

# PROCUREMENT: Payment Requests

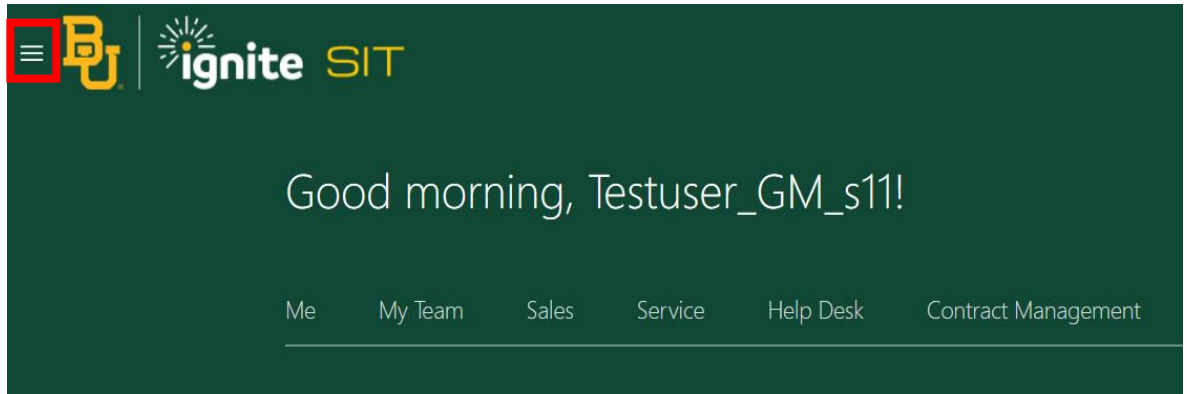
## Overview

- This job aid is intended for departments processing payment requests.
- Payment Requests are single payments to suppliers for services in which a purchase order or contract is not required for ordering, according to Baylor's purchasing policy.
- The following categories are allowed:
  - Article Processing Fees
  - Cash Awards (Guests Only)
  - Conference Registration
  - Guest Fellowships (Non-Baylor Students)
  - Incentive/Research Participation Payment
  - Honorarium – Performing Artist <\$2,500
  - Honorarium – Speakers & Lecturers <\$2,500
  - License Fees and Permits
  - Medical Services
  - Memberships/Professional License
  - Non-Employee Travel/Expense Reimbursement
  - Refunds
  - Royalties
  - Sponsorships and Contributions
  - Sports Officials Fees
  - Visa Application Fees
- If a purchase references an agreement/contract, it must be processed as a non-catalog service requisition. Exception: Royalty payments may require a payment request and an agreement number can be entered.
- Once you submit a payment request, it will route to Accounts Payable to process the request and match it against the submitted invoice.

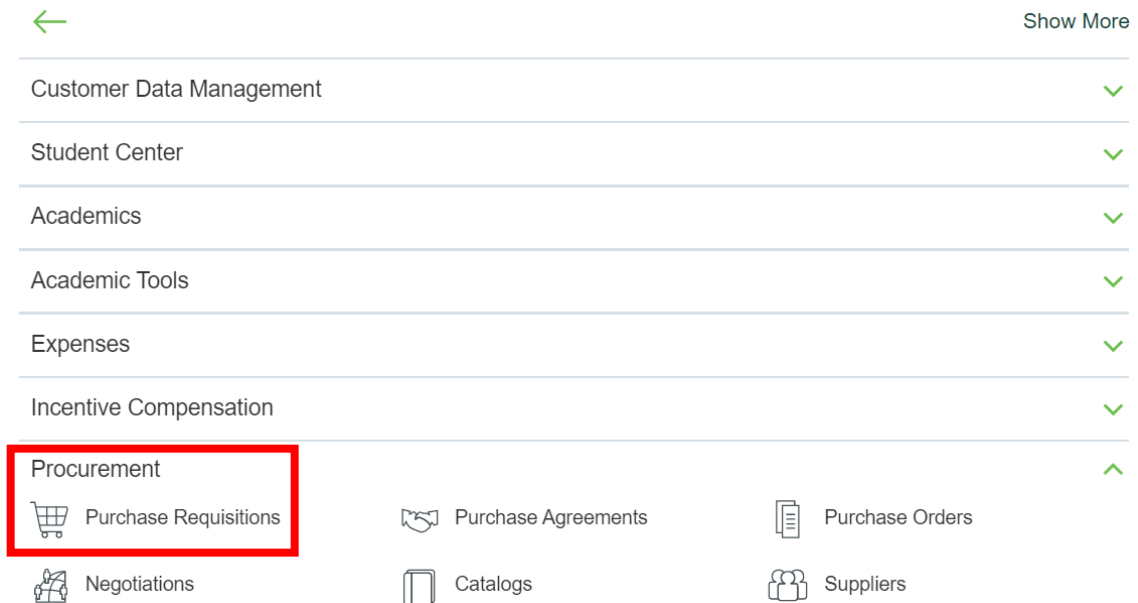
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## I. Navigating to Payment Request

- I. You can access the **Purchase Requisitions** task in two ways:
  - a. (Option I) Click the **Navigator** icon in upper left-hand corner of the Ignite landing page.

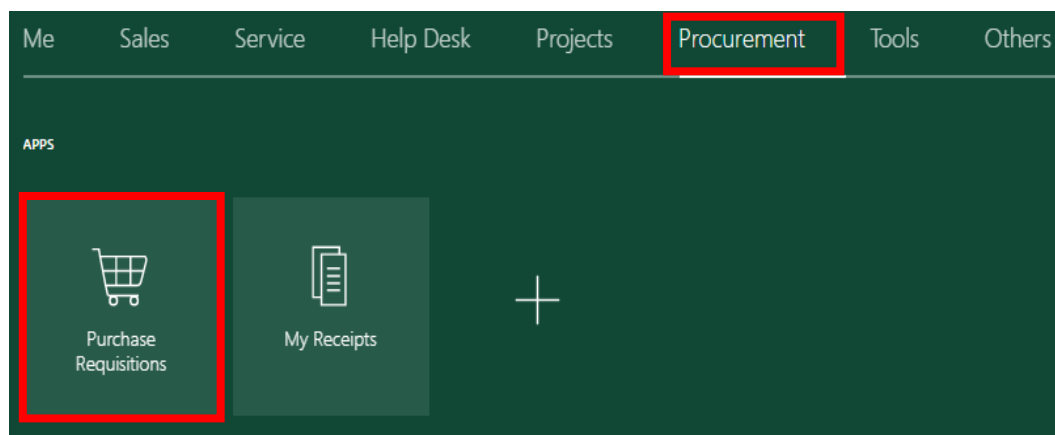


- b. Under the **Procurement** section, click the drop-down arrow and select **Purchase Requisitions** from the drop-down list.

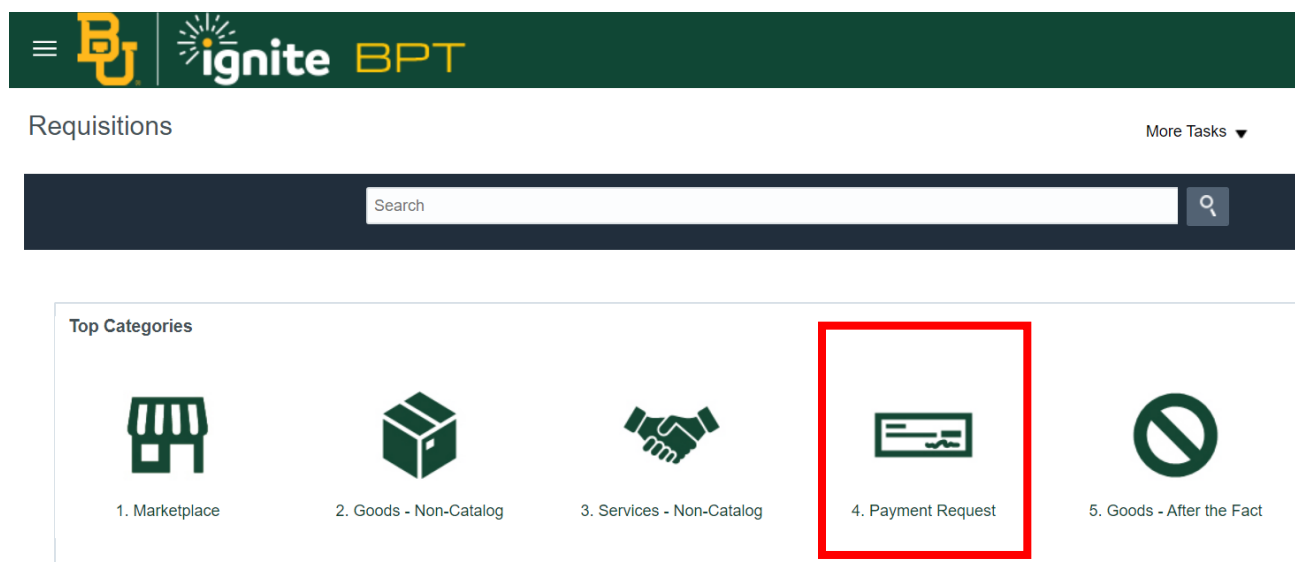


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- c. (Option 2) Under the **Procurement** heading on the home page, you can scroll down and click on the **Purchase Requisitions** tile.



2. Upon entering the Requisitions page, select **Payment Request**.



## 2. Submitting a Payment Request

### I. Enter the **Item Description**, **Amount**, and **Currency**.

#### a. Item Description:

Create Request: 4. Payment Request

Add to Shopping List

Add to Cart

Done

Request for paying outside parties when the nature of the transaction is not supported by the standard procurement purchase order process.

Line Type Services

\* Item Description

\* Category Name

\* Amount

\* Currency USD

Agreement

Supplier

Supplier Site

Supplier Contact

Phone

Fax

Email

Supplier Item

### 2. Navigate to **Category Name** and select the **Search icon (magnifier)**.

Create Request: 4. Payment Request

Add to Shopping List

Add to Cart

Done

Request for paying outside parties when the nature of the transaction is not supported by the standard procurement purchase order process.

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3. Enter the necessary information and select **Search**.

Search and Select: Category Name ✕

▲ Search Advanced

Category Name

Description

**Search** Reset

Category Name	Description
No rows to display	

OK Cancel

4. You will now see all the **Category Name** options for a payment request. Select the category needed for your request.

Search and Select: Category Name ✕

▲ Search Advanced

Category Name

Description

Search Reset

Category Name	Description
Article Processing Fees	Payment Requests Services (e.g. payment for publication of academic articles)
Cash Awards and Prizes	Payment Requests Goods (e.g. cash for prizes)
Conference Registration Fees	Payment Requests Services (e.g. conference registration)
Dues and Memberships	Payment Requests Services (e.g. professional organizations)
Guest Fellowships	Payment Requests Services (e.g. payment to non-Baylor faculty students for academic purposes)
Honorarium - Performing Artist	Payment Requests Services (e.g. bands, dancers, etc)
Honorarium - Speakers and Lecturers	Payment Requests Services (e.g. honorarium, )
Medical Visits	Payment Requests Services (e.g. doctor visits, shots)
Non-Employee Expense Reimbusem...	Payment Requests Services (e.g. candidate travel, guest travel)
Permits, Licenses, and Fees	Payment Requests Services (e.g. license plates, local permits, visas)

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- Once you select the appropriate category needed for the payment request enter the supplier information. Add the **Supplier** and the dropdown for **Supplier Site** (address) for which you're submitting the payment request.

Agreement

**Supplier**

**Supplier Site**

Supplier Contact

Phone

Fax

Email

Supplier Item

- If there is a contract or agreement in place, you will need to utilize a non-catalog requisition. The **Agreement** field is for exception use only. If you do not have a contract, leave the agreement field blank.

**Agreement**

Supplier

Supplier Site

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7. Once the information is entered, select **Add to Cart**.

Add to Shopping List

Add to Cart

Done



Process.

Agreement

Supplier

Supplier Site

Supplier Contact

Phone

Fax

Email

Supplier Item

8. Click the **Cart icon** and select **Review**.

Add to Shopping List

Add to Cart

Done



test  
\$100.00

\$ 100.00 X

Total \$100.00

Review

Submit

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9. Add a **Description** and **Justification**. Review the information.
  - a. **Description:** Description of the item(s) you are requesting to purchase
  - b. **Justification:** information to explain to requisition approvers the desired purpose for the payment request

Edit Requisition: REQ0000407 [Shop](#) [Check Funds](#) [Manage Approvals](#) [View PDF](#) [Save](#) [Submit](#)

You are editing this requisition as an approver. You will be approving the requisition when you submit the changes.

Requisitioning BU BAYLOR

\* **Description** test **Justification**

Emergency purchase order number required

Requisition Amount 100.00 USD  
Approval Amount 100.00 USD  
Funds Status Not reserved  
Attachments None +

Requisition Lines

Actions View Format Freeze Detach Wrap

Line	Description	Category Name	* Quantity	UOM Name	* Price	* Amount	Amount (USD)	Funds Status	Delete
1	test	Permits, Licenses, an...				100.00	US 100.00	Not reserved	X
<b>Total</b>							100.00		

Rows Selected 1 Columns Hidden 7

10. Review the Delivery section items. Ensure the **Deliver-to Location** is accurate. Note the **Requested Delivery Date** for payment, which is the due date for payment.

Delivery

\* Requester Bruiser Bear Deliver-to Location Type Internal

Urgent No **\* Deliver-to Location** Rosenbalm Fountain

**Requested Delivery Date** 3/9/20 Deliver-to Address 1360 S 5th St, Waco, McLennanTX 76706, UNITED STATES

11. Under the Billing section, you will need to review the **Charge Account** information. If you need to charge your requisition to a sponsored program, you can enter **the Project Number** in this section. Select a pre-defined charge account by changing the **Charge Account Nickname**.

Billing

View Format Freeze Detach Wrap

Project Costing Details

<b>Project Number</b>	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	Contract Number	Funding Source	<b>Charge Account Nickname</b>	<b>Charge Account</b>	* Budget Date
								500-50110-100-1000000-93843-220-00	3/2/20
<b>Total</b>									



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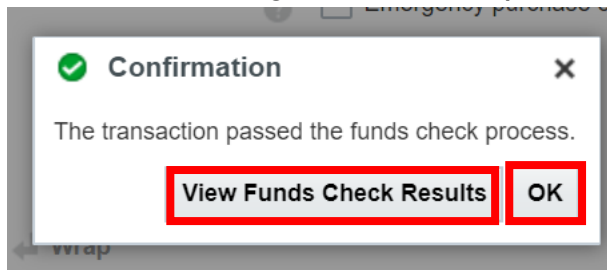
12. If the information is correct, select **Check Funds**.

Shop **Check Funds** Manage Approvals View PDF Save ▼ Submit

Purchase order number required

**Requisition Amount** 2,456.00 USD  
**Approval Amount** 2,456.00 USD  
**Funds Status** Not reserved  
**Attachments** None +

13. On the confirmation pop-up, select **OK**, or you can select **View Funds Check Results** for the budget check summary.



14. To submit the payment request, select **Submit**.

Shop Check Funds Manage Approvals View PDF Save **Submit**

Purchase order number required

**Requisition Amount** 100.00 USD  
**Approval Amount** 100.00 USD  
**Funds Status** Passed  
**Attachments** None +

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15. On the confirmation pop-up, select **OK** to close or select **View PDF** to see a PDF version of your submitted payment request.

