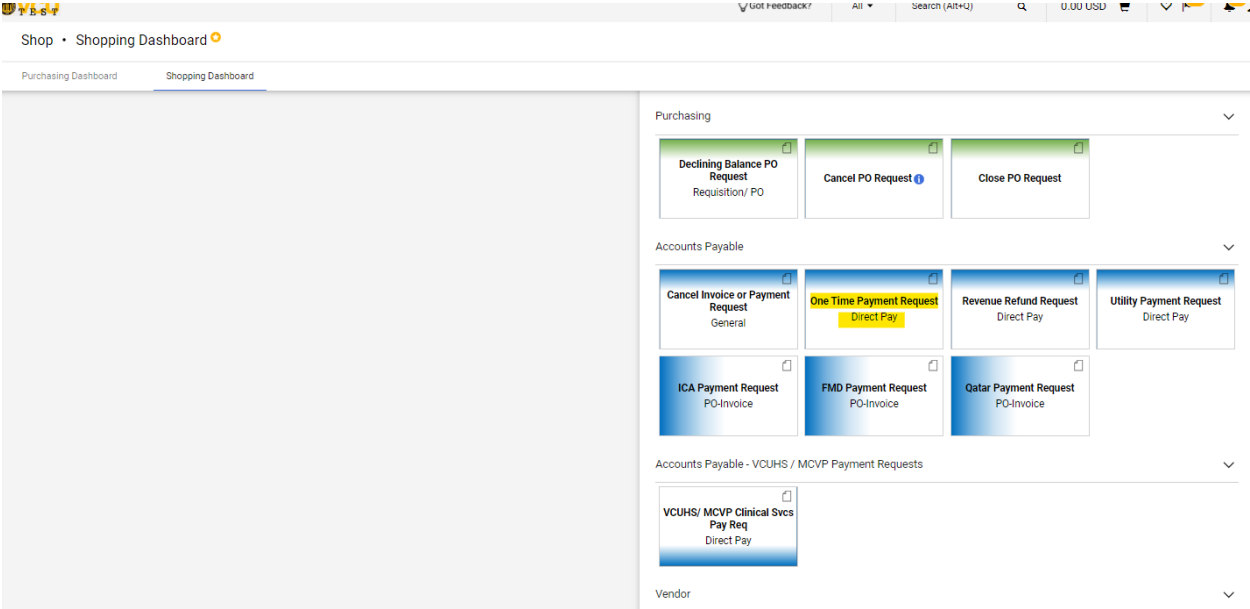
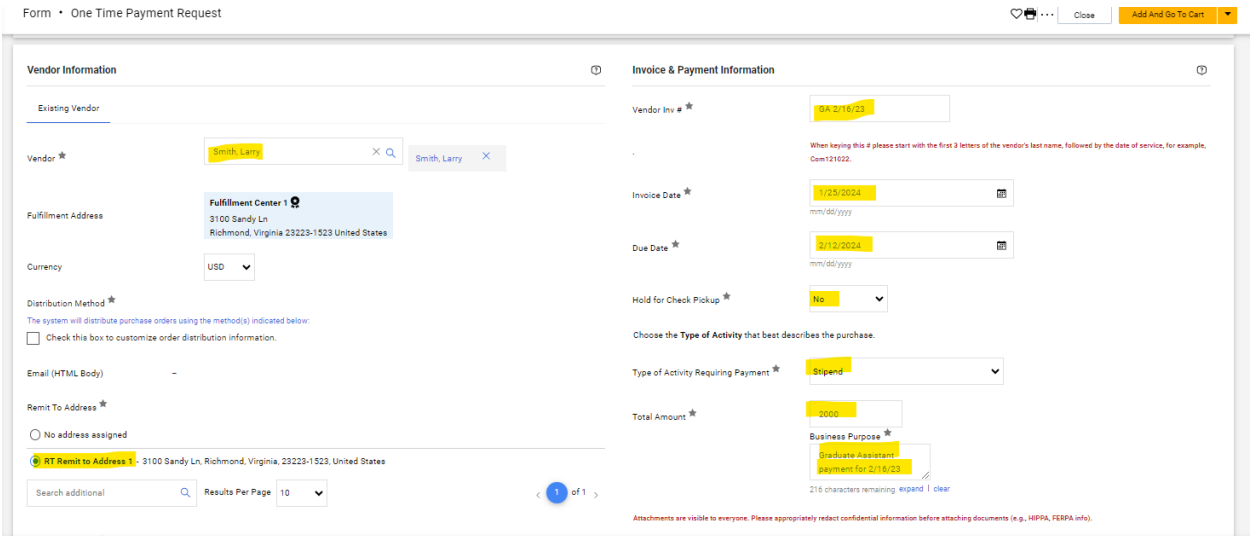


Stipend Payment Processing

- 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.



- 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

Simple Advanced

Search for products, vendors, forms, part number, etc.

1 Item

Smith, Larry • 1 Item • 2,000.00 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: Stipend

1	Business Purpose - Graduate Assistant payment for 2/16/23		2,000.00	Qty: 1	2,000.00
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ITEM DETAILS

Commodity Code: 999096
Direct Pay, AP Use Only

Summary

Details

For: Patricia Shazer

Name: 2024-01-18 plshazer 01

Total (2,000.00 USD)

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

Assign Cart: User Search

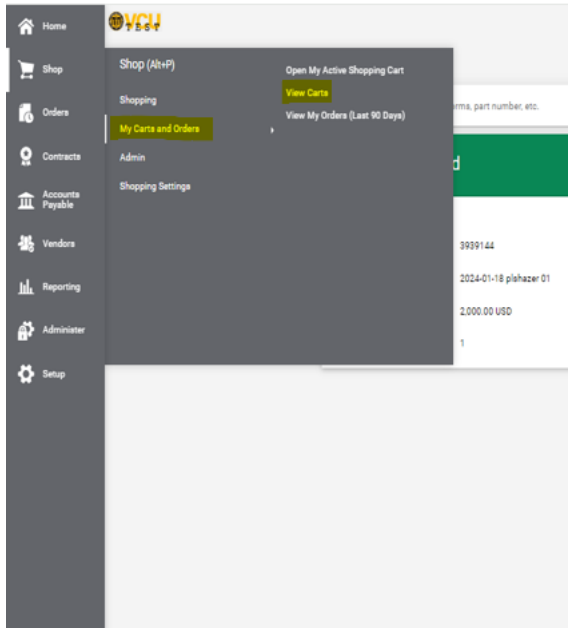
Assign Cart To: Shazer, Patricia
or SEARCH

Add to Profile:

Note To Assignee:

Assign Close

- 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.

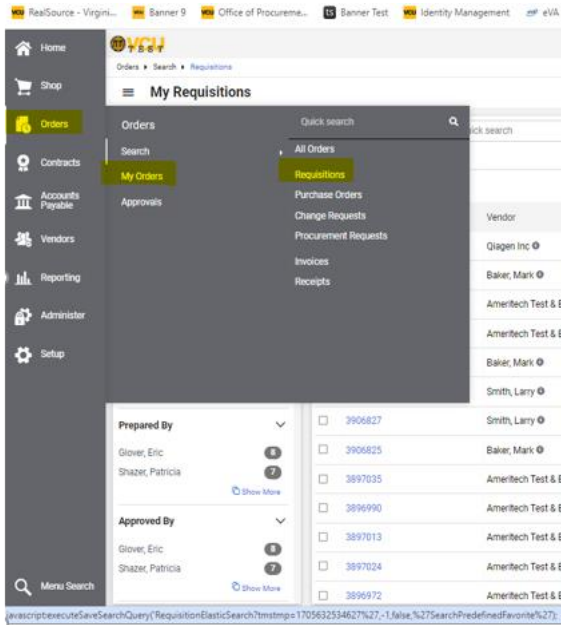
Cart Management Create Consolidated Cart [Cleanse Cart](#)

[Draft Carts](#) [Assigned Carts](#) [Shared Carts](#)

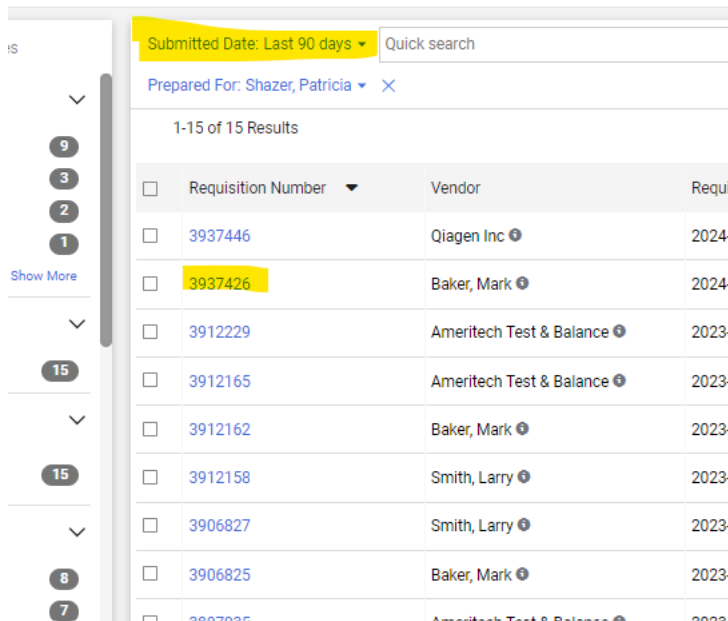
Filter Draft Carts

Type	Shopping Cart Name	Cart Description	Date Created	Total	Action
Normal	2024-01-17 plshazer 01		1/17/2024	100.00 USD	View
Normal	2024-01-17 plshazer 02		1/17/2024	10.00 USD	View
Normal	2024-01-17 plshazer 03		1/17/2024	10.00 USD	Activate
Normal	2024-01-18 plshazer 01		1/18/2024	2,000.00 USD	Delete

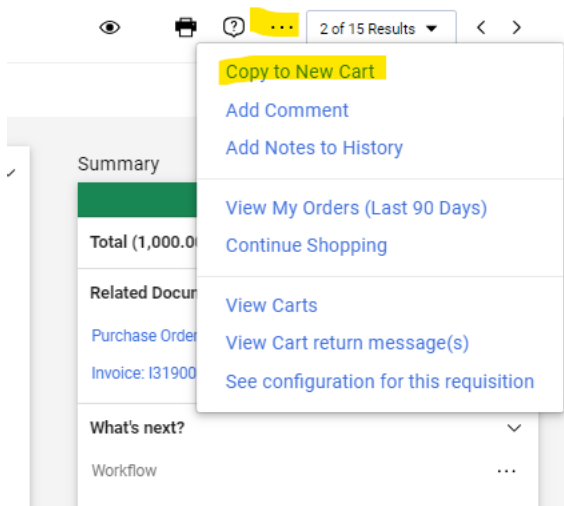
- Another helpful tip is you can copy orders and create new carts.
- If you go to Orders – My Orders - Requisitions



- 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



- 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
<input checked="" type="checkbox"/> One Time Payment Request ☐ <input type="checkbox"/> <input type="checkbox"/>					

^ ITEM DETAILS

Hold for Check Pickup: **No**

Type of Activity Requiring Payment: **Research Participant**

1	Business Purpose - Test invoice		1,000.00	Qty: 1	1,000.00
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^ ITEM DETAILS

Commodity Code: 🔍
Direct Pay, AP Use Only