Non-PO Payment Request Form Entry

Prior to completing the Non PO Payment Request Form, the Supplier/Employee must already exist in SciQuest. This can be verified by performing a search using the Supplier field below. If the Supplier/Employee does not exist, the Supplier Create Form must be completed first.

Suppliers

Supplier
Sherwin Williams
select different supplier

Fulfillment Address

PO Purchase Order 1: (preferred)
500 East Mcgalliard Rd
Muncie, IN 47302 US
+1 (765) 282-2302

Distribution

The system will distribute purchase orders using the method(s) indicated below.

Check this box to customize order distribution information.

Remit To Address

Remit To Location List

Select appropriate vendor. If vendor does not exist, user must first complete Supplier Request.

No Need to Change Address

1) Change this address to where the payment should be remitted.
2) Vendors who have enrolled in direct deposit do not need address changed.
3) Send e-mail to acctgofc@bsu.edu if correct address does not exist

 Provide description of payment request.

Select “N/A-After the Fact”; otherwise, choose appropriate option from list.

Enter the amount to be paid to vendor

Select appropriate vendor.

Enter invoice date (not required)

Enter Vendors invoice Number or Enter Date on Receipt.

If you do not have an invoice number enter receipt date, or other beneficial data to the vendor. {Contents are printed on the check stub}

Check will not be sent or ACH deposited until first business day after this date; If field is blank, payment will be sent as soon as request is fully-approved.

(Required Field)
Non-PO Payment Request Form Entry

The system will distribute purchase orders using the method(s) indicated below:
Check this box to customize order distribution information:

XML (Electronic Integration)

Remit To Address

Remit To Location List

AP Accounts Payable 1
500 East Mccalland Rd
Muncie, IN 47303

United States

Please select a Payment Type

Product Description

Invoice, Receipt or Payment Total

Supplier Inv #
Invoice Date
Due Date

Attach invoices, receipts, or any other documentation substantiating the payment request. No payment request will be approved without proper documentation.

Internal Attachments

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

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.

Commodity Code

Complete only if for an After-the-Fact request. Provide reason that the request was not submitted on a purchase order or paid with a procurement card.

Default value; no need to change.
Selecting the Non PO Payment Request

1) Login to SciQuest

2) Select the “Non PO Payment Request Form” (Located under Showcased services)

3) When completing the form any field that is BOLD is a required field.
Completing information fields for Non PO Payment Request

When answering question within Requisition header: **Does this Require Special Handling (nonPO)?**

a. Choose 'HOLD', to have a check held in the Accounting Office
b. Choose 'ENCL', to have enclosure sent with a check
c. Leave Blank, if neither option is needed.
d. Vendors enrolled in direct deposit, their payment will be sent via direct deposit. Field is not required.
FAQ about Non PO Payment Request

1) What if the vendor I need is not listed?
   User must first complete Supplier Request Form found under “showcased services” on the home page.

2) What if the fulfillment Address need changed?
   To update an incorrect Fulfillment address user needs to complete a Supplier Request to update the supplier
   Remember if for goods or service a W9 will be needed.

3.) What if the Remit to Address is different?
   a. Change this address to where the payment should be remitted.
   b. Vendors who have enrolled in direct deposit do not need address changed.
   c. If Remit Address needs changed user needs to complete a Supplier Request to update the supplier

4.) What is Payment Type:?
   Select “N/A-After the Fact”; otherwise, choose appropriate option from list. If your payment type is not listed on the Direct Pay form, you are likely trying to use the wrong method.

5.) What should I type in Product Description:?
   Please provide description of payment request. (This description will print on the check stub going to Vendor)

6.) What should I type in Invoice, Receipt, or total amount?
   Enter the amount to be paid to vendor

7.) What should I enter in Supplier Invoice Number:?
   Enter Vendors invoice Number or Enter Date on Receipt. If you do not have an invoice number enter receipt date, or other beneficial data to the vendor. {Contents are printed on the check stub}
   If it doesn’t not accept your invoice number then you have utilized another invoice number.
   You can add a letter at the end of the invoice if it doesn’t accept

8.) What do I enter in Invoice Date:
   Enter invoice date (not required), but you can add a date if the date is on the invoice
FAQ about Non PO Payment Request

9.) What date do I enter in Due Date? Check will not be sent or ACH deposited until first business day after this date; if field is blank, payment will be sent as soon as request is fully-approved. (Required Field)

10) Provide a detailed explanation of why University purchasing policies were not utilized. Complete only if for an After-the-Fact request. Provide reason that the request was not submitted on a purchase order or paid with a procurement card.

11) Commodity Codes: is a default value and does not need to change.