Processing a Payment Request



What is a Payment Request?

Payment Requests are used to initiate invoice payments and process specific nonstandard transactions that cannot be handled through the standard Purchase Order process. Common examples include payment of awards, honoraria, and fellowships.

Note: Please start with an empty cart.

1. Click the Payment Request (PR) tile under Forms, Policy, & Guidance.



2. Enter the **Supplier Name** on the **Payment Request** form or click the **Select Supplier Search** link using the magnifying glass.

Enter Supplier *	Select Supplier	Q

3. Select the type of transaction under Transaction Information:

		Transaction Information	
4.	Enter a brief Description	Type of Transaction (Suggested Object	O Copyright/Royalty/Licensing Fees (8570)
	of the payment (required).	Code) *	O Donation (8450/8454)
			O Fellowship/Grant (6460-Students/6455-NonStudents)
			O Honoraria/Performer/Lecturer: Inside Mass (8690/8692/8694)
-			O Honoraria/Performer/Lecturer: Outside Mass (8691/8694)
5.	Attach an invoice of award		O Prize/Award (6462-Students/8693-NonStudents)
	declaration. Click Add		O Refund
	Attachments and browse		O Other (Not Identified Above)
	for the desired file	More Information	https://oc.finance.harvard.edu/ap-forms
	(required).		
		Description *	
			254 characters remaining expand 1 clear
		Internal Attachments *	Add

6. The **Remittance** section will prepopulate with the name and address of the selected supplier

7. Enter the **invoice number** from the supplier invoice, if provided.

Create a Supplier Invoice Number using the following format If the supplier did not include an invoice number: SupplierName+DD+MMM+YY for an invoice from supplier John Harvard dated 4/30/20. (i.e.: JOHNHARVARD03APR20)

Exclude special characters, dashes, and spaces when creating your own invoice number.

	Invoice Information	
	Supplier Inv # *	
Enter the Invoice Date , Amount , and Location of the activity.	Invoice Date *	mm/dd/yyyy
	Invoice Amount *	
	Location of activity *	Please select 🗸

9. Once you having finished entering the information, select **Add and Go to Cart** or another action from the dropdown menu.



Alternatively, you can select **Add to Cart and Return** and click **Go** to add another line to the request. You would then select **Save** from the drop-down list and click **Close.**

Click **Close** to cancel the request without saving.

8.

10. To review the payment request form in the cart click on the blue description link in the Item section.

