

PROCUREMENT: Payment Requests

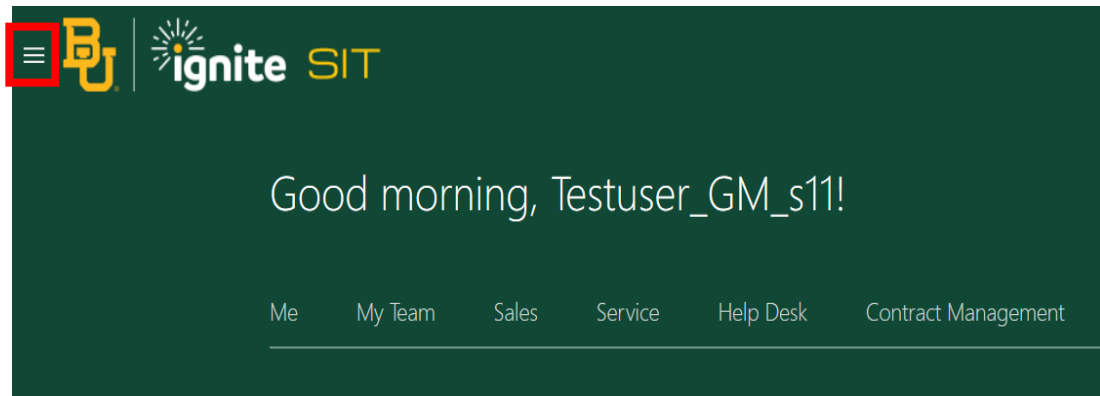
Overview

- 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.
 - 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!

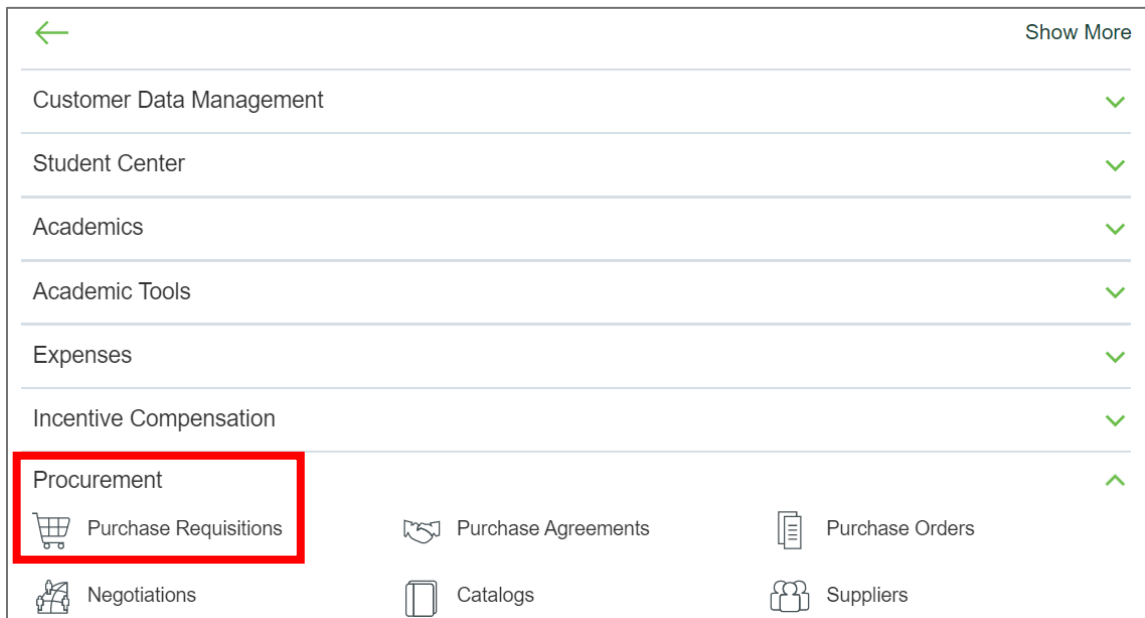
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I. Navigating to Payment Request

- 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.

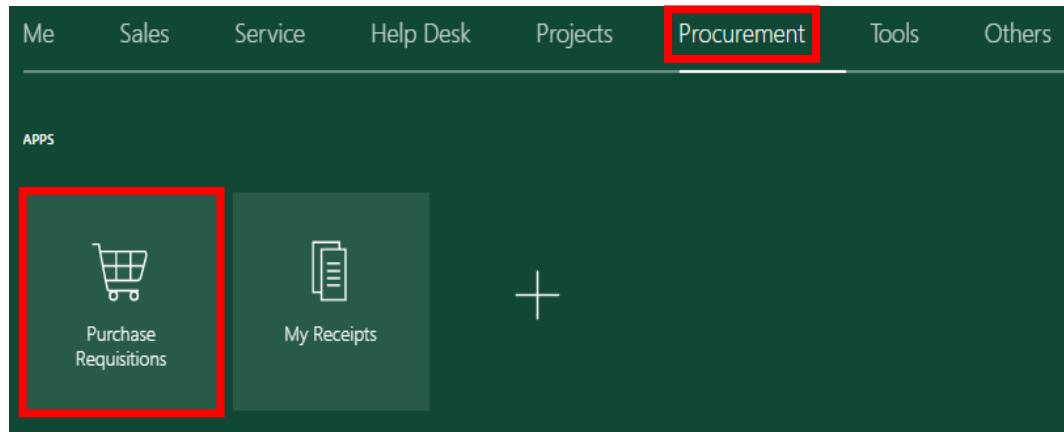


- b. Under the **Procurement** section, click the drop-down arrow and select **Purchase Requisitions** from the drop-down list.

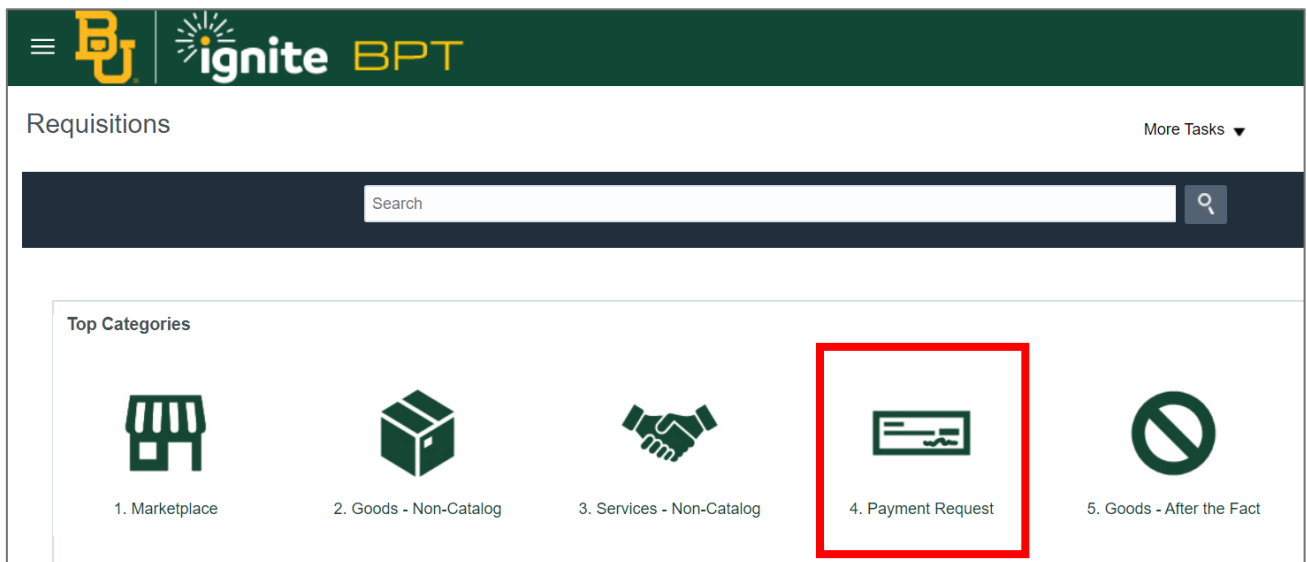


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- c. (Option 2) Under the **Procurement** heading on the home page, you can scroll down and click on the **Purchase Requisitions** tile.



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



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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.

Create Request: 4. Payment Request

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 JSD


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

Create Request: 4. Payment Request

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

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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

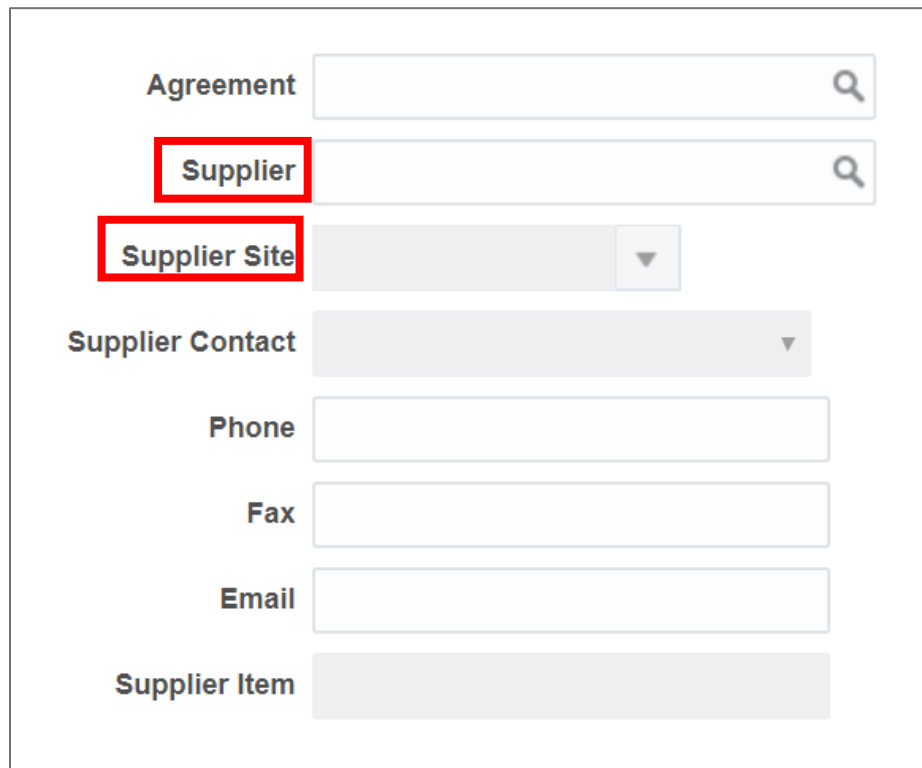
Description

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 Reimbursen...	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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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.



A screenshot of a web form for submitting a payment request. The form contains several fields: 'Agreement' (text input with search icon), 'Supplier' (text input with search icon, highlighted with a red box), 'Supplier Site' (dropdown menu, highlighted with a red box), 'Supplier Contact' (dropdown menu), 'Phone' (text input), 'Fax' (text input), 'Email' (text input), and 'Supplier Item' (text input). The 'Supplier' and 'Supplier Site' fields are highlighted with red boxes to indicate they are the primary focus for this step.

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.



A screenshot of a web form for submitting a payment request, focusing on the 'Agreement' field. The form contains: 'Agreement' (text input with search icon, highlighted with a red box), 'Supplier' (text input with search icon), and 'Supplier Site' (dropdown menu). The 'Agreement' field is highlighted with a red box to indicate its importance for non-catalog requisitions.

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

Process.

Add to Shopping List **Add to Cart** **Done**

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**

9. Add a **Description** and **Justification**. Review the information.
- Description** (Required): Define what the supplier is providing.
 - Justification** (Required): Define the Business Purpose explaining why the purchase is necessary.

Edit Requisition: REQ0000407 **Shop** **Check Funds**

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

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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

* 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

- 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

View Format Freeze Detach Wrap

Project Costing Details

Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	Contract Number	Funding Source	Charge Account Nickname	Charge Account
								500-50110-100-1000000-93843-220-00

Total

Note: The Account segment of the chart of accounts can only be changed by selecting a different procurement category.

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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](#).

Notes and Attachments

Note to Supplier

Attachments None +

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

Shop Check Funds Manage Approvals View PDF Save Submit

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.

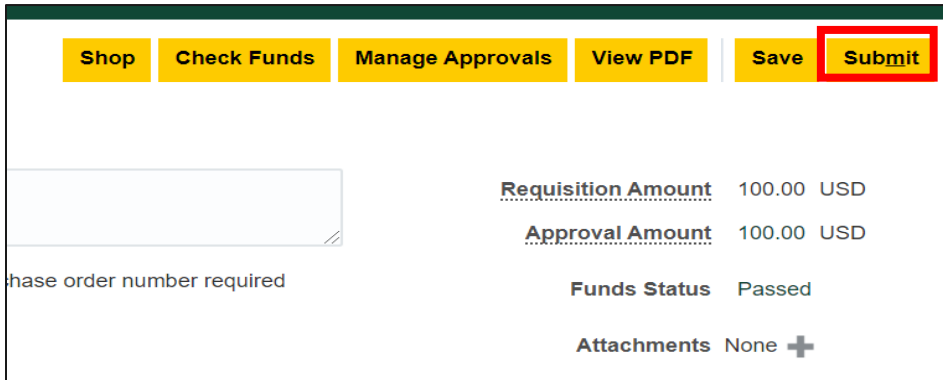
Confirmation

The transaction passed the funds check process.

View Funds Check Results OK

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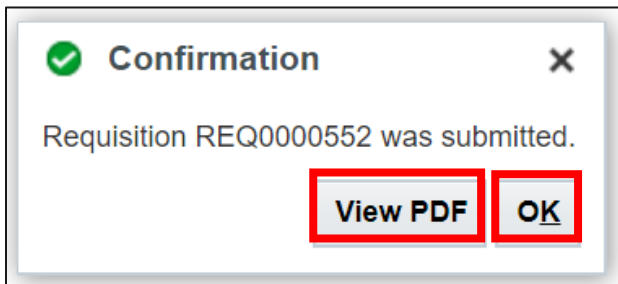
14. To submit the payment request, select **Submit**.



The screenshot shows a web interface for submitting a payment request. At the top, there is a horizontal menu with six yellow buttons: "Shop", "Check Funds", "Manage Approvals", "View PDF", "Save", and "Submit". The "Submit" button is highlighted with a red border. Below the menu, there is a text input field on the left and a summary table on the right. The text input field contains the placeholder text "Please order number required". The summary table has the following rows:

<u>Requisition Amount</u>	100.00 USD
<u>Approval Amount</u>	100.00 USD
Funds Status	Passed
Attachments	None +

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



The screenshot shows a confirmation pop-up dialog box. The title bar contains a green checkmark icon, the text "Confirmation", and a close button (X). The main content area contains the text "Requisition REQ0000552 was submitted." At the bottom of the dialog, there are two buttons: "View PDF" and "OK". Both buttons are highlighted with red borders.