

BearBuy – Payment Request Form

Part 1: Completing the Payment Request Form

In BearBuy main menu under **Frequently Used Forms**, select: **Payment Request Form** (also can be found under **Forms** tab)

1. Enter supplier name or click the **supplier search** link to search for supplier
2. Attachment to Check Required: select **Yes** if requested by the vendor; select **No** if attachment is not needed by the vendor
3. Hold Check for Pick-Up: **No** unless the check has to be hand delivered to the preparer
4. Payment Message: write a short description for check handling instructions; for example: “Attach invoice with remittance,” “Attach bottom portion of invoice with remittance,” etc.
5. Remit to Address: leave blank unless there are specific instructions for payment

Payment Details

1. Activity Type: select appropriate expense from drop down list
2. Product Description: enter the description and reason for payment; be detailed but do not include personal information
3. Supplier Inv#: enter invoice number
4. Invoice Date: enter invoice date or statement date
5. Amount: enter total amount
6. Internal Attachments: add invoice and/or supporting documents

Located at the top of the page, select from the Available Actions drop down list: **Add and go to Cart** then **Go**.

Part 2: Entering Information

Select **Proceed to Checkout**; this is where all the required information will be entered (marked in red).

1. **Procurement Department** – enter Department Code: 127037
2. **General** – name the cart; should include supplier, expense description/date, shopper ; example:
CA Medical Board | Dr. John license Jan. 2021 | Mary
3. **Shipping And Purchase Order** – select ship to address; ATTN line should include receiver name
4. **Accounting Codes** – enter the SpeedType and click save (this will populate the whole chartstring)
5. **Internal Notes and Attachments** – attach any supporting documents and type in notes; information in this field stays within UCSF
6. **External Notes and Attachments** – attach any supporting documents and type in notes; information in this field will be sent to the supplier
7. **Final Review** – review all the information entered; make sure all error notices are resolved

Select **Assign Cart**. Choose From: **Select from profile value** or **Search for assignee**, add notes if necessary.

Important notes:

- Submit only one invoice per Payment Request