

## Concepts

- Each activity has different [documentation requirements](#) which should be attached to the Payment Request form.
- The Shopper/Cart Authorizer is not required to provide all required documentation. However, the Requisition Creator is required to provide all documentation when creating a requisition based on the form, before payment can be issued.
- Payment Requests will always require Requisition and Voucher (Org Node) approvals.
- Wire Transfer processing instructions and the Foreign Bank Authorization Form can be found on the Accounts Payable website:
  - <http://controller.berkeley.edu/departments/accounts-payable/wire-transfers>

To access this form, navigate to Shop>Shopping>Go To> View Forms:

### Section 1: Supplier/Payee Info

1. **Enter Supplier:** Enter the supplier name. If not in system, type in **Supplier Not Found**.
2. **Payee Not Found: Name:** if the desired Supplier/Payee is unknown or you cannot find it, provide any supplier information you can in this field.
3. **UCB Employee or Student ID:** If this payment is a non-travel/entertainment reimbursement payment for a UCB employee or student, include their EID/SID.
4. **Suggested Contact Email/Phone:** Provide if available.

### Section 2: Payment Request Items

4. **Activity Type:** Select the appropriate activity type from the dropdown menu.
5. **Internal Payment Note:** Enter any notes related to the payment that the department would like to maintain for internal recordkeeping purposes.
6. **Internal Attachments:** Required documentation can be attached to the Payment Request form. Attachments provided in this section will not be sent to the supplier.

**NOTE: Privacy Warning:** *remove or obscure all confidential data before uploading documents to BearBuy.*

### Section 3: Payment and Handling Details

Use this section to enter the supplier invoice number and invoice date, designate various handling and withholding instructions, if required.

1. **Invoice Number:** If you have a supplier invoice, enter the actual supplier invoice number (up to 17 characters).
  - If you do not have an invoice from the supplier, leave this section blank and an AP analyst will enter one for you.
2. **Invoice date:** If you have a supplier invoice, enter the actual supplier invoice date.
  - If you do not have an invoice from the supplier, leave this section blank and an AP analyst will enter an invoice date for you.

#### Request handling section:

1. **Attachment to Check Required:** Select "Yes" if documents are to be mailed to the payee along with the check (attachments will not be sent for EFT payments).
2. **Override Pay Method**
  - Select "Check" if the payment method is EFT in the supplier database, but this payment should be issued as a check.
  - Select "Wire" if you want the payment to be sent as a wire transfer. If wire is selected, you'll have to complete handling section #3 and #4. Please visit the [Accounts Payable Wire Transfer website](#) for more information.
3. **Wire Only- Ticket Number:** Enter the FootPrint ticket number submitted with payee's bank and wire information.
4. **Wire Only- Currency:** Specify currency type to be used for this wire payment.
5. **Payment Message:** Enter messages that must be printed on the check stub or EFT remittance advice.

#### Holding Checks For Pickup:

If there is a legitimate business need to have a check held for pickup, enter the full name and phone number of the staff member to be contacted when the check is available.

Accounts Payable will evaluate all requests to hold a check for pickup and may contact the Shopper for review. If it is determined that there is not a legitimate business need to hold the check for pickup, the Shopper will be notified and the check will be mailed to the address on file.