

Submitting AP Payment Requests:

The payment request form is required for all Non-Resident Alien payments regardless of the type of payment. It is also required for foreign suppliers and foreign banks.

The payee must have an active supplier record in Workday. The assigned supplier ID is required on the payment request form.

- a. NRA: If a supplier ID has not been assigned, please refer to the **NRA Checklist** for documentation that is required and work with your service center or fiscal associate to submit a request for a new supplier record
- b. Non-NRA: Please ensure that a purchase order or supplier contract is approved and active, if applicable
- c. These payments do not require a Supplier Invoice Request, AP will enter the invoices and payments into Workday

2. Fill out the **AP Payment Request Form** [DocuSign form](#) - will require signing in and must be completed by requestor

Signatures are required from the requestor and one of the following individuals:

- a. Authorized approvers include Dean, Vice President, Chair, Director, or Senior Fiscal Officer
- b. For Grant-related requests, authorized approvers include PI, Co-PI, or Authorized Project Signers
- c. **Please note: Requestor and Approver cannot be the same individual**

3. To complete the form, you will need the following information:

- a. Supplier ID and name
- b. Type of Payment
- c. If NRA – was the event/work inside or outside the US?
- d. Payment request details or invoice, if applicable
 - i. Invoice Amount: Please enter the total amount listed on the invoice or requested if an invoice is not present. Please see the following scenarios for foreign currency.
 - ii. If foreign currency is involved, the converted amount will be recorded in USD through Workday after the payment is made by AP. **All foreign currency requests must be Wire requests.**

Amount presented in USD, to be paid in EUR:

Invoice Amount:	1000	Invoice Currency:	USD	Currency Code (3-digit):	USD	
					Currency to Pay:	EUR

Amount presented in EUR, to be paid in EUR:

Invoice Amount:	1000	Invoice Currency:	Foreign	Currency Code (3-digit):	EUR	
					Currency to Pay:	EUR

Amount presented in USD, to be paid in USD:

Invoice Amount:	1000	Invoice Currency:	USD	Currency Code (3-digit):	USD	
					Currency to Pay:	USD

- e. Purchase Order, Supplier Contract, or [spend category](#), if non-PO or non-contract
- f. Attachments:
 - i. Copy of invoice or similar backup supporting the payment request such as an email confirmation or documentation of payment details
 - ii. If this request is to be paid via wire, you must include documentation of beneficiary and/or intermediary bank instructions (including proof of payee name)

4. Following approval including both signatures, the form must be downloaded from DocuSign and a PDF copy emailed to the Supplier Maintenance team at bf-prsm-webform@osu.edu
 - a. The watermark "In Process" will be removed once completed and downloaded as a PDF.

5. The Supplier Maintenance team will review the request for tax withholding and to ensure current W8 forms are on file. Once reviewed, the request will workflow to AP for payment.
 - a. Wire payments will be disbursed via Chase and the equivalent amount in USD will be recorded in Workday, after the fact
 - b. Check or ACH requests for NRA payees will be disbursed from Workday. AP will enter the details as a Supplier Invoice, where additional approvals may be required before settlement.