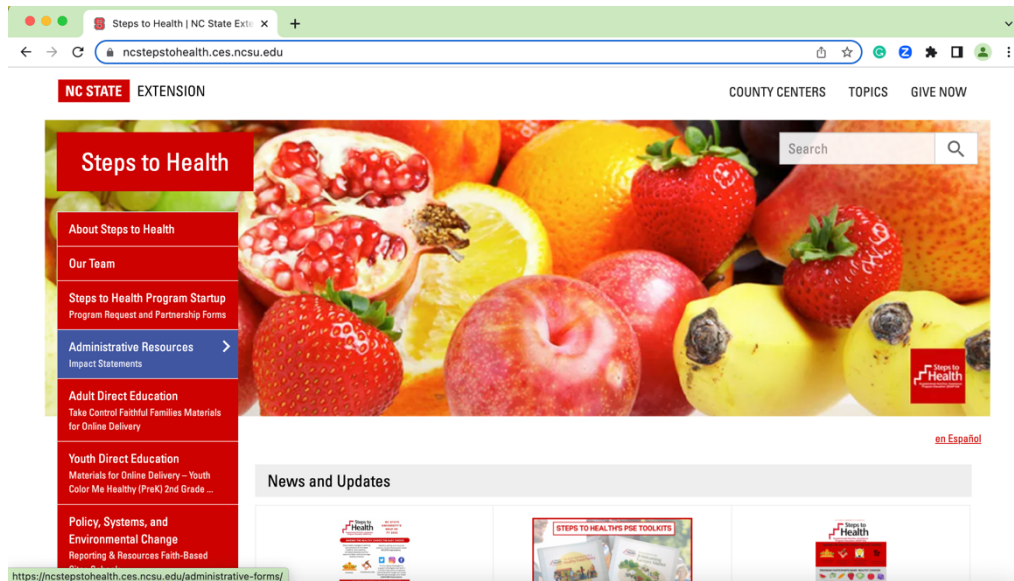


How to complete the Steps to Health reimbursement process

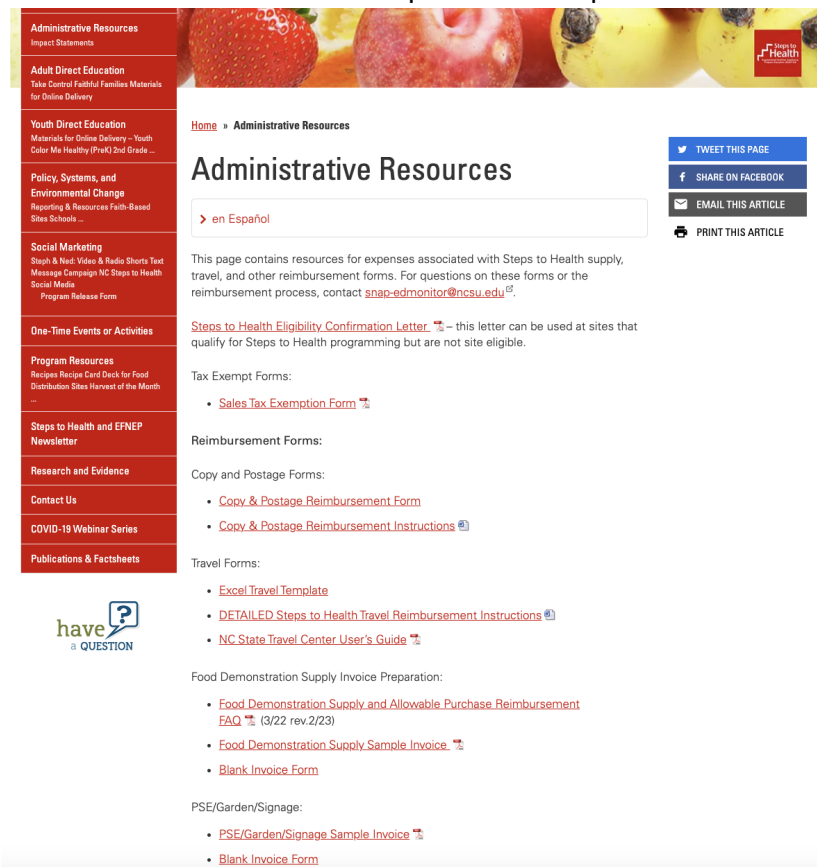
Visit the STH website and navigate to the *Administrative Resources* tab

<https://ncstepstohealth.ces.ncsu.edu/administrative-forms/>



Scroll down the page to find the section that corresponds to the type of reimbursement needed. The options are Copies and Postage, Food Demonstration Supply, and PSE/Garden/Signage.

Each section has an invoice template and sample invoice for viewing.

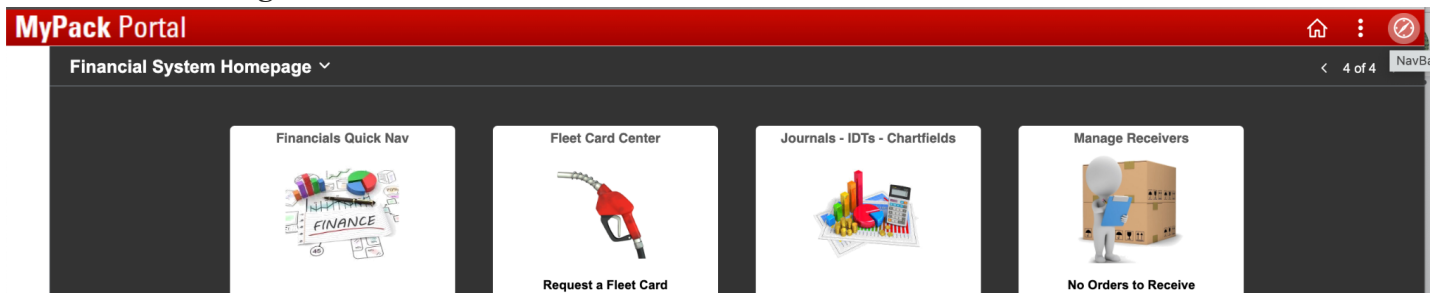


Each template can be downloaded and then customized to match the county supplier profile found in My Pack Portal

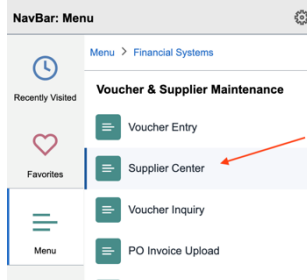
To find the County Supplier Profile Log in to My Pack Portal



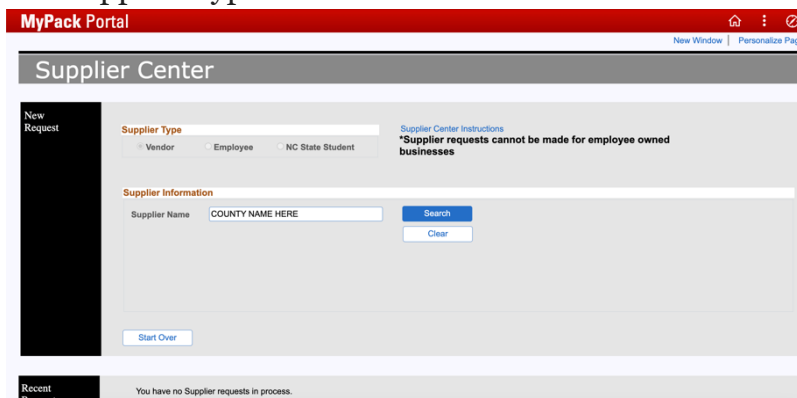
From the Main Page-->NavBar Icon  (on the upper right side of the screen to the right of the home and search icon) →



Financial Systems -->Voucher & Supplier Maintenance --> Supplier Center



The Supplier Type is VENDOR



Enter the County name in the Supplier Name field to view the available options to complete the Business/Entity section of the invoice template.

Results may show that the County is not an active supplier. View the 'Status' column to the right of the County name in the results. A **red dot** indicates the County will need to complete the Supplier Center setup via Payment Works. CALS Business Operations will send the invitation to start the process.

MyPack Portal Supplier Center

New Request

Supplier Type
☒ Vendor ☐ Employee ☐ NC State Student

[Supplier Center Instructions](#)
***Supplier requests cannot be made for employee owned businesses**

Supplier Information
 Supplier Name: [Search](#) [Clear](#)

We found 5 Suppliers that match your search criteria.

Key
 ● Connected Supplier
 ● Not Yet Connected Supplier

Supplier ID	Supplier Name	Status	Actions
000003936	Pamlico Home Builders & Supply co	●	Invite to Connect
0000013246	Pamlico County	●	Invite to Connect
0000362934	Pamlico County Schools	●	Invite to Connect
0000418980	Pamlico County 4-H	●	Invite to Connect
0000591344	Pamlico County High school	●	View Addresses Create Voucher

A **green dot** indicates an active County supplier profile. Click on View Address to see the options available to complete the Invoice template.

MyPack Portal

Addresses for **County of Ashe** **Line 1 of Invoice Template**

Supplier Addresses
 Line 2 of Invoice Template
 Line 3 of Invoice Template

Key
 ● Connected Address
 ● Not Yet Connected

Seq	Address 1	Address 2	City	State	Postal	Country	Address Status	Request Status
1	4-H Outdoor Education	303 E Main St	Jefferson	NC	28640	USA	●	Invite to Connect
2	P O Box 338	303 E Main Street	Jefferson	NC	28640	USA	●	Invite to Connect
3	4th Center	PO Box 359	Jefferson	NC	28640	USA	●	Invite to Connect
4	Sheriff's Office	PO Box 395	Jefferson	NC	28640	USA	●	Invite to Connect
5	134 Government Circle Ste 202		Jefferson	NC	28640	USA	●	Invite to Connect
6	NC Cooperative Extension	134 Government Circle Suite 202	Jefferson	NC	28640	USA	●	Invitation Expired-Resend
8	Ashe/Alleghany Rural & Community	Safety Chapter c/o Farm Service Ag	Jefferson	NC	28640	USA	●	Invite to Connect
9	4H NC Coop Ext	134 Government Circle Ste 202	Jefferson	NC	28640	USA	●	Invite to Connect
11	150 Gov Circle Ste 2500		Jefferson	NC	28640	USA	●	Invite to Connect
12	4-H	134 Government Circle Ste 202	Jefferson	NC	28640	USA	●	Invite to Connect
13	320 South Street		Jefferson	NC	28640	USA	●	Invite to Connect
14	150 Government Cir Ste 2400		Jefferson	NC	28640-8965	USA	●	Create a Voucher

Enter the address information into the Invoice template **EXACTLY** as it appears in the Supplier Center profile address.

CALS Business Operations, the first step of review and approval, will reject the submitted invoice if those details do not match.

Cooperative Extension
1175 Main
Anytown, NC 28608
(828) 455-8242

This should match what
is in My Pack Portal --> Financial
Systems-->Supplier Center or
Supplier Information

INVOICE

INVOICE #	DATE
CE542125	5/4/2022

Bill To
Steps to Health | SNAP-Ed @ NC State University
Department of Agricultural & Human Sciences | CALS
Broughton Hall | Campus Box 7605
Raleigh, NC 27606
snaps-edmonitor@ncsu.edu

Program	Vendor	Date of receipt	AMOUNT (without tax)
3rd Grade-Bancaak	Walmart	4/8/2022	\$6.05
3rd Grade-Bancaak	Walmart	4/11/2022	\$6.49
3rd Grade-Bancaak	Walmart	4/12/2022	\$7.38
3rd Grade-Bancaak	Walmart	4/25/2022	15.22
3rd Grade-Bancaak	Walmart	5/2/2022	18.96
TOTAL			\$58.60

If you have any questions about this invoice, please contact
[Your name and contact details](#)

Save the Excel file.

Then save it as .pdf and combine/attach all receipts that document the purchase (ensure the receipts are legible)

Email the completed file to snaps-edmonitor@ncsu.edu

If the documents are being sent from a scanner, enter/change the sender name and fill in the subject line.

The documents will be submitted to CALS Business Operations/CBO via ServiceNow and progress through various approval stages ending with a check being mailed to County.