Non-PO Payment Request Form Entry

From the SciQuest home page, select ‘Non PO Payment Request Form.’ Complete the form as below:

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<th>Supplier Information</th>
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Choose appropriate vendor; if vendor does not exist, complete New Supplier Request.

No need to change this address.

Change this address to where the payment should be remitted (unless vendor has enrolled in direct deposit); send e-mail to acctgofc@bsu.edu if correct address does not exist.

Select 'N/A-After-The-Fact' if After the Fact request; otherwise, choose appropriate option from list.

Select appropriate commodity code (typically begins with '8').

Enter amount to be paid to vendor.

Enter date on invoice, date on receipt, or today’s date (if unknown).

Fields must be empty.

Request will not be approved without appropriate documentation attached.

Enter appropriate commodity code (typically begins with '8').

If applicable.

Provide description of payment request; vendor will see this entry on the check stub.

Enter vendor’s invoice number; if invoice does not exist (have a receipt), enter date on receipt or other beneficial data to the vendor (vendor will see this entry on the check stub).

No need to update.

Check or ACH will be distributed by the Accounting Office. Specific handling requirements should be recorded on the request.

Documentation of an After-the-Fact Purchase

Complete the following fields if this is for an After-the-Fact purchase.

Provide a detailed explanation of why University purchasing policies were not utilized.
When the form is accurate and ready for processing, from the ‘Available Actions’ drop-down list at the top of the form:

- if you are finished with your payment request, click ‘Add and Go To Cart.’
- if you wish to add another non-PO payment request (note that it must be the same type – Direct Pay or After The Fact - as the original request), click ‘Add to Cart’ and then complete the form again for your next payment request.

You should now be viewing your active shopping cart. If all the payment requests appear as they should (and there isn’t a mixture of forms in the cart), click the ‘Proceed to Checkout’ button.

You should now be viewing the review screen of your active shopping cart. There are two new options on this screen - one is optional while the other is required:

- After clicking ‘Place Order,’ the payment request will be routed through various approvals. When approved, the form will automatically create an invoice which will post in Banner.