Payment Request Instructions

When paying a vendor for services/goods that have already been provided, you will need to submit the electronic payment request in Falcon’s Purch.

Log in to Falcon’s Purch. From the home page, scroll down to the bottom of the page and click on Payment Request.

Below is the first section of the form. Please note that the Supplier Inv # field can contain only numbers, letters, forward slash (/) and hyphen (-). If you don’t have an invoice number, you can enter the date services were provided in this field. If you don’t have an invoice date, enter the date of service/event.
Click on Supplier Search to locate the vendor that needs to be paid. **Be sure to select the same address that is shown on the suppliers invoice.**

![Vendor Information](image1)

*To select a specific remit to address, click on Supplier Search.*

**Single Pay Vendor**

If the request is for a single payment to reimburse a student or to give a prize or award to a non-employee and the amount is under $300, the payment should be processed through Chrome River. Please contact Accounts Payable at 2-2311 if you have not yet utilized Chrome River for single payments. If you are paying an individual for services, regardless of the amount, you must go through the Independent Contractor process. **The paper Single Payment Request should only be used for payments being directed to a balance sheet or revenue account.**

https://www.bgsu.edu/purchasing/vendor-data-forms.html


**The Sherwin Williams Co**

**MAIN:** 1081 S Main St Bowling Green, OH 43402 US  
**SANDUSKY:** 913 E Strub Rd Sandusky, OH 44870-5689 US  
**TOLEDO:** 3032 South Ave #F Toledo, OH 43609-1334 US

Enter the amount to be paid and the quantity.

![Invoice Information](image2)

**Invoice Amount**

**Price**  
300.00

**UOM**  
EA - Each

**Quantity**  
1

Select the Type of Payment and enter a Handling Code for the check distribution. If there are no specific instructions for Handling Code, select RE Regular Payments.

![Invoice Information](image3)
Enter the Business Purpose for the payment, this includes who, what, why, where and when. Attach supporting documentation, and select a commodity code.

After you have filled out the form, scroll to the top of the page to Add and go to Cart. Proceed to checkout or assign cart.

If you need to change the budget the payment is being directed to, click on Accounting Codes and then Edit.

If you need to split the payment between multiple budgets, scroll down to the Product Description and click on edit.
Scroll all the way to the right and select Add Split.

Select the speedchart for each line. **Selecting from profile values** will provide only the speedcharts you have added to your profile. To select from all University budgets, **select from all values**.

Make sure your account and if applicable program code are correct for each line. You can split by amount or quantity (amount is most commonly used). You can also click on **add split** again if you need additional lines.

Scroll back up to the top of the page and either Submit Requisition or Assign Cart to a requestor. After the requisition has been approved, it will turn into a purchase order, but it will NOT be sent to the vendor.