

Payment Request Form Instructions

- ▶ Activities that do not require a Purchase Order are processed as a Payment Request.
- ▶ Each activity has different [documentation requirements](#) which can be scanned and attached to the Payment Request form. The Shopper/Cart Authorizer is not required to provide all required documentation. However, the Requisition Creator must provide all documentation when creating a requisition based on the form, before payment can be issued.
- ▶ Payment Requests will follow the same workflow as requisitions, however departmental Requisition and Voucher approvals will always be required (no auto-approval thresholds).

From the Forms Page ([navigation bar > forms](#)) open the Payment Request form and enter the required information in the following four sections:

Section 1: Supplier/Payee Info– this section is used to enter the supplier name

- Enter Supplier** – enter the supplier name. As you type the supplier name, a list of suppliers from the Master Vendor Database will be shown in the drop down box.
- 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.
- UCB Employee or Student ID** – if this payment is a reimbursement payment for a UCB employee or student, include the Employee ID or Student ID
- Suggested Contact Email/Phone** – provide if available.

Section 2: Payment Request Items – use this section to enter the line item details, identify the activity type, designate internal notes, and attach required documentation.

- Activity Type** – select the appropriate activity type from the dropdown menu. Each activity type has different [documentation requirements](#). Required documentation should be scanned, and the electronic images must be attached in the Internal Attachments section of the Payment Request form. See below **Privacy Warning**.
- Internal Payment Note** (*optional field*) – enter any notes related to the payment that the department would like to maintain for recordkeeping purposes. This information is not sent to Disbursements or the payee.
- Internal Attachments** – electronic images of required documentation can be attached to the Payment Request form. Attachments provided in this section will not be sent to the supplier. **Privacy Warning: remove or obscure all confidential data before uploading documents to BearBuy.** See [Data Privacy requirement for protecting restricted information](#).

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

- 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, enter a unique invoice number, beginning with PY followed by 15 alphanumeric characters or less. To assure that the invoice number field is unique, the following format is recommended: PY + date (yymmdd) + up to 9 characters from supplier name.

Examples: PY101230SSMITHJOHN or PY100325ABCWIDGET.

- b. **Invoice date** - if you have an invoice from the supplier, enter the actual invoice date. If you do not have an invoice, enter the date you are preparing the Payment Request Form.

Request Handling section

- a. **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).
- b. **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 the payment method is Check in the supplier database, but this payment should be issued as a wire.
- c. **Payment Message** – enter messages that must be printed on the check or EFT remittance advice. If a check is to be held for pickup, enter the name and phone number of the person to be contacted when the check is available.

Withholding Information

- a. **Review for Withholding?**
- Select “Yes” if you want a Tax Analyst to review the withholding applicability.
 - Select “No” if the supplier is flagged for withholding in the supplier database, but the payment you are entering is known to be exempt from withholding.
- b. **California Resident?**
- Select “Yes” if the payee is a California resident. California residents are not subject to California state withholding.
 - Select “No” if the payee is not a California resident. California non-residents are subject to California state withholding at a rate of 7% if the gross payment is over \$1,500 per calendar year.
- c. **Where were the services provided?**
- To determine state withholding applicability, enter “inside California” or “outside California”.
 - If some, but not all of the services were provided in California, indicate the percentage.
- d. **Non-Resident Alien?**
- Select “Yes” if the payee is a non-resident alien. Foreign individuals working in the U.S. require a GLACIER tax record.
 - Select “No” if the payee is a U.S. citizen or permanent resident.

- e. **GLACIER Required?** – find more information on the [GLACIER Tax Compliance System website](#)
- Select “Yes” if the payee and payment type meet the criteria to require a GLACIER record.
 - Select “No” if the payee does not meet the criteria to require a GLACIER record
- f. **GLACIER Record Complete?**
- Select “Yes” if the payee must have a GLACIER record and has a current record in GLACIER.
 - Select “No” if the payee must have a GLACIER record but does not have a current record in GLACIER.

Disposition of the Form

When you have completed the Payment Request form, scroll to the top of the form and select the appropriate **Available Action** (usually “Add and go to Cart”). The Cart can now be assigned to your Requisition Creator. Payment Requests follow the same workflow as requisitions and will always require Requisition Org Node Approval and Voucher Approval (no auto-approval thresholds).

'Available Actions' on BearBuy Forms



The **Available Actions** menu (located at the top of page), provides additional features for working with forms:

- ▶ **Add and go to Cart:** Select to add the form to your current shopping cart. You will be returned to BearBuycart.
- ▶ **Add to Cart and Return:** Select to add the form line item to your current shopping cart. The form page displays with the previously selected vendor and all other fields are reset to blank.
- ▶ **Add to Cart:** Select to add the form to your current shopping cart. The form page displays unchanged. This option eliminates redundant data entry by using the existing form data as a template.
- ▶ **Add to Draft Cart or Pending PR/PO:** Typically used by Requisition Creator and Buyer, this allows you to add the form to a draft cart or pending requisition.
- ▶ **Add to Favorites:** Select to add the form as a favorite. A pop-up window displays where you can select the personal folder and name of the form.