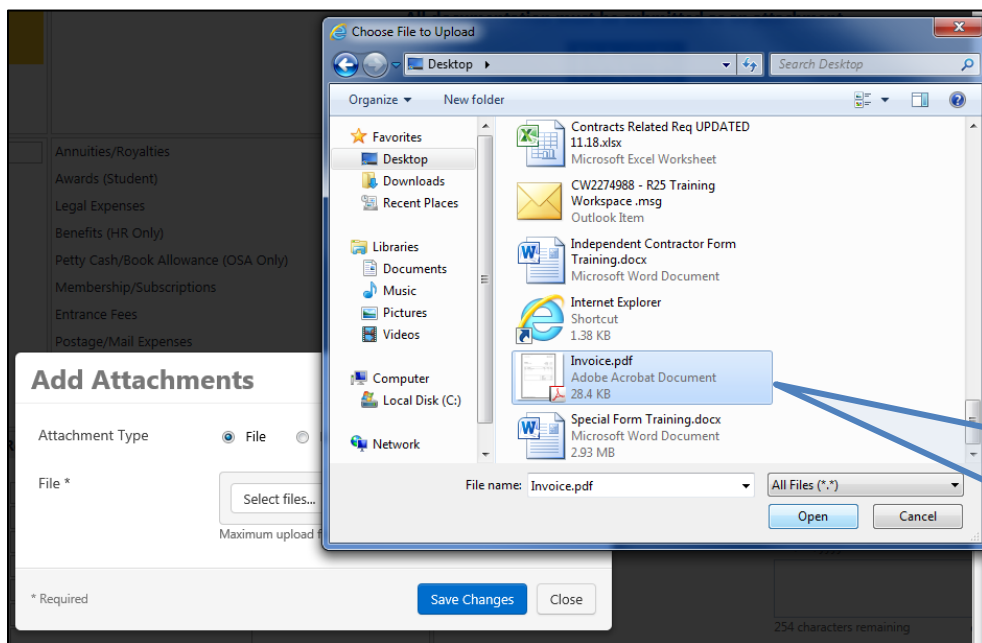
Choose your attachment type (Defaults to “File”)

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 \*

Select files...

Done ✓

Invoice.pdf

100% ✕

Maximum upload file size: 4.88 MB

\* Required

Save Changes

Close

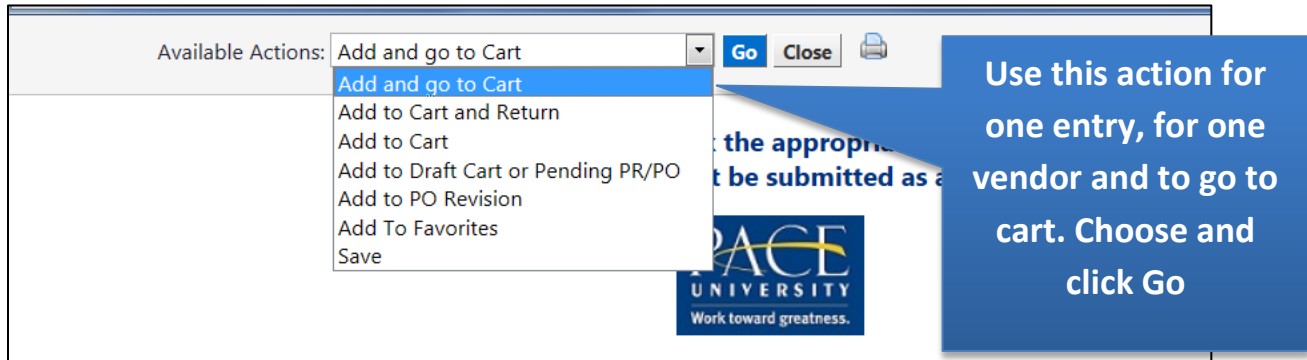
Click on "Save Changes"

**Step 7:** Enter special instructions if necessary

Attachments	Special Instructions
<p><b>Internal Attachments</b></p> <p>Add Attachments</p> <p>Invoice.pdf (28k) <span>Remove</span></p>	<p>Please provide any necessary special instructions.</p> <div></div> <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

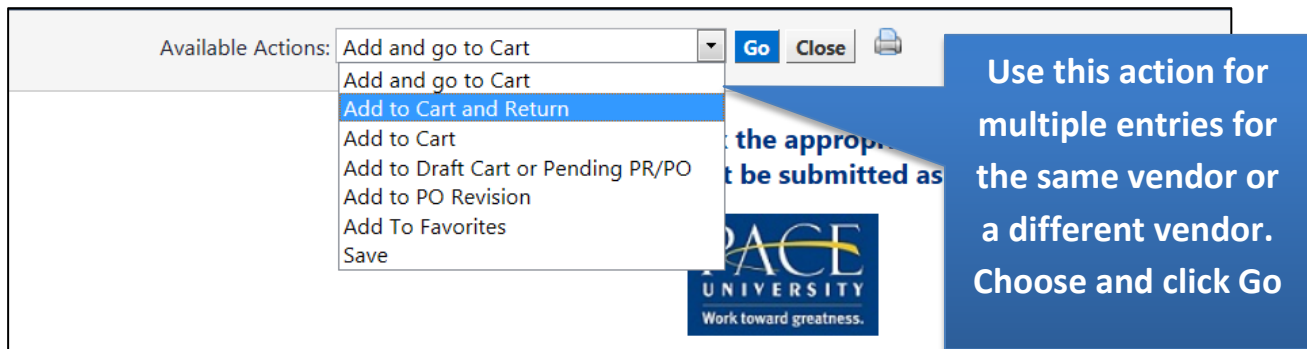


Available Actions: Add and go to Cart

- 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

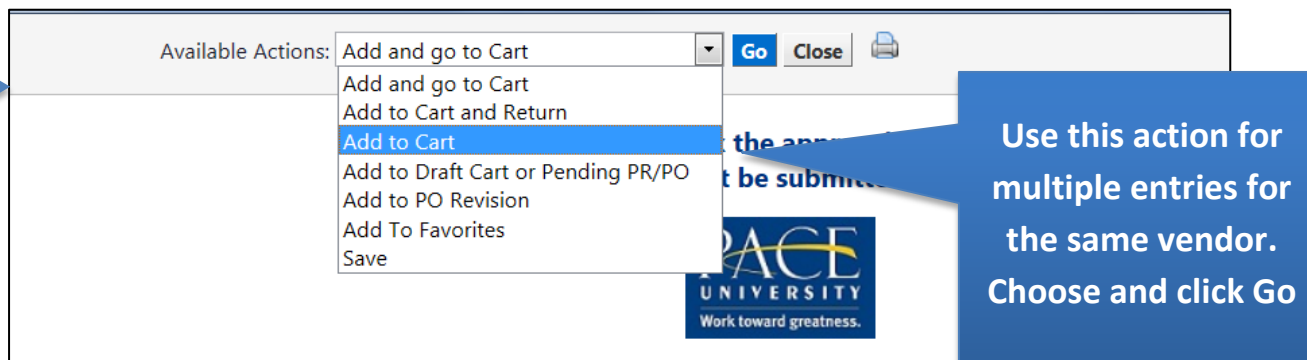


Available Actions: Add and go to Cart

- 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



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. 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? [Update](#)

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

Product Description	Unit Price	Quantity	Total
Item added on Nov 21, 2014 <a href="#">Library books</a> open form... <a href="#">Add to Favorites</a> <a href="#">Remove</a> <a href="#">More Actions</a>	625.00 USD	1	625.00 USD

See configuration for this requisition  
[view carts](#)  
[view cart history](#)

- 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? [Update](#)

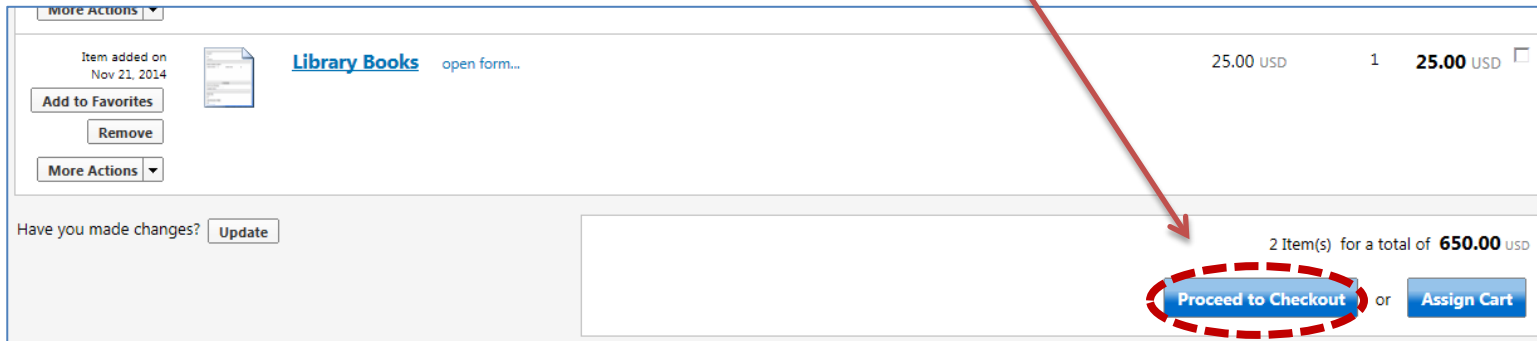
ABC Systems Corp. [more info...](#)

Product Description	Unit Price	Quantity	Total
Item added on Nov 21, 2014 <a href="#">Library books</a> open form... <a href="#">Add to Favorites</a> <a href="#">Remove</a> <a href="#">More Actions</a>	625.00 USD	1	625.00 USD
Item added on Nov 21, 2014 <a href="#">Library Books</a> open form... <a href="#">Add to Favorites</a> <a href="#">Remove</a> <a href="#">More Actions</a>	25.00 USD	1	25.00 USD

Have you made changes? [Update](#)

## Step 9: Proceed to Checkout

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



Item added on Nov 21, 2014

[Library Books](#) open form...

25.00 USD 1 25.00 USD

Add to Favorites

Remove

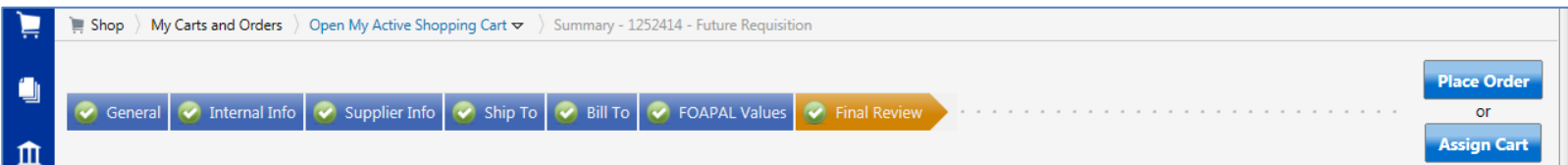
More Actions

Have you made changes? [Update](#)

2 Item(s) for a total of **650.00** USD

[Proceed to Checkout](#) or [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



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

- 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		Accounting Date	no value
Description	no value	Add Attachments		Attachments for all suppliers	
Prepared by	Marji Nelson			Add Attachments	
Prepared for	Marji Nelson				
Check Request Information - AP Use Only					
Payment Type	no value				

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

View/edit by line item...

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	E19602	615	1	
Purchasing & Contracts	Supplies General Office	Office Supplies, General	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](#) [Go](#)

PO Number To Be Assigned [edit](#)

Customer Account # no value

Pricing/Discount Code no value

[View/edit by line item...](#)

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 Library books <a href="#">more info...</a>			625.00	1	625.00 USD	<a href="#">edit</a>

Internal Note no note

Requisition Type Hosted/Punchout/Non-Catalog Item

Internal Attachments Hosted/Punchout/Non-Catalog Item

[Add Attachments](#)

Supplier Attn To: no value

External Note no note

Attachments for supplier

[Add Attachments](#)

Supplier subtotal 625.00USD

Subtotal 625.00

Total 625.00 USD

2. Click on the FOAPAL Values tab

Available Actions: [Add Comment](#) [Go](#)

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	
FA526	E19602	615	1	<a href="#">edit</a>
Purchasing & Contracts	Supplies General Office	Office Supplies, General	Pace University	

For selected line items: [Change Supplier](#) [Go](#)

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

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 Library books <a href="#">more info...</a>			625.00	1	625.00 USD	<a href="#">edit</a>

FOAPAL Values (same as header)

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 the 'FOAPAL Values' form. It has four main sections: Index, Account, Commodity Code, and Chart. The Index field contains 'FA526' and the Account field contains 'E19602'. Both fields have dropdown menus with 'Select from profile values...' and 'Select from all values...' options. The Commodity Code field contains '615' and the Chart field contains '1'. At the bottom, there are 'Save' and 'Cancel' buttons. A red dashed box highlights the 'Save' button, and a red arrow points from the text 'hit Save' in the header to this button.

**Step 10:** 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). Below the navigation bar, there's a breadcrumb trail: 'Shop > My Carts and Orders > Open My Active Shopping Cart > Summary - 1252414 - Future Requisition'. A progress bar shows steps: General, Internal Info, Supplier Info, Ship To, Bill To, FOAPAL Values, and Final Review. On the right side, there are 'Place Order' and 'Assign Cart' buttons. A red dashed box highlights the 'Place Order' button, and a red arrow points from the text 'click on Place Order' in the header to this button.

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

The screenshot shows a 'Requisition Information' message. It starts with a green checkmark icon and the text: '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, it says: '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 <a href="#">view</a>
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

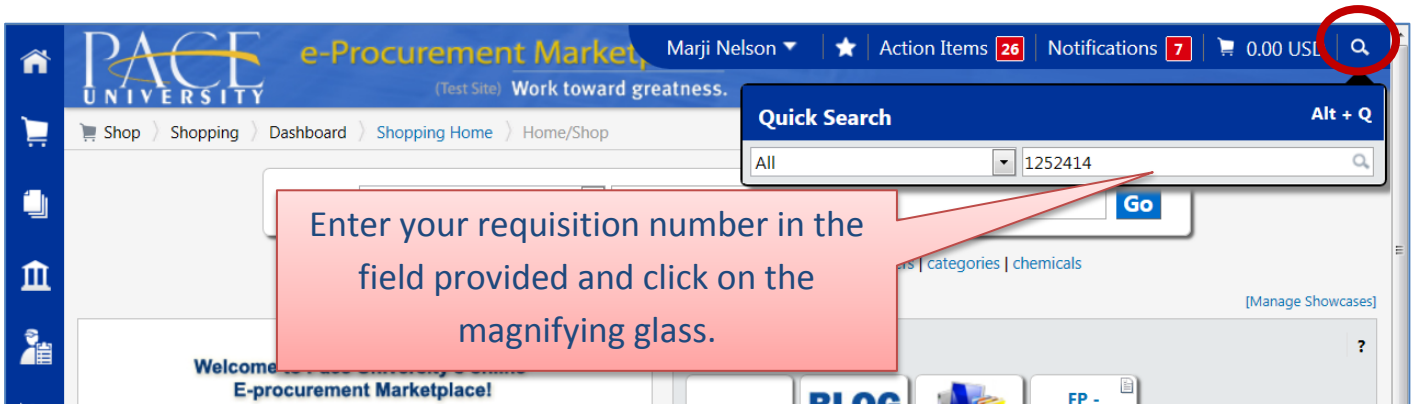
Below the table, it says: 'What would you like to do next? Here are links to some common actions.'

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

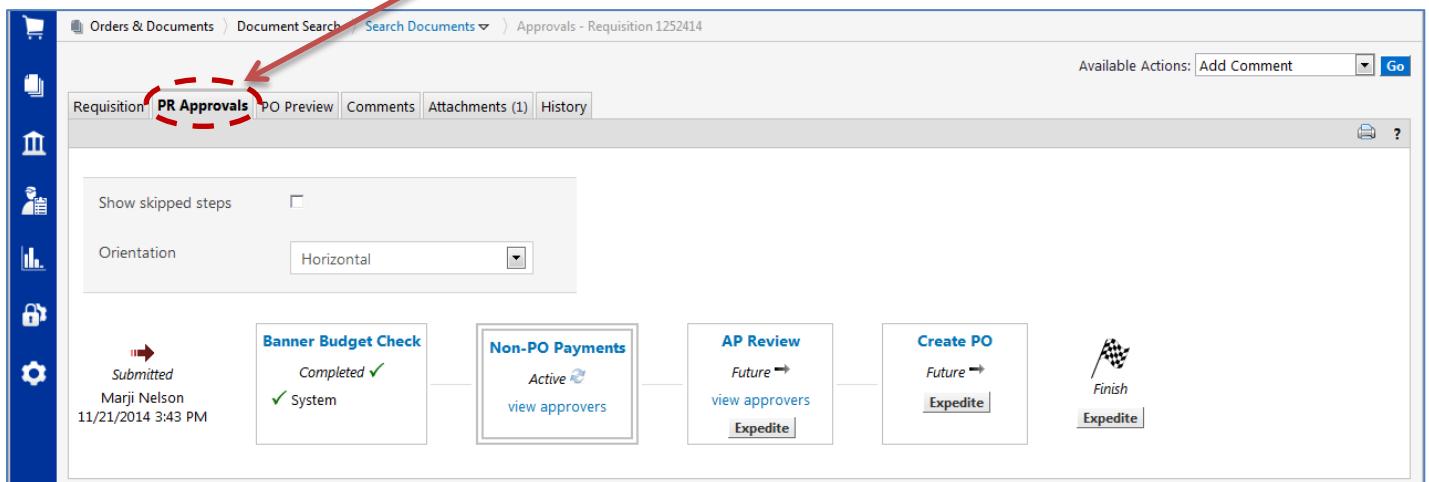


## To check the status of your requisition

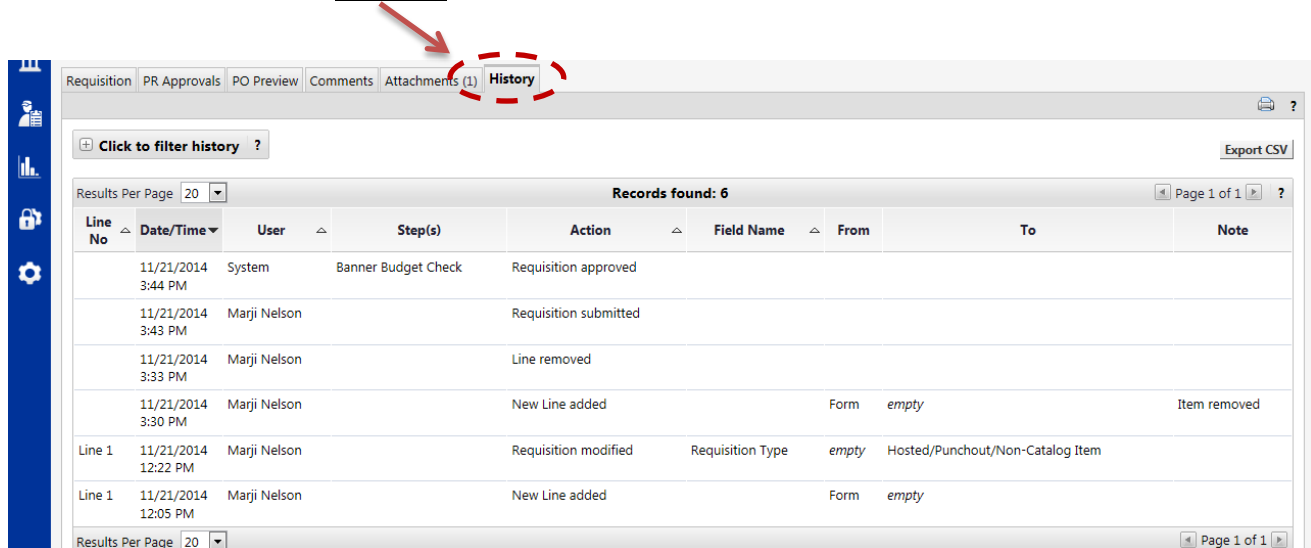
### 1. Click on the magnifying glass



### 2. Click on the PR Approvals tab



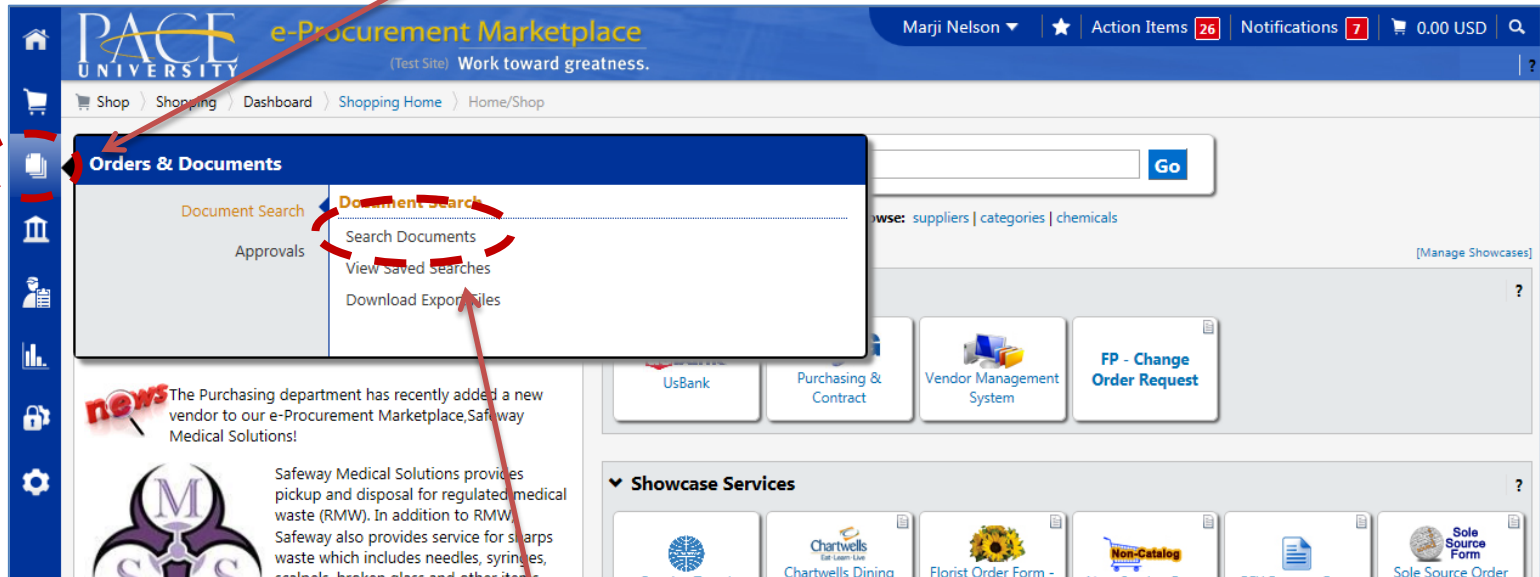
### 3. Click on the History tab



## To check the status of your Invoice and its Payment activity

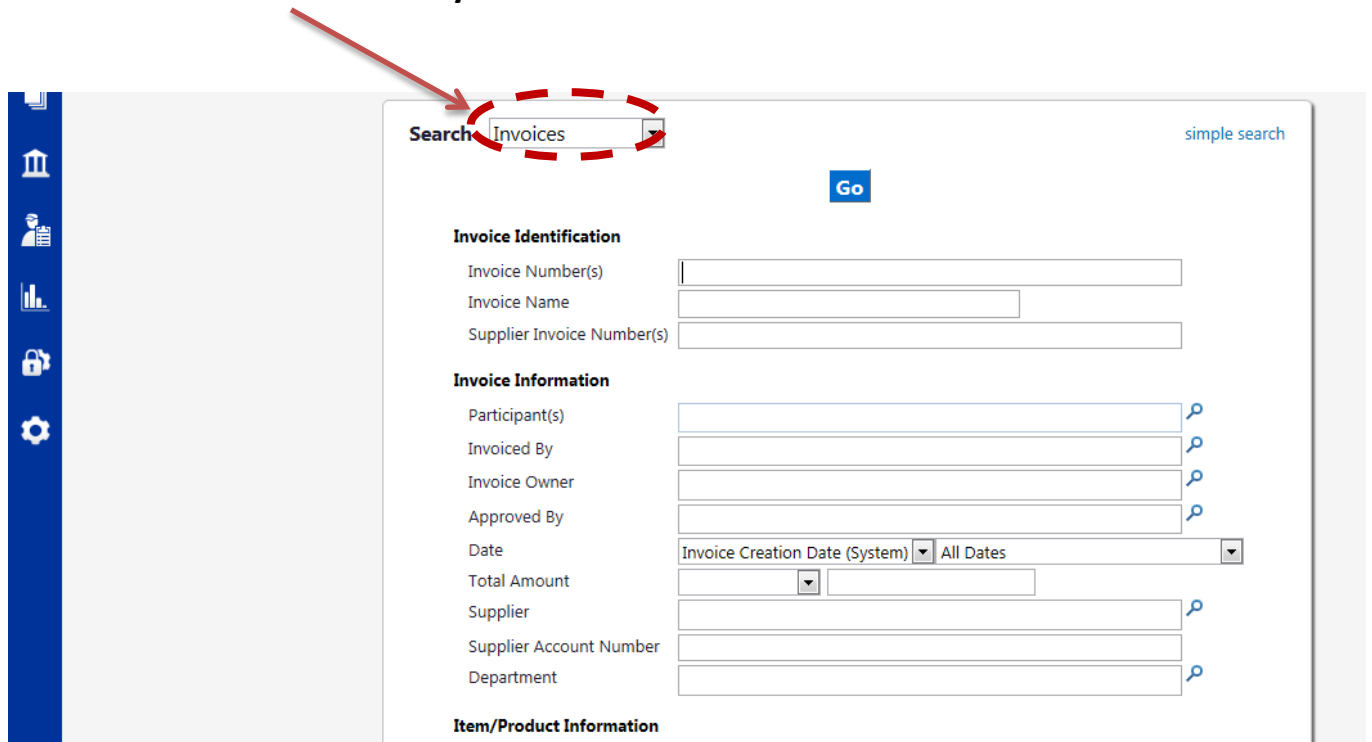
Use the search tool on the E-Procurement Home Page to do a Document Search

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



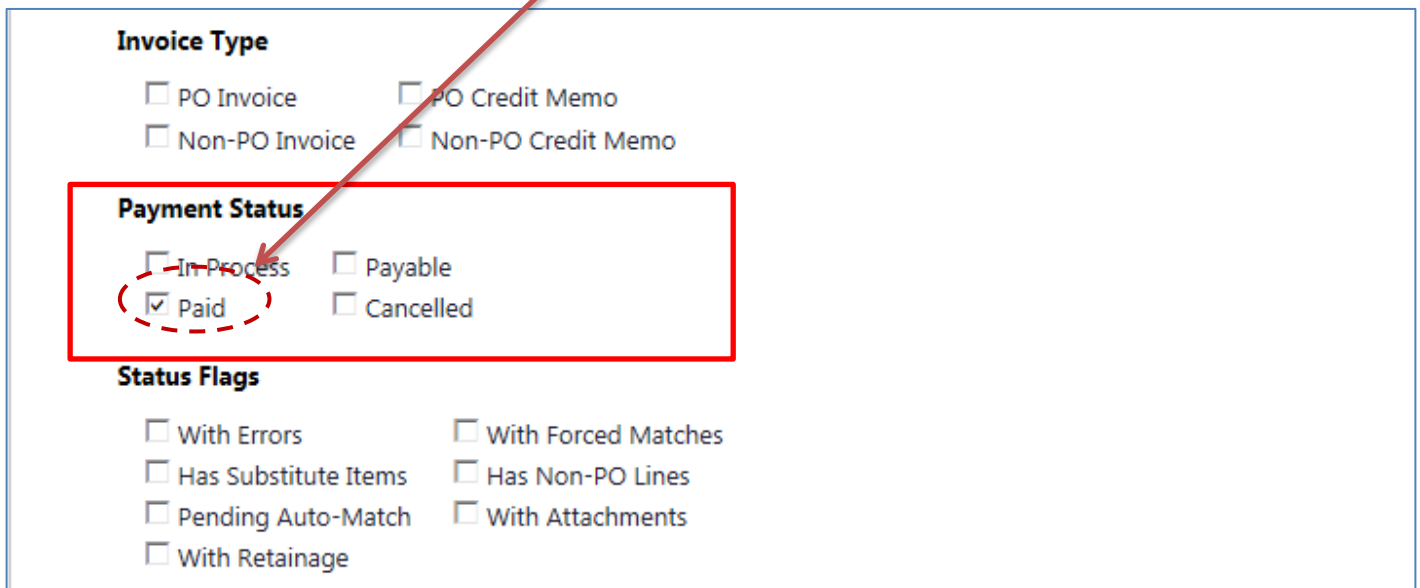
- Click on Search Documents.

- Choose “Invoices” for your search






The screenshot shows a search interface with a sidebar on the left containing icons for home, user, reports, security, and settings. The main content area has a search bar with the word "Invoices" selected in a dropdown menu. A red dashed circle highlights the dropdown, and a red arrow points to it from the instruction above. To the right of the search bar is a "Go" button and a "simple search" link. Below the search bar are three sections: "Invoice Identification" with fields for Invoice Number(s), Invoice Name, and Supplier Invoice Number(s); "Invoice Information" with fields for Participant(s), Invoiced By, Invoice Owner, Approved By, Date (with a dropdown for "Invoice Creation Date (System)" and "All Dates"), Total Amount, Supplier, Supplier Account Number, and Department; and "Item/Product Information" which is currently empty.

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



The screenshot shows a filter section with three main categories: "Invoice Type", "Payment Status", and "Status Flags". Under "Invoice Type", there are four checkboxes: PO Invoice, PO Credit Memo, Non-PO Invoice, and Non-PO Credit Memo. Under "Payment Status", there are four checkboxes: In-Process, Payable, Paid (which is checked and circled with a red dashed line), and Cancelled. A red arrow points from the instruction above to the "Paid" checkbox. Under "Status Flags", there are seven checkboxes: With Errors, With Forced Matches, Has Substitute Items, Has Non-PO Lines, Pending Auto-Match, With Attachments, and With Retainage.

General ?		Addresses		Pace University	Note/Attachments ?
Invoice Type	Invoice <a href="#">edit</a>	<b>Remit To</b> <a href="#">edit</a>	External Note <i>no note</i> <a href="#">edit</a> Internal Note <i>no note</i>		
Pay Status	Paid	7910 Kentucky Drive	External Attachments <a href="#">Add Attachments</a>		
Invoice Number	E0000135	Florence, KY 41042	Internal Attachments <a href="#">Add Attachments</a>		
Supplier Invoice No.	FG2-8	United States			
Supplier Name	Staples  <a href="#">more info...</a>	Address Id Remittance 1			
Transaction Date	11/13/2014 <a href="#">edit</a>	<b>Bill To</b> <a href="#">edit</a>			
Invoice Date	11/13/2014	Pace University			
Discount Date	<i>no value</i>	Accounts Payable Department			
Due Date	11/20/2014  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 <a href="#">edit</a>	<b>Payment Information</b> ?	<b>Discount, Tax, Shipping &amp; Handling</b> ?		
Invoice Source	Electronic	Payment Type 50 <a href="#">edit</a>	Discount, tax, shipping & handling <a href="#">edit</a>		
Export Date	11/20/2014 10:36 AM	Check	Allocation Weighted Header-level		
Contains substituted item (s)		Check Number 00191877 <a href="#">edit</a>	Terms Discount 0.00 USD		
		Payment Amount 400.00	Discount 0.00 USD		
		Check Date 11/20/2014	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