# 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 supported by NIC. If you have any questions or issues processing your quarterly payment, please contact **accounting@periscopeholdings.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 (shown as Pay volume sales report in the screenshot below).
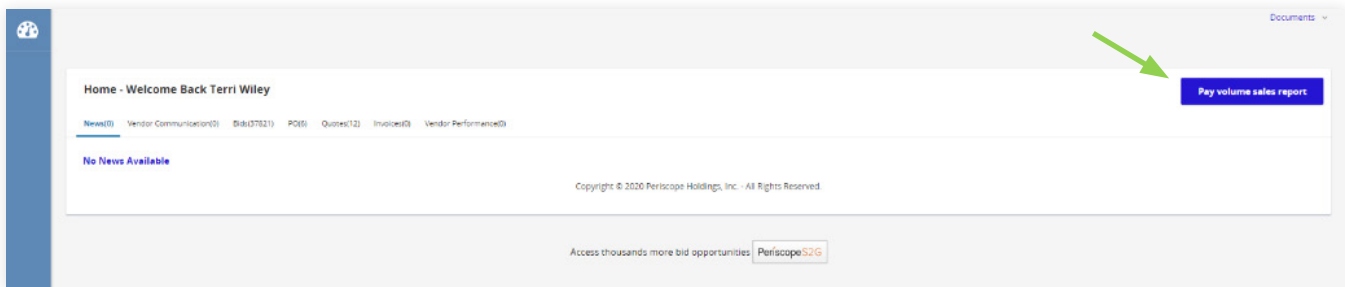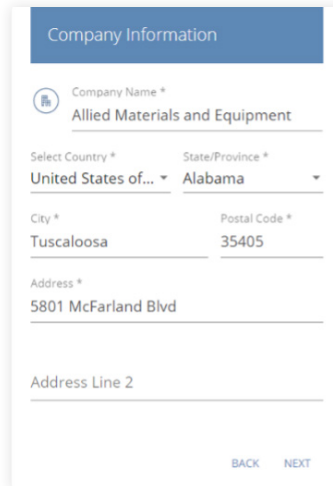

4. If it's your first time accessing Reconciler, you will need to create or join an S2G company. If not, skip to Step 5 below.
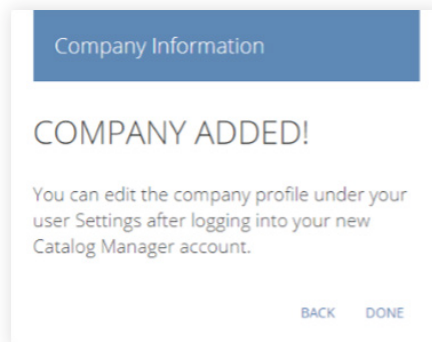
   ✓ Type in your Company Name

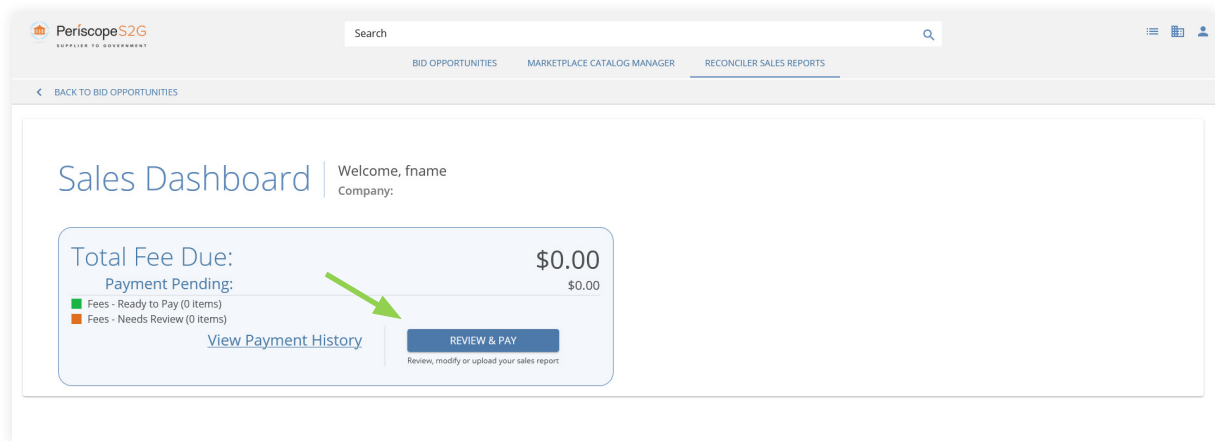✓ Your Company Information will be pre-populated from your data in ARBuy. You may edit it as needed.

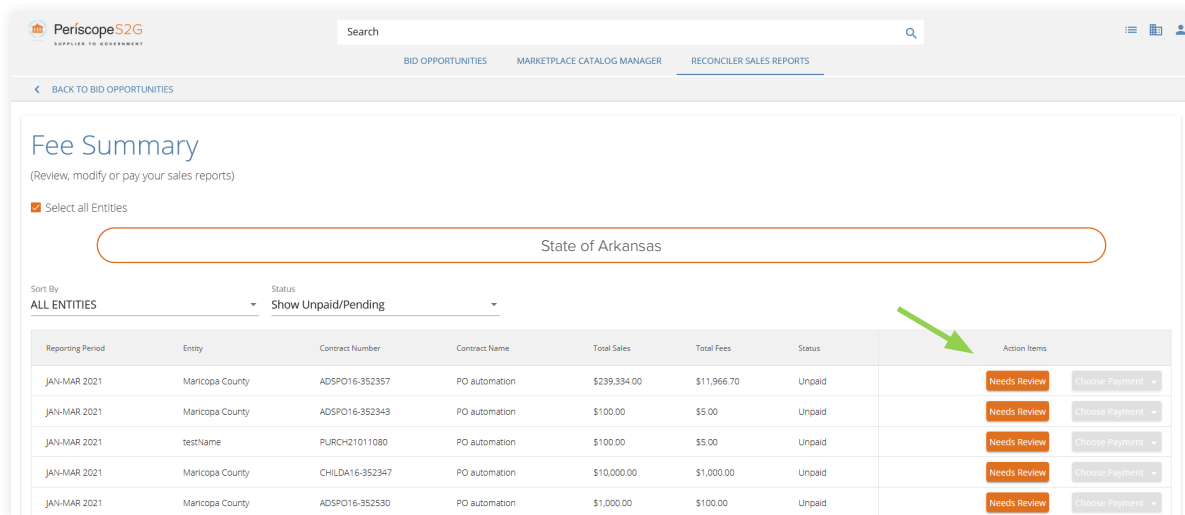✓ Your Company will be added, and you're all set to begin the process of paying your supplier convenience fees.

You will now be redirected to the Reconciler Dashboard.

5. On the Reconciler Dashboard, click on "Review & Pay" in the Total Fee Due section.

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, you will have multiple records that should be reviewed and processed).

7. You have two options at this point:

   ✓ If you have no sales to report during the period, click the circle next to "Report $0 Dollars."

   ✓ If you have sales to report during the period, click the circle next to "Individual Line Items One at a Time."

      • NOTE: You will be able to upload line items via CSV spreadsheet starting October 2021.

8. The screen will display instructions for how to enter the required data. Click anywhere on the instruction screen to continue.

9. Click on the "Expand" button on the far right of the first data entry row.

10. Enter the Total Amount of Sales for the period in the field "Add Sales Amount."

11. Based on your input of the Net Sales Amount, the system calculates the Admin Fee (Supplier Convenience Fee) for the quarter. Click "Save & Exit" and then click "Ready to Pay."

12. Close the "Sales Detail View" page.

13. Scroll to the bottom of the Sales Summary page. Click your acknowledgment that the information you are reporting is accurate, then Choose Payment.

✓ If you are paying via ACH or check, follow the instructions displayed.

✓ If you are paying online, you will continue to the checkout portal to pay your fees.

✓ 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."

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

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

15. A message will indicate your payment is processing. Do not hit the back button during this time.

16. A payment receipt confirmation will appear which you can print using the "Print" button if desired.

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

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

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