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1. About Invoice Me

Marketplace accepts “Invoice Me”. Invoice me is a new payment method allows the consumer to purchase and pay later, based on instructions provided by the merchant such as check, invoice or PO. It is a way to pay without using credit card.

The customer should select “Invoice Me” at checkout process.

2. Setting Up e-mail messages Invoice Me

The store manager should configure e-mail messages Invoice Me to provide instructions regarding payments.

Email Order Announcement

The Email Order Announcement appears on Invoice Me e-mail messages generated to customers after orders have been placed. Use this announcement field to enter a paragraph that tells customers their orders have been received.

For example:

“Thank you for registering to attend the Career EXPO & Accounting Employer Showcase hosted by the Robinson College of Business Career Management Center! Please mail your check to: Robinson College of Business – Georgia State University, 35 Broad St NW – Suite 635 | Atlanta, GA 30303.”
Email Fulfillment Announcement

The Email Fulfillment Announcement appears on Invoice Me e-mail messages generated to customers upon the completion of the fulfillment process. Use this announcement field to enter a paragraph that tells customers their payment method has been processed and their orders are being shipped if applicable.

For example:

“Your payment has been processed. You have successfully registered for the Career EXPO & Accounting Employer Showcase hosted by the Robinson College of Business Career Management Center! Please review the information on your order to ensure accuracy. If you have any questions about your registration, please contact Brent Winner at 404-413-7157.”

Email Cancel Order Announcement

The Email Cancel Order Announcement appears on Invoice Me e-mail messages generated when orders are cancelled during the fulfillment process (for example, because an item is no longer available). Use this announcement field to enter a paragraph that tells customers their orders have been cancelled.

For example:

“We have cancelled the Career EXPO & Accounting Employer Showcase registration. If you have any further questions, please contact Brent Winner at 404-413-7157.”

Email To Be Paid Payment Status Change Announcement

The Email To Be Paid Payment Status Change Announcement appears on Invoice Me e-mail messages generated to customers after the status of the order has been changed to "To Be Paid" during fulfillment. Use this announcement field to enter a paragraph that tells customers a balance remains to be paid for the order.

For example:

“You have a balance remains to be paid for your registration to the Career EXPO & Accounting Employer Showcase registration. If you have any questions, please contact Brent Winner at 404-413-7157.”

Email Complimentary Payment Status Change Announcement

The Email Complimentary Payment Status Change Announcement appears on Invoice Me e-mail messages generated to customers after a complimentary payment has been processed. Use this announcement field to enter a paragraph that tells customers a complimentary payment has been applied to their order.

For example:

“Your complimentary payment has been applied to your order. You have successfully registered for the Career EXPO & Accounting Employer Showcase hosted by the Robinson College of Business Career Management Center! Please review the information on your order to ensure accuracy. If you have any questions about your registration, please contact Brent Winner at 404-413-7157.”
Email Payment Received Status Change Announcement

The Email Payment Received Status Change Announcement appears on Invoice Me e-mail messages generated to customers after a payment has been processed. Use this announcement field to enter a paragraph that tells customers their payment has been processed.

For example:

“Your payment has been processed—payment received. You have successfully registered for the Career EXPO & Accounting Employer Showcase hosted by the Robinson College of Business Career Management Center! Please review the information on your order to ensure accuracy. If you have any questions about your registration, please contact Brent Winner at 404-413-7157.”

3. Receiving an e-mail message when an Invoice Order is submitted

Customers will receive an order confirmation email after submitting order (as with a credit card order). Be sure to update the Payment status of an Invoice Me order when a payment is received.

4. Fulfilling Invoice Me Orders and updating Payment status to Invoice Me Orders

If any Invoice Me Orders have been received, a separate section named Invoice Me Payment Status appears on the Fulfillments page for the store. A fulfiller can update the status of these orders. The following payment status values are available: To Be Paid (which is the default value), Payment Received, and Complimentary.
The Store Manager should select auto fulfill for Invoice order products. Invoice Me orders that are auto fulfilled will only appear in the Invoice Me Payment Status section.

Here are the steps to update the payment status to orders that use Invoice Me:


**Invoice Me Payment Status**

- Locate the order in the displayed list and select the corresponding checkbox for each Invoice Me Order that you would like to update.
- Click the Process Invoice Me button. The Process Invoice Me Page opens.
- Review the displayed Invoice Order information and select a payment status from the Invoice Me Payment Status dropdown list. If you change the status to Payment Received or Complimentary, the order will be considered completed. Upon updating the payment status, the fulfiller can choose to send an email.

- Click the Update Payment Status button.
- If you change the status to Payment Complimentary, and then you need to update the status to Payment Received, locate the order in the Completed Fulfillments section and click the View link. The Fulfillment page opens.
- Select a payment status from the Invoice Me Update Payment Status dropdown list and click the Update Payment Status button.
5. **Store Reports**

Marketplace provides a selection of reports to pull activity happening in your uStore both daily or within a date range. These reports are real-time.

To view and run reports for your store(s):
- Select Marketplace Reports in the left navigation menu.
- Click Stores submenu, and then select your uStore. You will only see those ustores for which you have access.
- Select a date range you want to see the activity.

**Report by product**

![Product Detail Report](image)

**Marketplace Contact Information**

Email: marketplace@gsu.edu  
Phone: 404-413-3267