



Excel College Prep Academy

Vendor Relations

Website: excelcollegeprep.org

ecpavendors@gmail.com

WELCOME!

Excel College Prep Academy (ECPA) would like to welcome you as an Approved Vendor for our program. We look forward to a lasting relationship as we both provide the best educational opportunities for our students.

Included in this welcome packet:

- Vendor Course Instructor Billing Procedures
- Vendor Services Fee Agreement
- Vendor Billing Webpage Instructions
 - Your login number: _____
 - Your password: imexcelvendor

Please review the included materials. Also remember that before you can provide services to our students, you and the student will need to complete the Vendor Services Fees Agreement for all classes / services that you provide for our students. We will also post your information on our website so that families can easily contact you to request services.

- Email ecpavendors@gmail.com if you have any questions.



Excel College Prep Academy

Vendor Course Instructor Billing Procedures

1. As an approved vendor with Excel College Prep Academy, you may begin instruction for a student ONLY if you and the parent HAVE COMPLETED AND SIGNED THE VENDOR SERVICE FEES AGREEMENT and received or viewed (online) your Purchase Order. (A purchase order is the document authorizing you to provide services, with payment promised at a later date.)

EXCEL WILL NOT PAY FOR ANY SERVICES RENDERED WITHOUT A PURCHASE ORDER and COMPLETED VENDOR SERVICES FEES AGREEMENT ON FILE.

2. You may see if a Purchase Order has been processed for a specific student by logging into your private Vendor Billing Website at:

https://www.ops-online.com/year14/vendor_login.htm

Your login number: provided upon request, once you have been approved.

Your password is: imexcelvendor

AMOUNT INVOICED MUST MATCH AMOUNT ON VENDOR SERVICES FEES AGREEMENT (VSFA) AND PURCHASE ORDER.

3. When you enter your Private Vendor Billing Webpage, you can locate your processed Purchase Orders. When you have completed the class for the student, you click on the Order Number on that Purchase Order. Electronically sign your name as authorization that you provided services to that student. Once you sign that, THAT Purchase Order it becomes an invoice in our system. You do not need to submit a separate invoice.

DO NOT SIGN PURCHASE ORDER UNTIL SERVICES FOR THAT TIME PERIOD, AND THAT STUDENT, HAVE BEEN COMPLETED.

4. Vendors may NOT invoice for future classes or for classes dated prior to issuance of a purchase order and completion of a VSFA form.

5. Purchase orders do not carry over into the summer months. All final invoices must be received by Excel no later than June 20, 2014.

6. Invoices are paid on NET 30 terms. (Which means payment will be made within 30 days of receiving a correct invoice from the vendor.)

7. Excel does not pay fees for services provided by a vendor to his or her own child.

Vendor Service FEES Agreement

Excel College Prep Academy

ecpaVendors@gmail.com



Student	<input type="text"/>	Parent	<input type="text"/>
Grade	<input type="text"/>	Phone	<input type="text"/>
		E-mail	<input type="text"/>

Vendor	<input type="text"/>	Contact Name	<input type="text"/>
Phone	<input type="text"/>	Vendor Email	<input type="text"/>
Address	<input type="text"/>		

COURSE Title	<input type="text"/>		
COURSE Description	<input type="text"/>		
SEPT	<input type="text"/>	FEB	<input type="text"/>
OCT	<input type="text"/>	MAR	<input type="text"/>
NOV	<input type="text"/>	APR	<input type="text"/>
DEC	<input type="text"/>	MAY	<input type="text"/>
JAN	<input type="text"/>	JUN	<input type="text"/>
TOTAL	<input type="text"/>	TOTAL	<input type="text"/>

READ COMPLETELY BEFORE SIGNING BELOW

***must be completed and given to Educational Specialist at least 2 weeks before the class begins**

1. I agree to the services and fees listed above. I understand that PARENT is responsible for any amount not pre-approved by Excel College Prep Academy or any fees that exceed those listed above.
2. I agree that if VENDOR wants payments made monthly, **VENDOR must list payments above** and VENDOR will be sent a PURCHASE ORDER for each MONTH, as listed above.
3. I understand that if VENDOR wants payment for full semester as listed above, VENDOR will be sent a purchase order, for amount listed above, at the conclusion of the class and **will not be paid until the conclusion of the class / semester.**
4. I understand that **Invoice must reflect the EXACT amount(s) listed above** and also include the Purchase Order number.
5. I agree that VENDOR will be paid net 30 days after Excel receives a CORRECT invoice.
6. I agree that VENDOR will send invoices in .pdf format to ecpavendors@gmail.com

VENDOR SIGNATURE	<input type="text"/>	Date	<input type="text"/>
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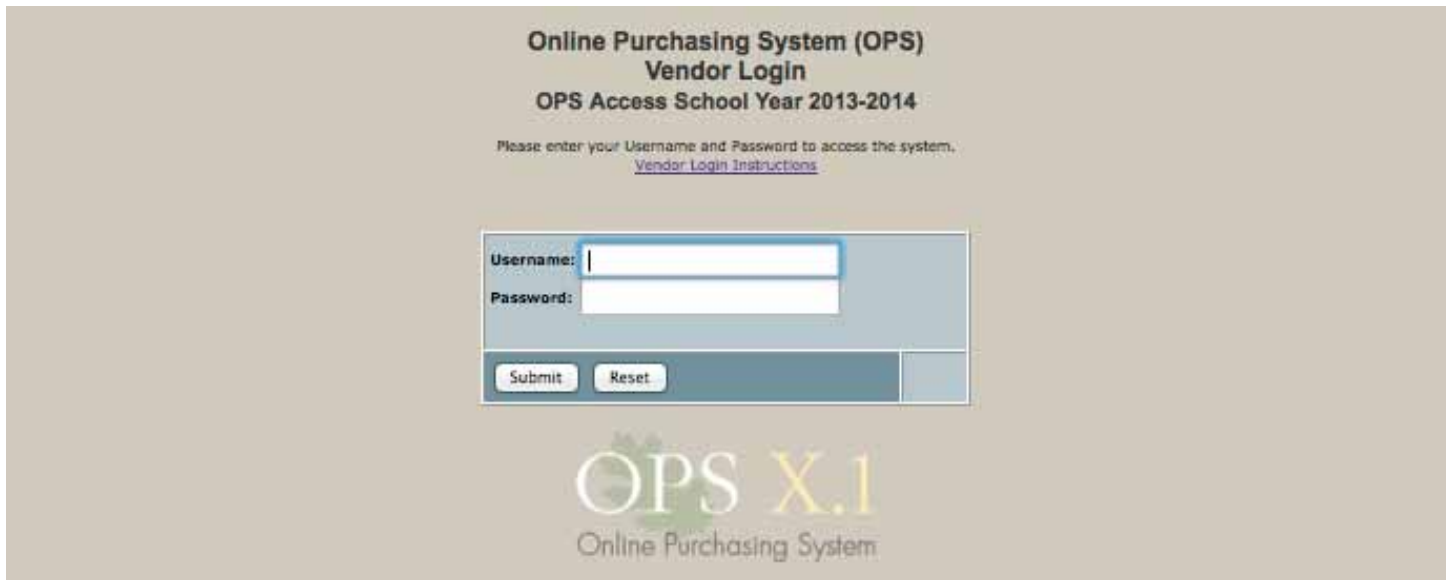
PARENT SIGNATURE	<input type="text"/>	Date	<input type="text"/>
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Above must be completed by parent and vendor. Finally it must be approved by Eduational Specialist below.

ES SIGNATURE	<input type="text"/>	Date	<input type="text"/>
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Vendor Access/Electronic Billing Instructions

1. Bookmark this login page: https://www.ops-online.com/year14/vendor_login.htm
2. Type in your username and password, then click "Submit".



Online Purchasing System (OPS)
Vendor Login
OPS Access School Year 2013-2014

Please enter your Username and Password to access the system.
[Vendor Login Instructions](#)

Username:
Password:

Submit Reset

OPS X.1
Online Purchasing System

3. Once you log in, you will see a page like the one on the following page. From here you will be able to change your password, view the terms of our PO's, submit an inquiry or information change through the Vendor Help Desk form, get the contact information for our Purchasing and Accounts Payable departments, sort your PO's by month, submit your completed PO's for payment or check the status of a submitted invoice.

Excel College Prep Academy Vendor Access to the Online Purchasing System (OPS)



The terms of this contract shall be effective from 09/03/2013 to 6/30/2014. Either party may terminate this agreement by giving seven (7) days written notice. The Contractor agrees to the following:

1. Payment terms are net 30 days from the correct invoice date.
2. Payment will not exceed the total on the Purchase Order (PO).
3. Electronic or Actual Invoice will ONLY be submitted AFTER services are rendered.
4. No instruction given will be sectarian or denominational either directly or indirectly.
5. You will adhere to the Service Vendor agreement.
6. All invoices must be postmarked on or before 6/30/14 or they will not be honored.

PO Terms

Help Desk

To Update your profile, or ask a question please use: Vendor Help Desk: excelmembers@gmail.com

Status Definitions

Processed: This is the initial status for all PO's that will be sent to a vendor. A PO will remain in this status until Accounts Payable puts it through the payment process.

Invoice Matched: Accounts Payable has received the submitted invoice and is in the process of submitting to our Payment Dept.

SIMPLE INSTRUCTIONS:

*for more detailed instructions, click the link on the login page above your login boxes:

1. When you have completed the class for the student, locate the correct PO below. (use the 'month' column)
2. Click the PO number that is in blue.
3. When the electronic PO opens, review it for accuracy.
4. Scroll to bottom of page.
5. Click the button that the Student attended their classes and you are billing for the amount on the PO.
6. Type your electronic signature, title and the date.
7. Click SUBMIT
8. Your purchase order is now an invoice and will be sent to our accountant as it moves into the payment process.

The first (1 - 30) orders are displayed out of 46 - Page 1

Select Month

Sort by Month

Invoice Status

[Next Page 2](#)

PO Number	Order Status	Date Requested	Last Updated	Teacher Last Name	Student First Name	Student Last Name	Description	Month	Total Cost	Date Invoice Submitted or Returned	Returned	Note To Vendor
26835835	Invoice Matched	2013-08-30	2013-11-19	Johnson	██████	Smith	Creative Writing Class	Sept	22.00	Invoice Not Submitted		
26835836	Invoice Matched	2013-08-30	2013-11-19	Johnson	██████	Smith	Creative Writing Class	Oct	55.00	Invoice Not Submitted		

4. To print or submit a PO, click on the PO number in the far left column.


The first (1 - 30) orders are displayed out of 46 - Page 1

Select Month

[Next Page 2](#)

PO Number	Order Status	Date Requested	Last Updated	Teacher Last Name	Student First Name	Student Last Name	Description	Month	Total Cost	Date Invoice Submitted or Returned	Returned	Note To Vendor
26835835 Batch # 26885154	Paid	2013-08-30	2013-11-19	Johnson	██████	Smith	Creative Writing Class	Sept	22.00	Invoice Not Submitted		
26835836 Batch	Paid	2013-08-30	2013-11-19	Johnson	██████	Smith	Creative Writing Class	Oct	55.00	Invoice Not Submitted		

5. Once you've clicked the PO number, a new page will open up like the one below. From here, you will be able to review the order and print it or complete the invoice section on the bottom of the PO and submit it for payment. To complete the invoice section, you will need to fill out one of the two sections as shown on Option 1 and Option 2 on the following page.

Bill to: ATTN: Accounts Payable [Redacted] [Redacted] [Redacted] ph: [Redacted] fax: [Redacted] email: [Redacted]		Purchase Order No. 26835836 Purchase Order Date: 08-30-2013 Teacher: [Redacted] 		
Vendor: [Redacted] [Redacted] [Redacted] Phone: [Redacted] Fax: [Redacted] Vendor# 800 Acct# 800		Ship to: [Redacted] C/O [Redacted]		
Instructor	Item Description	Subject	Month	Value
[Redacted]	Creative Writing Class	Writing	Oct	55.00
[Redacted] - Gr. 10		Subtotal:		55.00
		Tax:		0.00
		Order Total:		55.00

[Handwritten signature]

ECPA AUTHORIZED SIGNATURE: _____

1. Quote the Purchase Order number on invoice and on any related correspondence.
2. Accounts payable will not process payments until the services have been completed. No payments will be made prior to delivery of services.
3. For payment to be made, INVOICE must be submitted to vendor: ecpaVendors@gmail.com. Payments terms are Net 30. Payment terms are applied from date of receipt of a correct invoice
4. This PO authorization is contingent on the stipulations and contract set forth in the Services Vendor Agreement, please refer to your copy of the agreement.
5. Any changes to this PO will render it NULL and VOID.
6. All refunds are to be made payable to Academy of Arts and Sciences.

Vendor login: https://www.ops-online.com/year14/vendor_login.htm

Student: [Redacted]

PLEASE COMPLETE THE AREA BELOW TO RECEIVE PAYMENT IN LIEU OF SENDING SEPARATE INVOICE:	
<input type="radio"/>	Student attended ALL scheduled classes/lessons. I am billing for the entire PO amount.
<input type="radio"/>	Student attended [] out of [] scheduled classes/lessons. I am billing for \$ [] of the above PO total.

Instructor's Signature: []	Title: []	Date: []
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By signing, you are agreeing to the terms and conditions above.

Purchase Order No. **26835836**
 Purchase Order Date: 08-30-2013

Option 1: If the student has completed all lessons listed on the PO, check the first box, type in your name, your title within your organization and the date, check the box to agree to the terms of the PO, then click “Submit”.

PLEASE COMPLETE THE AREA BELOW TO RECEIVE PAYMENT IN LIEU OF SENDING SEPARATE INVOICE:

Student attended ALL scheduled classes/lessons. I am billing for the entire PO amount.

Student attended out of scheduled classes/lessons. I am billing for \$ of the above PO total.

Instructor's Signature: Title: Date:

Option 2: If the student has completed fewer lessons than listed on the PO, check the second box, list how many lessons they attended, then the amount they were supposed to attend, and the adjusted dollar amount. Then, type your name, your title within your organization and the date, check the box to agree to the terms of the PO and click “Submit”.

PLEASE COMPLETE THE AREA BELOW TO RECEIVE PAYMENT IN LIEU OF SENDING SEPARATE INVOICE:

Student attended ALL scheduled classes/lessons. I am billing for the entire PO amount.

Student attended out of scheduled classes/lessons. I am billing for \$ of the above PO total.

Instructor's Signature: Title: Date:

By signing, you are agreeing to the terms and conditions above.

Purchase Order No. 26835836
Purchase Order Date: 08-30-2013

6. Once an invoice has been submitted, you will receive a confirmation page. Close the tab, return to the main page and refresh your screen.

7. When you refresh the main page, you will notice that the “Date Invoice Submitted or Returned” column will change. The system records the time and date that the invoice was submitted and also stamps it on the record that the Charter School (CS) receives. In the column directly to the right you will be able to see the status of the invoice, whether it has been returned by CSs’ Accounts Payable department or not.

The first (1 - 30) orders are displayed out of 46 - Page 1

Select Month Select Month

Next Page 2

PO Number	Order Status	Date Requested	Last Updated	Teacher Last Name	Student First Name	Student Last Name	Description	Month	Total Cost	Date Invoice Submitted or Returned	Returned	Note To Vendor
26835835 Batch # 26885154	Paid	2013-08-30	2013-11-19	Johnson	█	Smith	Creative Writing Class	Sept	22.00	Invoice Not Submitted		
26835836 Batch # 26885154	Paid	2013-08-30	2013-11-19	Johnson	█	Smith	Creative Writing Class	Oct	55.00	Invoice Not Submitted		
26835837	processed	2013-08-30	2013-08-30	Johnson	█	Smith	Creative Writing Class	Nov	33.00	2013-11-21 11:43:28	no	

8. Once an Admin user at the CS receives, reviews and approves the invoice, the status in the “Order Status” column will change from “Processed” to “Invoiced Matched”. Once the invoice has been matched, the CSs’ Accounts Payable department will put it through the payment process. When the invoice enters the payment process, it will be assigned a “Batch” number. Clicking the “Batch” number right below a PO number will show you all of the PO’s that were paid together.

The first (1 - 30) orders are displayed out of 46 - Page 1

Select Month ▾ Select Month

[Next Page 2](#)

PO Number	Order Status	Date Requested	Last Updated	Teacher Last Name	Student First Name	Student Last Name	Description	Month	Total Cost	Date Invoice Submitted or Returned	Returned	Note To Vendor
26835835 Batch #26885154	Paid	2013-08-30	2013-11-19	Johnson	██████	Smith	Creative Writing Class	Sept	22.00	Invoice Not Submitted		
26835836 Batch #26885154	Paid	2013-08-30	2013-11-19	Johnson	██████	Smith	Creative Writing Class	Oct	55.00	Invoice Not Submitted		
26835837	processed	2013-08-30	2013-08-30	Johnson	██████	Smith	Creative Writing Class	Nov	33.00	2013-11-21 11:43:28	no	

9. When the “Batch” number is clicked you will be able to view a report like the one below. This will tell you the PO number and the month that the PO was made for in the left column, the student that the PO was for, the invoice number (if applicable), the date and time that you submitted the invoice and the cost. At the bottom of that section you will see the total payment that was made based on what was invoiced.

BATCH PAYMENT REPORT

Vendor Name:	TEST VENDOR	Vendor Number:	Test
Vendor Address:	123 SOME PLACE ANYTOWN, GA 92590	Vendor Contact:	TEST TEST
Batch Payment Number:	10646314	Batch Payment Date:	2012-05-22
KA District	Payment	Processed by	Vendor Access

PO Number	Student	Invoice Numbers	Inv. Submitted	Cost
10646305 - Oct	Joe zdummy		2012-05-22 09:46:39	10.00
10646306 - Nov	Joe zdummy		2012-05-22 09:48:26	10.00
10646307 - Dec	Joe zdummy		2012-05-22 09:49:15	10.00

Total
\$30.00

If PO is returned to the vendor by CS Accounts Payable, you will receive an automated email with the PO number in the subject line and will be directed to login and view the reason why it is being returned. To view a return reason, log back into the Vendor Login by following steps 1 and 2 and look at the far right columns. The “Returned” column will read “Yes” and the “Note to Vendor” column will have the reason. If the return reason states that the lessons were billed prior to completion of the lessons, you can resubmit the invoice after the lessons have been completed by following steps 5 and 6.

The first (1 - 30) orders are displayed out of 46 - Page 1

Select Month

[Next Page 2](#)

<u>PO Number</u>	<u>Order Status</u>	<u>Date Requested</u>	<u>Last Updated</u>	<u>Teacher Last Name</u>	<u>Student First Name</u>	<u>Student Last Name</u>	<u>Description</u>	<u>Month</u>	<u>Total Cost</u>	<u>Date Invoice Submitted or Returned</u>	<u>Returned</u>	<u>Note To Vendor</u>
26835835 Batch #26885154	Paid	2013-08-30	2013-11-19	Johnson	██████	Smith	Creative Writing Class	Sept	22.00	Invoice Not Submitted		
26835836 Batch #26885154	Paid	2013-08-30	2013-11-19	Johnson	██████	Smith	Creative Writing Class	Oct	55.00	Invoice Not Submitted		
26835837	processed	2013-08-30	2013-08-30	Johnson	██████	Smith	Creative Writing Class	Nov	33.00	2013-11-21 11:43:28	no	