Activities that do not require a Purchase Order are processed as a Payment Request. Each activity has different documentation requirements which must be attached to the Payment Request Form.

**Step 1 - Shopper**
1. Complete online Payment Request Form including the following:
   - Invoice number
   - Invoice date
   - Supplier name
   - Activity type
   - Item detail
2. Attach required supporting documentation to the Form
3. Route Cart

**Step 2 - Requisition Creator**
- Complete required fields for the requisition, including Org Node and Chartstring
- Ensure required documentation is attached
- Submit the Requisition for approval

**Optional -- Additional Authorizers**
Departments can assign up to four additional levels of authorization (by PI, chartfield 1 or 2, etc.)

**Step 3 - Requisition Approver**
(ORG node approver)
- Review and approve requisition

If the Requisition Approver denies a requisition, it is returned to the first person who clicked the "submit" button.
- If a Shopper "submits" to a Req Creator, the requisition will go back to the Shopper.
- If a Shopper "assigns" the cart to an individual Req Creator, then the Req Creator would be the first to "submit", and the denied requisition will be returned to the Req Creator.

**Step 4 - AP Processor**
- Update voucher with invoice number and date
- Review backup documents for completeness
- Review withholding

**Step 5 - AP Processor**
- Enter comment in BearBuy
- Email department requesting additional documentation
- Receive docs from dept and attach to voucher

**Step 6 - AP Processor**
Select "Approve and Complete" to route voucher for payment approval

**Step 7 - Voucher Approver**
Review and approve voucher for payment

System releases payment and posts expense to GL