



## Georgia Public Safety Training Center

1000 Indian Springs Drive  
Forsyth, Georgia 31029-8836

Phone (478) 993-4000

Fax (478) 993-4303

Nathan Deal  
Governor

J. Dale Mann  
Director

**DATE:** March 9, 2011  
**TO:** State of Georgia Vendors  
**FROM:** Georgia Public Safety Training Center  
**RE:** Vendor ACH Payment Conversion

In accordance with the State of Georgia, Executive Order, regarding the move to electronic funds transfer as a standard, the State of Georgia is requesting vendor payment information in order to make payments for invoices through Automated Clearing House (ACH) payment.

### What do I as a vendor do to implement ACH processing payments to a state agency?

1. In order to process electronic payments to your agency, GPSTC needs additional information. All vendors will need to complete the [Vendor Maintenance form](#). The completed and signed form should be submitted by fax to 478-993-4406 or by email to one of the following:
  - a. Gay Johnson -- [gjohnson@gpstc.state.ga.us](mailto:gjohnson@gpstc.state.ga.us)
  - b. Stephanie Elder -- [selder@gpstc.state.ga.us](mailto:selder@gpstc.state.ga.us)
2. If you are already set up to receive payments using electronic funds transfer with other agencies at the State of Georgia, please provide us with bank account and routing information, so payments to your company can be processed using the Automated Clearing House (ACH) payment system by completing the form in section 1.
3. Please indicate if the bank account listed can be used :
  - ✓ as a primary account for all agencies to remit payments
  - ✓ or if it is a specific purpose account.
4. Please complete the same form if you are currently paid by check or would like to add an additional bank account.
5. Please pay close attention to the purpose and or agencies that can use this account.

Visit [www.gpstc.org](http://www.gpstc.org) for information, course calendar, and registration

## **Obtaining Payment Information**

To further clarify your payments, we are sending remittance or addenda data to your bank for viewing. If your bank doesn't have the capability of showing the remittance data, or charges extra banking fees to view it, the State of Georgia is providing a [supplier portal](#) that allows you to view your invoices with due dates, purchase orders, payments, and remittance data.

## **What are the benefits of registering for the Supplier Portal?**

- View Payments and receipts (3 years history) from state agencies
- View Invoices (3 years history) to state agencies
- View payment remittance on invoices and payments
- Check outstanding balances and payment status
- View & download Purchase Orders (3 years history) from state agencies
- Self maintenance of the supplier's firm's Contacts, Addresses and selected NIGP Codes
- Available 24 hours/day, 7 days/week

## **Link to Instructions**

PDF Version:

[http://doas.ga.gov/TGM/Docs\\_TGM/CreateandMaintainSupplierapproved.pdf](http://doas.ga.gov/TGM/Docs_TGM/CreateandMaintainSupplierapproved.pdf)

Video:

[http://pur.doas.ga.gov/TeamGeorgia/videos/Supplier%20Registration\\_Published/Register%20as%20a%20Supplier\\_final/player.html](http://pur.doas.ga.gov/TeamGeorgia/videos/Supplier%20Registration_Published/Register%20as%20a%20Supplier_final/player.html)

## **Link to Supplier Portal**

<https://saofn.state.ga.us/psp/sao/SUPPLIER/ERP/h/?tab=DEFAULT>

Please contact Stephanie Elder or Gay Johnson, if you need additional information or for questions concerning this request. Stephanie may be reached at (478) 993-4414 or [selder@gpstc.state.ga.us](mailto:selder@gpstc.state.ga.us) . Gay may be reached at (478) 993-4662 or [gjohnson@gpstc.state.ga.us](mailto:gjohnson@gpstc.state.ga.us).

**NOTE: If you are having problems with the Supplier Portal, you must contact the State Accounting Office at 404-657-6000. GPSTC staff cannot assist with problems concerning access to the Supplier Portal or setting up the Supplier Portal. Additionally, the Supplier Portal is down on Mondays for routine maintenance from 5:00 AM and 5:30 AM.**

## FAQ's

1. **Q. Who is responsible for completing vendor forms?**

A. Vendors should complete Section 1 of the vendor maintenance form. GPSTC will complete the remaining sections and submit to the vendor group for approval.
2. **Q. Is it required that I use ACH to receive payments from the state?**

A. Yes when practical. Consistent with the Executive Order Regarding the prompt and efficient payment for goods and services provided to the State, revised and issued 12/21/10, agencies, departments, and institutions shall utilize electronic disbursement methods, consistent with O.C.G.A 50-5B-3(3) for payments to contractors/vendors.
3. **Q. How do I enroll in electronic payments?**

A. To enroll in electronic payments, vendors are required to complete Section 1 of the vendor maintenance form (attaching a voided check is encouraged) and email documents to the GPSTC as listed on page 1 of this document.
4. **Q. How can I see remittance data on an ACH payment?**

A. You can view it online through your bank, though, some banks charge extra fees to view it. You can also view it for free through the State of Georgia Supplier Portal.
5. **Q. What is the Supplier Portal?**

A. The supplier portal is an online system that enables vendors to view payment information, including invoice reference, payment dates, payer identification and scheduled payments. This is available 24 hours/day 7day/week with some minor downtime each month for maintenance.
6. **Q. How do I access the supplier portal to view my invoice and payment information?**

A. To access the supplier portal use the link provided on page 2 of this document or go to the "Vendor Management/Payment Management" page of the State Accounting Office website at <http://sao.georgia.gov> . Here you will also find the link to the supplier portal, as well as additional information regarding the supplier portal.
7. **Q. Who do I contact if the supplier portal shows a payment made but funds have not been received?**

A. Please contact Sissy Allen in Accounts Payable at 478-993-4446 or by email at [sallen@gpstc.state.ga.us](mailto:sallen@gpstc.state.ga.us) .

**8. Q. When will I start receiving electronic payments?**

A. The next applicable payment after the vendor file has been updated with the vendor's banking information.