<u>Contract: AMA STO12E02</u>
Merchant Card Services
Effective: July 1, 2017
INSTRUCTIONS FOR USE

Each Agency using the above master agreement* must issue a delivery order in order to authorize the purchase of services or goods, and/or to make subsequent payment. Agency delivery orders will require approval by the State Treasurer's Office via the "Third-Party Approval" workflow process. The Procedure Guide is available online at:

myApps → Enterprise Readiness → Outreach Sessions → Procurement → Updates

1. Agency procurement officer, or their designee, will create the ADO document from the URSRCHMA page with all pertinent information to support an order or payment.
2. User will then validate and submit the transaction to workflow. The workflow rule associated with the Reporting Field 2 will automatically insert a 3rd Party Approver role for the agency.
3. Agency procurement officer, or designee, will need to review their Worklist and take the document. Using the Action Menu, reassign the transaction to the appropriate third-party approver. The agency procurement officer will need to browse for the third-party approver from a list of users for the desired user ID.
4. Third-party Approvers for this master agreement are:
    a. Shelly Murray (Dept. 1300)
    b. Alberta Kincaid (Dept. 1300)
    c. Bryan Archer (Dept. 1300)
5. Upon selection of the desired user, the transaction will be reassigned. User may navigate back to the ADO by use of the Document Catalog and use the Track Work in Progress to verify the reassignment.
6. After the third party approves the document, the agency procurement officer, or designee, will receive it again in the Worklist to approve on to the next approver in his or her own agency workflow. Refer to the Third-Party Approvals Procedure Guide on myApps for more information.

* **Applies to those agencies who are billed directly by the vendor. This does not apply to the services provided by and paid for by the STO for e-Gov services.**