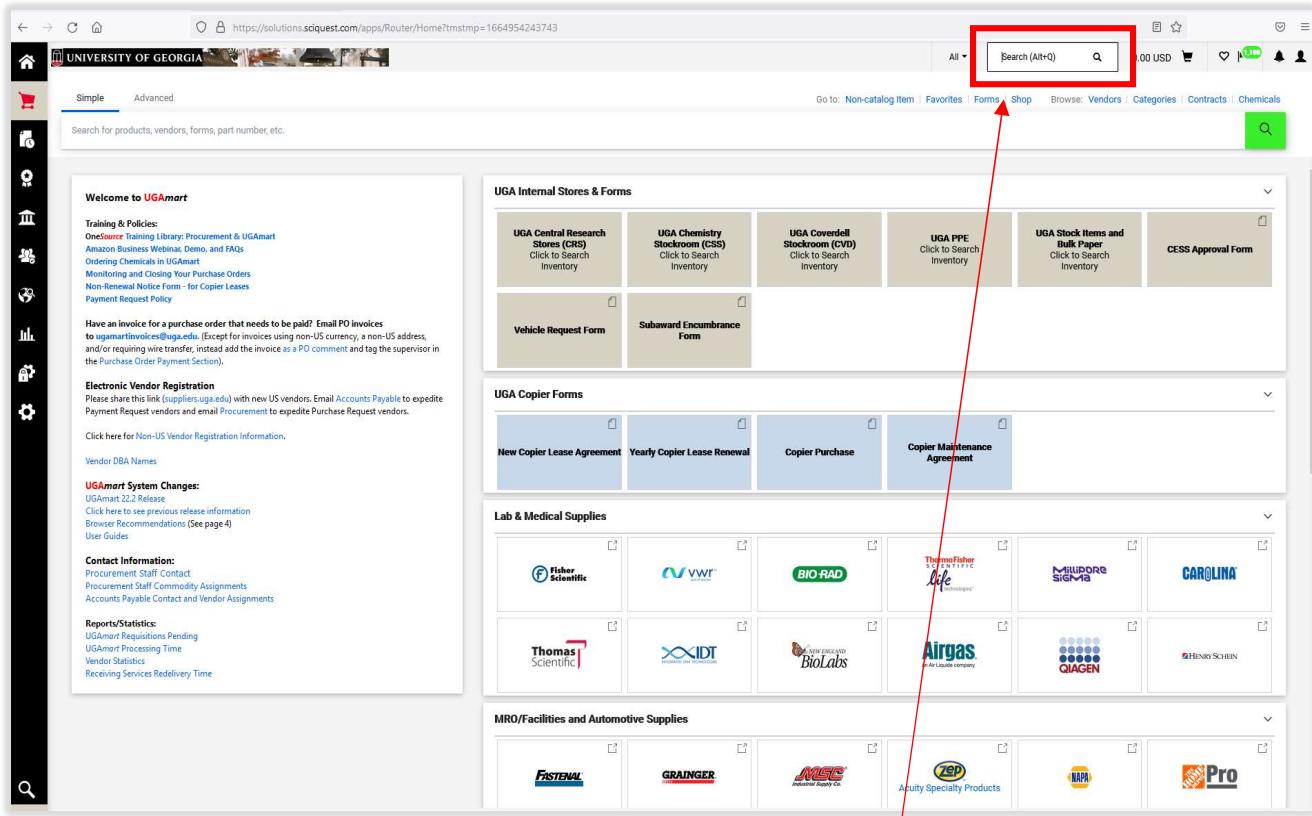


# Looking up UGAmart Payment Information

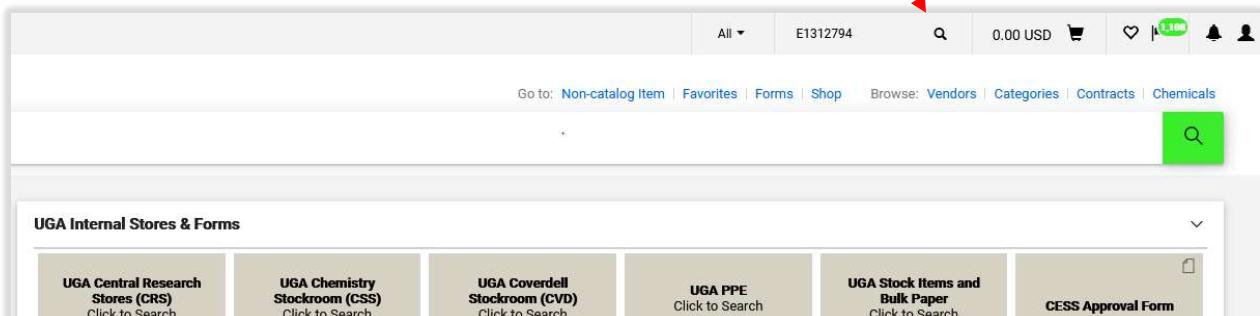
To retrieve payment information within UGAmart, log into UGAmart. You should see the UGAmart homepage:



The screenshot shows the UGAmart homepage. At the top, there is a navigation bar with links for 'Non-catalog Item', 'Favorites', 'Forms', 'Shop', and 'Browse: Vendors, Categories, Contracts, Chemicals'. A red arrow points to the 'Search (Alt+Q)' input field. The main content area is divided into several sections: 'UGA Internal Stores & Forms' (with links to CRS, CSS, CVD, PPE, Stock Items, and CESS Approval Form), 'UGA Copier Forms' (with links to New Copier Lease Agreement, Yearly Copier Lease Renewal, Copier Purchase, and Copier Maintenance Agreement), 'Lab & Medical Supplies' (with links to Fisher Scientific, VWR, Bio-Rad, Thermo Fisher Scientific, Millipore Sigma, and Carolina Biological Supply Company), and 'MRO/Facilities and Automotive Supplies' (with links to Fastenal, Grainger, MSC Industrial Supply Co., ZEP, NAPA, and The Home Depot Pro). On the left, there is a sidebar with links for 'Training & Policies', 'Electronic Vendor Registration', 'UGAmart System Changes', 'Contact Information', and 'Reports/Statistics'.

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.



The screenshot shows the search results for the purchase order number 'E1312794'. The search bar at the top contains the number 'E1312794'. A red arrow points to the green magnifying glass icon in the search bar. The results are displayed in the same sections as the homepage: 'UGA Internal Stores & Forms' (with links to CRS, CSS, CVD, PPE, Stock Items, and CESS Approval Form).

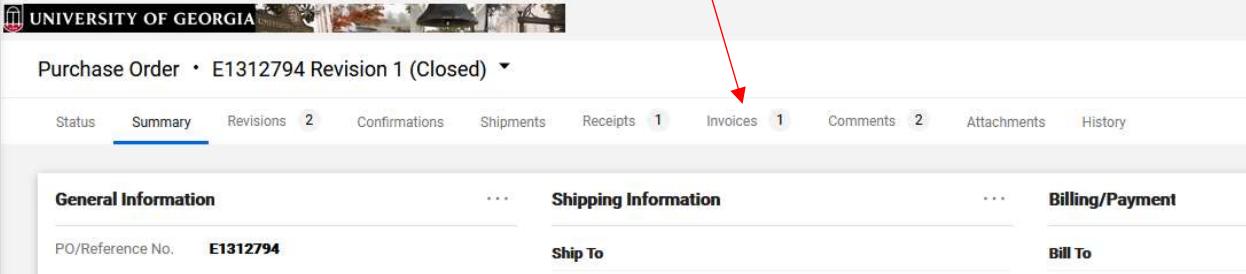
This will return the documents associated with that purchase order number.

Click on the Purchase Order number.

This will retrieve the purchase order for your review:

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

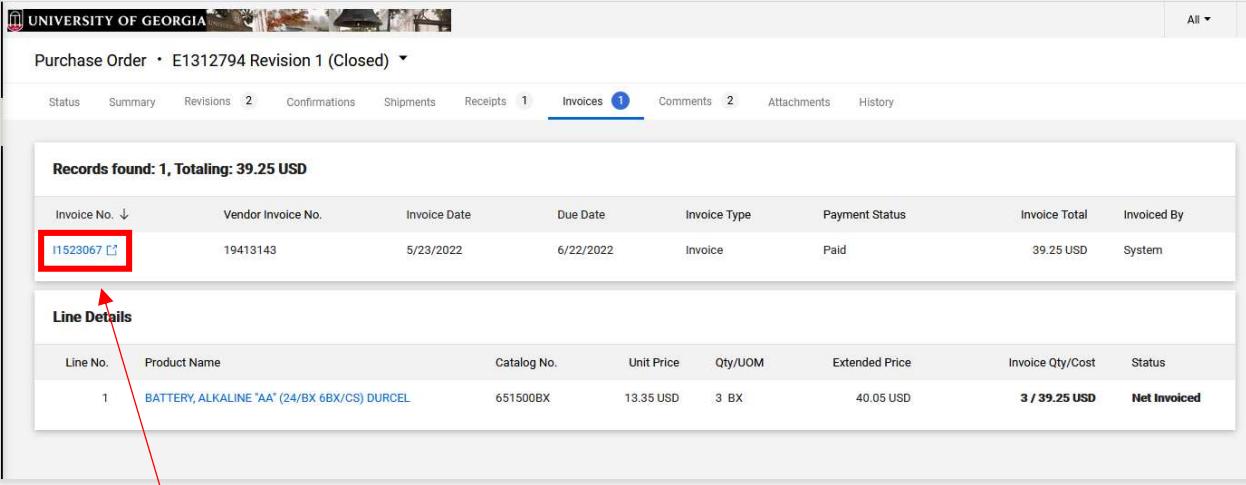
order and several other options as well. Click on the Invoice option.



The screenshot shows the 'Purchase Order' page for 'E1312794 Revision 1 (Closed)'. The 'Invoices' tab is highlighted with a red arrow pointing to it. The page displays general information, shipping, and billing details.

General Information		Shipping Information		Billing/Payment	
PO/Reference No.	<b>E1312794</b>	Ship To		Bill To	

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



The screenshot shows the 'Invoices' page for the same purchase order. It displays a single invoice record and its line details.

Records found: 1, Totaling: 39.25 USD							
Invoice No.	Vendor Invoice No.	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
<a href="#">I1523067</a>	19413143	5/23/2022	6/22/2022	Invoice	Paid	39.25 USD	System

**Line Details**

Line No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Invoice Qty/Cost	Status
1	BATTERY, ALKALINE 'AA' (24/BX 6BX/CS) DURCEL	651500BX	13.35 USD	3 BX	40.05 USD	3 / 39.25 USD	Net Invoiced

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:

The screenshot shows a vendor management system interface. On the left, there's a 'General' section with various invoice details like type, status, and vendor information. In the center, there's a 'Payment Information' section highlighted with a red box and an arrow pointing to it from the text below. To the right, there are sections for 'Note/Attachments', 'Complete' (showing vendor details and a total of 39.25), and 'Related Documents'.

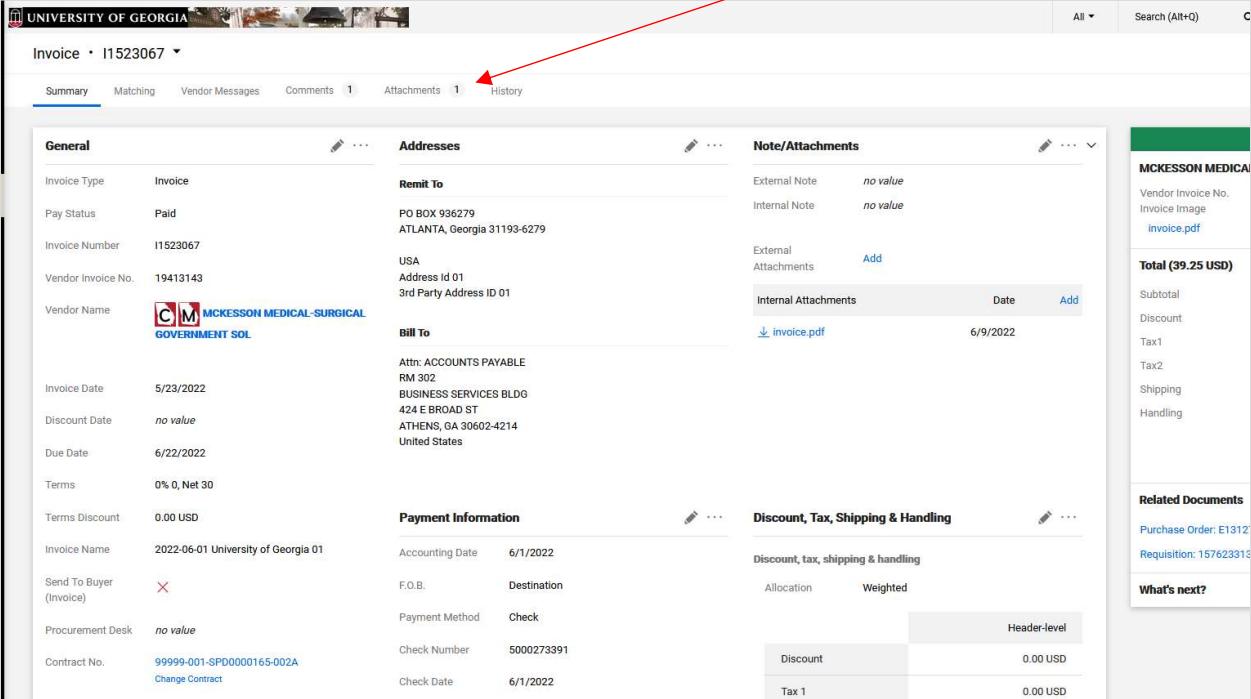
Review the Payment Information portion of the page. Below is a magnified version of the Payment Information section.

### Payment Information

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

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.



The screenshot shows the University of Georgia Invoice Detail page for invoice I1523067. The page is divided into several sections: General, Addresses, Note/Attachments, Payment Information, and Discount, Tax, Shipping & Handling. A red arrow points to the 'Attachments' tab at the top of the page, which is currently selected. The 'Note/Attachments' section shows a single attachment named 'invoice.pdf' with a date of 6/9/2022. The right sidebar contains sections for Vendor Invoice No., Invoice Image, and a list of attachments including 'MCKESSON MEDICAL-SURGICAL GOVERNMENT SOL'. It also includes a 'Total (39.25 USD)' section and a 'Related Documents' section with links to Purchase Order: E1312 and Requisition: 157623313. A 'What's next?' section is also present.