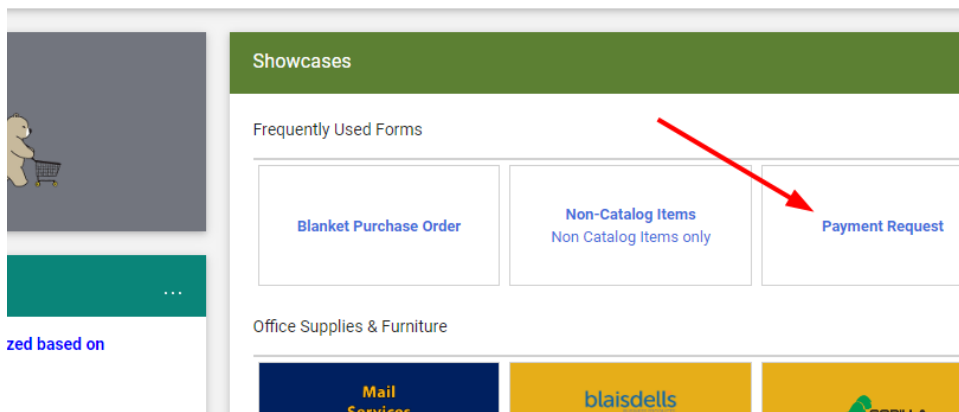


Using the Payment Request Form in BearBuy

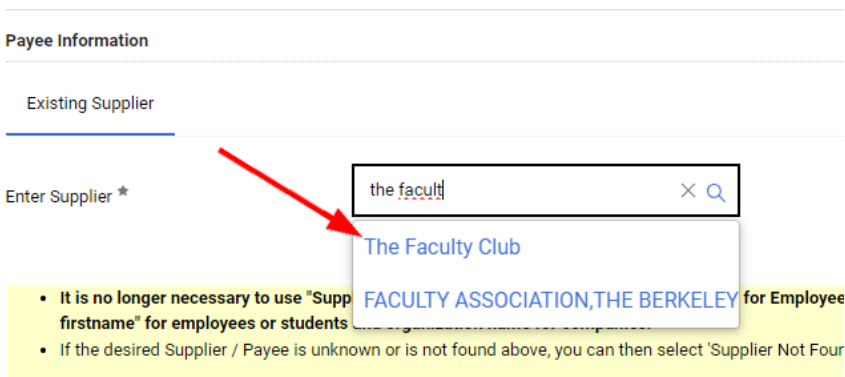
The Payment Request form is used when we've received from a vendor an invoice with no pre-existing Purchase Order. The most common occurrences of this sort in Physics are publication charges for articles, and lodging or dining expenses at one of the faculty clubs on campus.

Please note, this form can't be used in situations where a Purchase Order should've been established before the transaction took place. If you have questions about this, please contact us at physi-finance@lists.berkeley.edu.

From the home page, click on Payment Request under Frequently Used Forms:



In the Supplier box, start typing the name of the supplier, and a match should pop up that you can click on:



Scroll down to Payment Request Items and fill in the Item, Unit Price, and Quantity fields:

Payment Request Items

Line Items: Enter one or more lines.

Item	Unit Price	Quantity
<input type="text" value="Dinner for guest speaker, 9/6/23"/> <small>222 characters remaining expand clear</small>	<input type="text" value="39.23"/>	<input type="text" value="1.00"/>

Item	Unit Price	Quantity
------	------------	----------

From the Activity Type drop-down menu, choose Other Payments to a Business:

expand | clear

expand

- Please select...
- Reimbursement (Non T&E)
- Entertainment
- Honoraria (Non-employee)
- Human Subject Fee
- Refunds
- Petty Cash Replenishment
- Donations and Contributions
- Other payments to a business
- Other payments to individuals

with supporting documents on the website.

If any document in BearE is missing, please check it out and complete it. If you are not sure, please contact the account numbers. The best approach is to remove this data from the d

Use the Add button by Internal Attachments to attach your invoice (please note, for dining invoices, you should also use this button to attach the Entertainment form), and then enter the invoice number and date in the Payment and Handling Details section:

Privacy]

Internal Attachments [Privacy Warning]

Add

Payment and Handling Details

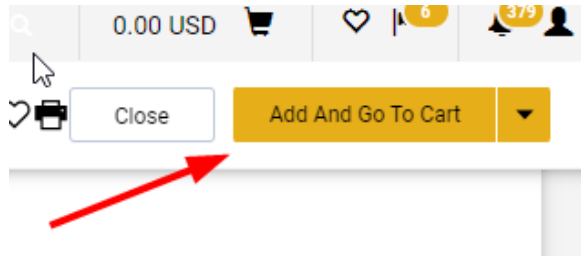
- Users may use this section to designate various handling instructions and requirements.
- Only Requisition Creators are required to complete this section.

Supplier Inv #

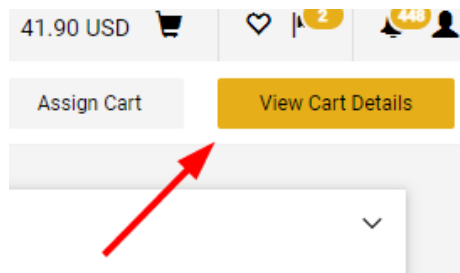
Invoice Date

mm/dd/yyyy

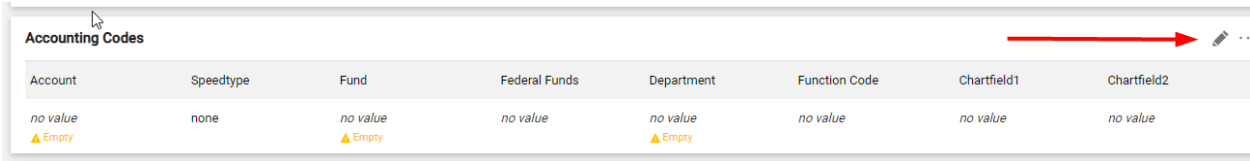
In the top right corner, click Add And Go To Cart:



In the next screen, click View Cart Details:



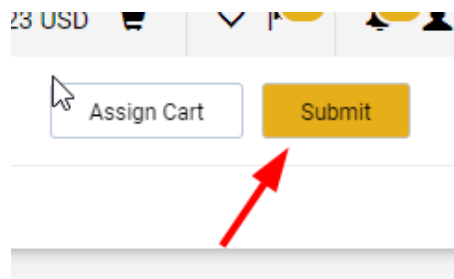
In the next screen, scroll down to the Accounting Codes section and click on the little pencil icon on the right:



Account	Speedtype	Fund	Federal Funds	Department	Function Code	Chartfield1	Chartfield2
no value ▲ Empty	none	no value ▲ Empty	no value	no value ▲ Empty	no value	no value	no value

Enter your chartstring info and click Save. (If you aren't sure what info goes into what fields, please contact us at physi-finance@lists.berkeley.edu for assistance.)

In the top right corner, click Submit:



(If someone else is in charge of designating a chartstring for you, or if someone else needs to review your cart before it's submitted, you can click Assign Cart here instead, and search for their name.)