Stipend Payment Processing

• Select the One Time Payment Request form



- Complete the form with the appropriate information.
- To ensure that you don't run into duplicate invoice errors we recommend using the first two characters of the payment type you are making like Graduate Assistant (GA) or Post Doc (PD) and the date of the payment. You can add attachments.
- Once completed select Add and Go to cart.

Form • One Time Payme	ent Request			Close Add And Go To Cart		
Vendor Information		٢	Invoice & Payment Information	Ø		
Existing Vendor			Vendor Inv # 🖈	BA 2/16/23		
Vendor 🖈	Smith, Larry X Q Smith, Larry X			When keying this if please start with the first 3 letters of the vendor's last name, followed by the date of service, for example, Com121022.		
Fulfillment Address	Fulfillment Center 1 9		Invoice Date 🚖	1/25/2024 00 mm/dd/yyy		
	Richmond, Virginia 23223-1523 United States		Due Date 🚖	2/15/2024		
Distribution Method *			Hold for Check Pickup 🚖	Ne v		
The system will distribute purchase orders using the method(s) indicated below: Check this box to customize order distribution information.			Choose the Type of Activity that best describes the purchase.			
Email (HTML Body)	-		Type of Activity Requiring Payment 🖈	Slipend		
Remit To Address 🚖			Total Amount 🖈	2000		
No address assigned	0 Sandy Ln, Richmond, Virginia, 23223-1523, United States			Business Purpose * Graduate Assistant payment for 2/1 6/23		
Search additional	Q Results Per Page 10 🗸	1 of 1 >		216 characters remaining expand I clear		
		Attachments are visible to everyone. Please appropriately redact confidential information before attaching documents (e.g., HIPPA, FERPA info).				

• If you are creating the request for later you can assign the cart to yourself and it will save in your drafts. If you are ready to process select Proceed to checkout to complete the request with the appropriate index and account information.

Shopping Cart • 3939144							🖶 \cdots 🛛 Assign Cart	Proceed To Checkout
Simple Advanced							Summary	÷
Search for products, vendors, forms, part number, etc.						Q	Details	~
1 Item							For Patricia Shazer	
Smith, Larry · 1 Item · 2,000.00 USD							Name	
VENDOR DETAILS							2024-01-18 pishazer 01	
Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price			
One Time Payment Request						🗌	Total (2,000.00 USD)	>
∧ ITEM DETAILS								
Hold for Check Pickup No								
Type of Activity Requiring Payment Stipend								
1 Business Purpose - Graduate Assistant payment for 2/16/23			2,000.00	Qty: 1	2,000.00			
Commodity Code 00006 Direct Pey, AP Use Only	Q							

• If you assign for later. You search for your name and then assign.



- When you are ready to go back to the cart
- Select Shop My Carts and Orders View Carts



• You will see your draft carts. You can view, activate or delete.

Draft Carta Assigned Carta > Fitter Draft Carta Type △ Shopping Cart Name △ Cart Description Date Created ▲ Total △ Action Normal 2024-01-17 alphaser 01 1/17/2024 100.00.160 Total Normal	
> Filter Draft Carts Type △ Shopping Cart Name △ Cart Description Date Created ▲ Total △ Action Normal 2024-01-17 solutioner 01 1/07/2024 100.00.160 Yes Yes	
Type △ Shopping Cart Name △ Cart Description Date Created ▲ Total △ Action Normal 2024-01-17 pinknee 01 1/17/2024 100.00.100 Total △ Action	
Normal 2024-01-17 oldsaver 01 1/17/2024 100 00 USD View 💌	
Normal 2024-01-17 pishazer 02 11/17/2024 10.00 USP View	
Normal 2024-01-17 pinkaser 03 11/17/2024 10.00 USD Delete	
Nermal 2024-01-19 pinkaser 01. 1/18/2024 2000.00 UED Vere -	

- Another helpful tip is you can copy orders and create new carts.
- If you go to Orders My Orders Requisitions



- You will see all the requisitions you have created in the last 90 days and you can change the date range to see more orders.
- Once you find the order you would like to copy click on the requisition number

!S	Subr	mitted Date: Last 90 days 👻	Quick search				
~	Prepared For: Shazer, Patricia 👻 🔀						
9	1	I-15 of 15 Results					
3		Requisition Number 🝷	Vendor	Requi			
0		3937446	Qiagen Inc O	2024-			
Show More		3937426	Baker, Mark 🛛	2024-			
~		3912229	Ameritech Test & Balance 🕲	2023-			
15		3912165	Ameritech Test & Balance 🛈	2023-			
\sim		3912162	Baker, Mark 🛛	2023-			
15		3912158	Smith, Larry 🔍	2023-			
~		3906827	Smith, Larry 🛛	2023-			
8		3906825	Baker, Mark 🛛	2023-			
7		2007025	Ameritach Tast 9 Palance 🙃	2022			

• Click on the ... and the copy to a new cart.



 Once you copy you will need to go back into the form to make corrections to the Vendor invoice number, invoice and due dates, price and description. You can also delete attachments if no longer needed. You will click on the hyperlinked One Time Payment Request under Item to get back into the form to make appropriate changes.

1 Item							
Baker, Mark · 1 Item · 1,000.00 USD							
VENDOR DETAILS							
Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price		
One Time Payment	Request						🗆
∧ ITEM DETAILS							
Hold for Check Pickup	No						
Type of Activity Requiring Payment	Research Particpant						
1 Business Purpose - Test invoice				1,000.00	Qty: 1	1,000.00	
∧ ITEM DETAILS							
Commodity Code	999096	Q					
	Direct Pay, AP Use Only						