PROCUREMENT: Payment Requests

Overview

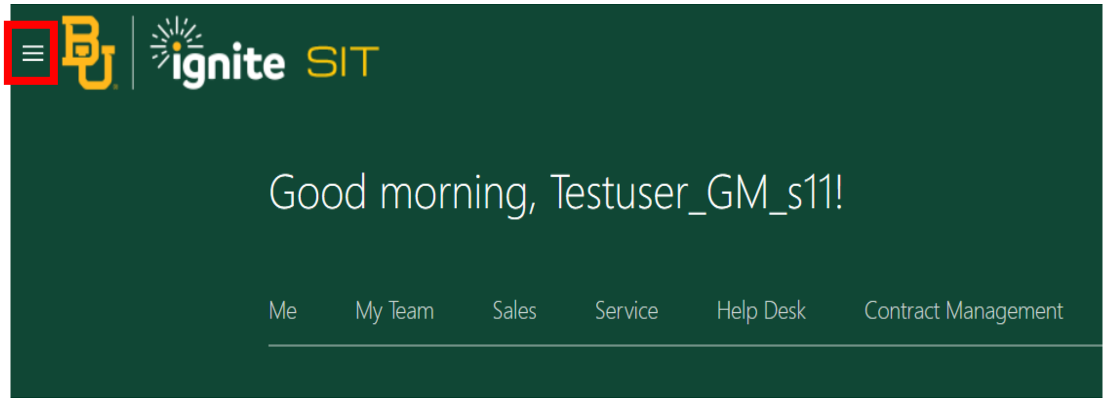
- This job aid is intended for departments processing payment requests.
- Payment Requests are single payments to suppliers for services in which a purchase order or contract is not required for ordering, according to Baylor's purchasing policy.
- Payment Requests should be used to pay for expenses that 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.

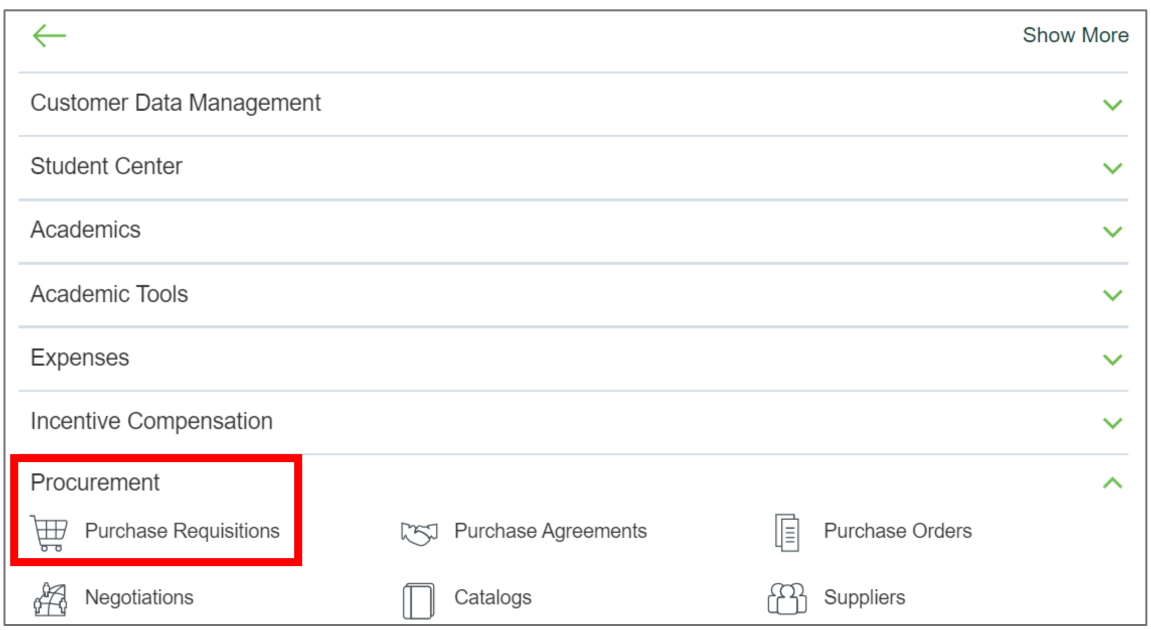
- Check if the supplier is set up in the Requisition Module.
    - If so, is the Supplier Site information accurate?
    - If the supplier site is not correct, send necessary updates to Suppliers@baylor.edu.
    - If the supplier is not found, have your Financial Administrator process a New Supplier request ASAP!

1. Navigating to Payment Request

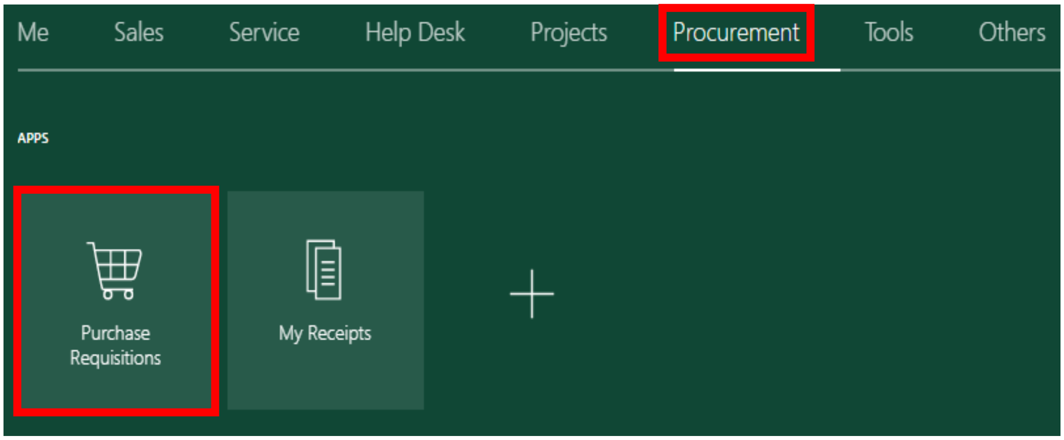
1. You can access the **Purchase Requisitions** task in two ways:
   a. (Option 1) Click the **Navigator** icon in upper left-hand corner of the Ignite landing page.



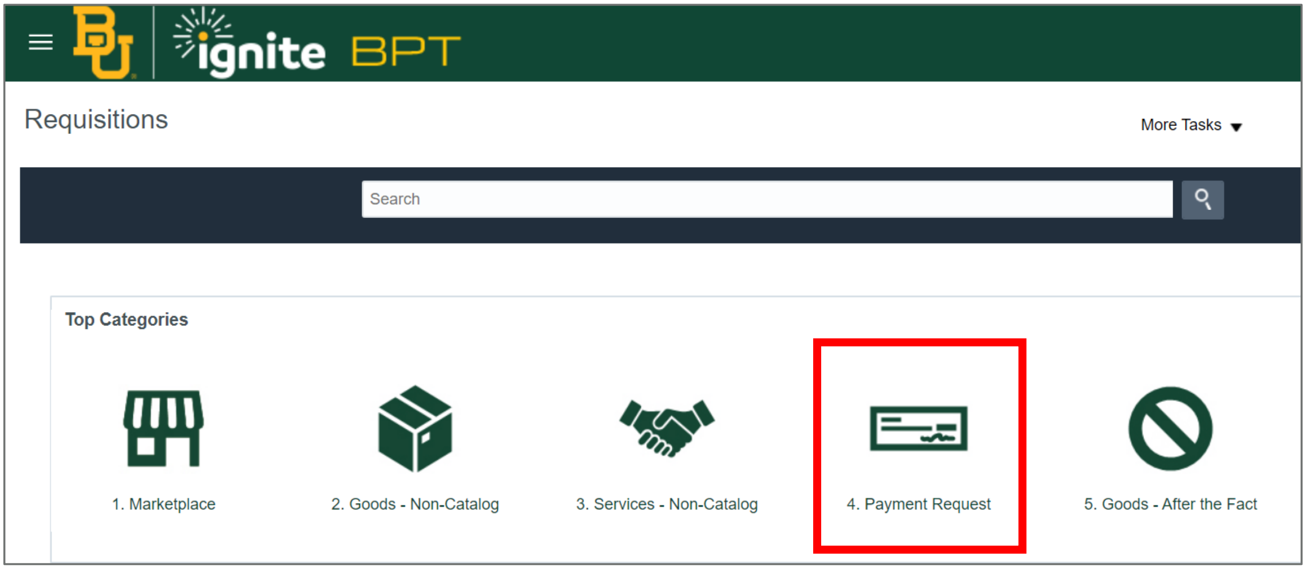
   b. Under the **Procurement** section, click the drop-down arrow and select **Purchase Requisitions** from the drop-down list.



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

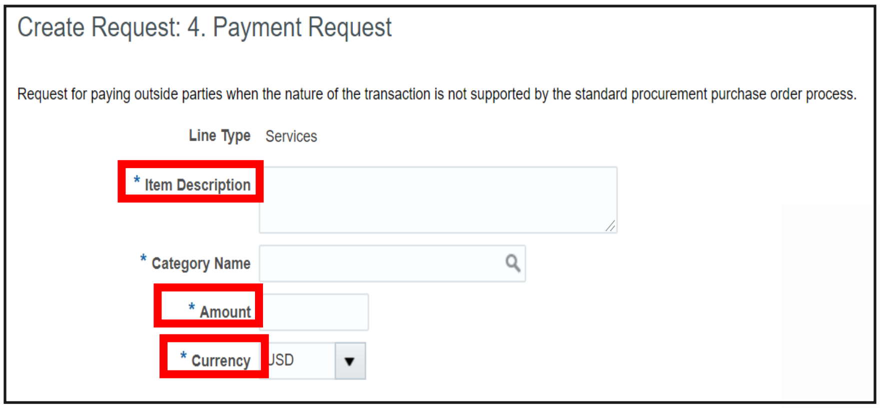


2. Upon entering the Requisitions page, select **Payment Request**.

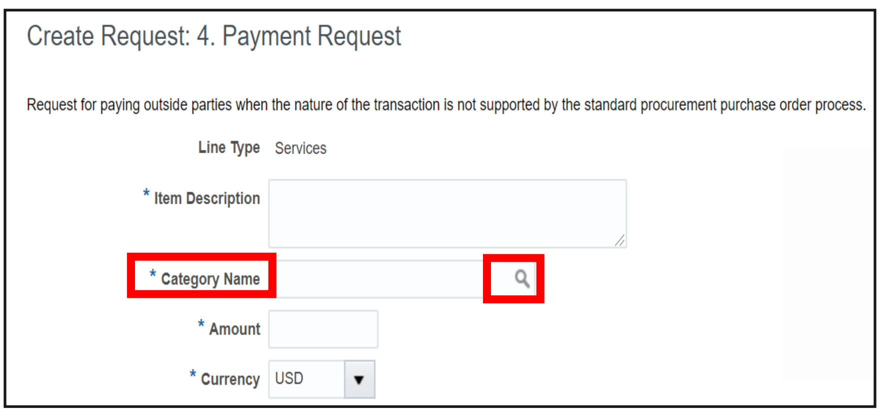


2. Submitting a Payment Request

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

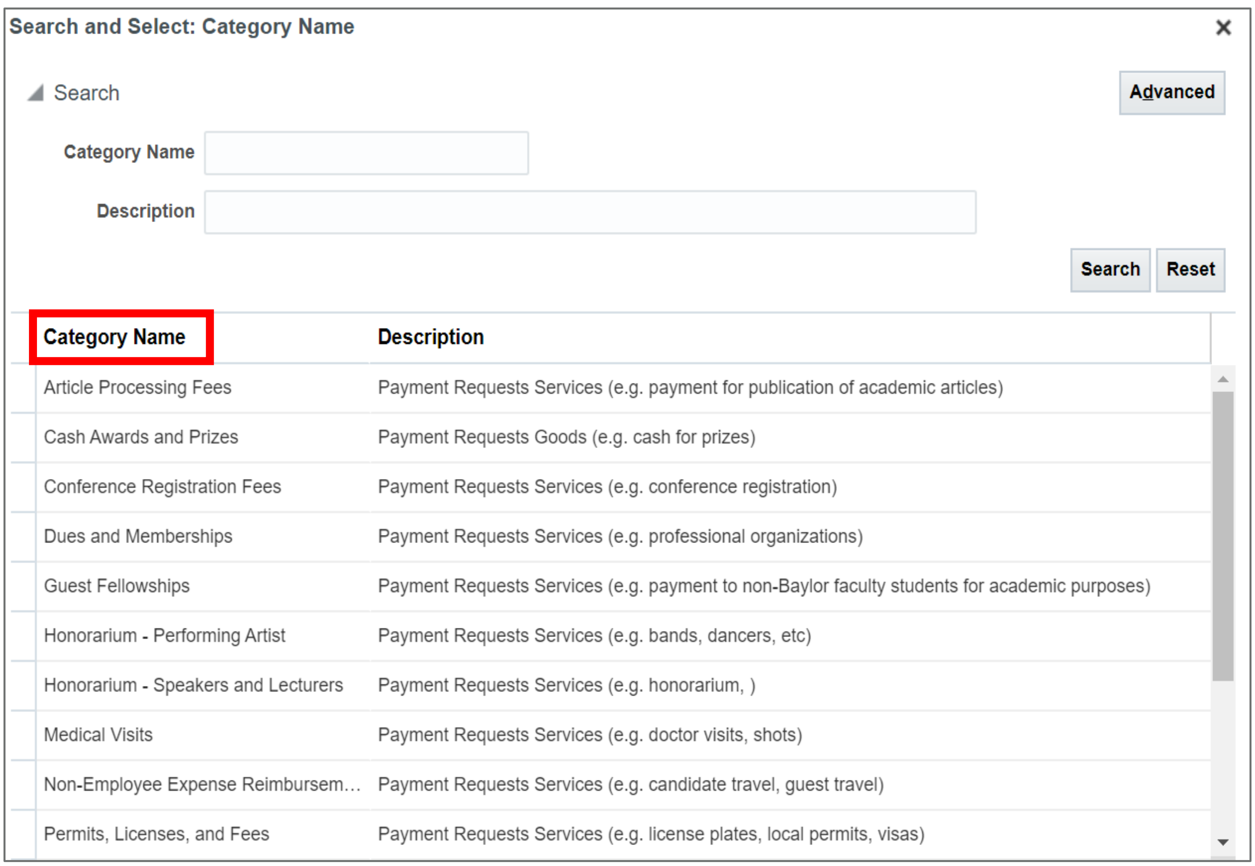


2. Navigate to **Category Name** and select the **Search icon (magnifier)**.

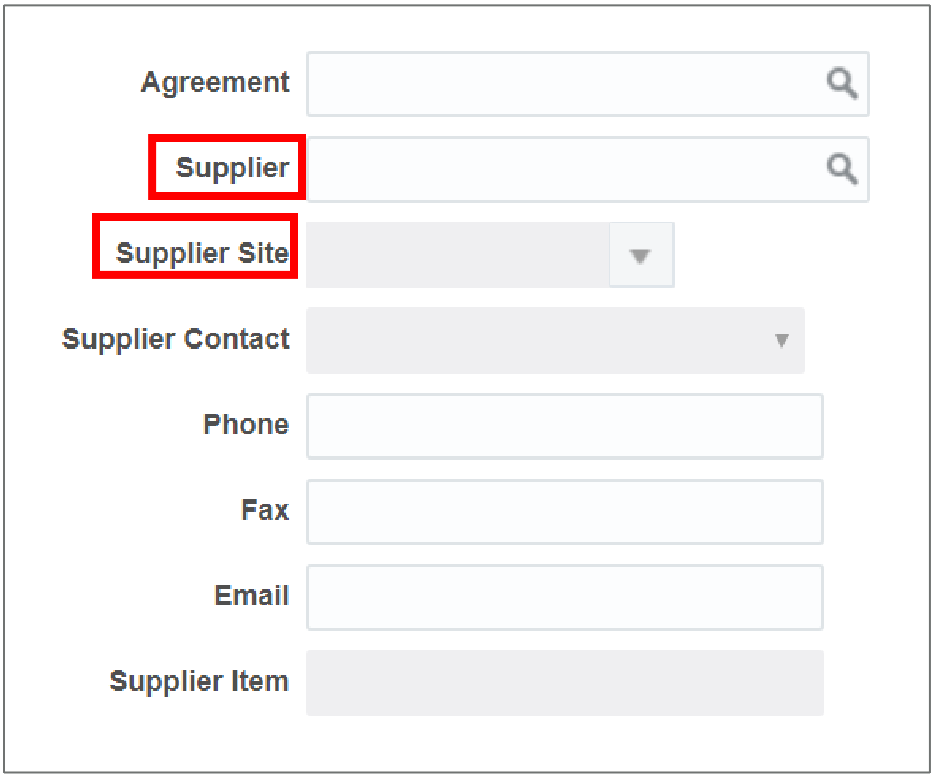


3. Enter the necessary information and select **Search**.

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

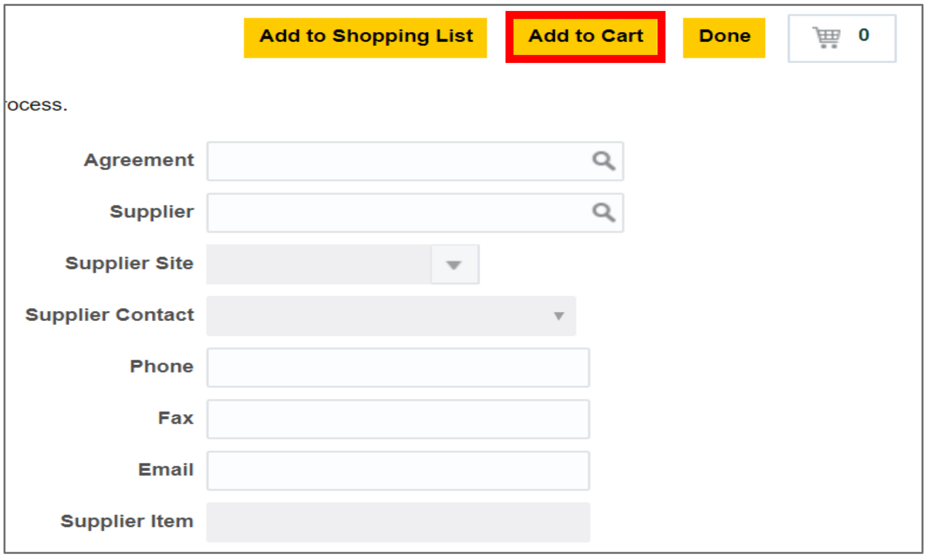


5. Add the **Supplier** and the dropdown for **Supplier Site** (address) for which you're submitting the payment request. If there are multiple supplier sites (addresses), select the appropriate option from the drop-down. **The Supplier Site dictates where the payment will be sent.** The remaining supplier contact fields will auto-populate based on the selection.

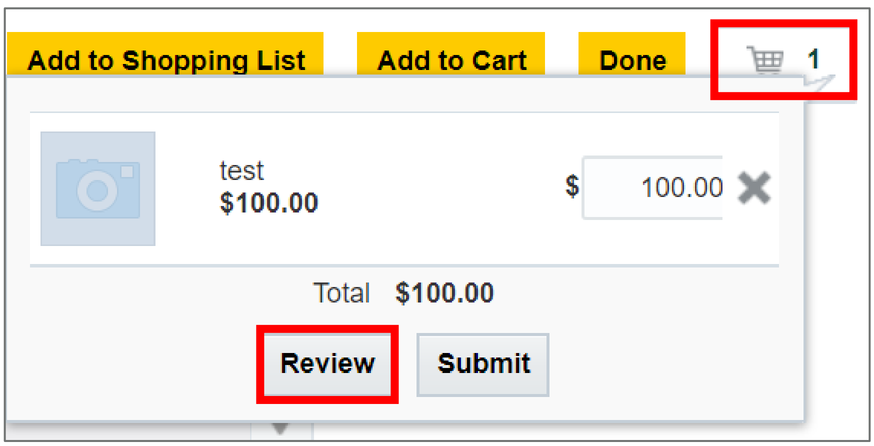


6. If there is a contract or agreement in place, you will need to utilize a non-catalog requisition. The **Agreement** field is for exception use only. If you do not have a contract, leave the agreement field blank.

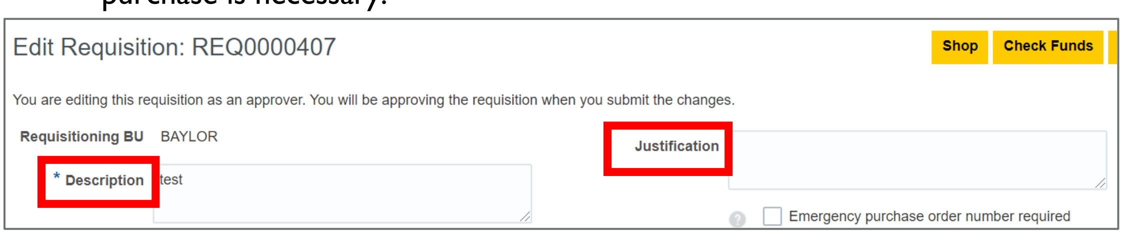
7. Once the information is entered, select **Add to Cart**.



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

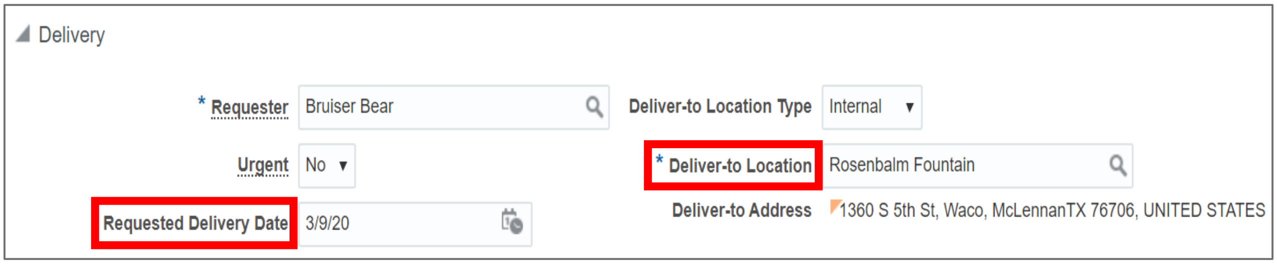


9. Add a **Description** and **Justification**. Review the information.
    a. **Description** (<u>Required</u>)**:** Define what the supplier is providing.
    b. **Justification** (<u>Required</u>)**:** Define the Business Purpose explaining why the purchase is necessary.

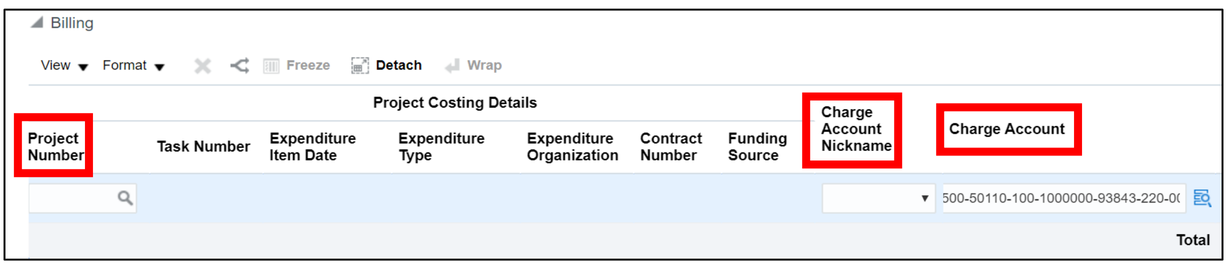


10. The **Deliver-to Location** and **Charge Account** will auto-populate based on the information saved in your **<u>Requisition Preferences</u>**. *If you need to set up or change these preferences, see the Job Aids: Requisition Preferences – Charge Account COA-POETAF or Requisition Preferences – Shipping & Delivery Address.* These can be changed, if needed.

    a. In the <u>Delivery</u> 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.



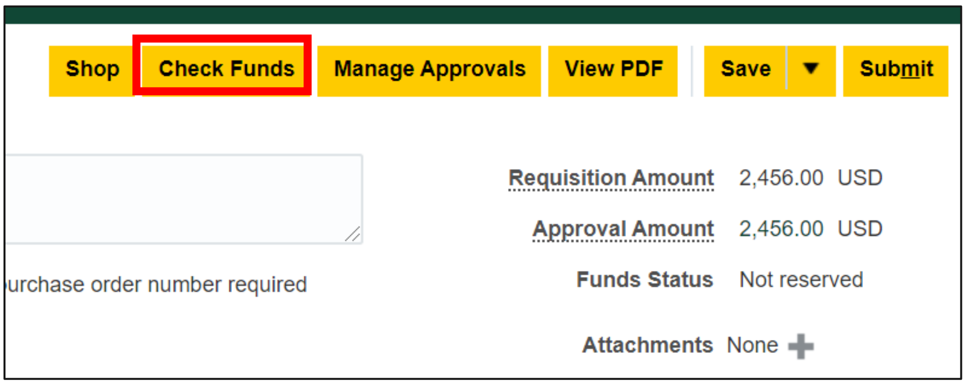
    b. In the <u>Billing</u> section, you will need to review the **Charge Account** information. If you need to charge your requisition to a sponsored program, you can enter the **Project Number** in this section or select a pre-defined charge account by changing the **Charge Account Nickname**.



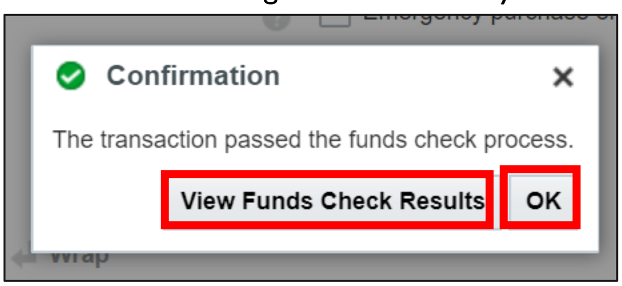
Note: The Account segment of the chart of accounts can only be changed by selecting a different procurement category.

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** (<u>Required</u>): Include the **Required Documentation** based on category type, listed in the [Payment Request Reference Guide](#).

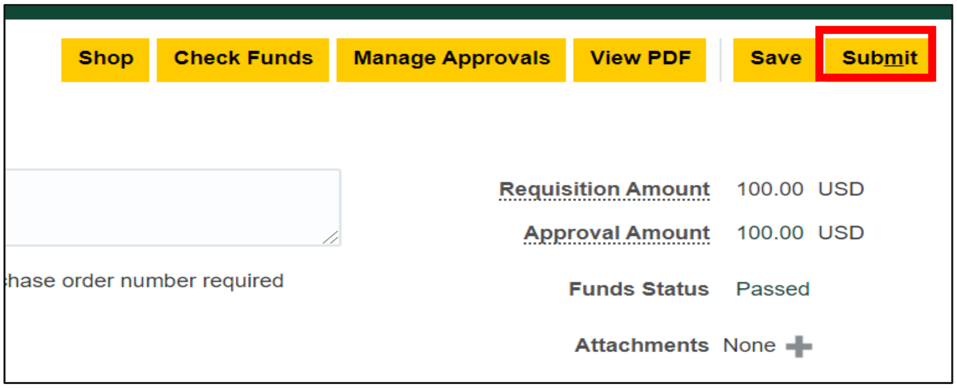
12. If the information is correct, select **Check Funds.**



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.