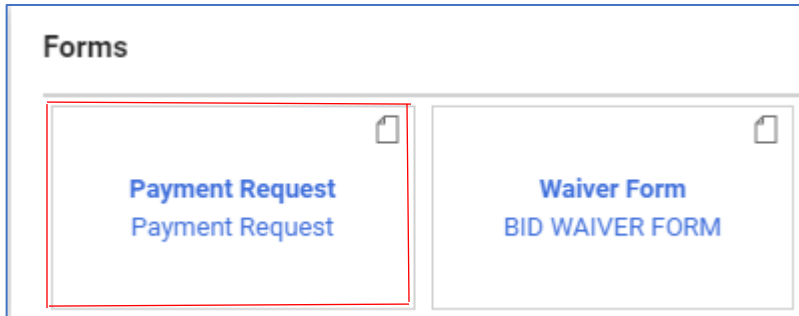


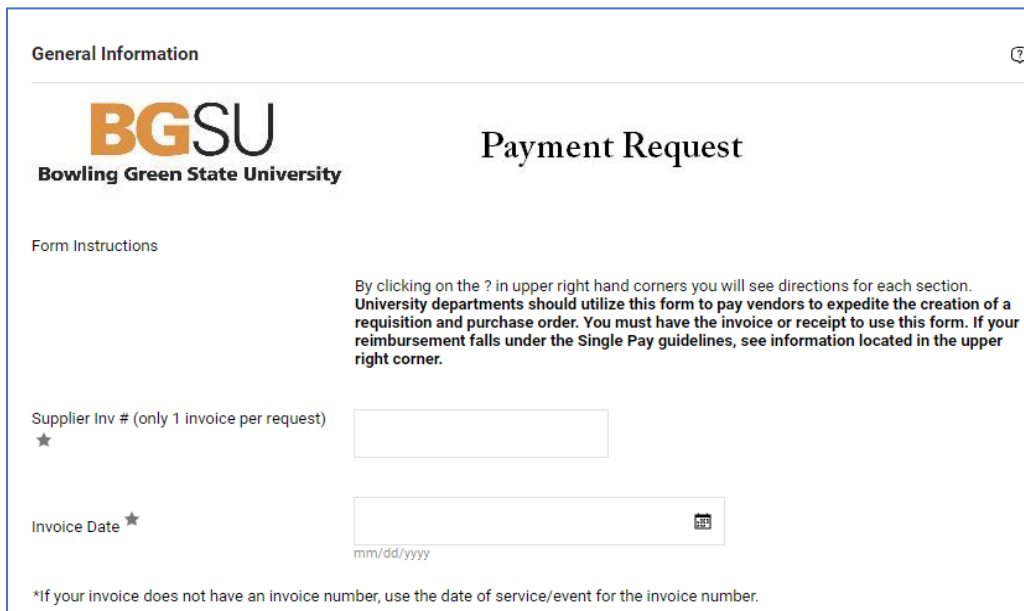
Payment Request Instructions

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.**



Enter the vendor that needs to be paid. Be sure to select the Remit To Address that is shown on the suppliers invoice.

Vendor Information

Existing Supplier

Enter Supplier ★

Select Supplier



Remit To Address

No address assigned

MAIN - MAIN, 1081 S Main St, Bowling Green, Ohio, 43402, United States

NORWALK - NORWALK, 203 Milan Ave Ste A, Norwalk, Ohio, 44857, United States

SANDUSKY - SANDUSKY, 913 E Strub Rd, Sandusky, Ohio, 44870-5689, United States

TOLEDO - TOLEDO, 3032 South Ave #F, Toledo, Ohio, 43609-1334, United States

Search additional



Results Per Page

10



Enter the amount to be paid and the quantity.

Invoice Amount

Invoice Information

Price ★

500.00

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.

Type of Payment

Type of Payment

Type of Payment

Please select a Payment Type ★

- Goods
- Services
- Awards

Check Distribution

Handling Code

The handling code should only be changed if the supplier is paid by check, and if the check needs to return to the university before being mailed.

Handling Code

Other Instructions

Enter the Business Purpose for the payment, this includes who, what, why, where, and when.

Business Purpose (Required):

Product Description

Product Description

254 characters remaining

[expand](#) | [clear](#)

Attach supporting documentation and select a commodity code.

Additional Information

Attachments, Commodity Code & Comments

Internal Attachments

[Add](#)

External Attachments

[Add](#)


Commodity Code ★



Search...





Comments:





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.

Form • Payment Request   Close [Add And Go To Cart](#) ▼

  [Return Cart](#) [Assign Cart](#) [Proceed To Checkout](#)

You will then need to add the Accounting Codes. Click on the pencil to edit.

Accounting Codes   ▼

Business Unit GL	Speedchart	Fund	Dept	Project/Grant	Activity	Function	PC Business Unit	Account	Program	Budget Reference	Work Order (CO-9999999)	Task Code (99999)
BGSUN BGSUN	no value  Required	no value  Required	no value  Required	no value	no value	no value	no value	no value  Required	no value	no value	no value	no value

You can then Assign the cart or Submit the Requisition.

[Assign Cart](#) [Submit Requisition](#)