

## 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](mailto: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.