



UNT SYSTEM[™] MARKETPLACE

Payment Request Form

Shopping is Easy in UNT System Marketplace!




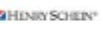




► A Payment Request is a form within UNTS Marketplace that provides rapid payment for select types of documents. **Payment Requests should only be created after services are complete.** This form does not create a requisition, it simply creates a form that is utilized for payment. It is first approved via Form Approval, during which a member of Accounts Payable will review the form. Following this, an invoice is created, the invoice number is visible under the status box on the form. Once the invoice has been created, it will once again be reviewed by a member of AP (for specific expense types), and soon after the Department Approver, as indicated by workflow, will review and approve. Payment Requests will be processed for payment on the next available pay cycle once all approvals are complete.

Showcases

Think HUB First (Punch-out Catalogs)

 Cuevas Distribution Inc	 Mavich	 mPulse	 Possible Missions
	 Summus	 Summus	

Punch-out Catalogs

Hosted Catalogs

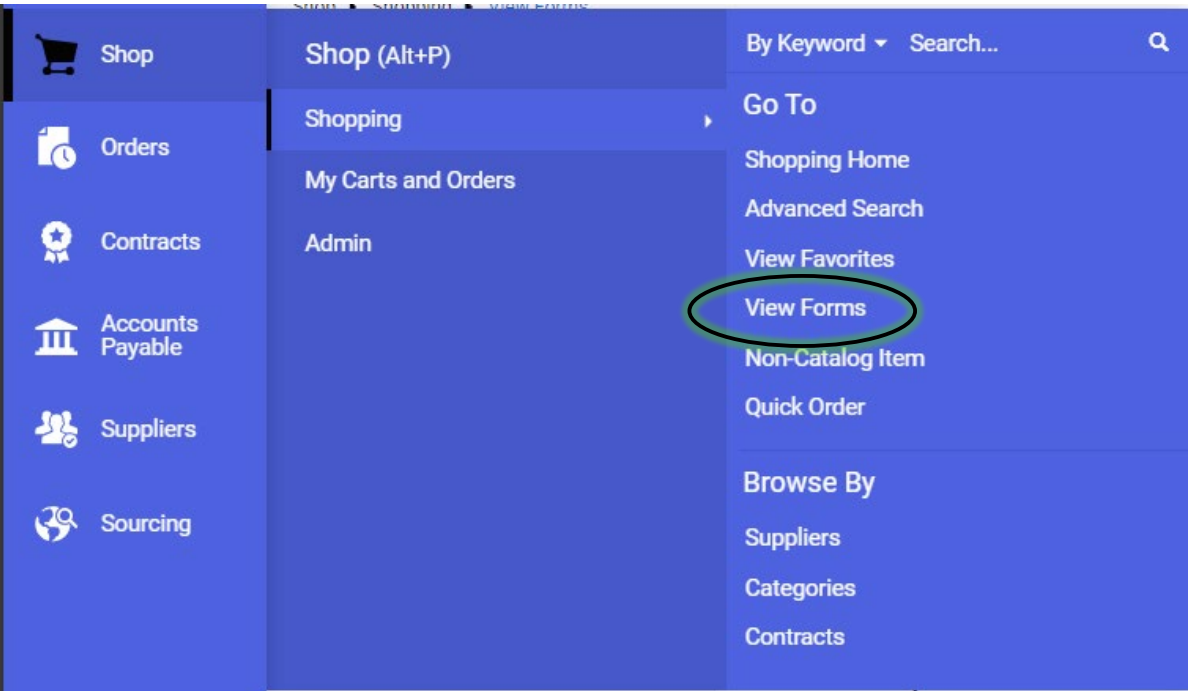
		
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Forms

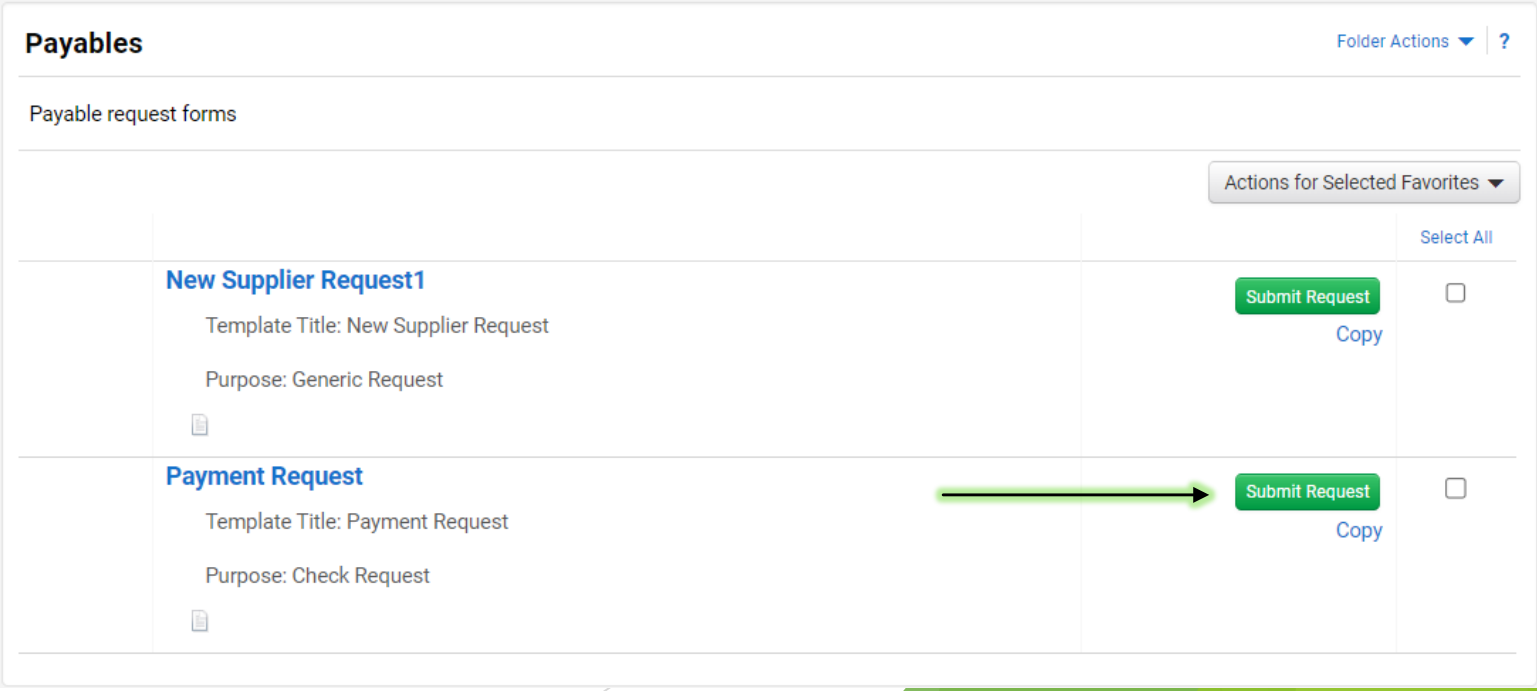
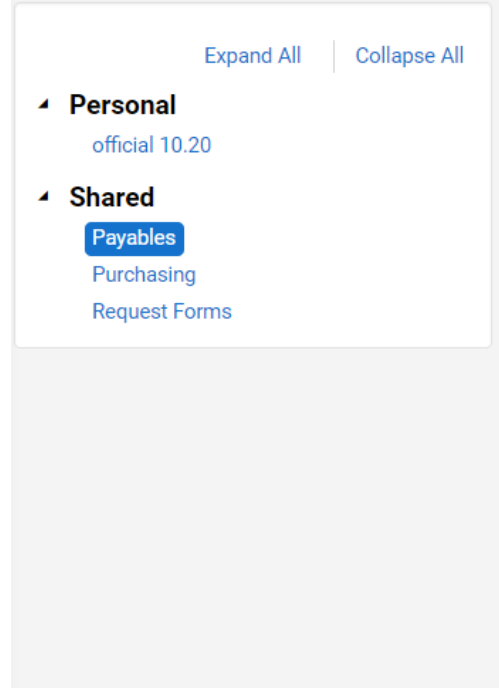
	
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To start a Payment Request, from your homepage, scroll down to Forms under Showcases and click on “Payment Request.”





Another way to go to payment request forms is to navigate to the Shopping menu > View Forms. Under Payables, click on “Submit Request” for Payment Request.




Payment Requests can exclusively be used to pay the following types of payment. Please **do not** attempt to create a payment for any other kind of invoice, as it will be rejected by AP Personnel. Instead, use the Service Form Request for all other payment types.


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Payment Request

Form Number	911257
Purpose	Check Request
Status	Incomplete

Instructions

Supplier 

Questions 

Attachments 

Review and Submit

Form Approvals

[Request Actions](#) | [History](#) | [?](#)

Payment Request Form

Payment Request Forms should only be utilized for the payment types listed below. Please use the Service Form Request for all other payment types. Payment Request form should only be submitted after services are completed.

Please note:

- **Service Start** and **End Dates** are **required**. Please make sure date format is **mm/dd/yyyy**.
- Payment Requests will process for payment on the next available pay cycle once all approvals are complete.
- Payment Types for Payment Request Form:
 - Guest Artist
 - Speaker
 - Stipend
 - Royalties
 - Awards
 - Participants
 - Patient Refunds
 - Sponsorships
 - Commission Payment
 - Referee/Judges/Game Officials
 - Prison Payments
 - Refund (Previously Check Request)

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Payment Request

Form Number **911257**
Purpose **Check Request**
Status **Incomplete**

Instructions

Supplier 

Questions 

Attachments 

Review and Submit


Form Approvals

Supplier Required field

[Request Actions](#)  [History](#) 

Supplier *

[Supplier Search](#) |

Shipping Fee Type * Flat Fee 

Shipping * 0.000

Handling Fee Type * Flat Fee 

Handling * 0.000

Please do not change
the shipping and
handling charges
from \$0.0

* Required

[← Previous](#)

[Save Progress](#)

[Next >](#)

Complete all fields for the form. Any field with asterisk is a required field and cannot be left blank.

How to add a Supplier:

Supplier

Supplier ★

To add a Supplier, click the “Supplier Search” and a new window will open. Enter either the Supplier’s name or Vendor ID number, then click “Select.”

Supplier Search ?

Supplier

Results Per Page ▼ **Suppliers found: 1** ◀ Page 1 of 1 ▶ ?

Supplier Name	Select
Ben E Keith Company	<input type="button" value="Select"/>

If the Supplier does not have a Vendor ID in the system, please send a PaymentWorks invitation. This is essential, as a supplier not being configured within our system will lead to serious problems with payment, and errors within the form. Please ensure the supplier is set up with PaymentWorks prior to form creation.

Is this payment to a foreign supplier? *

Yes No

Description * ⓘ

2000 characters remaining

Supporting Documentation * ⓘ

If this is a foreign supplier, please select yes. This will pull the Tax Office into the Invoice Approval Workflow.

Add a description. Please be as descriptive as possible adding as much information about the expense type and services that occurred.

Supporting Documentation ★ ?

 Sponsorship ←

Uploaded attachment will be copied to the invoice.

Additional Supporting Documentation ?

No File Attached

Uploaded attachment will be copied to the invoice.

Upload required documents. The best supporting documentation is an invoice, Independent Contractor Form, or Signed Agreement. If none are provided, then please attached a spreadsheet, an email or any document providing the supplier's name and dollar amount.

Upload

Helpful tip: Add a title prior to saving changes or file will need to be uploaded again. ✕

Title ★

✕ Please enter a title.

File ★

No file chosen

Maximum upload file size: 25.0 MB

★ Required

▼ Invoice Details

Supplier Invoice Number ★ ⓘ

84735416

Invoice Date ★

03/06/2024



mm/dd/yyyy

Amount ★

367.84



Currency

USD ▼

Need by Date (Optional) ⓘ



mm/dd/yyyy

Enter the supplier's invoice number. If invoice number is not provided, use the supplier's last name and last date of service as the invoice number.
Example: SMITH-03/06/2024

Use the date format mm/dd/yyyy. Any other format will result in an error.

Invoice Date: Use the invoice date on invoice, if no invoice is available, use the date the Payment Request is submitted.

Need by Date: This field is optional. This is used as the Due Date on an invoice.

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Payment Request

Form Number **911488**
Purpose **Check Request**
Status **Incomplete**

Instructions

Supplier ✓

[Questions](#) ✓

Codes ✓

Additional Information ⚠

Attachments ✓

Review and Submit

Form Approvals

Codes

[Request Actions](#) | [History](#) | [?](#)

✘ Required field: Invoice Receipt Date (mm/dd/yyyy): Line

Accounting Codes

Accounting Codes
LINE

Business_Unit	Speedchart	Account	Department	Fund	Fund Category	Function	Project	PC Business Unit	Activity	Program	Purpose	Site	Asset Tag ID	edit
NT752 University of North Texas	None_NT752 NT752_Default	53001 Supplies-Office	225020 Men's Basketball	880003 Intercollegiate Athletics FFF	200 Designated Operating-Managed	630 Scholarships and Fellowships	no value	no value	no value	no value	no value	no value	no value	↑ edit

Add alternate distribution for

★ Required

[Previous](#)

[Next](#)

Enter all required information into the chart string. To edit, select the “edit” field on right side of chart string. To search codes, click “Select from all values.” Once completed, click “Save.”

Accounting Codes

LINE

Business_Unit Speedchart Account Department Fund Fund Category Function

Select from your code favorites

[Select from all values...](#) [Select from all values...](#) [Select from all values...](#) [Select from all values...](#) [Select from all values...](#) [Select from all values...](#) [Select from all values...](#)

[Click to filter search results](#) [?](#)

Results Per Page

Values Found 1

[Page 1 of 1](#) [?](#)

Value Description

53001 Supplies-Office [select](#)

Dates Information

Invoice Receipt Date (mm/dd/yyyy)

03/07/2024

Required field

Invoice Service Start Date
(mm/dd/yyyy)

02/01/2024

Invoice Service End Date
(mm/dd/yyyy)

02/29/2024

Override Scheduled Due Date

Service Receipt Date (mm/dd/yyyy)

Invoice Override Accounting Date

Required fields

Invoice Receipt Date: Use the date the Payment Request is created/submitted to avoid late fees.

Invoice Service Start/End Date: These fields are not marked as required, but they are! Please use the date(s) services were complete.

Use the date format mm/dd/yyyy. Any other format will result in an error.

Helpful tip: Invoice Receipt Date cannot be prior to Invoice Date. This will cause an error on the invoice.

► Once all sections of the form are complete, click “Submit.” An AP Specialist will review and approve the form.

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Payment Request

Form Number **911488**
Purpose **Check Request**
Status **Under Review**

Instructions
Supplier ✓
Questions ✓
Codes ✓
Additional Information ✓
Attachments ✓

Review and Submit

Request Actions | History | ?

✓ Required Fields Complete

Section	Progress
Supplier	✓ Required Fields Complete
Questions	✓ Required Fields Complete
Codes	✓ Required Fields Complete
Additional Information	✓ Required Fields Complete
Attachments	✓ Required Fields Complete

Review and Submit

Form Approvals

[← Previous](#) [Add to Favorites](#)

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Payment Request

Form Number **911488**
Purpose **Check Request**
Status **Under Review**

Instructions
Supplier ✓
Questions ✓
Codes ✓
Additional Information ✓
Attachments ✓
Review and Submit

Form Approvals

Request Actions | History | ?

```
graph LR; Submitted[Submitted  
3/7/2024 12:16 PM] --> Approval[Payment Request Approval  
Active  
View approvers]; Approval --> Voucher[Auto-Create Voucher  
Future]; Voucher --> Finish[Finish]
```

Form Approvals

Payment Request	
Form Number	911488
Purpose	Check Request
Status	Approved
Invoice	JT001179
Instructions	
Supplier	✓
Questions	✓
Codes	✓
Additional Information	✓
Attachments	✓
Review and Submit	
Form Approvals	

Form Approvals



After AP reviews/approves the Payment Request, a Marketplace invoice number will be assigned. The invoice will then route through an Approval Workflow.

The department and/or other approvals may be required in the workflow.

Invoice • Ben E Keith Company • JT001179

Summary Matching Supplier Messages Comments Attachments 1 History

If the workflow is not visible, click the arrow on upper, right side of page.

⚠ The invoice contains one or more non-PO invoice lines. They are excluded from the matching.

General	Addresses	Note/Attachments				
Invoice Information	Remit To	External Note <i>no value</i>				
Business Unit: University of North Texas (NT752)	Accounts Payable PO Box 1869 Fort Worth, Texas 76101	Internal Note & Approval Justification <i>no value</i>				
Invoice Type: Invoice	United States Phone 1-817-7596000- Address Id 2	External Attachments				
Invoice Number: JT001179	Bill To	<table border="1"><thead><tr><th>Internal Attachments</th><th>Date</th></tr></thead><tbody><tr><td>Sponsorship</td><td>3/7/2024</td></tr></tbody></table>	Internal Attachments	Date	Sponsorship	3/7/2024
Internal Attachments	Date					
Sponsorship	3/7/2024					
Supplier Invoice No.: 84735416	<i>no address</i>					
Supplier Name: Ben E Keith Company						
Supplier No.: 0000004277						
Pay Status: In Process						
Dates Information						
Create Date: 3/7/2024						
Invoice Receipt Date (mm/dd/yyyy): 03/07/2024						
Invoice Date: 3/6/2024						
Invoice Service Start Date (mm/dd/yyyy): 02/01/2024						
Payment Information	Discount, Tax, Shipping & Handling					
Payment Information	Discount, tax, shipping & handling					

The approval workflow will allow you to see where the invoice is in the process. You can click the blue hyperlinks to determine which approval is pending.

Summary

What's next?

Workflow

- Submitted 3/7/2024 12:28 PM AP General
- OFAC Check Completed
- Invoice Validation Completed
- Department Approval** Active
- Final Invoice Validation Future
- OK to Pay Future
- Auto-Close Future
- Finish Future

Returned Payment Information

Payment Method **Unknown**

Payment Record
No. *no value*

Payment Record
Date *no value*

Payment Amount *no value*

Bank *no value*

Bank Account *no value*

Once invoice has completed the workflow, it will process for payment on the next available pay cycle. After pay cycle is completed, the Returned Payment Information (located under Summary tab) will provide the payment method, reference number, payment date and amount paid.