

Using Pre-Commitment Requisitions:

Whenever possible, requisitions should always be submitted **BEFORE** the item or service order is placed. This is known as a pre-commitment requisition.

- This allows for review and pre-approval of your request BEFORE the funds are committed to the vendor.
- It also allows the invoice to be paid electronically via Central Administration.

Using Standing orders:

One requisition can be created for routine purchases of services or goods where you know you will be spending a certain amount each year and want to pay a portion of that amount regularly depending on what has been received. These generate standing purchase order or standing orders.

The standing order is then transmitted to the vendor with the billing address being your office location as opposed to the standard Central AP PO Box, so you can confirm what is being charged.

You then receive against the standing order via the PO# listed on the invoice only the amount to be paid.

You forward the invoice to the Procurement team for submission to Central AP for processing.

Once standing orders are created they can be recreated each fiscal year and circulated for pre-approval, ready to receive and pay against each year.

Please see the Procurement team for help with this process and setting up standing orders.

Don't forget Pcards for low dollar purchases!

Using Payment Requests:

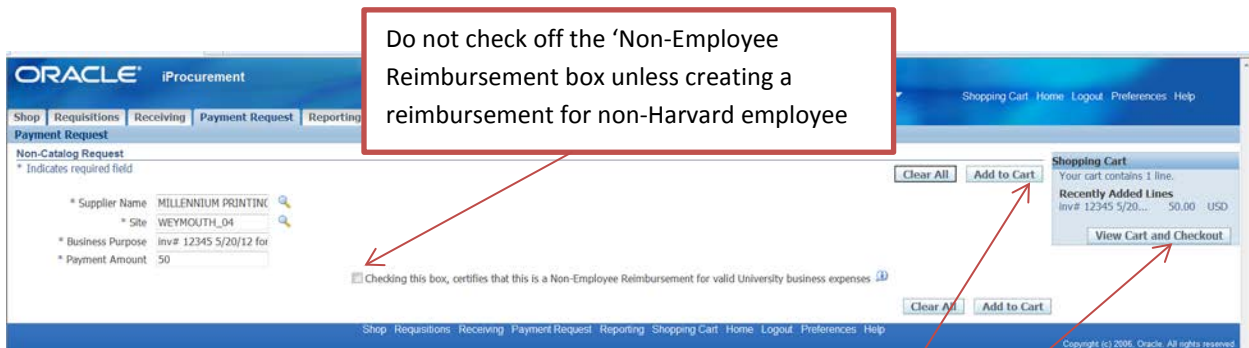
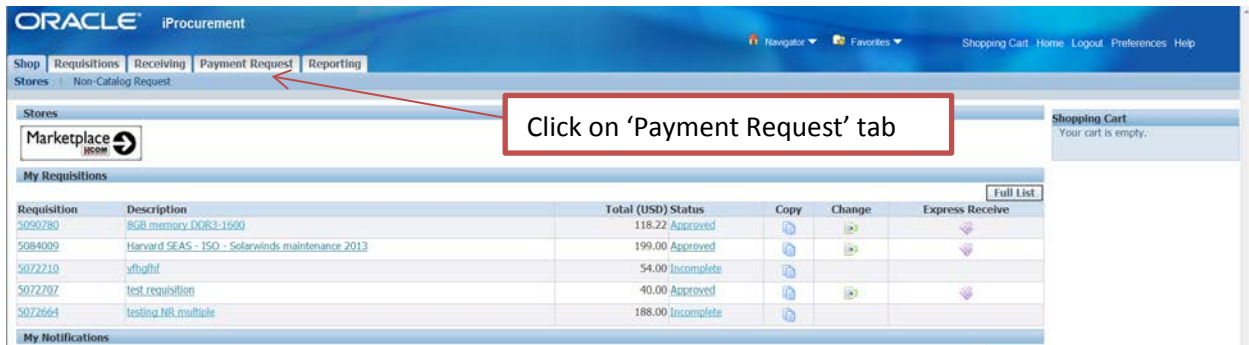
There will be times (*see Payment Request Transactions listing following these instructions for a list of applicable types*) when you cannot submit a pre-commitment requisition or a vendor will not accept a PO and you need to pay an invoice. In these instances you will create a Payment Request.

Payment Request uses the same approval hierarchy to route your request for approval.

Because you already received the good or service and are merely paying an invoice, receiving is not required.

Create, and submit the payment request with an invoice attached electronically to the SEAS Financial Operations team for processing.

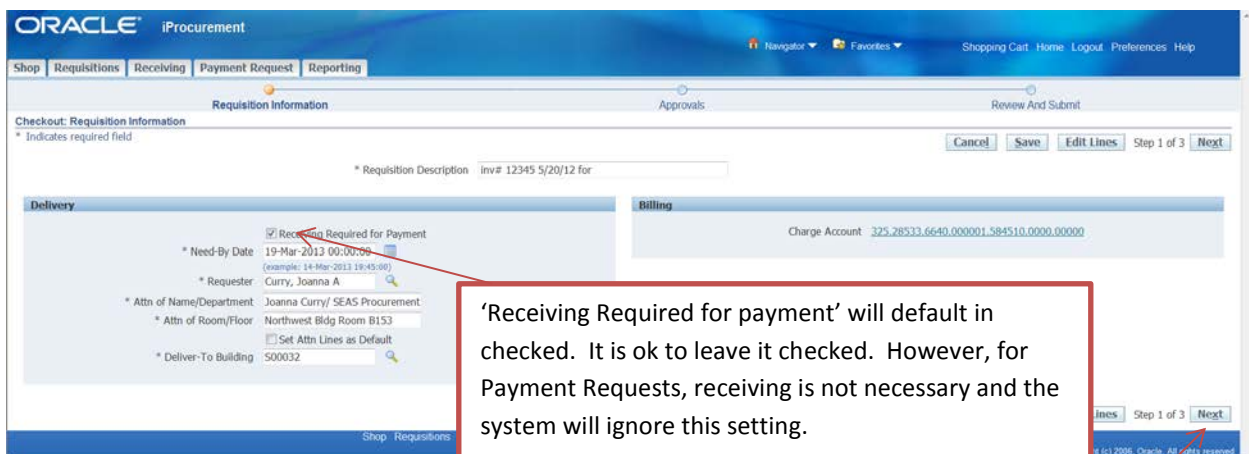
How to process a Payment Request in iProcurement to pay an invoice



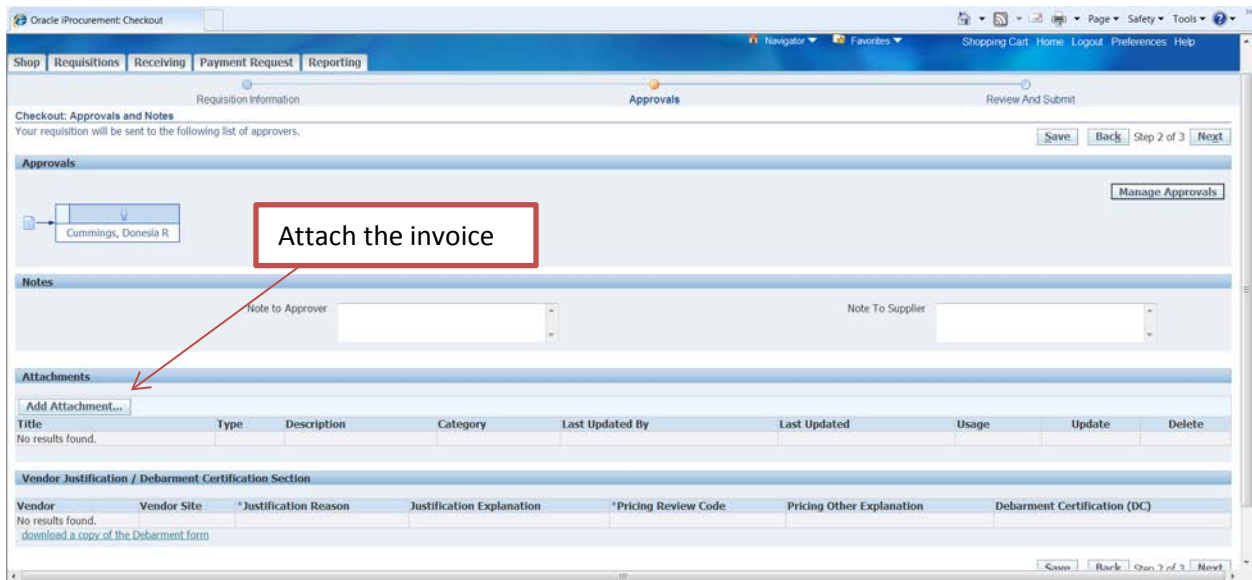
1. Complete each line.
2. In the (Invoice #/Business Purpose) field enter:
 - Invoice #
 - Date of Invoice
 - Business purpose (5W's: who, what, where, when, why).

This field can contain up to 250 characters maximum.

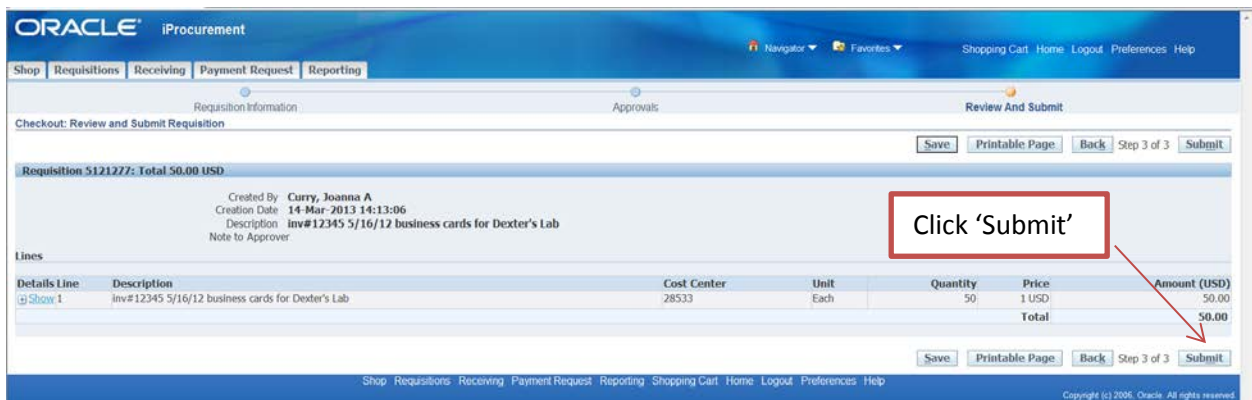
3. You can continue adding as many invoices as you need, as long as they're for the same vendor and site.



Confirm and if necessary – edit the information (charge account, description) and click 'Next'.



Review the approvers listed for your payment request and add or change any approvers as applicable and add any notes to Approver you may want.



In order to get all the information printed on one page for your record, click on 'Show' link under 'Details' to reveal the costing string and then click on 'Printable page'.

When you click 'Submit', your requisition will be forwarded through the approval process.

When your payment request is fully approved, a PR number will be generated. Write the whole PR number on the paper copy of the invoice and send it to Central UFS. This step is necessary for the invoice to be paid.