



Quick Instructions – Using Procurement Cards

Using Procurement Cards

Benefits

- Allow district to pre-authorize access and spending limits
- External control and review of transactions
- Allows pre-encumbering or post recording of expenditures

Features

- Accept Visa, MasterCard, Discover or American Express
- Allow for open account billing as options or procurement card only
- User can add but not maintain card information
- Workflow can be controlled by payment method
- Real-time transaction authorization (future)

Setup

- The first time a user with a procurement card is ready to check out enter the card number and “save” for future use.
- *Upon request
- Provide list of authorized users with relevant information
- Provide procurement card list with billing address
- Provide workflow steps required. Generally procurement cards users have ‘automatic approval’ since the controls are associated with the card.
- Set the procurement card as the default payment method.

How to use

- Set Ship Dates as standard or future
- Choose your “Shipping Address” from those available in your dropdown list
- Add the Stores Order Number as the Purchase Order / Reference Number
- Select or confirm “Credit Card” as payment method
- Select “Continue Checkout”
- You will view one final summary of your order information. Click “Submit Order” to send your order on for processing or click “Continue Shopping” to add more items to your order, or simply “Save & Exit” to save your order and return to the home page.
- If you select “Submit Order”, you may receive authorization exceptions. (The order is only authorized if this is the final approval step, otherwise the authorization will occur later)
- Resolve any credit card authorization issues (expiration date, address, over limits, etc.)
- Select “Submit Order” to finalize your order.
- Users receive an email confirmation on receipt of order (with prices)
- Users also receive an email confirmation for each shipment for an order (with prices)

What happens next?

- Most School Specialty distribution centers support the ability to show prices, charges and totals on the packing slip included with the shipment.
- Option by customer to have invoices sent for credit card orders
- Future Option by customer to have invoices sent to ‘ship-to address’ rather than the ‘bill-to address’. (Note: If this option is turned on, all invoices for the customer are routed this way.)
- Future Option to have consolidated settlement similar to consolidated invoicing. Settlement occurs when original order is complete or within 30 days of shipment. (Note: If this option is turned on, all settlements for the customer are handled this way.)
- Currently we perform ‘Level 2’ settlement with the financial organization, which provides the: School Specialty franchise name, telephone number, Customer Purchase Order (reference) tax amount and invoice amount. ‘Level 3’ settlement is not available at this time.