Looking up UGAmart Payment Information

To retrieve payment information within UGAmart, log into UGAmart. You should see the UGAmart homepage:



From the homepage, input your Purchase Order number into the Search field located in the upper right corner of your screen.

After typing your Purchase Order number, click on the magnifying glass icon located in the search box.

| | | | All 👻 | E1312794 Q | 0.00 USD 👻 🗢 🍋 | | | | | |
|---------------------------------|------------------------------------|------------------------------------|----------------------------|-------------------------------|----------------------------------|--|--|--|--|--|
| | | Go to: Non-catalo | og Item Favorites Form | ns Shop Browse: Vendors | Categories Contracts Chemica | | | | | |
| | | * | | | 9 | | | | | |
| | | | | | | | | | | |
| A Internal Stores & Forms | 3 | | | | ~ | | | | | |
| UGA Central Research | UGA Chemistry | UGA Coverdell | UGA PPF | UGA Stock Items and | d C | | | | | |
| Stores (CRS) Click to Search | Stockroom (CSS) Click to Search | Stockroom (CVD) Click to Search | Click to Search | Bulk Paper Click to Search | CESS Approval Form | | | | | |

This will return the documents associated with that purchase order number.

| 1664954243743 | | | | | | Ē | \$ | | 6 |
|--|--|--|-------|----------|---|----------|----------|-------------|-------|
| | | | All 👻 | E1312794 | ۹ | 0.00 USD | Æ | ♡ № | 2 |
| | | Quick Search (Alt+Q) | | | | | Con | tracta Che | minak |
| | | Requisitions 157623313 Purchase Orders | | | | | 5 1 0011 | | ٩ |
| UGA Internal Stores & Forms | 5 | E1312794 | | | | | | | ~ |
| UGA Central Research Stores (CRS) Click to Search Inventory | UGA Chemistry Stockroom (CSS) Click to Search Inventory | Invoices U I1523067 C Receipts | | | | d c | ESS Ap | proval Form | ۵ |
| Uehicle Request Form | Subaward Encumbrance Form | R1384600 | | | | | | | |
| UGA Copier Forms | | | | | | | | | ~ |

Click on the Purchase Order number.

This will retrieve the purchase order for your review:

| UNIVERSITY OF GE | ORGIA | - | | | | All 👻 | Search (Alt+Q) Q 0.0 | o usd 👻 🗢 🏧 🌲 |
|-------------------------|---|---|--------------------------------|-------------------------------------|--------------|-------|---------------------------------|----------------------|
| Purchase Order | • E1312794 Revision 1 (Closed) • | | | | | | ≡ ● ● 0 | 1 of 1 Results 💌 < 🔿 |
| Status Summary | Revisions 2 Confirmations Shipmer | ts Receipts 1 | Invoices 1 Comments 2 Attachme | ents History | | | | |
| General Informati | on | Shipping Informa | tion ··· | Billing/Payment | | | Comple | eted |
| PO/Reference No. | E1312794 | Ship To | | Bill To | | | Details | ~ |
| Revision No. | 1 | Attn: Jennifer Dunlap Dept.: Accounts Paya | ble | Attn: ACCOUNTS PA RM 302 | AYABLE | | Vendor Status Sent To Vendor | |
| Priority Vendor Name | Normal | Room: MAIL & RCVG SVCS 4435 ATLANTA HWY | | 424 E BROAD ST ATHENS, GA 30602- | -4214 | | Vendor | |
| | GOVERNMENT SOL | ATHENS, GA 30606 United States | | United States | | | MCKESSON MEDICAL-SURGICAL G | OVERNMENT SOL |
| Address | PO BOX 99718 CHICAGO, Illinois 60696 United States | Chematix Storage | | BillTo Address Code | e 00001 | | Total (40.05 USD) | 40.05 |
| Vendor Fax No. | +1 833-343-2700 | Location (PI Last Name, Building #, | no value | Billing Options | | | | 40.05 |
| Purchase Order Date | 5/19/2022 | Room #, Chematix Lab ID) | | Accounting Date | 5/9/2022 | | | |
| Total | 40.05 | | | Payment Terms | 0% 0, Net 30 | | Related Documents | ~ |
| Requisition Number | 157623313 view print | Delivery Options | | F.O.B. | Destination | | Requisition: 157623313 | |
| Procurement Desk | no value | Expedite | × | Intra-UGA Invoice # | no value | | | ,u |
| РО Туре | no value | Ship Via | Best Carrier-Best Way | Click SubID | no value | | What's next? | > |
| Exemption | no value | Requested Delivery | no value | | | | | |
| CESS Approval # | no value | | | | | | | |
| FMD Work Order | no value | Contact Information | | | | | | |
| FMD Work Order | no value | Name of Cart Initiator/Owner | Jennifer Dunlap | | | | | |

Several options will be listed across the top of the purchase order. This allows you to review the Status of the purchase order, a Summary of the purchase order, Revisions to the purchase

order and several other options as well. Click on the Invoice option.

| NIVERSI | TY OF GEC | RGIA | 31 | | | | | | | | |
|----------|------------|-----------|------|-----------------|-----------|------------------|------------|----------|---|-------------|-----------------|
| Purchas | e Order • | E131279 | 4 Re | vision 1 (Close | ed) 🔻 | | | | | | |
| Status | Summary | Revisions | 2 | Confirmations | Shipmente | s Receipts 1 | Invoices 1 | Comments | 2 | Attachments | s History |
| Genera | Informatio | n | | | | Shipping Informa | tion | | | | Billing/Payment |
| PO/Refer | ence No. | E1312794 | | | | Ship To | | | | | Bill To |

This will display the Invoice page that will list all invoices associated with the referenced purchase order.

| Status Sumr | nary Revisions 2 Confirmations | Shipments Recei | ipts 1 Invoices | Comm | ents 2 Attac | hments History | | |
|--------------------------|--|-----------------|-----------------|------------|--------------|----------------|------------------|-------------|
| Records fou | nd: 1, Totaling: 39.25 USD | | | | | | | |
| Invoice No. \downarrow | Vendor Invoice No. | Invoice Date | Due Date | e Ir | voice Type | Payment Status | Invoice Total | Invoiced By |
| 11523067 🗋 | 19413143 | 5/23/2022 | 6/22/20 | 22 Ir | nvoice | Paid | 39.25 USD | System |
| | | | | | | | | |
| Line Details | | | | | | | | |
| Line No. | Product Name | | Catalog No. | Unit Price | QTY/UUM | Extended Price | invoice Qty/Cost | Status |
| 1 | BATTERY, ALKALINE "AA" (24/BX 6BX/CS) DU | IRCEL | 651500BX | 13.35 USD | 3 BX | 40.05 USD | 3 / 39.25 USD | Net Invoice |

Click on the Invoice No. in blue. Please note, the UGAmart invoice number will begin with I. The Vendor Invoice Number is also provided in the second column for cross referencing. After clicking on the Invoice Number, the Invoice detail page will open:

| voice • 115230 | 067 • | | | | 748 · · | | |
|---------------------------|-------------------------------------|---|---|----------------------------------|--------------|--------------------------------------|----------------|
| Summary Matchi | ng Vendor Messages Comments 1 | Attachments 1 History | | | | | |
| General | ø ··· | Addresses | ø | Note/Attachments | ø v | Complet | te |
| nvoice Type | Invoice | Remit To | | External Note no value | | MCKESSON MEDICAL-SURGICAL | GOVERNMENT SOL |
| ay Status | Paid | P0 B0X 936279 | | Internal Note no value | | Veridor Invoice No. Invoice Image | 19413 |
| nvoice Number | 11523067 | ATLANTA, Georgia 31193-6279 | | External | | invoice.pdf | |
| endor Invoice No. | 19413143 | Address Id 01 | | Attachments | | Total (39.25 USD) | |
| endor Name | C M MCKESSON MEDICAL-SURGICAL | 3rd Party Address ID 01 | | Internal Attachments | Date Add | Subtotal | |
| | GOVERNMENT SOL | Bill To | | ⊥ invoice.pdf | 6/9/2022 | Tax1 | |
| | | Attn: ACCOUNTS PAYABLE | | | | Tax2 | |
| voice Date | 5/23/2022 | BUSINESS SERVICES BLDG | | | | Shipping | |
| Discount Date | no value | 424 E BROAD ST ATHENS, GA 30602-4214 | | | | Handling | |
| Due Date | 6/22/2022 | United States | | | | | |
| ferms | 0% 0, Net 30 | | | | | Delated Desuments | |
| ferms Discount | 0.00 USD | Payment Information | | Discount, Tax, Shipping & Handl | ling 🖋 ··· | Related Documents | |
| nvoice Name | 2022-06-01 University of Georgia 01 | Accounting Date 6/1/2022 | | Discount tay shipping & handling | | Requisition: 157623313 | |
| Send To Buyer Invoice) | × | F.O.B. Destination | | Allocation Weighted | | What's next? | |
| Procurement Desk | no value | Payment Method Check | | | Header-level | | |
| contract No | 00000.001.SPD0000165.0024 | Check Number 5000273391 | | Discount | 0.00 USD | | |
| | Change Contract | Check Date 6/1/2022 | | Tax 1 | 0.00 USD | | |
| And the Charles | with French Manufacture | PS Voucher Number 10898020 | | Tax 2 | 0.00 USD | | |
| viaturi Status | what Forced Matches | PS PO Number E1312794 | | Shipping | 0.00 USD | | |
| nvoice Source | invoice import | | | | | | |

Review the Payment Information portion of the page. Below is a magnified version of the Payment Information section.

| Payment Informat | tion | |
|-------------------|-------------|--|
| Accounting Date | 6/1/2022 | |
| F.O.B. | Destination | |
| Payment Method | Check | |
| Check Number | 5000273391 | |
| Check Date | 6/1/2022 | |
| PS Voucher Number | 10898020 | |
| PS PO Number | E1312794 | |

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Here the Payment Method, Check (or ACH) Number, and Payment Date are provided. Additionally, the PeopleSoft Voucher number is provided for cross-referencing into the Financial Management System if needed. If a copy of the invoice is needed, it is often easiest to locate by using the Attachments tab at the top of the Invoice Detail page.

| voice • 115230 | eorgia | | | | | | | All 🕶 | Search (Alt+Q) |
|----------------------------|--|---------------------------------------|--|----------|---------------------|---------------------|----------|----------|------------------|
| Summary Matchi | ng Vendor Messages Comments 1 | Attachments 1 | History | | | | | | |
| General | ø | Addresses | | ø | Note/Attachme | nts | | ø v | |
| Invoice Type | Invoice | Remit To | | | External Note | no value | | | MCKESSON M |
| Pay Status | Paid | PO BOX 936279 | 21102.6270 | | Internal Note | no value | | | Invoice Image |
| Invoice Number | 11523067 | USA | | | External | Add | | | Total (39.25 II |
| Vendor Invoice No. | 19413143 | Address Id 01 3rd Party Address II | Address Id 01 3rd Party Address ID 01 | | Internal Attachma | ata | Data | Add | Subtotal |
| Vendor Name | C M MCKESSON MEDICAL-SURGICAL | | | | internal Attachme | nis | Date | AUU | Discount |
| | GOVERNMENT SOL | Bill To | | | ↓ invoice.pdf | | 6/9/2022 | | Tax1 |
| | | Attn: ACCOUNTS PA | AYABLE | | | | | | Tax2 |
| Invoice Date | 5/23/2022 | RM 302 BUSINESS SERVICE | SBLDG | | | | | | Shipping |
| Discount Date | no value | 424 E BROAD ST ATHENS, GA 30602 | -4214 | | | | | | Handling |
| Due Date | 6/22/2022 | United States | | | | | | | |
| Terms | 0% 0, Net 30 | | | | | | | | |
| Terms Discount | 0.00 USD | Payment Inform | ation | <i>"</i> | Discount, Tax, S | Shipping & Handling | | ø | Purchase Order |
| Invoice Name | 2022-06-01 University of Georgia 01 | Accounting Date | 6/1/2022 | | Discount, tax, ship | pping & handling | | | Requisition: 157 |
| Send To Buyer (Invoice) | × | F.O.B. | Destination | | Allocation | Weighted | | | What's next? |
| Procurement Desk | no value | Payment Method | Check | | | | Heade | er-level | |
| | and write an extended back | Check Number | 5000273391 | | Discount | | | 0.000 | |
| Contract No. | 99999-001-SPD0000165-002A Change Contract | Cheek Date | 6/1/2022 | | Discount | | 0.0 | 0050 | |
| | | Gneck Date | 0/1/2022 | | Tax 1 | | 0.0 | 0 USD | |