

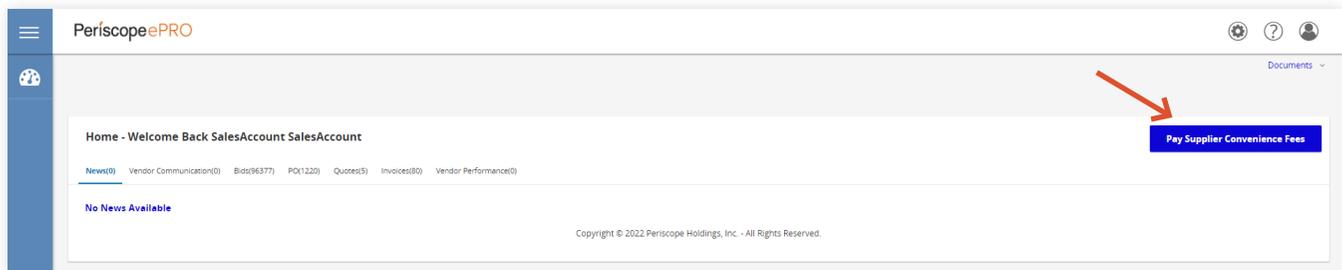


## ARBuy Statewide Supplier Guide for Remitting Supplier Convenience Fee Payments via ARBuy

This guide provides step-by-step instructions for the payment of supplier convenience fees in ARBuy. ARBuy utilizes a payment portal (Reconciler) supported by NIC. If you have any questions or issues processing your quarterly payment, please contact [reconciler@mdfcommerce.com](mailto:reconciler@mdfcommerce.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.



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.

Company Information

Company Name \*  
Allied Materials and Equipment

Select Country \*  
United States of...

State/Province \*  
Alabama

City \*  
Tuscaloosa

Postal Code \*  
35405

Address \*  
5801 McFarland Blvd

Address Line 2

BACK NEXT

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

Company Information

COMPANY ADDED!

You can edit the company profile under your user Settings after logging into your new Catalog Manager account.

BACK DONE

You will now be redirected to the Reconciler Dashboard.

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

PeriscopeS2G  
SUPPLIER TO GOVERNMENT

Sales Dashboard | Welcome, Terri

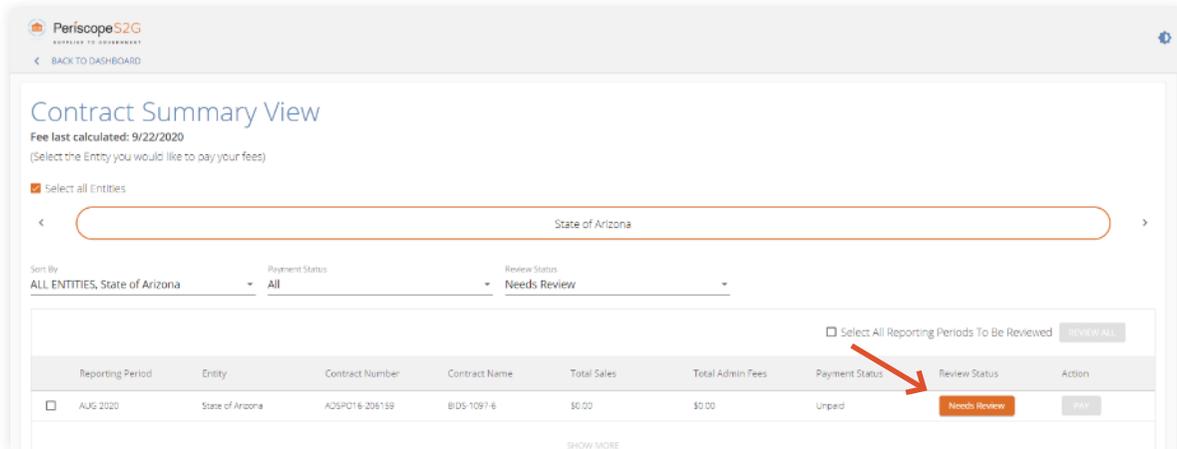
ALLIED MATERIALS AND EQUIPMENT CO INC  
Fee last calculated: 9/22/2020

Admin Fee - Needs Review \$0.00  
Review and report all sales associated with admin fees  
REVIEW NOW

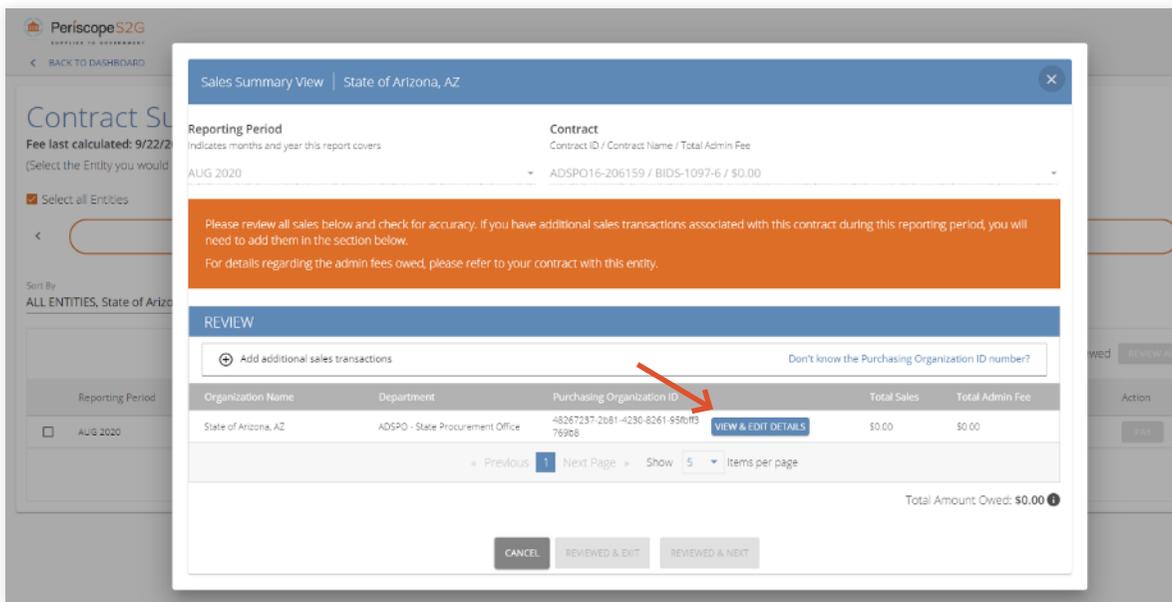
Admin Fee - Ready to Pay \$0.00  
Pay all admin fees that have been reviewed  
PAY NOW

Payment & Report History  
View all submitted sales reports  
VIEW NOW

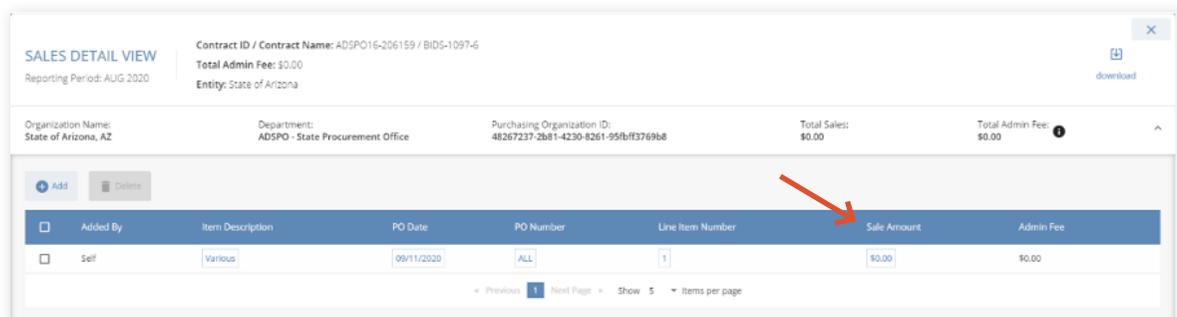
- Click on “Needs Review” for the Contract Number on which you wish to remit supplier convenience fees (note: if your company has more than one contract (Transaction), you will have multiple records that should be reviewed and processed). Those can all be checked to review at the same time.



- Click on “View & Edit Details” for the \$0 PO record associated with your contract.



- Input your company’s Total Sales Summary amount (from cell G2 in your Quarterly Sales Reporting spreadsheet) into the “Sale Amount” field.



- Based on your input of the Net Sales Amount, the system calculates the Admin Fee (Supplier Convenience Fee) for the quarter.

**SALES DETAIL VIEW**  
Contract ID / Contract Name: ADSP016-206159 / BIDS-1097-6  
Reporting Period: AUG 2020  
Total Admin Fee: \$31.25  
Entity: State of Arizona

Organization Name: State of Arizona, AZ | Department: ADSP0 - State Procurement Office | Purchasing Organization ID: 48267237-2681-4230-8261-95f8f376968 | Total Sales: \$1,250.00 | Total Admin Fee: \$31.25

Added By	Item Description	PO Date	PO Number	Line Item Number	Sale Amount	Admin Fee
Self	various	09/11/2020	ALL	1	\$1,250.00	\$31.25

- Close the “Sales Detail View” page.
- Scroll to the bottom of the Sales Summary page, click the Certification checkbox and then click “Reviewed & Exit”.

**Sales Summary View | State of Arizona, AZ**

Contract ID / Contract Name: ADSP016-206159 / BIDS-1097-6 / \$31.25

**REVIEW**

Organization Name: State of Arizona, AZ | Department: ADSP0 - State Procurement Office | Purchasing Organization ID: 48267237-2681-4230-8261-95f8f376968 | Total Sales: \$1,250.00 | Total Admin Fee: \$31.25

Total Amount Owed: \$31.25

certify under penalty of law that, to my knowledge, the statements and information contained in this submission are true, accurate and complete.

**CANCEL** **REVIEWED & EXIT** **REVIEWED & NEXT**

- Click on the “Pay” button and proceed to pay fees via NIC payment portal.

**Contract Summary View**  
Fee last calculated: 9/22/2020  
(Select the Entity you would like to pay your fees)

Sort By: ALL ENTITIES, State of Arizona | Payment Status: All | Review Status: Needs Review

Reporting Period	Entity	Contract Number	Contract Name	Total Sales	Total Admin Fees	Payment Status	Review Status	Action
AUG 2020	State of Arizona	ADSP016-206159	BIDS-1097-6	\$1,250.00	\$31.25	Unpaid	Reviewed   20%	<b>PAY</b>

- Supplier continues to the NIC checkout portal to pay their fees.
- The payment type of “Electronic Check” will already be selected in the dropdown. Click “Next.”

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### Pay your Fees

SKU	Description	Unit Price	Quantity	Amount
	AUG 2020_ADSFO16-206159	\$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** Complete all required fields [ \* ]

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@ghmail.mallinator.com

**NEXT >**

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

**Payment Info** Complete all required fields [ \* ]

Name on Account \*: Teri Wiley

This is a business account.

Routing Number \*: 081000022, Account Number \*: 3490666369

BANK OF AMERICA, N.A.

Pay: [masked]

Re-enter Account Number \*: 3490666369

Checking  Savings

Routing Number: 0348624, Account Number: 02358190

**NEXT >**

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

**Payment Info** EDIT

Electronic Check \*\*\*\*\*5569 Name on Account  
Teri Wiley

**Terms and Conditions** [Open a new window to print](#)

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 is state.

Yes, I authorize this transaction.

Cancel SUBMIT PAYMENT

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

19. A payment receipt confirmation will appear which you can print using the “Print” button if desired.

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EXPERIENCE REARRANGED

Pay your Fees

**Payment Receipt Confirmation**

Your payment was successfully processed.

PRINT

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

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

20. Scroll to the bottom of this same screen and click “Continue”.

**Customer Information**

<b>Customer Name</b>	Teri Wiley	<b>Receipt Date</b>	9/23/2020
<b>Company Name</b>	ALLIED MATERIALS AND EQUIPMENT CO. INC	<b>Receipt Time</b>	07:36:34 PM CDT
<b>Local Reference ID</b>	06707c46-a730-4897-915d-e64ca7b14eb9		

**Payment Info**

<b>Payment Type</b>	Electronic Check	<b>Account Number</b>	*****5569
		<b>Order ID</b>	55515364
		<b>Name on Account</b>	Teri Wiley

**Billing Information**

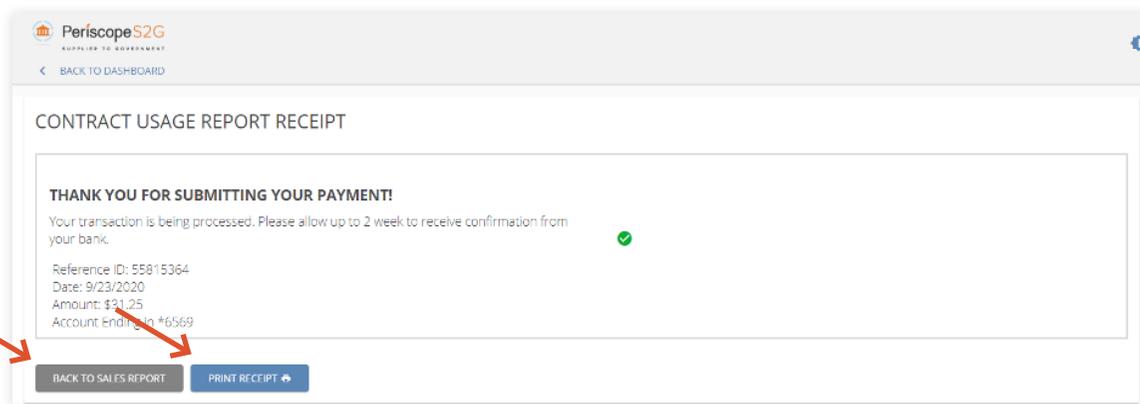
<b>Billing Address</b>	1420 Kansas Avenue	<b>Phone Number</b>	816-241-8080
<b>Billing City, State</b>	Kansas City, MO		
<b>ZIP/Postal Code</b>	64127		
<b>Country</b>	US		

**This receipt has been emailed to the address below.**

**Email Address** twiley@phimail.mailinator.com

CONTINUE

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



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