Utility Payment Form
Complete this form when processing a utility invoice for WVU-owned/leased space.

1. Access Mountaineer Marketplace:
   - Log in at myaccess.wvu.edu
   - Click the MyTools tab
   - Click the Mountaineer Marketplace button

2. In the list of PCPS Automated Forms on the Mountaineer Marketplace Home, click **Utility Payment** to open the form.

3. To pay a utility invoice:
   1. Click **Supplier Search** to find the Supplier.
   2. If the Supplier is not listed, click **Supplier Request**. After the supplier has been registered, you can return to this form.

4. If the Supplier is registered, the Remit To address information populates.
5. Provide information about the invoice
   - **Product Description**: a description of the payment request.
   - **Account Number**: the account number listed on the supplier-provided invoice.
   - **Supplier Inv #**: from the invoice you received from the supplier. If the supplier did not provide an invoice, use the utility bill account number followed by the six-digit MMDDYY of the end date of service. If no service date is provided, use the bill date of the invoice. For summary bills containing multiple accounts/meters, use the bill date.
   - **Invoice Date**: from the invoice you received from the supplier. If the supplier did not provide an invoice, use the date you are submitting the form.
   - **Goods Recd Date**: last date of the billing period.
   - **Amount**: total amount of the payment, entered as a positive number.

6. At the top of the form, view choices in the Available Actions region in the upper right corner. Choose **Add Item and Close Form** and click Go.

7. A shopping cart has been created that contains this form. You may click either:
   - **Proceed to Checkout** (Go to step 10)
   - **Assign Cart** (Go to step 8).

   **Note**: If you do not know the account number to be charged, discuss with your business office if the form should be assigned
to another employee or submitted to the EBO.

8. To assign the cart to another employee, click **Assign Cart** and then choose the employee who will review the cart; click **Assign**.

9. You will see a verification that the cart was assigned.

**End of instructions** if you assigned the cart.

10. After you click **Proceed to Checkout**, you may either:
    - Complete the account number (go to step 11)
    - OR
    - Let your business office enter the account number (go to step 13).

11. To enter the account number that will be charged, click the **Accounting Codes** tab.

12. Complete the account number to be charged.
13. Click **Submit Requisition**.

14. You will see a verification that the requisition was submitted.