

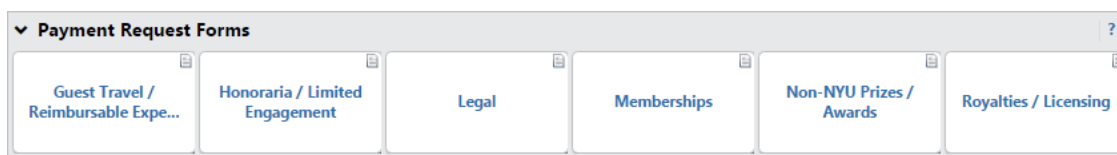
Understanding Payment Request Forms

OVERVIEW OF PAYMENT REQUEST FORMS

- **Guest Travel/Reimbursable Expenses Form:** To be used to reimburse out of pocket expenses incurred by guests of NYU for Meals, Travel, Lodging, Taxi/Cab Fare, and Alcohol.
- **Honoraria/Limited Engagement Form:** To be used to accommodate engagements for speaker fees and honoraria, as well as, additional expenses including Meals, Travel, Lodging, Taxi/Cab far, and Alcohol.
- **Memberships Form:** To be used to pay approved NYU membership expenses only.
- **Non-NYU Prizes/Awards Form:** To be used to pay for prizes and awards presented to non-NYU individuals.
- **Royalties/Licensing Form:** To be used to pay for royalties and licensing fees due from NYU to an individual (including NYU employees).

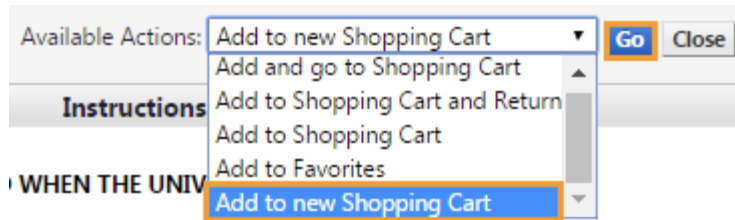
PREPARING A PAYMENT REQUEST FORM

1. Log in to i-Buy NYU via the Work tab of NYU Home using your Net ID and password.
2. Within the Payment Request Form section, click on the appropriate button based on the type of request you are submitting.



3. The form will appear in a new window. All bolded fields require data entry or an attachment. The only exception to this rule is if the line item for your request is not applicable (e.g. Alcohol on Guest Travel/Reimbursable Expenses Form).

4. After completing each of the required fields, navigate to Available Actions, select Add to new Shopping Cart and click Go.



CHECKOUT PROCESS

1. Click the View Draft button to begin the checkout process.



2. The system will then walk you through a 5-step validation process. The first step involves Shipping. Upon your initial requisition effort, you will be prompted to add a shipping address to your profile. If your shipping address has already been defaulted, proceed to Step 5 by clicking Next. If not, click Want to use a different address? Click here to add addresses to your profile. Then click Select Addresses for Profile and search the directory using either the building name or street number.
3. Once you have selected the desired address, add your Floor and Room and click Save. This will ensure future order requests automatically default your preferred shipping address information. Note: you will retain the ability to change the shipping information as needed.



4. Navigate back to the checkout screen by clicking the cart icon located in the top right menu and then click Checkout.
5. The Required Delivery Date field allows you to indicate a suggested target date for goods or services to be delivered.

6. Billing information is defaulted to the University's preferred Accounts Payable address.
7. Navigate to the Chartfields section and click edit to enter chartfield values.

8. Your chartfield values may contain Fund, Department, Program, Project and Budget Year. Upon submission of the requisition, the chartfield you have provided will be validated against FAME accounting information to ensure a valid chartfield string and availability of funds. If known, chartfield values can be entered directly into each field, however, clicking the Select button allows for the selection from a list of all NYU chartfield values. Once the values have been entered, click **Save** and **Next**.
9. The **Notes** section is divided into two fields to allow you to include NYU specific notes to future reviewers (e.g. Department Approvers, Procurement,



Accounts Payable) via the **Internal Notes** OR supplier specific notes as part of the PO document via **External Notes**. Click **Edit**, to add relevant notes to the applicable area and then **Save changes**. Proceed to the final step by clicking **Next**.

10. Order Review offers the user a final summary review prior to submitting the order for processing. If any of the previous validation steps have not been completed, the user will not be able to proceed. Otherwise, you can click **Place Order**.
11. After clicking Place Order, you should be presented with a Confirmation screen that summarizes your request and identifies your requisition number. You have the ability to observe the request's approval status among several other search options as noted below.

ASSIGNING A SHOPPING CART

1. The Shopper role does not possess the ability to “Place an order”. As a result, Shopper’s MUST assign shopping carts to a known department requestor. Not sure who your department’s requestor is? Use the Requestor Look-up Tool.



2. Assigning a cart can also be utilized to aggregate multiple items for different users, while still consolidating the request to one order.
3. Clicking the Assign Shopping Cart button during the checkout process allows the user to search the NYU directory for their Requestor, add them to their profile to expedite future efforts, and add a note to the assignee which will be delivered to their email via a system notification. Once the requisition has been approved, the Procurement team will review and process further.

Assign Shopping Cart ×

Selected Assignee:

Requestors Requestors

Assign Shopping Cart To:

Search for an assignee

☒ Add to Profile

Note To Assignee:

Please add my grant account to this purchase and place the order on my behalf. Thank you!

Assign

Close

4. To view the status of the requisition, use the Document Search or Quick Search feature to access the requisition and click on the PR Approvals tab.

PAYMENT REQUEST FORM APPENDIX

GUEST TRAVEL/REIMBURSABLE EXPENSES FORM (required fields)

1. Enter Supplier – field performs real-time search of entire NYU supplier directory
2. Supplier Invoice # - A naming convention of GUEST plus date (e.g. GUEST12172015) is suggested.
3. Invoice Date – Date indicated on invoice.
4. Internal Attachments – Any necessary support documentation is required to submit the payment request.
5. Handling Code - Indicate whether requisition contains enclosures or if it is a regular payment.
6. Description of line items - Enter a price for each line item. Maximum of (5) lines can be accommodated. 5 lines are not required to submit the Form. NOTE:



During the checkout process, you will be required to copy and paste the commodity code provided at the checkout screen.

MEMBERSHIPS FORM (required fields)

1. Enter Supplier – field performs real-time search of entire NYU supplier directory
2. Supplier Invoice # - A naming convention of MEMB, last name, first initial and year (e.g. MEMB-BURKE,2016) is suggested.
3. Invoice Date – Date indicated on invoice.
4. Internal Attachments – Any necessary support documentation is required to submit the payment request.
5. Handling Code - Indicate whether requisition contains enclosures or if it is a regular payment.
6. Amount - Enter amount of membership.

NON-NYU PRIZES/AWARDS FORM (required fields)

1. Enter Supplier – field performs real-time search of entire NYU supplier directory
2. Supplier Invoice # - A naming convention of AWARD plus date of memo (e.g. AWARD120115) is suggested.
3. Invoice Date – Date indicated on invoice.
4. Internal Attachments – Any necessary support documentation is required to submit the payment request.
5. Handling Code - Indicate whether requisition contains enclosures or if it is a regular payment.
6. Amount - Enter amount of non-NYU prize/award.

ROYALTIES/LICENSING FORM (required fields)

1. Enter Supplier – field performs real-time search of NYU entire supplier directory
2. Supplier Invoice # - A naming convention of ROYALTY plus date of back-up (e.g. ROYALTY120115) is suggested.
3. Invoice Date – Date indicated on invoice.
4. Internal Attachments – Any necessary support documentation is required to submit the payment request.
5. Handling Code - Indicate whether requisition contains enclosures or if it is a regular payment.



6. Amount - Enter amount of membership.

