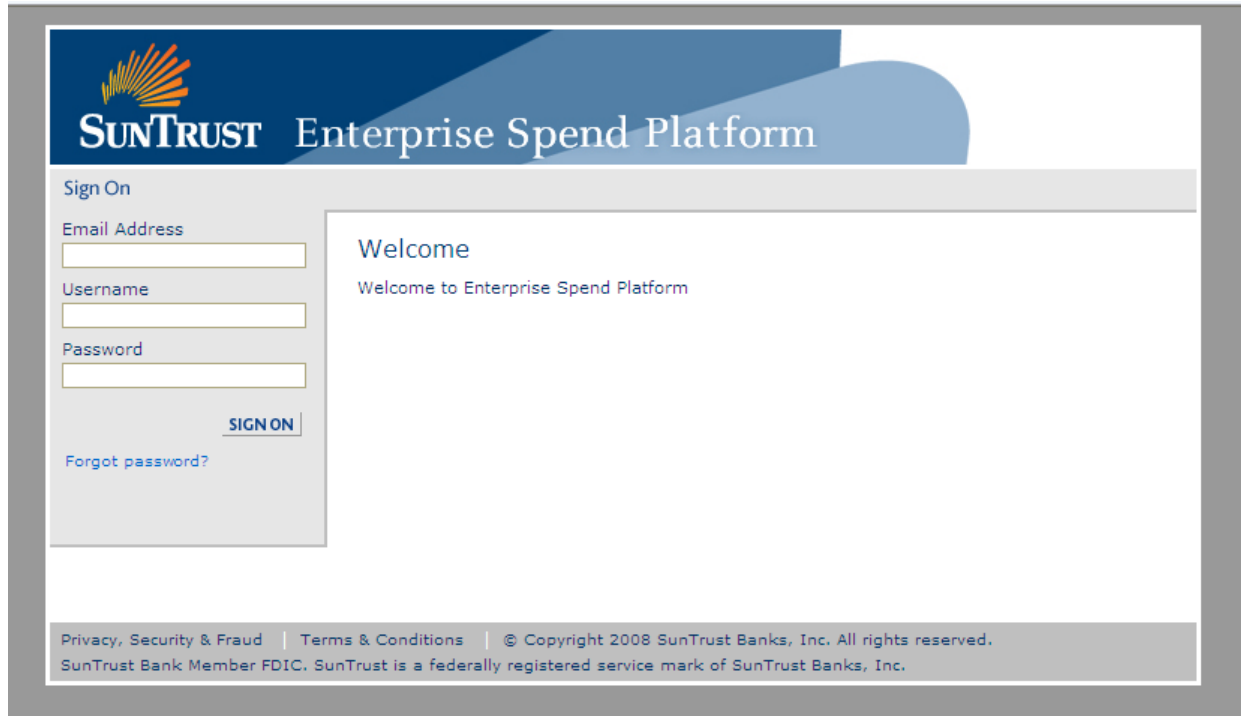


PROCUREMENT CARD

SUNTRUST

Website:

<https://enterprisespendplatform.suntrust.com/secure/welcome.asp>



The screenshot shows the SunTrust Enterprise Spend Platform login page. At the top left is the SunTrust logo, a stylized orange sunburst. To its right, the text "SUNTRUST Enterprise Spend Platform" is displayed in white on a dark blue background. Below the logo is a "Sign On" section with three input fields: "Email Address", "Username", and "Password". A "SIGN ON" button is located below the password field, and a "Forgot password?" link is positioned below the button. To the right of the sign-on form is a "Welcome" message that reads "Welcome to Enterprise Spend Platform". At the bottom of the page, a footer contains the text: "Privacy, Security & Fraud | Terms & Conditions | © Copyright 2008 SunTrust Banks, Inc. All rights reserved. SunTrust Bank Member FDIC. SunTrust is a federally registered service mark of SunTrust Banks, Inc."

Your username and password are provided by the Finance Department, if you need help with these please call Lisa Hughes or Lindsey Cearlock.

Step 1:

Once you have logged in you will see a screen that look similar to this:

SUNTRUST Enterprise Spend Platform

Home Settings Reports Help Logoff

Main Menu

Modules

- Statement Manager
- Transaction Manager
- Payables Manager
- Administration
- Administration
- Quick Links
- Create Card for Existing Employee
- Create Card for New Employee
- Print Statement
- Vault

Welcome Your Name
Welcome back, you last logged in 02/13/2013 at 4:52 PM

Administrator Section
As a reminder, VISA foreign exchange fees may begin appearing on your billing statements effective January 1, 2013. The billing of these fees was temporarily suspended by SunTrust as a convenience to our clients to avoid potential reconciliation issues prior to an information systems upgrade. The information systems upgrade is complete and the fees suspension is no longer necessary. Visa currently charges a fee of one percent to convert any transaction to U.S. Dollars from another currency. Please contact your account manager with any questions

My Account Monitor

My Manager Monitor

My Program Monitor

- Approval Summary
- Top Supplier Spend
- [Supplier Expenditure](#)
- Statement Search
- Expenditure Analysis
- Transaction Search

My Accounts

Account Name	Card Number	Cardholder Name	Amount to Sign Off	Transactions to Sign Off	Current Balance	Credit Gauge
Purchasing	7066	Name here	\$835.63	6	\$4.00	

Step 2: you will click on **Statement Manager** on the left hand side.

SUNTRUST Enterprise Spend Platform

Home Settings Reports Help Logoff

Main Menu

Modules

- Statement Manager
- Transaction Manager
- Payables Manager
- Administration
- Administration
- Quick Links
- Create Card for Existing Employee
- Create Card for New Employee
- Print Statement
- Vault

Step 3:

If you have items that need to be coded they will appear in **RED** on the left hand side menu.

Home Settings Reports Help Logoff

Account Statements

Items Requiring Attention

- SunTrust - Visa
- Purchasing (9060) - 01/27/2013
- Purchasing (9060) - 12/27/2012
- Purchasing (9060) - 11/27/2012
- Purchasing (9060) - 10/27/2012
- SunTrust - Visa
- Purchasing (7066) - 02/27/2013**
- Purchasing (7066) - 01/27/2013**
- Purchasing (7066) - 12/27/2012
- Purchasing (7066) - 11/27/2012
- Purchasing (7066) - 10/27/2012

Account Statement

12/28/2012 to 01/27/2013
Lindsey Cearlock - STI - Visa - Purchasing (9060)

Tran Date	Post Date	Supplier	Amount Incl
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[View Transaction Report](#)
[View Card Authorization Details](#)

Step 4:

You will click on the date that matches the date on your statement.
Once you do that you will see a list of purchases you made:

SUNTRUST Enterprise Spend Platform

Home Settings Reports Help Logoff

Account Statements

Items Requiring Attention

- SunTrust - Visa
- Purchasing (9060) - 01/27/2013
- Purchasing (9060) - 12/27/2012
- Purchasing (9060) - 11/27/2012
- Purchasing (9060) - 10/27/2012
- SunTrust - Visa
- Purchasing (7066) - 02/27/2013**
- Purchasing (7066) - 01/27/2013**
- Purchasing (7066) - 12/27/2012

Account Statement

12/28/2012 to 01/27/2013

Tran Date	Post Date	Supplier	Amount Incl	
12/27/2012	12/28/2012	Duron #3644	36.78	X !
01/15/2013	01/16/2013	Amazon Mktplace Pmts	36.92	X !
01/18/2013	01/20/2013	The Home Depot 3610	486.78	X !
01/24/2013	01/25/2013	Ferguson Ent #37	108.89	X !
01/24/2013	01/25/2013	Henry's Electric Motor S	162.26	X !

[View Transaction Report](#)
[View Card Authorization Details](#)

Step 5:

You will click on the RED "X"



Once you have clicked on the X you will see this screen:

The screenshot shows a web browser window titled "Transaction - Windows Internet Explorer" with the URL https://enterprisespendplatform.suntrust.com/main/Transaction_J.asp?transaction_ref=H87120121229lmdnjang&page=&wf=w. The page content includes:

- Transaction: Details
- Purchase 12/27/2012
- Amount \$36.78 USD
- Duron #3644, Forsyth
- Navigation tabs: Summary, Coding (selected), Approval
- Four numbered callouts (1, 2, 3, 4) pointing to the Coding tab, the first column of the table, the Tax column, and the Tax Status column respectively.
- Table with columns: Org, Object, Amount Incl, Tax, Tax Status
- Table rows: Line 1, Line 2, Line 3, Line 4, More..
- Balance row: Amount Incl 0.00, Tax 2.33
- Supplier Information: Receipt? Disputed
- Notes field
- Buttons: Close, Reset, Save

1. You will add your ORG and OBJECT
2. The AMOUNT is the TOTAL amount of the receipt
3. The TAX amount is the sales tax amount that was paid
4. Tax Status should be TAX INCLD

This close-up shows the "Coding" tab selected. It highlights the "Org" and "Object" columns for Line 1, Line 2, and Line 3. A search box with the text "[Search]" is visible in the Org column for Line 2, with an arrow pointing to it from the adjacent callout box.

When adding your charge code or ORG/OBJECT you will have to click SEARCH.

Once you click SEARCH you will see this screen. You will just type the department/object that you are looking for in the DESCRIPTION box.

Org - Search

Please search for the code you require. Note that only the first 60 active codes will be returned matching your criteria.

Code Value
Description animal

Valid Codes Only Yes All

Search

Org - Favorites

If you are unsure about a code please use the information icon after you have performed a search. This information will provide you with code manager details as well as specific comments added to the code for usage.

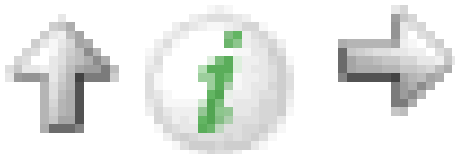
For codes that you use regularly add them to your favorites below, this will place them within your select lists. A total of 15 codes per code type may be added to each list.

It will show your choices here

1054380 Animal Control ↑ ⓘ →

[Page 1 view here](#)

To add the charge code you will click the UP arrow, to find out more information you will click the *i*, to add to your favorite you will click the arrow point to the RIGHT.



Step 6:

Once you have keyed your charge codes and filled in all the details it should look like:

Purchase 12/27/2012
Amount \$36.78 USD
Duron #3644, Forsyth

Summary Coding Approval

	Org	Object	Amount Incl	Tax	Tax Status
Line 1	1054260	53010	36.78	2.33	Tax Includ
Line 2					
Line 3					
Line 4					
More..					
		Balance	0.00	2.33	

Supplier Information Receipt? Disputed

Purchase Duron #3644

Notes

Paint

Close Reset **Save**

Internet

Details to complete:

1. You will need to click the **RECEIPT** box (*you are required to have a receipt*)
2. You will need add a description of what was purchased in the **NOTES**
3. Once all that is complete you will hit **SAVE**