

Quick Reference Guide:

Customer Invoice Payment using ePAS

	<p>This document provides the steps to follow in order make an online payment using the ePAS system.</p>
<p>1.</p>	<p>An email will be sent to the email address(es) that was listed on the page when submitting the quarterly sales report.</p> <p>From the email, you can access the ePAS online payment system by 1 of 3 ways.</p> <ol style="list-style-type: none"> 1) Click on link in attached invoice 2) Click on first link in email 3) Click on second link in email <div data-bbox="363 779 1560 1367" style="border: 2px solid black; padding: 10px;"> <p>SPD SWC Email Test</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="display: flex; align-items: center;">  <p>contract.management@doas.ga.gov To Williams, Kijaja</p> </div> <div style="text-align: right;"> <p>  Reply  Reply All  Forward  ... </p> <p style="font-size: small;">Thu 10/8/2020 10:49 AM</p> </div> </div> <div style="margin-top: 10px;"> <p>  swc_2020100800526.pdf 1 </p> <p style="font-size: x-small; margin-left: 20px;">31 KB</p> </div> <p>Greetings,</p> <p>Please find attached an invoice for the administrative fees associated with the quarterly sales report that was uploaded through State of Georgia's Supplier Portal. ACH remittance information can be found at the bottom right of the attached invoice. To pay online by check or credit card, please click this link or copy it from below to make your invoice payment(s).</p> <p style="margin-left: 20px;"> https://pay.xpress-pay.com/0000011786 3 2 </p> <p>If you have any questions/concerns, please contact the Procurement Helpdesk (404.657.6000 / procurementhelp@doas.ga.gov).</p> <p>Regards, State Purchasing Division, State of Georgia-Department of Administrative Services.</p> </div>



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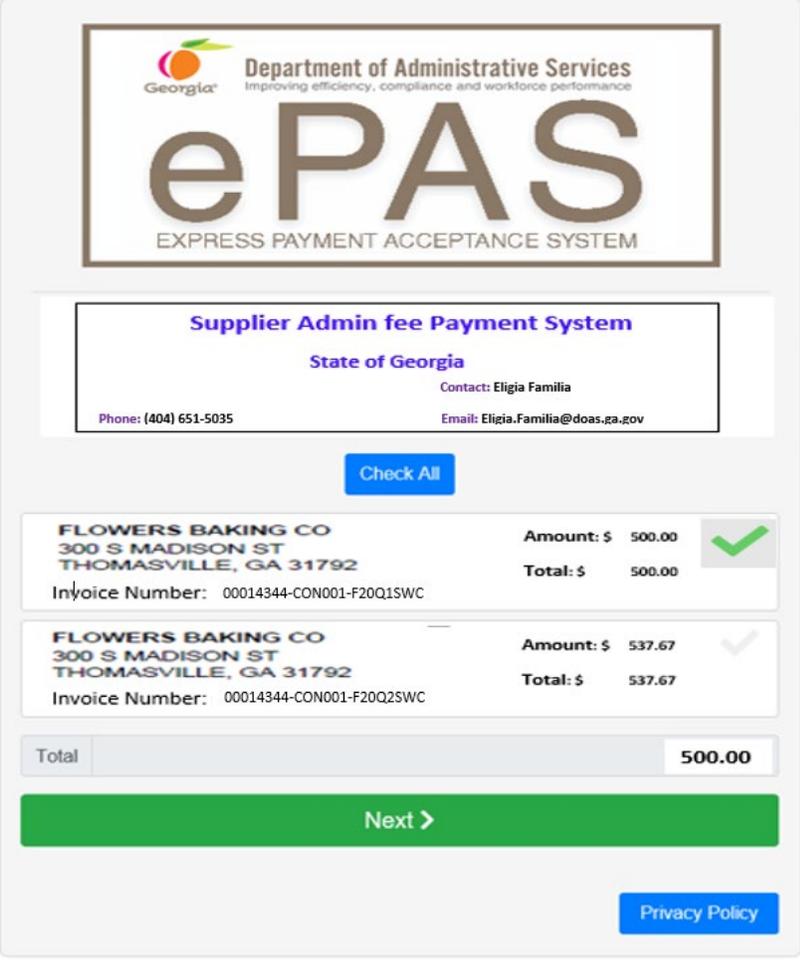
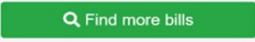
	<p style="text-align: center;"> State Wide Contract Invoice Terms: Payment Due Upon Receipt Invoice Date: 10/08/2020</p> <p>Bill To: Wade Ford Inc. 3860 South Cobb Drive Smyrna, GA 30080 CustomerLoc: 000068801</p> <p>Questions: Procurement Helpdesk Phone: 404-657-6000 Email: procurementhelp@doas.ga.gov FEI# 55-112544</p> <table border="1"><thead><tr><th>Line of Business/ Description</th><th>Invoice#/ Contract#</th><th>Billing Period</th><th>Amount Due</th></tr></thead><tbody><tr><td>SWC Admin Fee Upload 2021 - Ctr 2</td><td>F2102E540199409-0003-0025 99999-SPD-E540199409-0003</td><td>10/01/2020 - 12/31/2020</td><td>\$320.01</td></tr></tbody></table> <p style="text-align: right;">Total Due Upon Receipt \$320.01</p> <p>Online Payment Link https://pay.xpress-pay.com/0000011796</p> <p>ACH Remittance PeopleSoft Agencies Vendor#: 000000051, Location#: 2 State of Georgia Department of Administrative JP Morgan Chase Bank, NA ACH ROUTING#: 044000037 WIRE ROUTING#: 044000037 ACCOUNT#: 510003636</p>	Line of Business/ Description	Invoice#/ Contract#	Billing Period	Amount Due	SWC Admin Fee Upload 2021 - Ctr 2	F2102E540199409-0003-0025 99999-SPD-E540199409-0003	10/01/2020 - 12/31/2020	\$320.01
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SWC Admin Fee Upload 2021 - Ctr 2	F2102E540199409-0003-0025 99999-SPD-E540199409-0003	10/01/2020 - 12/31/2020	\$320.01						
2.	<p>Once you click on the payment link, you will be taken to the payment system landing page. You can select to pay one or more invoices from the screen by selecting the  next to the invoice. The total of the invoice(s) will be displayed as the total.</p>								



Department of Administrative Services

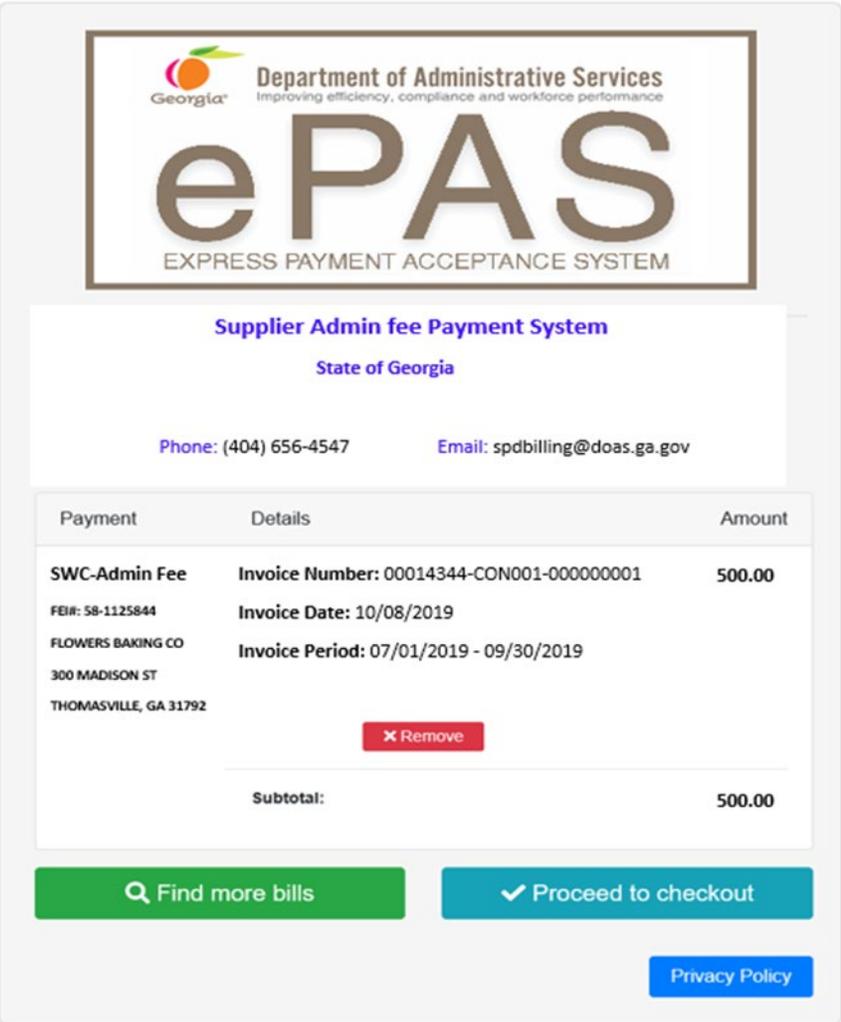
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	 <p>The screenshot displays the ePAS (Express Payment Acceptance System) interface for the State of Georgia. It features the Georgia Department of Administrative Services logo and the ePAS logo. Below the logos, there is a section for the 'Supplier Admin fee Payment System' with contact information for Eligia Familia. A 'Check All' button is present. The main area shows a list of invoices for 'FLOWERS BAKING CO' with columns for 'Amount', 'Total', and a selection status (checkmarks). The total amount is \$500.00. A large green 'Next >' button is highlighted, and a 'Privacy Policy' button is at the bottom right.</p>
3.	<ol style="list-style-type: none">1. Click on the  button to continue with payment. A list of all the selected invoices will be displayed.<ol style="list-style-type: none">a) If needed, click on the  button to remove the selected invoice and go back to the initial list of pending invoices.b) To add additional invoices, click on  button. You will be taken back to the list of pending invoices. You can select any additional ones that have not been selected.c) To continue with payment, click on the  button.

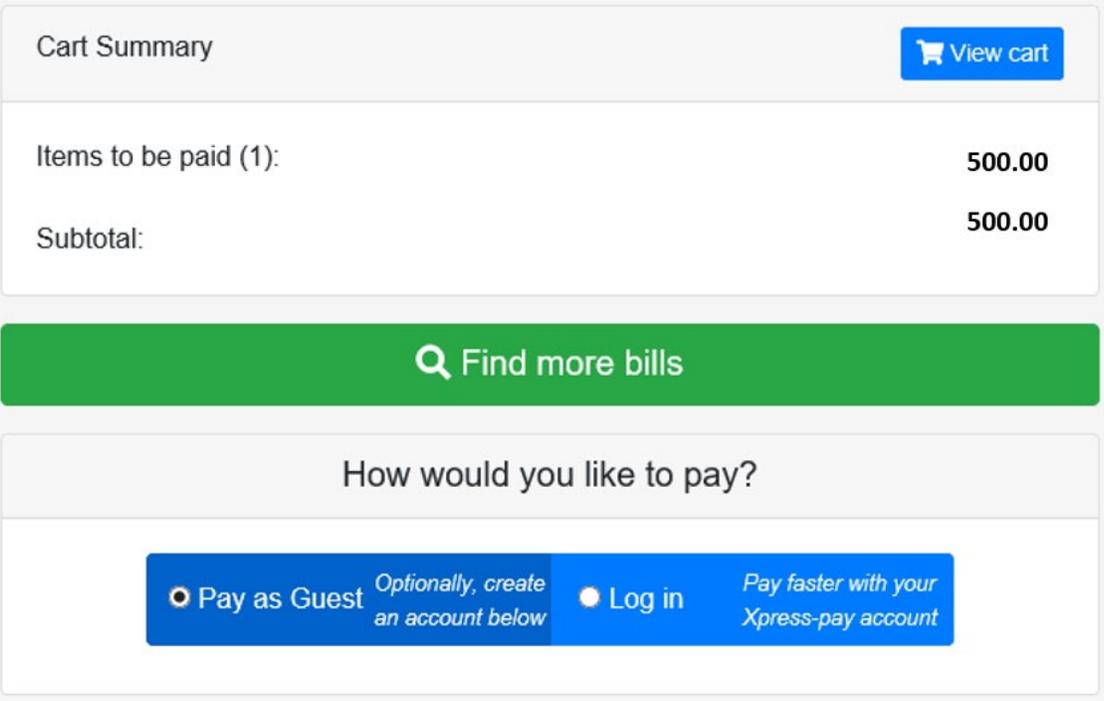
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<p>4.</p>	<p>Select how to make the payment.</p> <p>By default, 'Pay as Guest' is selected.</p> <ul style="list-style-type: none"> • Select 'Pay as Guest', so that your payment information is not stored in the payment system for any further payments in the future. • Select 'Log In' to create an account. This will allow you to save your payment method/details for paying invoices in the future.

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<p>5.</p>	<p>Select the payment method.</p> <p>By default, Check is selected.</p> <ul style="list-style-type: none"> • Select Debit/Credit card to process a debit or credit card payment • Select eCheck to make a payment by check. <p>Enter your payment information.</p> <p>Agree to Terms and Conditions</p> <p>Complete ReCAPTCHA.</p> <p>Click payment button </p>

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Select a payment method:



Amount	500.00
Total	500.00

[Select](#)



Amount	500.00
Total	500.00

[Select](#)

Card number *

Expiration date * **CVV#** *

Full name on account used to pay *

Street address * **Zip or Postal Code** *

Email * **Phone**

I acknowledge and accept the Terms & Conditions below

Remember me with an **Xpress-pay** account

I'm not a robot



reCAPTCHA
Privacy - Terms

PAY 500.00 >

Terms & Conditions

By submitting this payment, you authorize a charge for the amount shown to be placed against your account on behalf of the above-named merchant and Xpress-pay. This authorization is valid only in connection with the transaction identified.

All Xpress-pay transactions are final. Your payment will result in a transaction credited directly to the entity you have designated to receive the funds. Since they receive the funds directly, Xpress-pay cannot provide refunds. Questions or disputes must be directed to the organization you are paying.

** For certain payment types, a site fee is applied to cover the cost of infrastructure, security, and processing. Site fees are never applied to donations of any kind.*

[Privacy Policy](#)

6. If email address is entered, an email confirmation will be sent to the email address.



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	<p>Your receipt from Xpress-Pay.com</p> <p>mail@xpress-pay.com To: ardepartment@focorp.com Tue 03/03/2020 12:01 PM</p> <p>CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.</p> <p>Xpress-pay Your Partner in ePayments</p> <p>Thank you for your payment. Please print this receipt and retain it for your records.</p> <p>Payment date: 03/03/2020 Payer's email: ardepartment@focorp.com Transaction ID: 0000000000</p> <p>Payment type: check Account: *****6799</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Amount</th> <th>Interest</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Address Fee, GA 2020, Tue 03/03/2020 12:01 PM FLOWERS BAKING CO., INC(14344-12)</td> <td>\$ 500.00</td> <td>\$0.00</td> <td>\$ 500.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Subtotal: \$ 500.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Site fee: \$ 500.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Payment total: \$ 500.00</td> </tr> </tbody> </table> <p>The following charges will appear on your credit card or checking account statement: \$ 500.00 Georgia Department of Administrative Services</p>	Description	Amount	Interest	Total	Address Fee, GA 2020, Tue 03/03/2020 12:01 PM FLOWERS BAKING CO., INC(14344-12)	\$ 500.00	\$0.00	\$ 500.00				Subtotal: \$ 500.00				Site fee: \$ 500.00				Payment total: \$ 500.00
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7.	End of process.																				