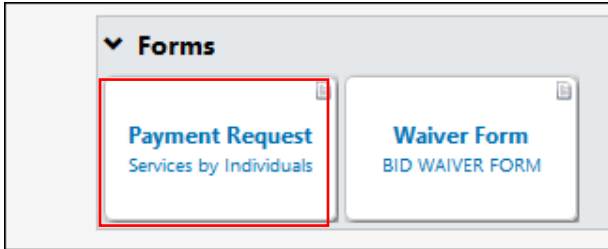


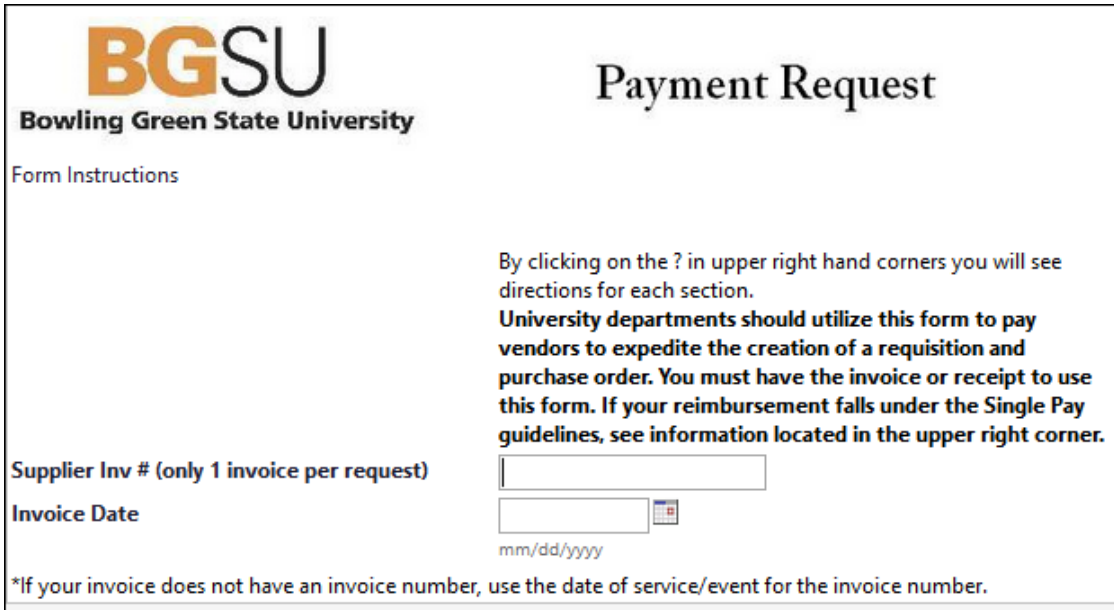
Payment Request Instructions

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.**

A screenshot of the BGSU Payment Request form. The top left features the BGSU logo and the text 'Bowling Green State University'. The top right has the title 'Payment Request'. Below the logo is the text 'Form Instructions'. The main body of the form contains instructions: 'By clicking on the ? in upper right hand corners you will see directions for each section. University departments should utilize this form to pay vendors to expedite the creation of a requisition and purchase order. You must have the invoice or receipt to use this form. If your reimbursement falls under the Single Pay guidelines, see information located in the upper right corner.' Below the instructions are two input fields: 'Supplier Inv # (only 1 invoice per request)' and 'Invoice Date'. The 'Invoice Date' field has a calendar icon and the placeholder text 'mm/dd/yyyy'. At the bottom of the form, there is a note: '*If your invoice does not have an invoice number, use the date of service/event for the invoice number.'

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 ?	
Regular Pay Vendor - Only To Be Used For Vendors In Our Vendor Database	
Enter Supplier	<input type="text"/>
	or Supplier Search
*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	
https://www.bgsu.edu/content/dam/BGSU/finance-and-administration/controller/documents/Single-Payment-Request1.pdf	

Supplier Name/Address	Select
The Sherwin Williams Co	
MAIN: 1081 S Main St Bowling Green, OH 43402 US	Select
SANDUSKY: 913 E Strub Rd Sandusky, OH 44870-5689 US	Select
TOLEDO: 3032 South Ave #F Toledo, OH 43609-1334 US	Select

Enter the amount to be paid and the quantity.

Invoice Amount	
Invoice Information	
Price	<input type="text" value="500.00"/>
UOM	EA - Each
Quantity	<input type="text" value="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 ?	Check Distribution
Type of Payment Please select a Payment Type <input checked="" type="radio"/> Goods <input type="radio"/> Services	Handling Code Instructions: Select Method of Check Distribution Handling Code: <input type="text" value="Please select..."/> Other Instructions: <input type="text"/>

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.

Business Unit GL	Speedchart	Fund	Dept	Project/Grant	Activity	Function	PC Business Unit	Account	Program	Budget Reference
BGSUN BGSUN	301000OPER Business Ops-OPER	10000 BGSU - Bowling Green Campus	301000 Business Operations	no value	no value	6000 Institutional Support	no value	53100 Office Supplies*	no value	no value

If you need to split the payment between multiple budgets, scroll down to the Product Description and click on edit.

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Payment Request more info... Accounting Codes (same as header)		1/EA	3.00	1 EA	3.00 USD

Scroll all the way to the right and select Add Split.

Function	PC Business Unit	Account	Program	Budget Reference	?	X
6000 Select from all values...		53100 Select from profile values... Select from all values...				add split
					recalculate / validate values	

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](#).

Accounting Codes				
Business Unit GL	Speedchart	Fund	Dept	Pr
BGSUN Select from profile values... Select from all values...	301000OPER Select from profile values... Select from all values...	10000 Select from all values...	301000 Select from all values...	
BGSUN Select from profile values... Select from all values...	301000OPER Select from profile values... Select from all values...	10000 Select from all values...	301000 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.

Account	Program	Budget Reference	Amount of Price	add split
53100 Select from profile values... Select from all values...	7000 Select from all values...		0.00	remove
53100 Select from profile values... Select from all values...			0.00	remove
Line subtotal: 3.00 USD			Split Total 0.00 USD	add split
recalculate / validate values				

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.

General	Shipping	Billing	Accounting Codes	Internal Notes and Attachments	External Notes and Attachments	Final Review	Submit Requisition
							Assign Cart
Return to shopping cart							Continue Shopping