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.
- Payment Requests should be used to pay for expenses that fall under the following categories:
  - Article Processing Fees
  - Cash Awards (Guests Only)
  - Conference Registration
  - Guest Fellowships (Non-Baylor Students)
  - Incentive/Research Participation Payment
  - Honorarium – Performing Artist <$2,500 (not Baylor faculty/staff/student)
  - Honorarium – Speakers & Lecturers <$2,500 (not Baylor faculty/staff/student)
  - 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

- A complete listing of categories, definitions, examples and required documentation is available in the Payment Request Reference Guide linked here.
- If a purchase references an agreement/contract, it must be processed as a Non-Catalog Service Requisition.
  - Exception: Royalty payments are made by payment request and can reference an agreement number.
- Once you submit a payment request, it will route to Accounts Payable for review and processing.
  - No further action is required, unless requested by Accounts Payable.
  - If you receive a copy of the invoice, Do NOT forward it to Accounts Payable, as that could cause a duplicate payment.

*Payment Requests can be used if refunding a payment received by cash, check or ACH.
- Check to see if the supplier is set up in the Requisition Module.
  - If so, is the Supplier Site information accurate?
  - If the supplier site is not correct, send necessary updates to Accounts_Payable@baylor.edu.
  - If the supplier is not found, have your Department Approver process a New Supplier request ASAP!
1. **Navigating to Payment Request**

1. You can access the **Purchase Requisitions** task in two ways:
   a. (Option 1) 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.
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

1. Enter the **Item Description**, **Amount**, and **Currency**.
   a. Item Description: Description of item(s) you are requesting to purchase/pay.

2. Navigate to **Category Name** and select the **Search icon (magnifier)**.
3. Enter the necessary information and select **Search**.

4. You will now see all the **Category Name** options for a payment request. Select the category needed for your request.
5. Add the **Supplier** and the dropdown for **Supplier Site** (address) for which you’re submitting the payment request. If there are multiple supplier sites (addresses), select the appropriate option from the drop-down. **The Supplier Site dictates where the payment will be sent.** The remaining supplier contact fields will auto-populate based on the selection.

![Supplier and Supplier Site dropdown](image)

6. 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 field](image)
7. Once the information is entered, select Add to Cart.

8. Click the Cart icon and select Review.

9. Add a **Description** and **Justification**. Review the information.
   a. **Description** *(Required)*: Define what the supplier is providing.
   b. **Justification** *(Required)*: Define the Business Purpose explaining why the purchase is necessary.
10. The **Deliver-to Location** and **Charge Account** will auto-populate based on the information saved in your **Requisition Preferences**. If you need to set up or change these preferences, see the Job Aids: Requisition Preferences – Charge Account COA-POETAF or Requisition Preferences – Shipping & Delivery Address. These can be changed, if needed.

   a. In the **Delivery** section, enter the date the payment is due in the **Requested Delivery Date** field. Also ensure the **Deliver-to Location** is accurate – make changes if needed.

   ![Delivery Section]

   b. In 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, or select a pre-defined charge account by changing the **Charge Account Nickname**.

   ![Billing Section]

   **Note:** The Account segment of the chart of accounts can only be changed by selecting a different procurement category.
11. Under the Notes and Attachments section:
   a. **Notes to Supplier** (Optional): Include the invoice number that you would like included on the invoice in Ignite. This may be used as a reference for the supplier when receiving their payment.
   b. **Attachments** (Required): Include the **Required Documentation** based on category type, listed in the [Payment Request Reference Guide](#).

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

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**.

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