

ePayment Request

Requestor Quick Reference Card



THE UNIVERSITY OF
CHICAGO

Starting a Request

Leave Control Number blank;
for PPS use only

Procurement and Payment Services

THE UNIVERSITY OF CHICAGO

Payment Request Form

By accessing this site, I am aware that University policy prohibits unauthorized usage
* Required Fields

Control Number

Who Are You Paying? *

What Type of Payment? *

Continue

IMPORTANT LINKS

- New Request Form
- Submitted Requests
- IRS
www.gsa.gov
- Google

Select payee type Select payment type

Click **Continue** to access the payment form

Helpful links

What is an ePayment Request?

ePayment requests can include any non-employee online payment requests outside the PO Process. There are five types of requests: Non-Travel, Travel Advance, Travel Expense-Domestic, Travel Expense-International, and Petty Cash Reimbursements. Employee Travel and Employee Reimbursements, excluding Advances, should continue to be processed through the GEMS system.

Who can I pay?

Depending on the type of request, you can pay authorized vendors, contractors, U of C employees and students, and campus visitors. All payees are referred to as **vendors** in the AP system.

How do I submit a request?

In your internet browser:

1. Go to: <https://epayment.uchicago.edu>
2. Type your **CNetID** and **Password** (password is case sensitive), and press **Enter** or click **Login**.
3. Select **who you want to pay** from the drop down.
4. Select the **type of payment**.
5. Click **Continue**.
6. On the Payment form, you will complete all fields marked with a red asterisk, and any other applicable fields. Leave the Control Number field blank.
7. Make sure contact information is correct. This information can be changed to another individual if the requestor does not wish to receive inquiries on this request.
8. Enter a vendor by performing a vendor search (see instructions on next page).
9. Include a brief **Check Description**.
10. In the Payment Details field, enter the **FAS account number** and select an **Expense type** (this populates the Sub Account number, which you can modify).
11. Enter the **Amount** (ex: 125.00).
12. Carefully select an **appropriate Authorized Signer** from the drop down.
13. Click **Update Check Total** button.
14. Repeat steps 10-13 to add additional payments to this request. All payments must be to a single vendor.
15. If the request does not require documentation, check **By checking this box, I certify...**
16. Click **Proceed to Next Action**. If you see red error messages, correct the indicated entries and try again.
17. Attach any supporting documents such as invoices, receipts, W-9, debarred vendor, utility bills, etc. You can either attach documents electronically or fax them in with a fax cover page.
18. After attaching documents, click **Complete**.

Filling out the Form

Payment Request Form

* Required Fields

Control Number

Who Are You Paying? *

Supplier/Vendor

Contact Name

MAUNEY,RICHARD

Department # *

44716

Vendor Number

or

Vendor Name

barnes*

What Type of Payment? *

Non-Travel Payment Request

Contact Number

Department Name *

IT SERVICES VOICE & DATA NET.

Vendor Search

Vendor Zip (Optional)

Selected Vendor Remit To Information

Vendor Name: BARNES & NOBLE
Address Line 1: BARNES & NOBLE
Address Line 2: COLLEGE BOOKSELLERS
Address Line 3: PO BOX 823660
City, State, Zip: PHILADELPHIA, PA 19182

Check Description *

tech info

Special Handling

Standard practice is to send payment directly to the vendor (including remittance advice). Special handling requests are more expensive to process and should be avoided. If special handling is required, please use the drop box and select the appropriate method.

Handling Instructions *

None: No special handling required for this payment

Specialized Department

Courtesy Forward

Leave Control Number blank;
for PPS use only

Verify contact info.
Enter contact number

Search for and enter a Vendor name

Vendor information will appear here

Enter a check description

Select handling instructions or

Specialized Department: add a department to the approval chain

Courtesy Forward: type an email address to forward request to another employee for viewing only

Searching for a Vendor

If you see a match, click the **Select** button for a vendor

Vendor Name	Address	City	State	Zip	Select
BARNABY, STACEY	16 GEORGES LANE	MONROE	CT	06468	Select
BARNARD COLLEGE	CONTROLLER'S OFFICE 3009 BROADWAY 15 MILBANK HALL	NEW YORK	NY	10027	Select
BARNARD, DAVID E	DBA RUSMATT BASEBALL 11 BROOKSIDE DR	FALMOUTH	ME	04105	Select
BARNARD, RACHEL	5417 S GREENWOOD AVE	CHICAGO	IL	60615	Select
BARNES & NOBLE	BARNES & NOBLE COLLEGE BOOKSELLERS PO BOX 823660	PHILADELPHIA	PA	19182	Select
BARNES & THORNBURG	ONE NORTH WACKER DR STE 4400	CHICAGO	IL	60606	Select
BARNES JEWISH HOSPITAL	ONE BARNES JEWISH HOSP PLAZA SURG PATH MAIL STOP 90 23 357	ST LOUIS	MO	63110	Select
BARNES SCHOOL BUS	TRANSPORTATION PO BOX 439306	CHICAGO	IL	60643	Select
BARNES, BRIDGET C	10823 S CAMPBELL AVE	CHICAGO	IL	60655	Select
BARNES, CAMILLA	4344 S THURGOOD	CHICAGO	IL	60623	Select

Please select the 'No Match' button when you do not find an exact match to your payee, including address. Your submission, including documentation, will be reviewed to determine if a new payee is being added or whether modifications are required to an existing vendor.

Vendor Name

No Match

If nothing matches, type the full name of the vendor...

...and click the **No Match** button

To Search by Vendor number

1. Type the complete vendor number, if you know it.
2. Click the **Vendor Search** button.

To Search for Vendor name

1. Type an asterisk (*) and then the first four or five letters of the vendor name followed by another asterisk (*), which is a wildcard.
2. Click the **Vendor Search** button.

If there is a match for your vendor, click the **Select** button next to the vendor.

If there is **No Match** for your vendor, type the full name of the vendor in the Vendor Name field, then click the **No Match** button.

For no match, Financial Services will double check our system to locate and assign a vendor to your request and if needed, we will add a new vendor to our system. **Please attach a W9 form for all new vendors.**

Entering Payment Details

Enter account number and select the Expense Type

Enter the amount in dollars and cents

Enter any other pertinent information

Select an Authorized Signer

Click here to add payment to check total

Payment summary information

Select only if attachments are not required

Click here when you are ready to proceed

Account Number *	Expense Type *	Sub Account *	Dept. Reference Number	Amount *	Invoice #	Invoice Date	Invoice Due Date
220011	Service	4900					

Authorized Signer *
-Select-

Update Check Total

Account Number	Sub Account	Expense Type	Amount	Invoice #	Invoice Date	Invoice Due Date
220011	3000	Caterer		11/9/2011		\$1,200.00

Payment Request Total \$1,200.00

Account Number	Sub Account	Amount
220011	3000	\$1,200.00
Total		\$1,200.00

General Comments

By checking this box, I certify that attached documentation is not required to support this check request.

Proceed to Next Action

Attaching supporting documents and enclosures

Select either Attachment or Enclosure

Note: Enclosure option only appears if you selected 'Mail with Enclosure'

Important: Include the control number at the top of the page on all enclosures

Attach electronic documents and enclosures by clicking **Browse**, locating and selecting the file

With the file selected, click **Upload**

In lieu of attaching documents, you may fax your attachments or enclosure by clicking the appropriate button, printing the fax cover page, and faxing to the number on the fax cover page.

After attaching or faxing documents, click **Complete**

File Name
<input type="text"/> Browse...

What is this document?
 Attachment Enclosure

Upload

Do you need an attachment cover page?
 Display cover page to be faxed with supporting documentation.
 Please ensure that your fax submission contains your supporting documentation cover page followed by your supporting documents.
 Attachment Cover Page

Do you need an enclosure cover page?
 Display cover page to be faxed with enclosures.
 If you have enclosures, they must be separated from your other supporting documentation with a second cover page. Please ensure that your fax submission contains your supporting documentation cover page, followed by the supporting documents, followed by the enclosure cover page, followed by the documents to be attached to the check.
 Enclosure Cover Page

Please ensure that all documents have been uploaded electronically or faxed before clicking the complete button.

Complete