

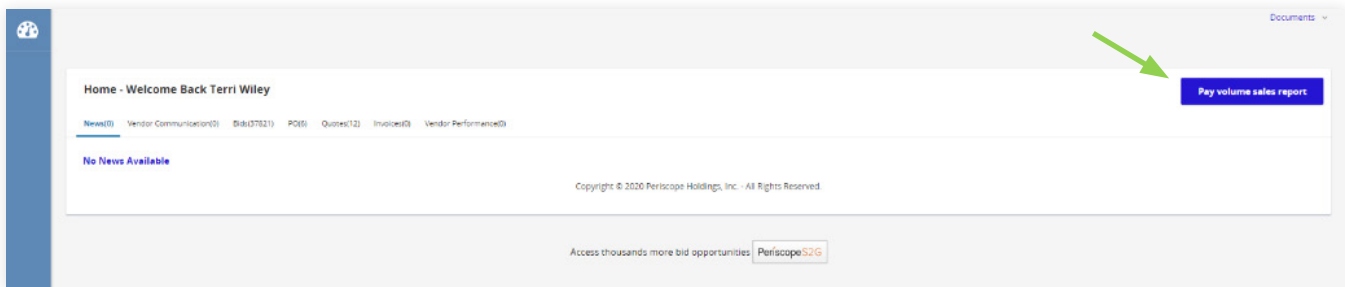


ARBuy Statewide Supplier Guide for Remitting Supplier Convenience Fee Payments via ARBuy

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).

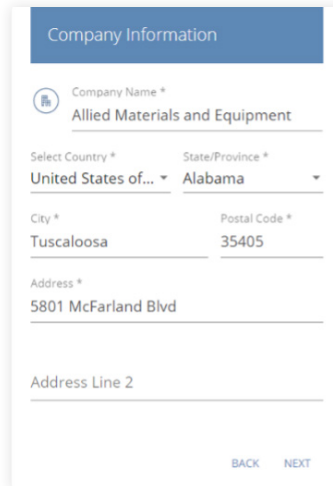


4. If it's your first time accessing Reconciler, you will need to create or join an S2G company. If not, skip to Step 5 below.

✓ Type in your Company Name

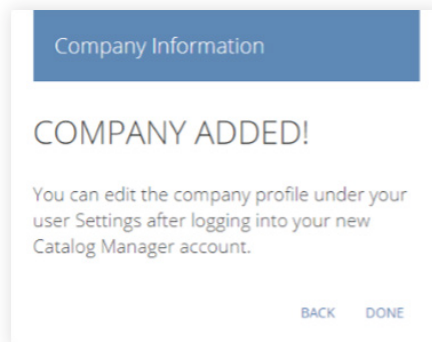
A screenshot of the "Join or Create a Company" form in the Periscope Reconciler. The form has a blue header with the text "Join or Create a Company". Below the header, the "Periscope Reconciler" logo is displayed. Underneath the logo, there is a text input field labeled "Company Name *" with a green arrow pointing to it. Below the input field, there is a hint text that says "Type company name or select company from list". At the bottom right of the form, there is a "NEXT" button.

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



The screenshot shows a 'Company Information' form. At the top is a blue header with the text 'Company Information'. Below it is a form with several fields: 'Company Name *' with the value 'Allied Materials and Equipment'; 'Select Country *' with a dropdown menu showing 'United States of...'; 'State/Province *' with a dropdown menu showing 'Alabama'; 'City *' with the value 'Tuscaloosa'; 'Postal Code *' with the value '35405'; 'Address *' with the value '5801 McFarland Blvd'; and 'Address Line 2' which is empty. At the bottom right of the form are two buttons: 'BACK' and 'NEXT'.

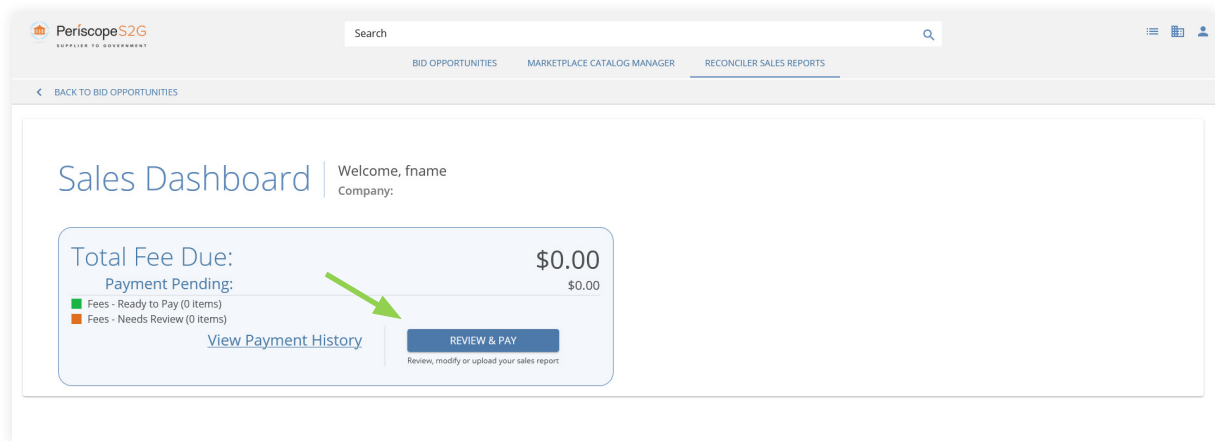
- ✓ Your Company will be added, and you're all set to begin the process of paying your supplier convenience fees.



The screenshot shows a confirmation screen titled 'Company Information' in a blue header. Below the header, the text 'COMPANY ADDED!' is displayed in large, bold, black letters. Underneath, a message reads: 'You can edit the company profile under your user Settings after logging into your new Catalog Manager account.' At the bottom right of the screen are two buttons: 'BACK' and 'DONE'.

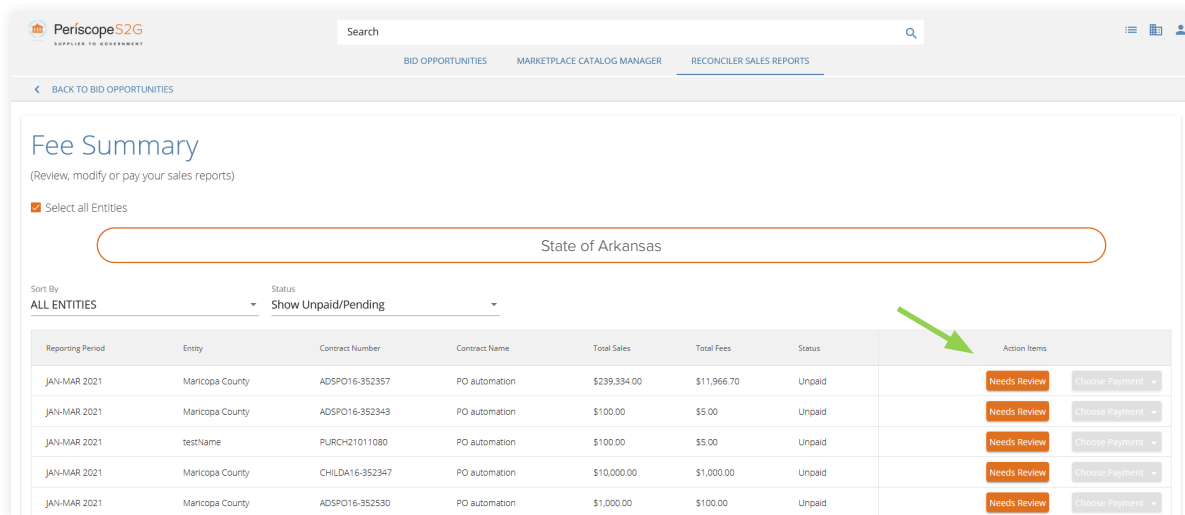
You will now be redirected to the Reconciler Dashboard.

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



The screenshot shows the 'Sales Dashboard' on the 'RECONCILER SALES REPORTS' tab. The dashboard has a header with the PeriscopeS2G logo, a search bar, and navigation links for 'BID OPPORTUNITIES', 'MARKETPLACE CATALOG MANAGER', and 'RECONCILER SALES REPORTS'. Below the header, the dashboard is titled 'Sales Dashboard' and includes a welcome message 'Welcome, fname' and 'Company:'. The main content area features a 'Total Fee Due:' section with a value of '\$0.00'. Below this, it says 'Payment Pending:' and lists two categories: 'Fees - Ready to Pay (0 Items)' and 'Fees - Needs Review (0 Items)'. A green arrow points to a 'REVIEW & PAY' button. Below the button is a link 'View Payment History' and a small text 'Review, modify or upload your sales report'.

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).



Fee Summary
(Review, modify or pay your sales reports)

☒ Select all Entities

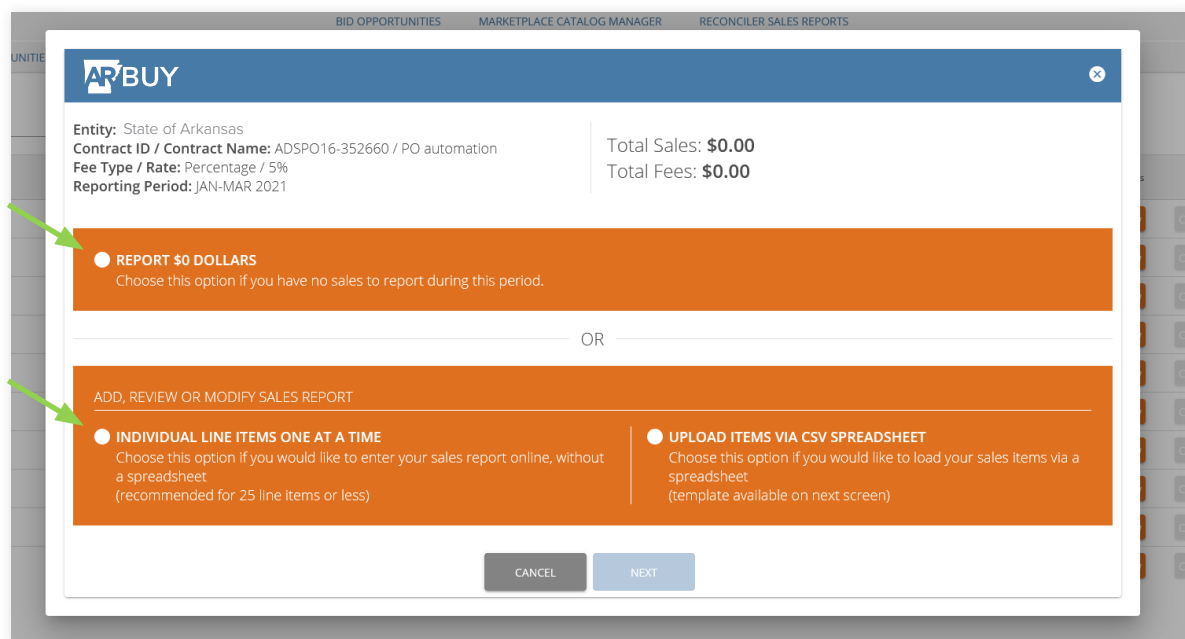
State of Arkansas

Sort By: ALL ENTITIES Status: Show Unpaid/Pending

Reporting Period	Entity	Contract Number	Contract Name	Total Sales	Total Fees	Status	Action Items
JAN-MAR 2021	Maricopa County	ADSP016-352357	PO automation	\$239,334.00	\$11,966.70	Unpaid	Needs Review Choose Payment
JAN-MAR 2021	Maricopa County	ADSP016-352343	PO automation	\$100.00	\$5.00	Unpaid	Needs Review Choose Payment
JAN-MAR 2021	testName	PURCH21011080	PO automation	\$100.00	\$5.00	Unpaid	Needs Review Choose Payment
JAN-MAR 2021	Maricopa County	CHILDA16-352347	PO automation	\$10,000.00	\$1,000.00	Unpaid	Needs Review Choose Payment
JAN-MAR 2021	Maricopa County	ADSP016-352530	PO automation	\$1,000.00	\$100.00	Unpaid	Needs Review Choose Payment

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.



ARBUY

Entity: State of Arkansas
Contract ID / Contract Name: ADSP016-352660 / PO automation
Fee Type / Rate: Percentage / 5%
Reporting Period: JAN-MAR 2021

Total Sales: **\$0.00**
Total Fees: **\$0.00**

☒ **REPORT \$0 DOLLARS**
Choose this option if you have no sales to report during this period.

OR

ADD, REVIEW OR MODIFY SALES REPORT

☒ **INDIVIDUAL LINE ITEMS ONE AT A TIME**
Choose this option if you would like to enter your sales report online, without a spreadsheet (recommended for 25 line items or less)

☐ **UPLOAD ITEMS VIA CSV SPREADSHEET**
Choose this option if you would like to load your sales items via a spreadsheet (template available on next screen)

CANCEL NEXT

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

STEP 1 - START HERE
Enter your new Purchasing Organization

A Purchasing Organization is the buyer who purchased goods or services from you. To add a new Purchasing Organization, you will need to add the State, Organization Name and the Department or choose from the suggested options below each field. Click the "Add Org" button to add the Purchasing Organization to your Sales Report.

Add Purchasing Organization TOTAL COUNT OF ORGANIZATIONS: 3 **ADD ORGS** +

STEP 1 ENTER INFORMATION BELOW AND PRESS THE "ADD ORG" BUTTON

State * Purchasing Organization * Department * Total Sales \$0.00 Total Admin Fees \$0.00 **ADD ORG**

State is Required Purchasing Organization is Required Department is Required

STEP 2 - CONTINUE HERE
Add Line Items to your new Purchasing Organization

Line Items are the individual items on the Purchase Order. To add a Line Item, you will need to input data in the fields below and then click the "ADD" button. An asterisk indicates that the field is required and must contain data before you will be able to add the line item to your Sales Report.

STEP 2 - ENTER PO LINE ITEM INFORMATION BELOW AND PRESS THE "ADD" BUTTON

Added By	Item Description	PO Date	PO Number	Line Item #	Unit Price	Qty	Sale Amount	Admin Fee
	Add Item Description *	Add PO Date * mm/dd/yyyy	Add PO Number *	Add Line #	Unit Price	Qty	Add Sales Amount *	

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

SALES DETAIL VIEW Total Sales: \$0.00 Total Fees: \$0.00 **CLOSE**

Entity: State of Arkansas

Contract ID / Contract Name: ADSP016-352660 / PO automation

Fee Type / Rate: Percentage / 5%

Reporting Period: JAN-MAR 2021

LINE ITEM SUMMARY LAST UPDATED 5:28 AM - 6/29/2021

Already Accounted (System): 1 You Added (Self): 0

- Already Accounted (System): 1
- Total Included Items (Self): 0
- Line Items you will be paying: 1
- Total Difference: 0

Need to update your report in bulk?

- 1 - Download your report **DOWNLOAD REPORT**
- 2 - Make necessary changes in your spreadsheet
- 3 - Re-upload report **BULK UPLOAD**

HELP

Add Purchasing Organization Search (PO Number, Item Description) **TOTAL COUNT OF ORGANIZATIONS: 1** **ADD ORGS** +

State: Texas	Purchasing Organization: State of Arkansas	Department: ABA - Accountancy Board	Total Sales: \$0.00	Total Fees: \$0.00	Delete	Expand v
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10. Enter the Total Amount of Sales for the period in the field "Add Sales Amount."

SALES DETAIL VIEW Total Sales: \$0.00 Total Fees: \$0.00 **CLOSE**

Entity: State of Arkansas

Contract ID / Contract Name: ADSP016-352660 / PO automation

Fee Type / Rate: Percentage / 5%

Reporting Period: JAN-MAR 2021

LINE ITEM SUMMARY LAST UPDATED 5:28 AM - 6/29/2021

Already Accounted (System): 1 You Added (Self): 0

- Already Accounted (System): 1
- Total Included Items (Self): 0
- Line Items you will be paying: 1
- Total Difference: 0

Need to update your report in bulk?

- 1 - Download your report **DOWNLOAD REPORT**
- 2 - Make necessary changes in your spreadsheet
- 3 - Re-upload report **BULK UPLOAD**

HELP

Add Purchasing Organization Search (PO Number, Item Description) **TOTAL COUNT OF ORGANIZATIONS: 1** **ADD ORGS** +

State: Texas	Purchasing Organization: State of Arkansas	Department: ABA - Accountancy Board	Total Sales: \$0.00	Total Fees: \$0.00	Delete	Close ^
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STEP 2 ENTER PO LINE ITEM INFORMATION BELOW AND PRESS THE "ADD" BUTTON

Added By	Item Description	PO Date	PO Number	Line Item Number	Unit Price	Quantity	Unit of Measurement	Sale Amount	Fee
Self	Add Item Description *	Add PO Date * mm/dd/yyyy	Add PO Number *	Add Line Number	Add Unit Price *	Add Quantity *	Add Unit of Measurement	Add Sales Amount *	
System	Item_hkja	06/29/2021	ADSP016-352660:1	1	\$10.00	10	EA	\$100.00	DEFERRED Edit v

Previous 1 Next Page Show 5 Items per page

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.”

STEP 2 ENTER PO LINE ITEM INFORMATION BELOW AND PRESS THE "ADD" BUTTON

Added By	Item Description	PO Date	PO Number	Line Item Number	Unit Price	Quantity	Unit of Measurement	Sale Amount	Fee
Self	Add Item Description *	Add PO Date * mm / dd / yyyy	Add PO Number *	Add Line Number	Add Unit Price *	Add Quantity *	Add Unit of Measure	Add Sales Amount *	
System	Item_JYQQ	06/28/2021	ADSP016-352530:1	1	\$100.00	10	EA	\$1,000.00	\$100.00
Self	Various	06/28/2021	ALL	1	Add Unit Price	Add Quantity	Add Unit of Meas...	Add Sales Amount	\$0.00

« Previous 1 Next Page » Show 5 Items per page

« Previous 1 Next Page » Show 5 Items per page

SAVE & EXIT 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.

Sales Report Options | testName, AZ

Entity: testName, AZ
Contract ID / Contract Name: PURCH21011080 / PO automation
Fee Type / Rate: Percentage / 5%
Reporting Period: JAN-MAR 2021

Total Sales: **\$100.00**
Total Fees: **\$5.00**

State	Organization Name	Department	Total Sales	Total Fees
Texas	Central Purchasing	BKTEST - BK-TEST	\$100.00	\$5.00

« Previous 1 Next Page » Show 5 Items per page

Acknowledgment

I am reporting \$100.00 in sales for this reporting period and will pay \$5.00 in fees for this reporting period.

☒ I hereby declare that this is a true and accurate report of payments and fees due pursuant to the terms of the above-referenced, Statewide Contract, under pains and penalties of perjury.

CANCEL SAVE & EXIT 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.

Pay your Fees

SKU	Description	Unit Price	Quantity	Amount
	AUG 2020_ADSP016-206159	\$31.25	1	\$31.25
Total				\$31.25

Payment Type

Electronic Check

☐ Select if this payment is being funded specifically by a FOREIGN source (bank or company), an International ACH Transaction ("IAT").

NEXT

- ✓ Your customer contact information will already be populated based on your login. The information in these fields can be updated if desired. Then click “Next.”

Customer Information

Country: United States

First Name *: Terri

Last Name *: Wiley

Company Name: ALLIED MATERIALS AND EQUIPMENT CO INC

Address *: 1420 Kansas Avenue

Address 2:

City *: Kansas City

State: MO - Missouri

ZIP/Postal Code *: 64127

Phone *: 816-241-8080

Email *: twiley@chemail.maintainer.com

NEXT >

14. Complete the required payment information fields and click “Next.”

Payment Info

Name on Account *: Terri Wiley

☐ This is a business account.

Routing Number *: 081000032

Account Number *: 3400665069

BANK OF AMERICA, N.A.

Re-enter Account Number *: 3400665069

☒ Checking ☐ Savings

NEXT >

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

Payment Info

Electronic Check *****6569

Name on Account: Terri Wiley

EDIT

Terms and Conditions

6. For inquiries relating to this electronic debit authorization, including revocation of this authorization, I may contact at .

7. I understand the Originating ID for this transaction is **. Please make sure your banking institution has released any debit blocks (if applicable) for this ID to ensure successful payment.

8. I (we) agree that ACH transactions I (we) authorized comply with all applicable NACHA Rules and all applicable US law and the laws governing 's state.

☒ Yes, I authorize this transaction.

Cancel

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.

Pay your Fees

Payment Receipt Confirmation

Your payment was successfully processed.

[PRINT](#)

Description	Amount
DAS - Oregonflays	\$31.25
Total Amount Paid	\$31.25

SKU	Description	Unit Price	Quantity	Amount
	AUG 2020_ADSI016-208159	\$31.25	1	\$31.25
Total				\$31.25

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

Customer Information

Customer Name	Teri Wiley	Receipt Date	9/23/2020
Company Name	ALLIED MATERIALS AND EQUIPMENT CO INC	Receipt Time	07:36:34 PM CDT
Local Reference ID	0b707c46-a730-4897-915d-e84ca7b14eb9		

Payment Info

Payment Type	Electronic Check	Account Number	*****5569
		Order ID	55815364
		Name on Account	Teri Wiley

Billing Information

Billing Address	1420 Kansas Avenue	Phone Number	816-241-8080
Billing City, State	Kansas City, MO		
ZIP/Postal Code	64127	This receipt has been emailed to the address below.	
Country	US	Email Address	twiley@phimailmailinator.com

[CONTINUE](#)

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

PeriscopeS2G
SUPPLIER TO GOVERNMENT

[BACK TO DASHBOARD](#)

CONTRACT USAGE REPORT RECEIPT

THANK YOU FOR SUBMITTING YOUR PAYMENT!

Your transaction is being processed. Please allow up to 2 week to receive confirmation from your bank.

Reference ID: 55815364
Date: 9/23/2020
Amount: \$31.25
Account Ending In: ****5569

[BACK TO SALES REPORT](#) [PRINT RECEIPT](#)

19. Click “Back to Sales Report” to return to the Reconciler Dashboard.