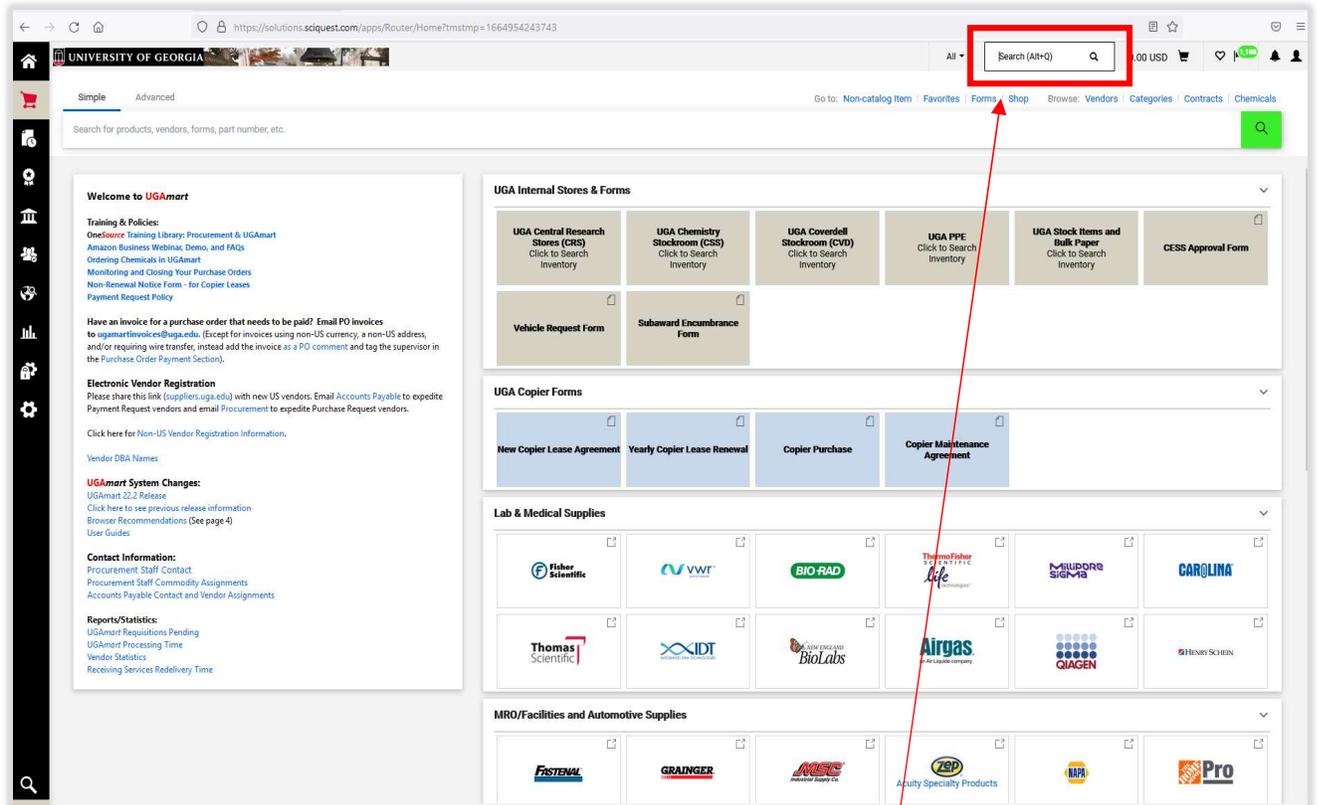


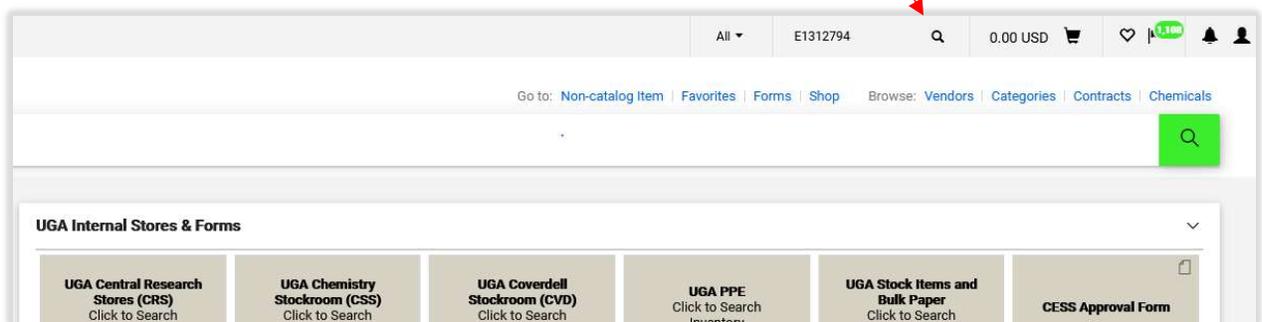
Looking up UGAmart Payment Information

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

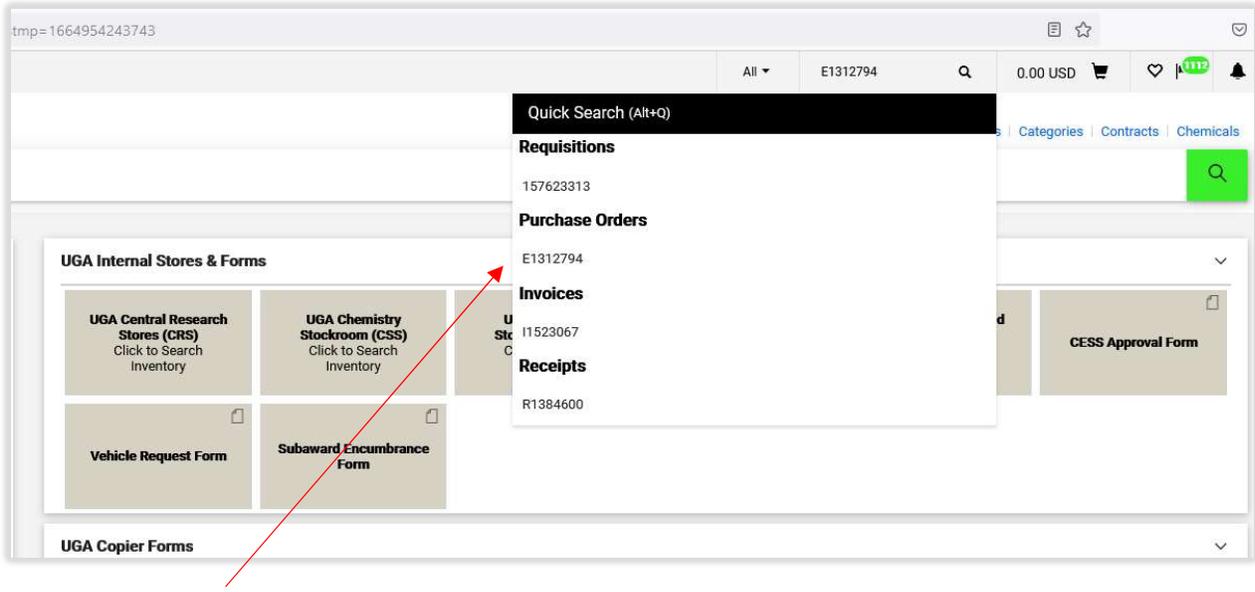


From the homepage, input your Purchase Order number into the Search field located in the upper right corner of your screen.

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

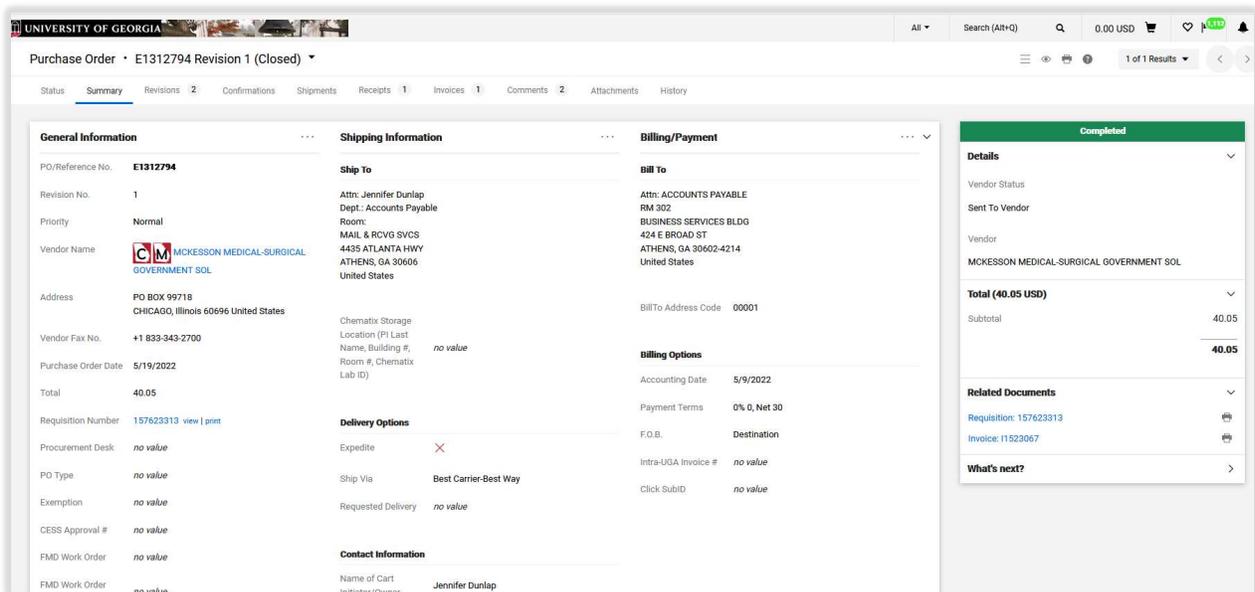


This will return the documents associated with that purchase order number.



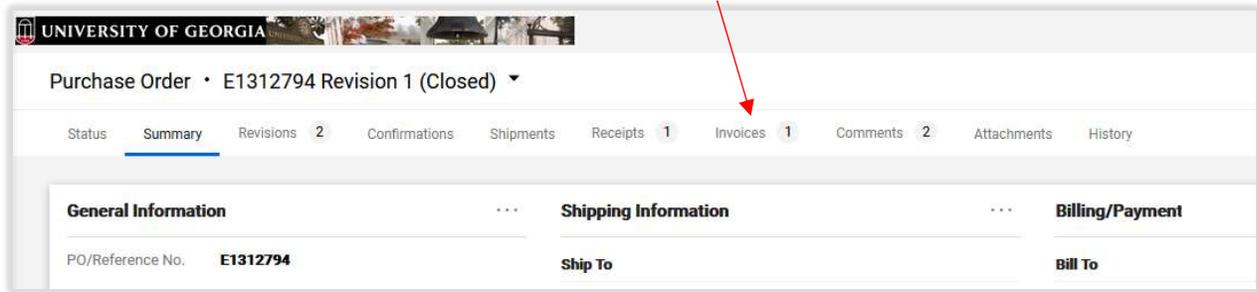
Click on the Purchase Order number.

This will retrieve the purchase order for your review:

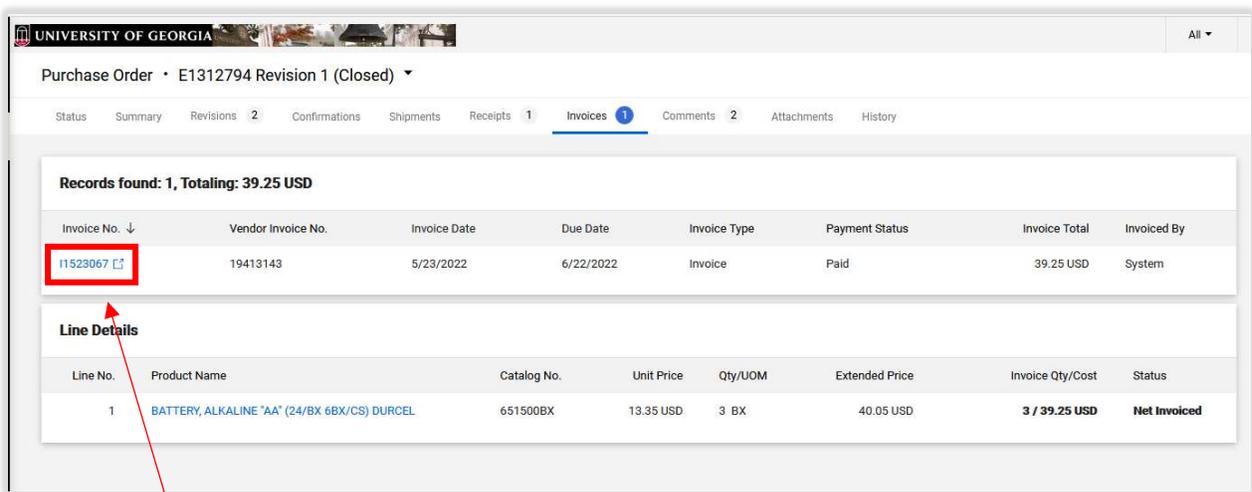


Several options will be listed across the top of the purchase order. This allows you to review the Status of the purchase order, a Summary of the purchase order, Revisions to the purchase

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



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



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:

UNIVERSITY OF GEORGIA

Invoice • I1523067

Summary Matching Vendor Messages Comments 1 Attachments 1 History

General

Invoice Type: Invoice

Pay Status: Paid

Invoice Number: I1523067

Vendor Invoice No.: 19413143

Vendor Name: **MCKESSON MEDICAL-SURGICAL GOVERNMENT SOL**

Invoice Date: 5/23/2022

Discount Date: no value

Due Date: 6/22/2022

Terms: 0% 0, Net 30

Terms Discount: 0.00 USD

Invoice Name: 2022-06-01 University of Georgia 01

Send To Buyer (Invoice):

Procurement Desk: no value

Contract No.: 99999-001-SPD0000165-002A
Change Contract

Match Status: With Forced Matches

Invoice Source: Invoice Import

Contains substituted:

Addresses

Remit To

PO BOX 936279
ATLANTA, Georgia 31193-6279

USA
Address id 01
3rd Party Address ID 01

Bill To

Attn: ACCOUNTS PAYABLE
RM 302
BUSINESS SERVICES BLDG
424 E BROAD ST
ATHENS, GA 30602-4214
United States

Note/Attachments

External Note: no value

Internal Note: no value

External Attachments: Add

Internal Attachments

Internal Attachments	Date	Add
Invoice.pdf	6/9/2022	

Complete

MCKESSON MEDICAL-SURGICAL GOVERNMENT SOL

Vendor Invoice No.: 19413143

Invoice Image: [Invoice.pdf](#)

Total (39.25 USD)

Subtotal	39.25
Discount	0.00
Tax1	0.00
Tax2	0.00
Shipping	0.00
Handling	0.00
Total	39.25

Related Documents

Purchase Order: E1312794

Requisition: 157628313

What's next?

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

Discount, Tax, Shipping & Handling

Discount, tax, shipping & handling

Allocation	Weighted	Header-level
Discount		0.00 USD
Tax 1		0.00 USD
Tax 2		0.00 USD
Shipping		0.00 USD
Handling		0.00 USD

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 number 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 in the top navigation bar, which is currently selected. The 'Attachments' section shows an internal attachment named 'invoice.pdf' dated 6/9/2022. The 'General' section includes fields for Invoice Type (Invoice), Pay Status (Paid), Invoice Number (I1523067), Vendor Invoice No. (19413143), Vendor Name (MCKESSON MEDICAL-SURGICAL GOVERNMENT SOL), Invoice Date (5/23/2022), Discount Date (no value), Due Date (6/22/2022), Terms (0% 0, Net 30), Terms Discount (0.00 USD), Invoice Name (2022-06-01 University of Georgia 01), Send To Buyer (Invoice) (no), Procurement Desk (no value), and Contract No. (99999-001-SPD0000165-002A). The 'Addresses' section includes Remit To (PO BOX 936279, ATLANTA, Georgia 31193-6279, USA, Address ID 01, 3rd Party Address ID 01) and Bill To (Attn: ACCOUNTS PAYABLE, RM 302, BUSINESS SERVICES BLDG, 424 E BROAD ST, ATHENS, GA 30602-4214, United States). The 'Payment Information' section includes Accounting Date (6/1/2022), F.O.B. (Destination), Payment Method (Check), Check Number (5000273391), and Check Date (6/1/2022). The 'Discount, Tax, Shipping & Handling' section includes a table with columns for Allocation, Weighted, and Header-level, showing a Discount of 0.00 USD and Tax 1 of 0.00 USD. The right sidebar shows the vendor name 'MCKESSON MEDICAL-SURGICAL', Vendor Invoice No., Invoice Image, and Invoice PDF link. It also displays a Total of 39.25 USD, a list of charges (Subtotal, Discount, Tax1, Tax2, Shipping, Handling), and Related Documents (Purchase Order: E1312, Requisition: 157623313).

UNIVERSITY OF GEORGIA

Invoice • I1523067

Summary Matching Vendor Messages Comments 1 Attachments 1 History

General

Invoice Type Invoice

Pay Status Paid

Invoice Number I1523067

Vendor Invoice No. 19413143

Vendor Name MCKESSON MEDICAL-SURGICAL GOVERNMENT SOL

Invoice Date 5/23/2022

Discount Date no value

Due Date 6/22/2022

Terms 0% 0, Net 30

Terms Discount 0.00 USD

Invoice Name 2022-06-01 University of Georgia 01

Send To Buyer (Invoice)

Procurement Desk no value

Contract No. 99999-001-SPD0000165-002A
[Change Contract](#)

Addresses

Remit To

PO BOX 936279
ATLANTA, Georgia 31193-6279
USA
Address ID 01
3rd Party Address ID 01

Bill To

Attn: ACCOUNTS PAYABLE
RM 302
BUSINESS SERVICES BLDG
424 E BROAD ST
ATHENS, GA 30602-4214
United States

Payment Information

Accounting Date 6/1/2022

F.O.B. Destination

Payment Method Check

Check Number 5000273391

Check Date 6/1/2022

Note/Attachments

External Note no value

Internal Note no value

External Attachments [Add](#)

Internal Attachments	Date	Add
invoice.pdf	6/9/2022	

Discount, Tax, Shipping & Handling

Allocation	Weighted	Header-level
Discount		0.00 USD
Tax 1		0.00 USD

MCKESSON MEDICAL-SURGICAL

Vendor Invoice No.

Invoice Image

[invoice.pdf](#)

Total (39.25 USD)

Subtotal

Discount

Tax1

Tax2

Shipping

Handling

Related Documents

[Purchase Order: E1312](#)

[Requisition: 157623313](#)

What's next?