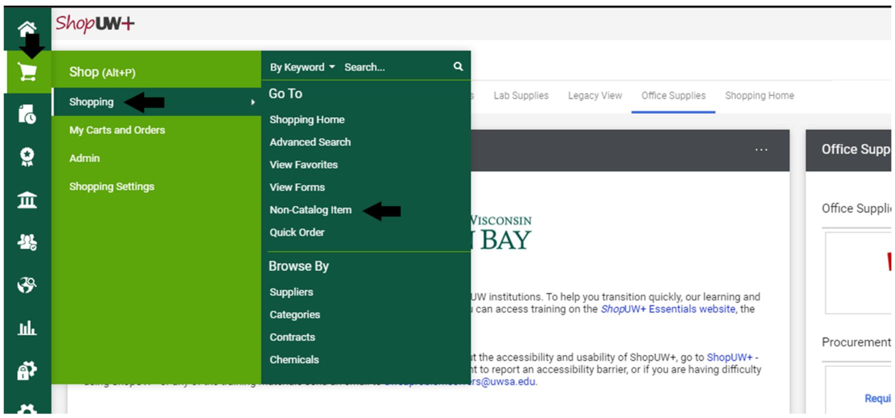
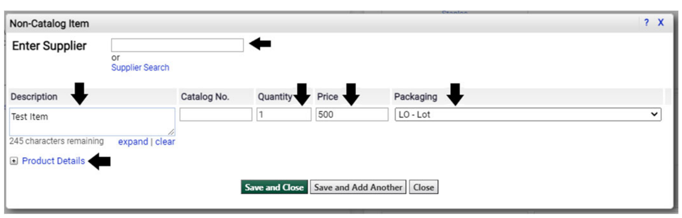
Chartwells Catering Payment (Non-Catalog Item Add)

To process a Chartwells catering bill, use the Non-Catalog Item Add. If you have more than 5 catering events and know an approximate amount for the year or series of events, use the Standing Order Form.

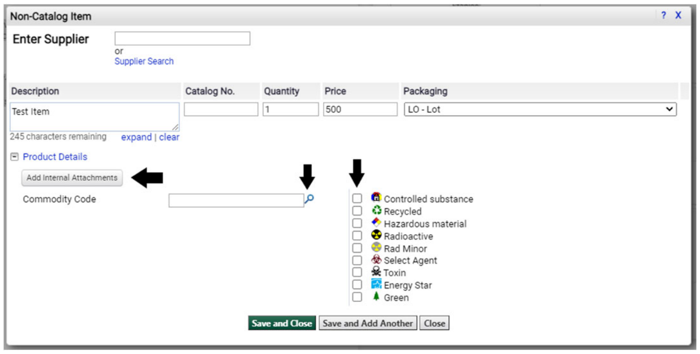
1. From the Home Page, click on the **Shopping Cart** symbol on the left menu.
2. Under the **Shopping** menu, click **Non-Catalog Item**



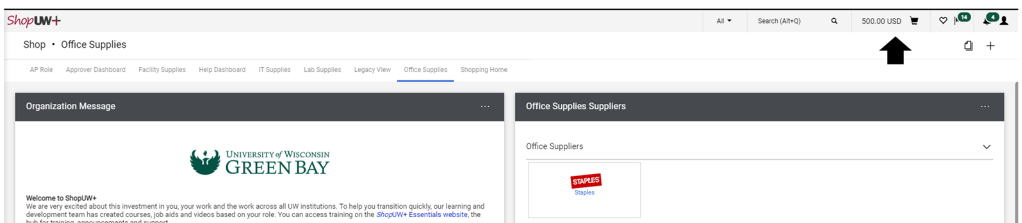
3. Enter **Chartwells** in the Enter Supplier field. **Select Chartwells Dining Services**.



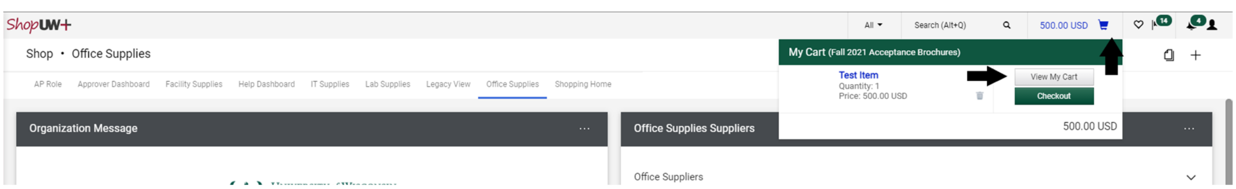
4. Description – First 30 Characters will appear in WISER. Enter a clear description of the event. This will speed the payment process and help answer potential questions Accounts Payable may have.
5. Catalog No. – Leave Blank
6. Quantity – Enter **1**.
7. Unit Price – Enter the price of the invoice.
8. Packaging – Select **Lot**.
9. Click on **Product Details**.
10. Add Internal Attachments – Attach a PDF of the invoice. Click **Next.**



11. Do not check any of the check boxes.
12. Enter **09** in the Commodity Code.
13. If you have additional invoices to add, click **Save and Add Another.** Repeat steps 4-12.
14. Once you have entered all the items, click **Save and Close.**
15. Click on the **Cart Icon** in the top right.

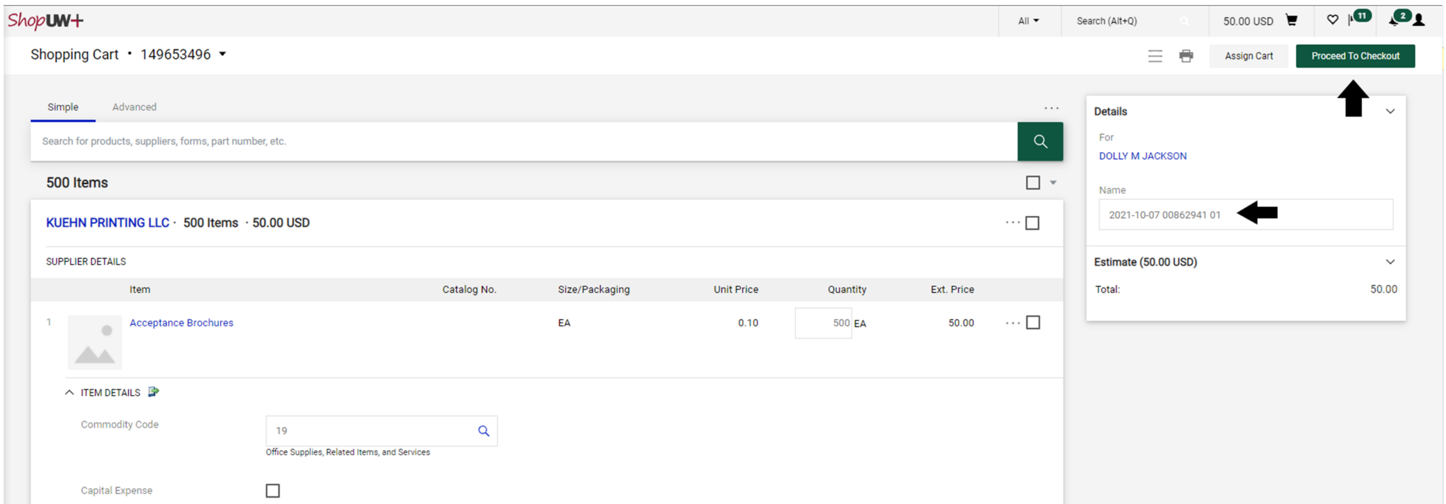


16. Click **View My Cart.**



Shopping Cart

17. Enter a short description in the **Name** section. Entering a name here will help you decipher between POs for the same vendor later and overall reduce searching time.

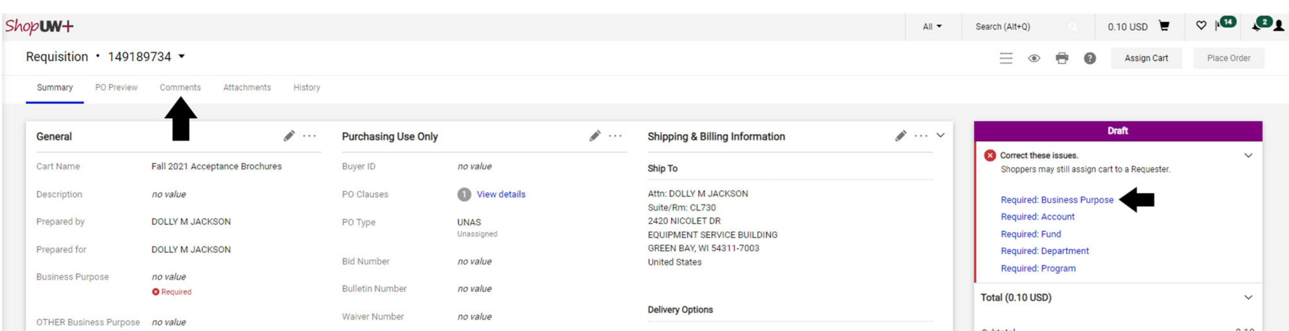


18. Click **Proceed to Checkout.**

Requisition

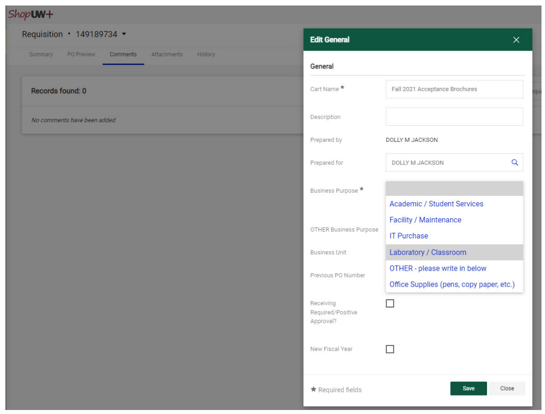
The Requisition page is where comments can be added to Purchasing, the business purpose and the funding string are entered and the final submission is done.

19. Click **Comments** tab
20. Click the **Plus Sign** to add a comment. Add any notes Purchasing might need. This is optional. If you have several invoices on the same requisition, add a comment stating how many invoices you are paying. Click **Checkmark** to complete the comment.



21. Click **Required: Business Purpose**

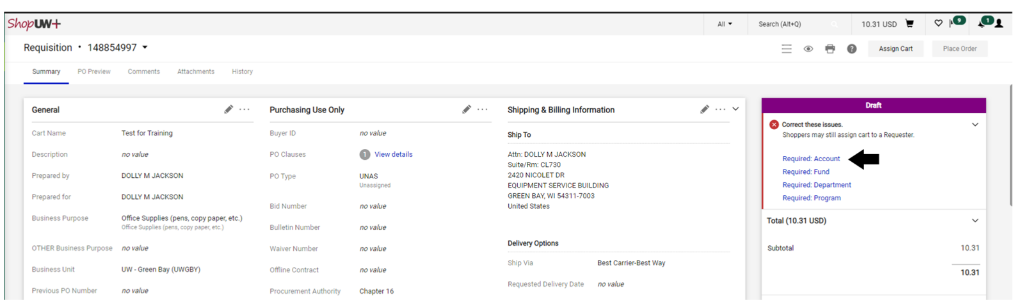
22. Select the appropriate category from the **Drop Down**



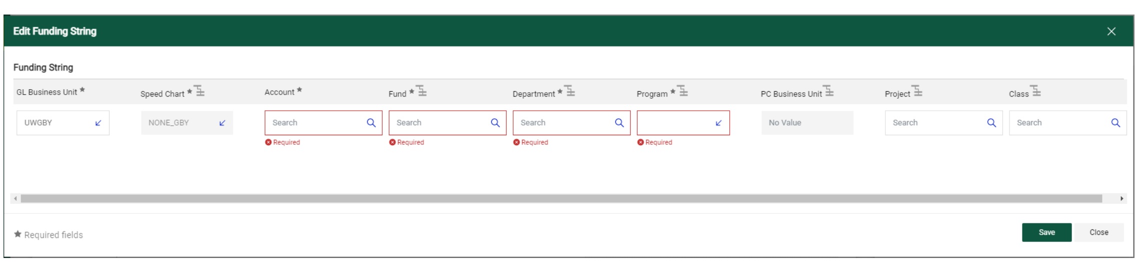
23. Click **Save.**

Click Here for Multiple Funding Code Instructions

Single funding code entry



24. Click **Required: Account**.



25. GL Business Unit – **Select UWGBY**
26. Speed Chart – Leave as NONE_GBY. This auto fills when UWGBY is selected for the GL Unit.

27. Account – Enter **3165.**
28. Fund – 3-digit number from your funding string
29. Department – 6-digit number. **All department numbers must be in format XXXXXX_GBY.** You must add the _GBY to the department number. Use the Magnifying Glass to select the department.
30. Program – 1-digit number.
31. Project – Optional. 7-digit alpha numeric. **All project numbers must be in format XXXXXXX_GBY.** You must add the _GBY to the project number. Use the Magnifying Glass to select the project.
32. Class – Only used by Athletics.
33. Click **Save**
34. Click **Place Order**
35. Email the invoice, List of Attendees, Agenda/Flyer, and signed Food Approval as a PDFs to Accountspayable@uwgb.edu and include the Requisition number or PO number. **Payments will not be processed if the invoice is not emailed to Accounts Payable.**

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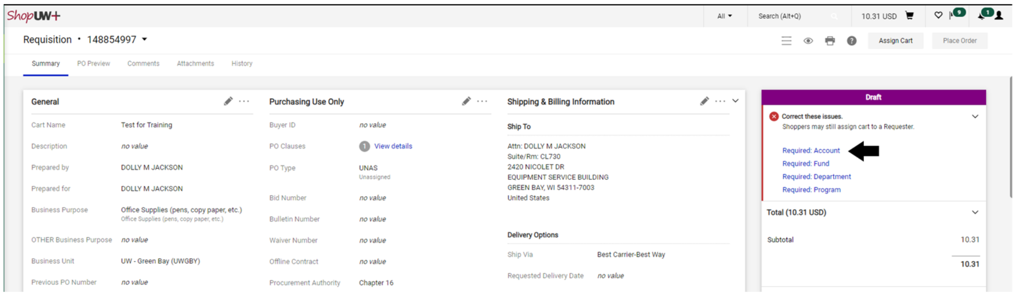
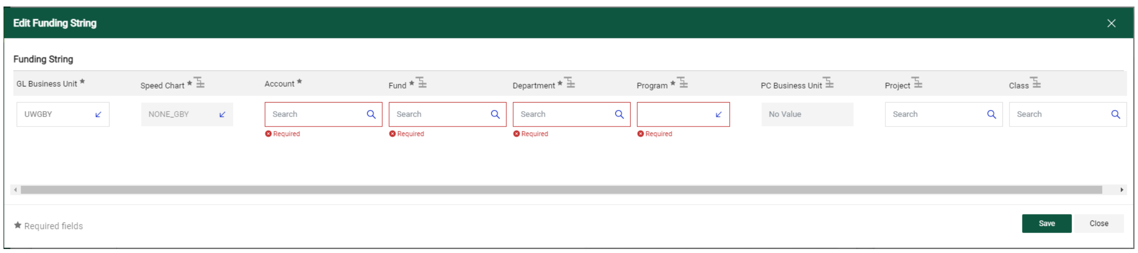
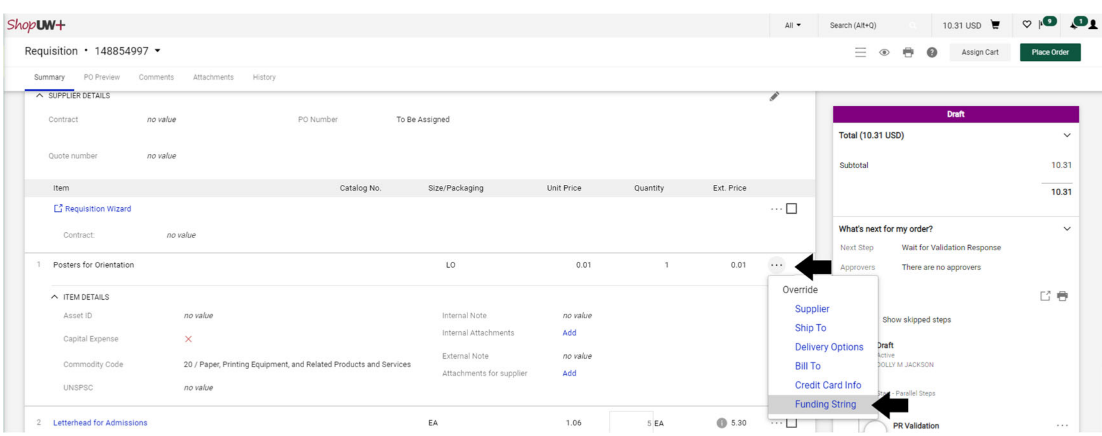
Multiple Funding Code Entry



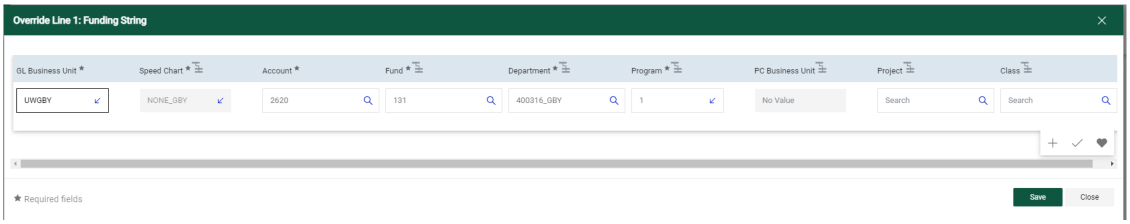
24. Click **Required: Account**.



25. GL Business Unit – UWGBY
26. Speed Chart – Leave as NONE_GBY. This auto fills when UWGBY is selected for the GL Unit.
27. Account – Enter **3165.**
28. Fund – 3-digit number from your funding string
29. Department – 6-digit number. **All department numbers must be in format XXXXXX_GBY.** You must add the _GBY to the department number. Use the Magnifying Glass to select the department.
30. Program – 1-digit number.
31. Project – Optional. 7-digit alpha numeric. **All project numbers must be in format XXXXXXX_GBY.** You must add the _GBY to the project number. Use the Magnifying Glass to select the project.
32. Class – Only used by Athletics.
33. Click **Save**
34. Scroll down to the item that has a different funding code from the one entered above.
35. Click on the **Three Dots** on the right of the price for that line



36. Click **Funding String** in the Override menu.
37. Click on the Account/Fund/Department/Program or Project to change
38. Change the funding to the new funding string.



39. Click **Save.**
40. Repeat for any additional item lines that need new funding entered.
41. Click **Place Order**
42. Email the invoice, List of Attendees, Agenda/Flyer, and signed Food Approval as a PDFs to Accountspayable@uwgb.edu and include the Requisition number or PO number. **Payments will not be processed if the invoice is not emailed to Accounts Payable.**