

Processing a Payment Request

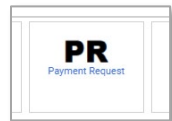


What is a Payment Request?

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.

3. Select the type of transaction under **Transaction Information**:

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.

8. Enter the **Invoice Date, Amount, and Location** of the activity.

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.

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