

SUBMITTING A PAYMENT REQUEST FORM

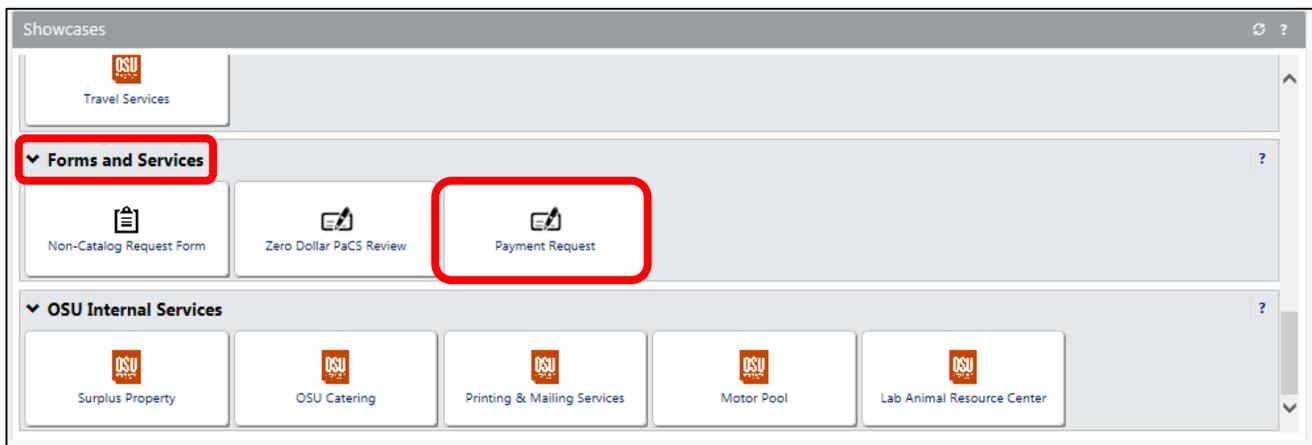
What is a payment request form?

A payment request form is used for reimbursement of payment for a supplier or individual after services or products have already been received and requires university approval before funds are dispersed.

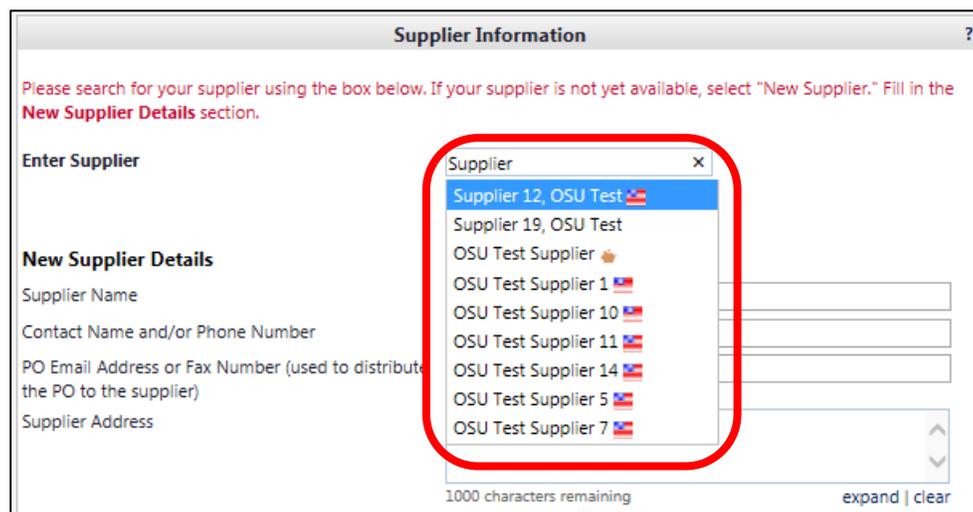
Let's Get Started

Note: You must create a new cart in order to submit a payment request form. You cannot mix forms and products into the same cart. Please refer to Cart Management tip sheet to learn how to create a new cart.

1. Login to BennyBuy using your ONID ID and password.
2. After logging into BennyBuy, scroll down to the section titled **Forms and Services** under **Showcases** located in the middle of your homepage. Click on **Payment Request**.



3. The Payment Request Form will open. Scroll down to **Supplier Information** and enter the name of the supplier in the text box located next to **Enter Supplier**. As you begin typing, a drop down menu of supplier names will appear underneath. Select the supplier you wish to pay.



SUBMITTING A PAYMENT REQUEST FORM

4. You can also use the **Supplier Search** or the **Enter Manually** function to enter a supplier name. If it is a new supplier, you will need to complete the **New Supplier Details** as shown below.

Supplier Information ?

Please search for your supplier using the box below. If your supplier is not yet available, select "New Supplier." Fill in the **New Supplier Details** section.

Enter Supplier

Supplier Search | Enter Manually

New Supplier Details

Supplier Name

Contact Name and/or Phone Number

PO Email Address or Fax Number (used to distribute the PO to the supplier)

Supplier Address

1000 characters remaining expand | clear

Supplier Information Total: 0.00

5. After the **Supplier Information** is completed, you will need to enter the **Details/Business Purpose**, including the supplier invoice number, invoice date, business purpose, and internal attachments.

Details / Business Purpose ?

Supplier Inv #

Invoice Date

mm/dd/yyyy

Business Purpose (be specific - who, what, when, where, why)

300 characters remaining expand | clear

Attachments

Internal Attachments

Add Attachments

Size Attached on

6. To add an attachment, click **Add Attachments**. A pop-up window will appear. You can choose to add an attachment by selecting a file or entering a link. Click on the radio button next to the option you would like to use for your attachment.

Add Attachments x

Attachment Type File Link

File *

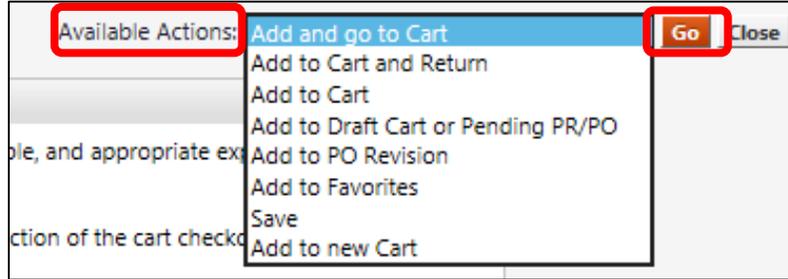
Select files...

Maximum upload file size: 4.88 MB

* Required Save Changes Close

SUBMITTING A PAYMENT REQUEST FORM

- Once you have entered all the required fields, scroll to the top of the form and select **Add and Go To Cart** under the **Available Actions** drop down menu located in the upper right hand of the screen. Then click **Go**.



- After selecting **Go**, you will be directed to the shopping cart summary screen. **Name your cart** and then click **Proceed to Checkout**.

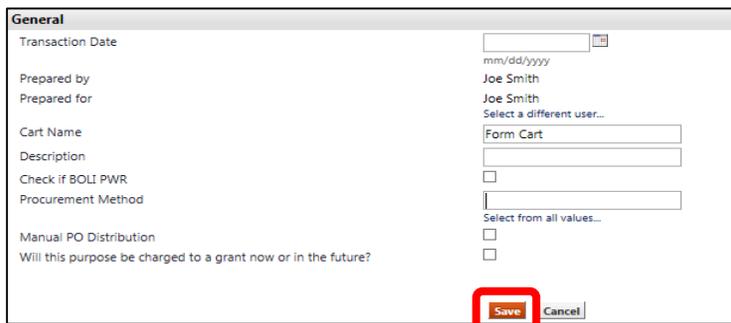


Checkout Process

- The first checkpoint during the checkout process is the **General** section where you can review the general cart information, supplier information, and product description. To edit the general information, click **Edit**.

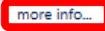


- The **General** dialogue box will open. You have the option to enter or change the transaction date, preparer information, cart name, and description. Click **Save** to close.



SUBMITTING A PAYMENT REQUEST FORM

3. To review or change the payment request form, click on **More Info** next to **Payment Request** under the Product Description. This will open the payment request form.

OSU Test Supplier 1						
 more info...						
Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 Payment Request 			10,000.00	1	10,000.00 USD	<input type="checkbox"/>
General (same as header)						

4. Once you have reviewed the **General** information, click on the **Shipping** tab located on the left hand side of the screen. Your **Shipping Address** and **Delivery Options** should automatically default. *Please refer to the Appendix to learn how to add or change your ship-to address and delivery options.*

Requisition: 1901819
Form Cart

Status: **Draft**
Document Total: **10,000.00 USD**
What's next for my order?

Requisition ▾

- General
- Shipping**
- Billing
- Accounting Codes
- Internal Notes and Attachm...
- Notes and Attachments to...

Shipping Document Actions ▾ | History |  ?

Ship To edit

Shipping address

Joe Smith
Room
Department
606 SW 15TH ST
Adams Hall
CORVALLIS, OR 97331
United States

Delivery Options edit

Expedite **x**

Ship Via Best Carrier-Best Way

Requested Delivery Date *no value*

5. Next, review your **Billing** information located under the **Shipping** tab. Similar to your **Shipping** information, your **Billing** information should automatically default. *Please refer to the Appendix to learn how to add or change your bill-to address.*

Requisition: 1901819
Form Cart

Status: **Draft**
Document Total: **10,000.00 USD**
What's next for my order?

Requisition ▾

- General
- Shipping
- Billing**

Billing Document Actions ▾ | History |  ?

Bill To edit

Billing address

Accounts Payable
P.O. Box 1086
Corvallis, OR 97339-1086
United States

▾ **Lines** Selected Line Item Actions ▾

SUBMITTING A PAYMENT REQUEST FORM

6. Once you have reviewed your **Billing** information, you will need to enter your **Accounting Codes**. Under the **Accounting Codes** tab, click **Edit** located in the upper right hand side of the screen.

Requisition: 1901819
Form Cart

Status: Draft
Document Total: 10,000.00 USD
What's next for my order?

Requisition ▾

- General ✓
- Shipping ✓
- Billing ✓
- Accounting Codes** ✓

Accounting Codes Document Actions ▾ History ?

Index	Account	Activity	Fund	Organization	Program	Location	Business Center Code
no value Required field	no value Required field	no value	no value Required field	no value Required field	no value Required field	no value	no value Required field

Special Handling (add details in the internal notes field below)

Bank Code: B1

Not Applicable

edit

7. In the **Accounting Codes** screen, enter the appropriate **Index** and **Account** code numbers and click **Save**.
Note: The remaining accounting code fields should automatically populate.

Accounting Codes ? X

Index	Account	Activity	Fund	Organization	Program	Location	Business Center Code	add split
AAC001	20101		001100	212421	01800	no value	UABC	

recalculate / validate values

Save Cancel

8. After you enter the **Accounting Codes**, attach any supporting documentation to the **Internal Notes and Attachments** tab. Internal notes and attachments are not seen by the vendor, but are for internal use only that should up included in order to approve a requisition. *Please refer to the Appendix to learn how to add notes and attachments.*

Requisition: 1901819
Form Cart

Status: Draft
Document Total: 10,000.00 USD
What's next for my order?

Requisition ▾

- General ✓
- Shipping ✓
- Billing ✓
- Accounting Codes ✓
- Internal Notes and Attach...** ✓

Internal Notes and Attachments (will not be sent to supplier) Document Actions ▾ History ?

Internal Note: no note

Internal Attachments: Add Attachments

Lines Selected Line Item Actions ▾

OSU Test Supplier 1
more info...

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price

SUBMITTING A PAYMENT REQUEST FORM

9. Once internal attachments are uploaded, proceed to **Notes and Attachments to be Sent to Supplier**. Documents attached in this section will be sent to the supplier once the purchase order is approved. *Please refer to the Appendix to learn how to add notes and attachments.*

Requisition: 1901819
Form Cart

Status: **Draft**
Document Total: **10,000.00 USD**
What's next for my order?

Requisition ▾

- General ✓
- Shipping ✓
- Billing ✓
- Accounting Codes ✓
- Internal Notes and Attachm... ✓
- Notes and Attachments t... ✓**

Notes and Attachments to be sent to Supplier Document Actions ▾ | History | ?

Note to all Suppliers *no note* edit

Attachments for all suppliers

[Add Attachments](#)

▾ **Lines** Selected Line Item Actions ▾

OSU Test Supplier 1
[more info...](#)

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
1 Payment Request more info...			10,000.00	1	10,000.00 USD	<input type="checkbox"/>

10. Review your order for any missing steps. Once you have entered all the required information, scroll up to the top of the page and click **Place Order**.

[Return to shopping cart](#)

This order is ready to be placed. [Place Order](#) [Assign Cart](#)

Requisition: 1901819
Form Cart

Status: **Draft**
Document Total: **10,000.00 USD**
What's next for my order?

Final Review Document Actions ▾ | History | ?

[Expand All](#) | [Collapse All](#)

▾ **General**

11. After placing your order, you will see a confirmation screen that the requisition has been submitted. The **Requisition Summary** will also provide you with information regarding the submitted requisition.

Requisition Submitted

Next Steps

You can view or print this at: Requisition 1901819, or via the Document Search page

- [View Approval Status](#)
- [Search for another item](#)
- [View order history](#)
- [Check the status of an order](#)
- [Return to your home page](#)
- [Create new draft cart](#)

APPENDIX

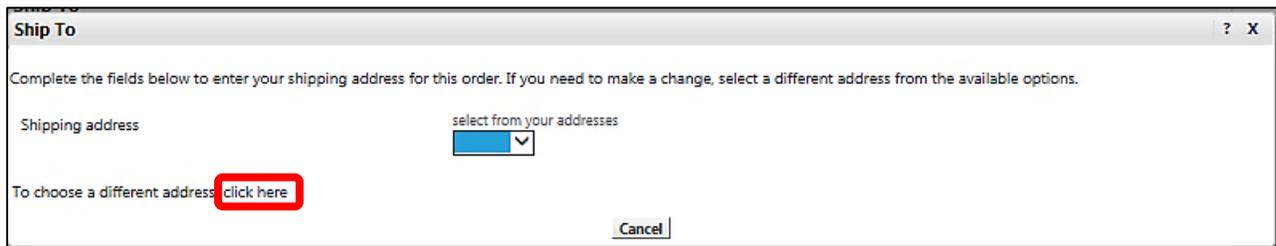
Add a Ship-To Address

1. During the checkout process, you will need to add a ship-to address. This field should automatically populate based on your default address. If you do not have a default address, go to the **Shipping** screen within the checkout process and click **Edit** along the **Ship-To** line.



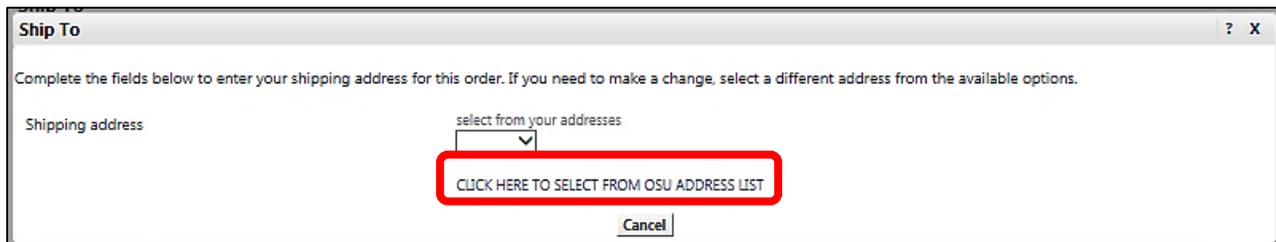
The screenshot shows a 'Shipping' window with a 'Ship To' section. The 'Shipping address' field is empty and highlighted in yellow with a 'Required field' error message. An 'edit' button is visible in the top right corner of the 'Ship To' section.

2. To add a new address, select **Click Here** next to **Choose a Different Address**.



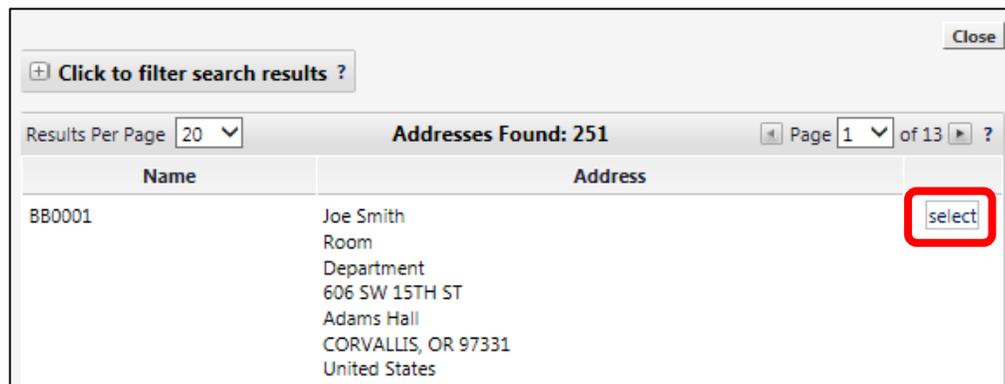
The screenshot shows a 'Ship To' dialog box. The 'Shipping address' field is empty. Below the field, there is a dropdown menu labeled 'select from your addresses'. A 'click here' button is highlighted in red, located next to the text 'To choose a different address'. A 'Cancel' button is at the bottom right.

3. Select **Click Here to Select From OSU Address List**.



The screenshot shows the same 'Ship To' dialog box. The 'click here' button is now replaced by a button labeled 'CLICK HERE TO SELECT FROM OSU ADDRESS LIST', which is highlighted in red. The 'Cancel' button remains at the bottom right.

4. A new window will open. Enter the building name or address to search the directory. A list of search results will appear. Once you find the appropriate address, click **Select**.



The screenshot shows a search results window. At the top, there is a 'Close' button and a 'Click to filter search results ?' button. Below that, there are controls for 'Results Per Page' (set to 20) and 'Addresses Found: 251'. A pagination bar shows 'Page 1 of 13'. The main content is a table with two columns: 'Name' and 'Address'. The first row has 'BB0001' in the 'Name' column and a full address in the 'Address' column. A 'select' button is highlighted in red at the end of the first row.

Name	Address
BB0001	Joe Smith Room Department 606 SW 15TH ST Adams Hall CORVALLIS, OR 97331 United States

APPENDIX

Add a Ship-To Address

- Once you return back to the Ship-To window, you can review the address details and add **contact name**, **room**, and **department** information. Click **Save This Address For Future Use** if you plan to ship to this address more than once and **Name Your Address** in the free field text box. To default an address, click **Check this box to make this the default address in the future**. Click **Save**.

Ship To

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address

[CLICK HERE TO SELECT FROM OSU ADDRESS LIST](#)

Address Details

Contact Line 1

Room

Department

Address Line 1 606 SW 15TH ST

Address Line 2 Adams Hall

City CORVALLIS

State OR

Zip Code 97331

Country United States

Save this address for future use

Name this address (e.g. Main St)

Check this box to make this the default address in the future.

Change a Ship-To Address

- During the checkout process, you will need to add a ship-to address. This field should automatically populate based on your default address. If you wish to change your ship-to address, go to the **Shipping** screen within the checkout process and click **Edit** along the **Ship-To** line.

Requisition: 1901819

Form Cart

Status: Draft

Document Total: 10,000.00 USD

What's next for my order?

Requisition

General

Shipping

Shipping

Document Actions History ?

Ship To

Shipping address Joe Smith

Room

Department

606 SW 15TH ST

Adams Hall

CORVALLIS, OR 97331

United States

- Select the appropriate **shipping address** from the drop down menu and confirm your address details. Click **Save** to close.

Ship To

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address

To choose a different address, click here

APPENDIX

Change Delivery Options

1. During the checkout process, your cart **Delivery Option** should default to **Best Carrier – Best Way**. If you wish to change the delivery option, go to the **Shipping** screen within the checkout process and click **Edit** along the **Delivery Options** line.

Delivery Options		edit
Expedite	x	
Ship Via	Best Carrier-Best Way	
Requested Delivery Date	no value	

2. To expedite your order, check the box next to **Expedite**. Use the drop down menu next to **Ship Via** to change the shipping method and enter your preferred delivery date next to the **Requested Delivery Date** field. Click **Save** to close.

Delivery Options	
Expedite	<input type="checkbox"/>
Ship Via	Best Carrier-Best Way
Requested Delivery Date	<input type="text"/> mm/dd/yyyy
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

3. When you return to the **Shipping** screen, the **Delivery Options** fields will be updated.

Delivery Options	
Expedite	✓
Ship Via	Best Carrier-Standard Overnight
Requested Delivery Date	6/22/2017

APPENDIX

Add a Bill-To Address

1. During the checkout process, you will need to add a bill-to address. This field should automatically populate based on your default address. If you do not have a default address, go to the **Billing** screen within the checkout process and click **Edit** along the **Bill-To** line.

Requisition: 1892047
Cart Example 1

Status: Draft
Document Total: 28.29 USD
What's next for my order?

Requisition ▾

General ✓
Shipping ✓
Billing ✓

Billing Document Actions ▾ History ⓘ ?

Bill To edit

Billing address
No address
Required field ✖

Lines Selected Line Item Actions ▾

Butler Animal Health Holding Co LLC
more info

2. To add a new address, select **Click Here** next to **Choose a Different Address**.

Bill To

Complete the fields below to enter your billing address for this order. If you need to make a change, select a different address from the available options.

Billing address select from your addresses

To choose a different address **click here**

Cancel

3. Select **Click Here to Select From OSU Address List**.

Bill To

Complete the fields below to enter your billing address for this order. If you need to make a change, select a different address from the available options.

Billing address select from your addresses

CLICK HERE TO SELECT FROM OSU ADDRESS LIST

Cancel

4. A new window will open. Enter the building name or address to search the directory. A list of search results will appear. Once you find the appropriate address, click **Select**.

Close

Click to filter search results ?

Results Per Page 20 Addresses Found: 21 Page 1 of 2 ?

Name	Address
AABC - 1	Joe Smith AABC 260 SW WEATHERFORD PL Poling Hall CORVALLIS, OR 97331 United States

select

APPENDIX

Add a Bill-To Address

- Once you return back to the Bill-To window, you can review the address details and add **contact line information**. Click **Save This Address For Future Use** if you plan to ship to this address more than once and **Name Your Address** in the free field text box. To default an address, click **Check this box to make this the default address in the future**. Click **Save**.

Bill To

Complete the fields below to enter your billing address for this order. If you need to make a change, select a different address from the available options.

Billing address select from your addresses

[CLICK HERE TO SELECT FROM OSU ADDRESS LIST](#)

Address Details

Contact Line 1	Accounts Payable
Contact Line 2	Joe Smith
Address Line 1	1600 SW WESTERN BLVD
Address Line 2	University Plaza
City	CORVALLIS
State	OR
Zip Code	97333
Country	United States

Save this address for future use

Name this address (e.g. Main St)

AABC - 2

Check this box to make this the default address in the future.

Save **Cancel**

Change a Bill-To Address

- During the checkout process, you will need to add a bill-to address. This field should automatically populate based on your default address. If you wish to change your bill-to address, go to the **Billing** screen within the checkout process and click **Edit** along the **Bill-To** line.

Bill To edit

Billing address

Joe Smith
AABC
2251 SW JEFFERSON WAY
SEC
CORVALLIS, OR 97321
United States

- Select the appropriate **billing address** from the drop down menu and confirm your address details. Click **Save** to close.

Bill To

Complete the fields below to enter your billing address for this order. If you need to make a change, select a different address from the available options.

Billing address select from your addresses

To choose a different address, click here

AABC - 3
MasterBilling

APPENDIX

1. Add do not mix forms and products in the same cart
2. Express checkout vs. regular checkout
3. Custom fields in the “general section” (unsure what this means)