



## ***SUPPLIER GUIDE FOR REPORTING SALES AND VENDOR COLLECTED ADMINISTRATIVE FEE VIA ALOHA EBUYS RECONCILER***

This guide provides step-by-step instructions for paying the Vendor-Collected Administrative Fee in ALOHA EBUYS Reconciler, supported by NIC. If you have any questions or issues processing your quarterly payment, please contact [reconciler@mdfcommerce.com](mailto:reconciler@mdfcommerce.com) for assistance.



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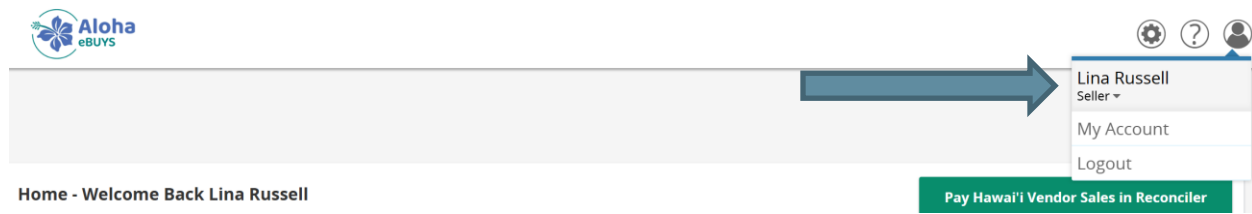
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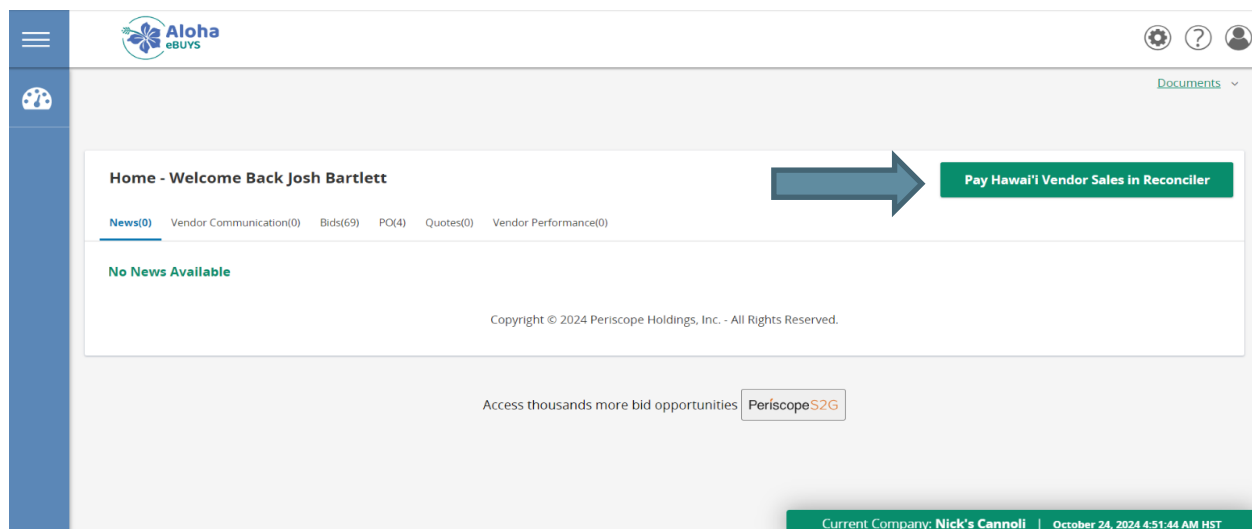


## LOGIN TO RECONCILER

- Sign in to [Aloha eBUYS](#).
- Ensure you navigate to the Seller role by clicking on the person icon in the upper right of the screen and switching (if necessary) to the SELLER role.



- Click the “Pay Hawai’i Vendor Sales in Reconciler” button at the far right of the Supplier Home Page.





## FIRST TIME ACCESSING RECONCILER POP-UP

If it's your first time accessing Reconciler, you will need to create or join an S2G company.

- Type in your Company Name

The screenshot shows a blue header bar with the text "Join or Create a Company". Below this is the "Periscope Reconciler" logo. A form field labeled "Company Name \*" is highlighted with a blue arrow pointing to it. Below the field is a hint: "Type company name or select company from list". A "NEXT" button is located at the bottom right of the form.

- Your Company Information will be pre-populated from your data in Aloha eBUYS. You may edit it as needed.

The screenshot shows a form titled "Company Information". It contains the following fields:

- Company Name \***: Nick's cannoli
- Select Country \***: United States of... (dropdown)
- State/Province \***: New Jersey (dropdown)
- City \***: Camden
- Postal Code \***: 08102
- Address \***: 555 Main St
- Address Line 2**: (empty field)

At the bottom right, there are "BACK" and "NEXT" buttons.



- Your Company will be added, and you'll be all set to begin paying your Vendor Collected Administrative Fee!

Company Information

## COMPANY ADDED!

You can edit the company profile under your user Settings after logging into your new Catalog Manager account.

[BACK](#) [DONE](#)



## RECONCILER DASHBOARD

- On the Reconciler Dashboard, click "Review & Pay" in the Total Fee Due section.

### Sales Dashboard

Welcome, Lina  
Company:

Total Fee Due:  
Payment Pending:

\$0.00  
\$0.00

Fees - Ready to Pay (0 items)

Fees - Needs Review (0 items)

[View Payment History](#)

REVIEW & PAY

Review, modify or upload your sales report

- Click "Needs Review" next to the Contract Number and reporting period to submit the Vendor Collected Administrative Fee.  
(Note: If your company has multiple contracts, you'll need to review and process each one.)  
\*For clarification, contact [reconciler@mdfcommerce.com](mailto:reconciler@mdfcommerce.com).

### Fee Summary

(Review, modify or pay your sales reports)

☒ Select all Entities

< Aloha eBUYS >

Sort By  
ALL ENTITIES

Status  
Show Unpaid/Pending

Reporting Period	Entity	Contract Number	Contract Name	Total Sales	Total Fees	Status	Action Items
OCT-DEC 2024	Aloha eBUYS - Parent Aloha eBUYS	P-24-AGENCY-133	Reconciler Reporting Period Creation Logic Test	\$0.00	\$0.00	Unpaid	<div>Needs Review</div> <div>Choose Payment</div>
OCT-DEC 2024	Aloha eBUYS - Parent Aloha eBUYS	P-24-AGENCY-134	Reconciler Reporting Period Creation Logic Test (Change Order Enabled Fees)	\$0.00	\$0.00	Unpaid	<div>Needs Review</div> <div>Choose Payment</div>



## REPORTING OPTIONS

### REPORT \$0 DOLLARS

**Start process** - If you have no sales to report during the period, click the circle next to “Report \$0 Dollars.”

Sales Report Options | Aloha eBUYS - Parent Aloha eBUYS ×

Entity: Aloha eBUYS - Parent Aloha eBUYS  
Contract ID / Contract Name: P-24-AGENCY-48 / Reconciler Test Blanket  
Fee Type / Rate: Percentage / 1.5%  
Reporting Period: APR-JUN 2024

Total Sales: **\$0.00**  
Total Fees: **\$0.00**

☒ **REPORT \$0 DOLLARS**  
Choose this option if you have no sales to report during this period.

OR

ADD, REVIEW OR MODIFY SALES REPORT

☒ **MODIFY OR REVIEW SALES REPORT**  
Choose this option if you would like to enter your sales report online without a spreadsheet, or review your current sales report.

☐ **UPLOAD ITEMS VIA CSV OR EXCEL SPREADSHEET**  
Choose this option if you would like to load your sales items via a spreadsheet (template available on next screen)

CLOSE

NEXT

**Step 2** - Check the box to acknowledge your reporting information is accurate and click Submit, end Process.

Sales Report Options | Aloha eBUYS - Parent Aloha eBUYS ×

Entity: Aloha eBUYS - Parent Aloha eBUYS  
Contract ID / Contract Name: P-24-AGENCY-48 / Reconciler Test Blanket  
Fee Type / Rate: Percentage / 1.5%  
Reporting Period: APR-JUN 2024

Total Sales: **\$0.00**  
Total Fees: **\$0.00**

**Acknowledgment**

I am reporting \$0 in sales for this reporting period.

☐ I hereby declare that this is a true and accurate report of payments and fees due pursuant to the terms of the above-referenced, Statewide Contract, under pains and penalties of perjury.

CLOSE

SUBMIT



## REPORT ITEMS INDIVIDUALLY

**Start process** - To report items individually, click the circle next to “Modify or Review Sales Report.”

Sales Report Options | Aloha eBUYS - Parent Aloha eBUYS

Entity: Aloha eBUYS - Parent Aloha eBUYS  
Contract ID / Contract Name: P-24-AGENCY-48 / Reconciler Test Blanket  
Fee Type / Rate: Percentage / 1.5%  
Reporting Period: APR-JUN 2024

Total Sales: **\$0.00**  
Total Fees: **\$0.00**

☒ **REPORT \$0 DOLLARS**  
Choose this option if you have no sales to report during this period.

OR

ADD, REVIEW OR MODIFY SALES REPORT

☒ **MODIFY OR REVIEW SALES REPORT**  
Choose this option if you would like to enter your sales report online without a spreadsheet, or review your current sales report.

☐ **UPLOAD ITEMS VIA CSV OR EXCEL SPREADSHEET**  
Choose this option if you would like to load your sales items via a spreadsheet (template available on next screen)

CLOSE

NEXT

**Step 1—You may add additional purchasing organizations by selecting “Add Purchasing Organization” on the right side of the Sales Detail View (blue ribbon and + symbol).**

SALES DETAIL VIEW | Total Sales: **\$0.00** | Total Fees: **\$0.00** | HELP CLOSE

Entity: Aloha eBUYS - Parent Aloha eBUYS  
Contract ID / Contract Name: P-24-AGENCY-48 / Reconciler Test Blanket  
Fee Type / Rate: Percentage / 1.5%  
Reporting Period: APR-JUN 2024

**Line Item Summary**

Already Accounted (System):	0
Total included items (Self):	0
Line items you will be paying:	0
Total Difference:	0

**Need to update your report in bulk?**

- 1 - Download Template with existing transactions  
[DOWNLOAD REPORT](#)
- 2 - Make necessary changes in your spreadsheet
- 3 - Re-upload report: **BULK UPLOAD**
- 4 - Download transaction report for your records

Search (Invoice Number, PO Number, Item Description)

TOTAL COUNT OF ORGANIZATIONS: 0

Close

STEP 1 ENTER INFORMATION BELOW AND PRESS THE "ADD ORG" BUTTON

State \*

Purchasing Organization

Department

ADD ORG

Previous

Next Page

Show 5

Organizations per page

SAVE & EXIT

CONTINUE





**Step 2** - Enter the Total Amount of Sales for the period in the field “Add Sales Amount.”

**Step 3** - Fill out the required fields to the left of the “Sales Amount” column (designated with an asterisk in the open fields).

**Step 4** - Click the blue “ADD” button to add the sale to your report. *(If this button is unavailable for selection, check that all required fields are filled out).*

SALES DETAIL VIEW

Total Sales: \$0.00

Total Fees: \$0.00

HELP

CLOSE

Entity: Aloha eBUYS - Parent Aloha eBUYS

Contract ID / Contract Name: P-24-AGENCY-48 / Reconciler Test Blanket

Fee Type / Rate: Percentage / 1.5%

Reporting Period: APR-JUN 2024

Line Item Summary

Already Accounted (System): 0

Total included items (Self): 0

Line Items you will be paying: 0

Total Difference: 0

Need to update your report in bulk?

1 - Download Template with existing transactions  
**DOWNLOAD REPORT**

2 - Make necessary changes in your spreadsheet

3 - Re-upload report: **BULK UPLOAD**

4 - Download transaction report for your records

Search (Invoice Number, PO Number, Item Description)

TOTAL COUNT OF ORGANIZATIONS: 1

ADD PURCHASING ORGANIZATION +

State: Hawaii

Purchasing Organization: State Procurement Office

Department: Procurement Services

Total Sales: \$0.00

Total Fees: \$0.00

Delete

Close

STEP 2 ENTER PO LINE ITEM INFORMATION BELOW AND PRESS THE "ADD" BUTTON

Added By	Item Description	Invoice Number	Line Item Number	Payment Date	Unit Price	Quantity	PO Date	PO Number	Sale Amount	Fee	
Self	Add Item Description *	Add Invoice Number *	Add Line Number *	Add Payment Date mm/dd/yyyy *	Add Unit Price *	Add Quantity *	Add PO Date mm/dd/yyyy *	Add PO Number *	Add Sales Amount *		ADD

< Previous

Next Page >

Show

Items per page

< Previous

1

Next Page >


Show

5


Organizations per page




## Options To Edit the Transactions

The Edit button allows you to Defer, Decline or Split transactions. The (  ) icon will remove the entire transaction from the report.



**SALES DETAIL VIEW** | Total Sales: **\$100.00** | Total Fees: **\$1.50** | [HELP](#) | [CLOSE](#)



TOTAL COUNT OF ORGANIZATIONS: 1 | [ADD PURCHASING ORGANIZATION](#) 

State: Hawaii | Purchasing Organization: State Procurement Office | Department: Procurement Services | Total Sales: \$100.00 | Total Fees: \$1.50 | [Delete](#) | [Close](#)

ENTER PO LINE ITEM INFORMATION BELOW AND PRESS THE "ADD" BUTTON

Added By	Item Description	Invoice Number	Line Item Number	Payment Date	Unit Price	Quantity	Sale Amount	Fee	
Self	<input type="text" value="Add Item Description *"/>	<input type="text" value="Add Invoice Number *"/>	<input type="text" value="Add Line Number"/>	<input type="text" value="Add Payment Date * mm/dd/yyyy"/> 	<input type="text" value="Add Unit Price *"/>	<input type="text" value="Add Quantity *"/>	<input type="text" value="Add Sales Amount *"/>		<a href="#">ADD</a>
Self	<input type="text" value="Test"/>	<input type="text" value="123456"/>	<input type="text" value="Add Line Number"/>	<input type="text" value="12/24/2024"/>	<input type="text" value="\$10.00"/>	<input type="text" value="10"/>	<input type="text" value="\$100.00"/>	<input type="text" value="\$1.50"/>	<div><a href="#">Edit</a> </div>

« Previous 1 Next Page » | Show 5 | Items per page

« Previous 1 Next Page » | Show 5 | Organizations per page

[SAVE & EXIT](#) [CONTINUE](#)

**Defer:** If the purchaser hasn't paid yet, mark an item as deferred and select a reason from the drop-down menu. This moves the item to the next reporting period, excluding its sales amount and fees from the current period.

**Decline:** If fees for a transaction were already paid in a prior period, select *Edit*, then *Decline*, and provide a reason. Declined items are removed from current calculations and are subject to audit.

**Split:** Use *Split* when a purchaser partially pays for an item (e.g., paid for 2 of 5). Separate the unpaid portion and defer it to the next reporting period.

**For more help, access the guide via the *Help* option in the top-right corner.**



**Step 5** - Once you have added and adjusted all transactions for the period, scroll to the bottom of the page and select "Continue."

**SALES DETAIL VIEW**    Total Sales: **\$150.00**    Total Fees: **\$2.25**    [HELP](#)    [CLOSE](#)

**Entity:** Aloha eBUYS - Parent Aloha eBUYS  
**Contract ID / Contract Name:** P-24-AGENCY-48 / Reconciler Test Blanket  
**Fee Type / Rate:** Percentage / 1.5%  
**Reporting Period:** JUL-SEP 2024

**Line Item Summary**    LAST UPDATED 12:10 pm - 10/24/2024  

Already Accounted (System):	0
Total included items (Self):	2
Line Items you will be paying:	2
Total Difference:	0

**Need to update your report in bulk?**  
1 - Download Template with existing transactions  
**DOWNLOAD REPORT**  
2 - Make necessary changes in your spreadsheet  
3 - Re-upload report: **BULK UPLOAD**  
4 - Download transaction report for your records

Search (Invoice Number, PO Number, Item Description)    [TOTAL COUNT OF ORGANIZATIONS: 1](#)    [ADD PURCHASING ORGANIZATION](#)

State: Hawaii	Purchasing Organization: State Procurement Office	Department: NOT SPECIFIED	Total Sales: \$150.00	Total Fees: \$2.25	<a href="#">Delete</a> <a href="#">Expand</a>
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[« Previous](#)    [Next Page »](#)    Show: [5](#) Organizations per page  
[SAVE & EXIT](#)    [CONTINUE](#)

**Step 6** - Check the Acknowledgment box, then click "Choose Payment."

**Sales Report Options** | Aloha eBUYS - Parent Aloha eBUYS    [×](#)

**Entity:** Aloha eBUYS - Parent Aloha eBUYS  
**Contract ID / Contract Name:** P-24-AGENCY-48 / Reconciler Test Blanket  
**Fee Type / Rate:** Percentage / 1.5%  
**Reporting Period:** JUL-SEP 2024

**Total Sales: \$150.00**  
**Total Fees: \$2.25**

State	Organization Name	Department	Total Sales	Total Fees	
Hawaii	State Procurement Office	NOT SPECIFIED	\$150.00	\$2.25	<a href="#">VIEW &amp; EDIT DETAILS</a>

[« Previous](#)    [Next Page »](#)    Show: [5](#) Items per page

**Acknowledgment**

I am reporting \$150.00 in sales for this reporting period and will pay \$2.25 in fees for this reporting period.

☐ is a true and accurate report of payments and fees due pursuant to the terms of the above-referenced, Statewide Contract, under pains and penalties of perjury.

[CLOSE](#)    [SAVE & EXIT](#)    [Choose Payment](#)



## BULK UPLOAD VIA CSV OR EXCEL SPREADSHEET

**Start process** -To report using the Excel or .csv template, click the circle next to “Upload Items via CSV or Excel Spreadsheet.”

Sales Report Options | Aloha eBUYS - Parent Aloha eBUYS ×

Entity: Aloha eBUYS - Parent Aloha eBUYS  
Contract ID / Contract Name: P-24-AGENCY-48 / Reconciler Test Blanket  
Fee Type / Rate: Percentage / 1.5%  
Reporting Period: JUL-SEP 2024

Total Sales: **\$150.00**  
Total Fees: **\$2.25**

☐ REPORT \$0 DOLLARS  
Choose this option if you have no sales to report during this period.

OR

☐ ADD, REVIEW OR MODIFY SALES REPORT

☒ MODIFY OR REVIEW SALES REPORT  
Choose this option if you would like to enter your sales report online without a spreadsheet, or review your current sales report.

☒ UPLOAD ITEMS VIA CSV OR EXCEL SPREADSHEET  
Choose this option if you would like to load your sales items via a spreadsheet (template available on next screen)

CLOSE

NEXT

**Step 1** - Download the sales spreadsheet template.

**Step 2** - Make necessary additions or changes if needed to the 9 required fields in the spreadsheet. Be sure not to add columns or change existing column positions. See Reporting Tips below.

**Step 3** - Upload the revised file.

Sales Report Options | Aloha eBUYS - Parent Aloha eBUYS ×

Entity: Aloha eBUYS - Parent Aloha eBUYS  
Contract ID / Contract Name: P-24-AGENCY-48 / Reconciler Test Blanket  
Fee Type / Rate: Percentage / 1.5%  
Reporting Period: JUL-SEP 2024

Total Sales: **\$150.00**  
Total Fees: **\$2.25**

Instructions

1

Download sales spreadsheet template  
Template includes all known items that are already accounted for by the entity  
[Download sales template \(csv format\)](#)

2

Make necessary changes in your sales spreadsheet

3

Upload sales spreadsheet  

Upload File

File type: csv, Excel (.xls and .xlsx)

CLOSE

REVIEW SALES DETAILS



## Reporting Columns Transcriptions:

- **Organization** – The purchasing organization (State or Municipal entity making the purchase).
- **State** – Use the abbreviation HI only.
- **Department** – The department within the purchasing organization making the purchase. If unknown, copy the Organization name instead.

### REPORTING TIPS

- **Numeric Columns:** Use up to 5 decimal places only.
- **Negative Amounts:** Indicate negative amounts using a "-" sign.
- **Date Format:** Enter dates as either *01/01/2025* or *1/1/2025*.
- **Sales Transactions:** Avoid leaving blank lines between transactions.
- **“Added By” Column:** This is for internal use only—please disregard.
- **“Admin Fee” Column:** Leave this field blank; the system will automatically calculate fees based on your contract.

**Note:** Nine required fields are marked with an asterisk (\*) in the template's header row.



**Step 4 - Scroll to the bottom of the page and select "Continue."**

**SALES DETAIL VIEW** | Total Sales: **\$150.00** | Total Fees: **\$2.25** | [HELP](#) | [CLOSE](#)

**Entity:** Aloha eBUYS - Parent Aloha eBUYS  
**Contract ID / Contract Name:** P-24-AGENCY-48 / Reconciler Test Blanket  
**Fee Type / Rate:** Percentage / 1.5%  
**Reporting Period:** JUL-SEP 2024

**Line Item Summary** | LAST UPDATED 12:10 pm - 10/24/2024  

Already Accounted (System):	0
Total Included Items (Self):	2
Line Items you will be paying:	2
Total Difference:	0

**Need to update your report in bulk?**  
1 - Download Template with existing transactions  
[DOWNLOAD REPORT](#)  
2 - Make necessary changes in your spreadsheet  
3 - Re-upload report: [BULK UPLOAD](#)  
4 - Download transaction report for your records

[🔍](#)

TOTAL COUNT OF ORGANIZATIONS: 1

ADD PURCHASING ORGANIZATION [+](#)

State: Hawaii	Purchasing Organization: State Procurement Office	Department: NOT SPECIFIED	Total Sales: \$150.00	Total Fees: \$2.25	<a href="#">Delete</a>	Expand ▼
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◀ Previous 1 Next Page ▶ | Show 5 Organizations per page

[SAVE & EXIT](#) [CONTINUE](#)

**Step 5 – Check the Acknowledgment box, then select "Choose Payment."**



## PAYMENT OPTIONS

### PAY LATER / PAY VIA ACH OR CHECK

**Start process** - select "Other/Bank" to submit the report and generate an invoice for check payment.

*Note: "Save and Exit" will save your progress but does not submit your report. Compliance is only achieved once both acknowledgment and payment are completed.*

Sales Report Options | Aloha eBUYS - Parent Aloha eBUYS

Entity: Aloha eBUYS - Parent Aloha eBUYS  
Contract ID / Contract Name: P-24-AGENCY-48 / Reconciler Test Blanket  
Fee Type / Rate: Percentage / 1.5%  
Reporting Period: JUL-SEP 2024

Total Sales: **\$150.00**  
Total Fees: **\$2.25**

State	Organization Name	Department	Total Sales	Total Fees	
Hawaii	State Procurement Office	NOT SPECIFIED	\$150.00	\$2.25	<a href="#">VIEW &amp; EDIT DETAILS</a>

« Previous 1 Next Page » Show 5 Items per page

**Acknowledgment**

I am reporting \$150.00 in sales for this reporting period and will pay \$2.25 in fees for this reporting period.

☐ I am submitting a true and accurate report of payments and fees due pursuant to the terms of the above-referenced, Statewide Contract, under pains and penalties of perjury.

CLOSE

SAVE & EXIT

Choose Payment



**Option 1** - If paying via ACH or check (Other Check/Bank), follow the instructions displayed. Please print and include an invoice if you mail a check.

Other (Check/Bank)

Instructions:

Please print or manually copy the following information and include it with your payment.

REFERENCE ID: P-24-AGENCY-48 OCT-DEC 2024	
Company Name:	Nick's Cannoli
Customer/Entity:	Aloha eBUYS - Parent Aloha eBUYS
Contract Name:	Reconciler Test Blanket
Contract Number:	P-24-AGENCY-48
Reporting Period:	OCT-DEC 2024
Total Sales:	\$100.00
Total Fees Due:	\$1.50

Remittance Information

Pay using one of the following methods

Remittance Address(es) for Checks

Pay through the bank

CANCEL

PRINT

DONE

NOTE: By clicking the DONE button you are reporting you will mail in the check.

**Option 2** - If you return to select a payment method and print invoice, select Choose Payment on the Fee Summary page. Follow the steps for your preferred method of payment.

Periscope52G

Add more keywords to your search

BID OPPORTUNITIESMARKETPLACE CATALOG MANAGERRECONCILER SALES REPORTS

BACK TO BID OPPORTUNITIES

Select all 175505

STATE OF NEW JERSEYSTATE OF NEW JERSEYOregonBuysAloha eBUYSTexas Comptroller of Public Accounts

Sort By: Aloha eBUYSStatus: Show Unpaid/Pending

Reporting Period	Entity	Contract Number	Contract Name	Total Sales	Total Fees	Status	Action Items
OCT-DEC 2024	Aloha eBUYS - Parent Aloha eBUYS	P-24-AGENCY-133	Reconciler Reporting Period Creation Lugs Test	\$0.00	\$0.00	Unpaid	<a href="#">Needs Review</a> <a href="#">Choose Payment</a>
OCT-DEC 2024	Aloha eBUYS - Parent Aloha eBUYS	P-24-AGENCY-134	Reconciler Reporting Period Creation Lugs Test (Change Order Shaded Fee)	\$0.00	\$0.00	Unpaid	<a href="#">Needs Review</a> <a href="#">Choose Payment</a>
JUL-SEP 2024	Aloha eBUYS - Parent Aloha eBUYS	P-24-AGENCY-129	Fee Percentage Change Test & Creation Lugs	\$0.00	\$0.00	Unpaid	<a href="#">Needs Review</a> <a href="#">Choose Payment</a>
JAN-MAR 2024	Aloha eBUYS - Parent Aloha eBUYS	P-24-AGENCY-129	Fee Percentage Change Test & Creation Lugs	\$0.00	\$0.00	Unpaid	<a href="#">Needs Review</a> <a href="#">Choose Payment</a>
OCT-DEC 2024	Aloha eBUYS - Parent Aloha eBUYS	P-24-AGENCY-61	Reconciler Test Blanket 2 11_08	\$0.00	\$0.00	Unpaid	<a href="#">Needs Review</a> <a href="#">Choose Payment</a>
JAN-MAR 2022	Aloha eBUYS - Parent Aloha eBUYS	P-24-AGENCY-60	Reconciler Test Blanket 2 11_08	\$0.00	\$0.00	Unpaid	<a href="#">Needs Review</a> <a href="#">Choose Payment</a>
JUL-SEP 2022	Aloha eBUYS - Parent Aloha eBUYS	P-24-AGENCY-79	Reconciler Test Blanket 2 11_08	\$100.00	\$1.50	Pending - Online	<a href="#">View Report</a> <a href="#">Choose Payment</a>
OCT-DEC 2024	Aloha eBUYS - Parent Aloha eBUYS	P-24-AGENCY-48	Reconciler Test Blanket	\$100.00	\$1.50	Unpaid	<a href="#">View Report</a> <a href="#">Choose Payment</a>
APR-JUN 2024	Aloha eBUYS - Parent Aloha eBUYS	P-24-AGENCY-48	Reconciler Test Blanket	\$100.00	\$1.50	Pending - Online	<a href="#">View Report</a> <a href="#">Choose Payment</a>

SHOW MORE





## PAY ONLINE

**Start process** - If you are paying online, you will be directed to the checkout portal to complete your payment.

1 Payment Type

2 Customer Info

3 Payment Information

4 Submit Payment

### Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
1		\$1.50	1	\$1.50
Total				\$1.50

### Transaction Summary

	\$1.50
<b>TOTAL</b>	<b>\$1.50</b>

### Need Help?

Select Payment Method and Continue to proceed with payment.

### Payment

#### Payment Type

Payment Type

Electronic Check

☐ Select if this payment IS being funded specifically by a **FOREIGN** source (bank or company), an International ACH Transaction ("[IAT](#)").

Next >



**Step 1** - Your customer contact information will already be populated based on your login. The information in these fields can be updated if desired. Then click “Next.”

Customer Information

Complete all required fields [ \* ]

Country \*

United States

First Name \*

Josh

Last Name \*

Bartlett

Company Name

Nick's Cannoli Test Name Change

Address \*

555 Main St

Address 2

City \*

Camden

State \*

NJ - New Jersey

ZIP/Postal Code \*

08102

Transaction Summary

	\$1.50
<b>TOTAL</b>	<b>\$1.50</b>

Need Help?

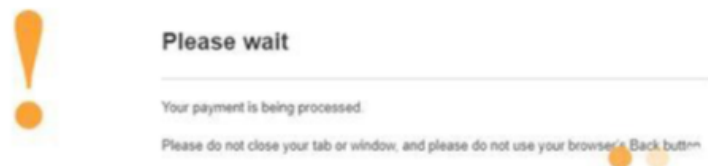
Please complete the Customer Information Section.



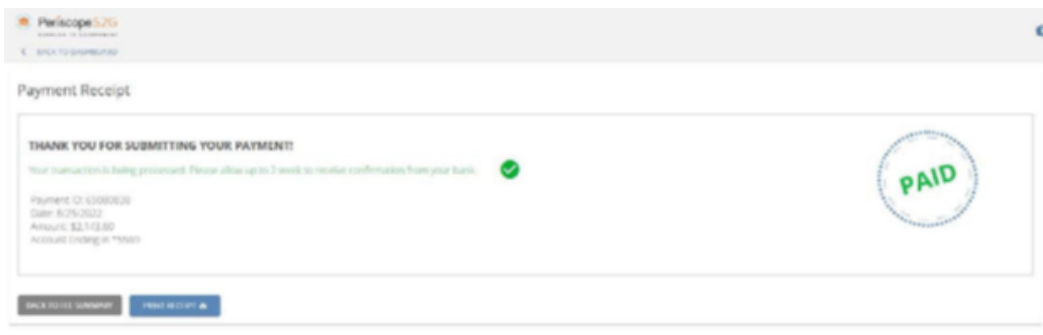
**Step 3** - Scroll to the bottom of the Terms and Conditions box. Check the checkbox to authorize the transaction. Then click “Submit Payment.”

## Aloha eBUYS: Powered by Periscope

**Step 4** - A message will show your payment is processing. **Do not hit the back button during this time.**



**Step 5** - A payment receipt confirmation will appear, which you can print using the “Print” button if you wish.



**Step 6** - Click “BACK TO FEE SUMMARY” to return to the Reconciler Dashboard.