

Cheque Requisition Forms

This how-to sheet outlines the steps required to:

- Fill out a cheque requisition form to request payment to vendors or independent contractors.
- The information to fill out this form comes from an invoice received from a vendor or an independent contractor.

eShop's cheque requisition form should be used to ...

- Request payment to an individual or vendor when the following criteria have been met:
 - a purchase order has not been processed in eShop for the invoice received, and
 - the payment is not for personal reimbursement of business expenses. [Travel, non-travel, and professional expense reimbursement must be submitted through the SAP Concur Travel and Expense Reimbursement system.](#)

Important Note:

- One cheque requisition form is required for each invoice.

THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A DESKTOP COMPUTER/ LAPTOP

1. Once logged into eShop, scroll down to the **'Forms'** box on the landing page.

Click on the blue **'Cheque Requisition'** text.



2. The first section on the form tells you what the form is for and any important information about filling it out.

IMPORTANT! NEVER include a Social Insurance Number on this form.

Tip: If at any point you want to close the form, without saving it or adding it to a cart, click on the grey 'Close' button in the upper right-hand corner of the screen.

This form can be used to request payment to an individual or vendor when the following criteria have been met:

- A Purchase Order has not been processed in eShop for the invoice received, and
- The payment is not for personal reimbursement of business expenses (Travel and non-travel claims as well as professional expense reimbursement must be done using the [Travel and Expense Reimbursement System](#))

Social Insurance Numbers should not be included on this form. If required, Accounts Payable will contact the Requestor for this information. Required fields have their titles shown with an asterisk (*)

3. The 'Payments to Individuals and Sole Proprietorships for Services' and the 'Services Performed Outside Canada' sections are **ONLY used to request payment to an individual (e.g. an independent contractor).**

Tip: If paying an independent contractor, please ensure you have already followed the steps outlined on the "Establishing eShop Contracts for Independent Contractors" How-To Sheet.

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- A Purchase Order has not been processed in eShop for the invoice received, and
- The payment is not for personal reimbursement of business expenses (Travel and non-travel claims as well as professional expense reimbursement must be done using the [Travel and Expense Reimbursement System](#))

Social Insurance Numbers should not be included on this form. If required, Accounts Payable will contact the Requestor for this information. Required fields have their titles shown with an asterisk (*)

Payments to Individuals and Sole Proprietorships for Services

The determination of an individual or sole proprietor's status as an independent contractor must be documented. To check if this vendor has been documented as an independent contractor for this type of work, search for contracts in the Catalogs and Contracts menu.

If this vendor has not been documented as an independent contractor for this type of work, the [Independent Contractor Questionnaire](#) and an [Indemnification Form](#) must be submitted and approved prior to submitting this requisition. The [Independent Contractor Questionnaire](#) (which contains a link to the [Indemnification Form](#)) can be found in the General Purchasing and Payment Forms section of "All Departmental Forms" from the home Shopping page.

Once the active contract number has been determined enter it in the field below.

Independent Contractor Contract #

Services Performed Outside Canada

Was this work performed outside Canada?

No
 Yes

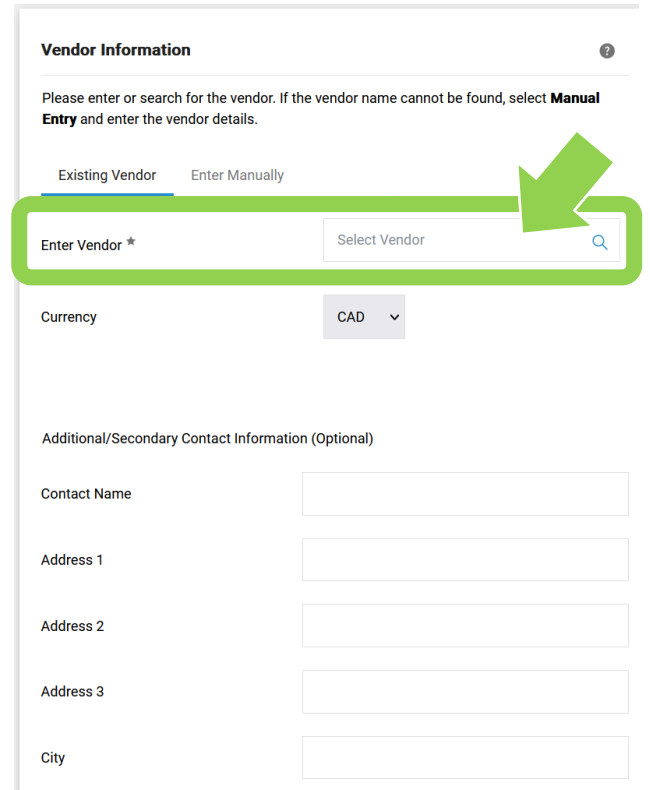
Non-residents who enter Canada to perform work for Carleton University will be subject to withholding taxes, to be held and remitted by Carleton on behalf of the non-resident. Withholding tax will be deducted in the amount of 15% of the earnings and the payment total will be reduced by this amount. Should a department choose to ensure that the individual receive the full amount after withholding tax, the department must assume the additional cost.

Does the department wish to incur the additional cost of the withholding tax so that the individual will receive the full amount?

No
 Yes

4a. In the **'Vendor Information'** box, begin typing the name of the vendor in the **'Enter Vendor'** field.

Tip: Only those fields with a star must be filled in (e.g. the **'Enter Vendor'** field).



Vendor Information ⓘ

Please enter or search for the vendor. If the vendor name cannot be found, select **Manual Entry** and enter the vendor details.

Existing Vendor Enter Manually

Enter Vendor * Select Vendor 🔍

Currency CAD ▾

Additional/Secondary Contact Information (Optional)

Contact Name

Address 1

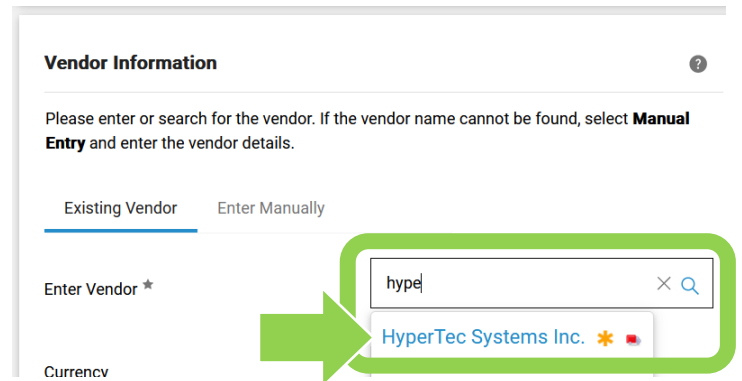
Address 2

Address 3

City

A green box highlights the 'Enter Vendor *' field and the 'Select Vendor' button. A green arrow points to the search icon.

If the name of the vendor comes up, click on it. The information related to that vendor will fill in automatically.



Vendor Information ⓘ

Please enter or search for the vendor. If the vendor name cannot be found, select **Manual Entry** and enter the vendor details.

Existing Vendor Enter Manually

Enter Vendor * 🔍

Currencv

HyperTec Systems Inc. * 🇨🇦

A green box highlights the search input field containing 'hype' and the dropdown menu showing 'HyperTec Systems Inc. * 🇨🇦'. A green arrow points to the dropdown item.

4b. If no result are returned ...

Click the **'Enter Manually'** tab.

Type the vendor's name, as it appears on the invoice, in the **'Vendor Name'** field.

Choose the vendor's preferred method of communication by clicking on the radio box beside either the 'Fax' or 'Email' field AND enter the information.

The image displays three sequential screenshots of a 'Vendor Information' form, illustrating the manual entry process when search results are not returned.

- Top Screenshot:** Shows the 'Existing Vendor' and 'Enter Manually' tabs. The 'Enter Manually' tab is active. The 'Enter Vendor *' field contains 'unknown company|'. A dropdown menu is open below the field, showing 'Try searching again'. The 'Currency' field is set to 'CAD'.
- Middle Screenshot:** Shows the 'Enter Manually' tab highlighted with a green box and a green arrow pointing to it from the left. The 'Enter Vendor *' field now contains 'unknown company'.
- Bottom Screenshot:** Shows the 'Vendor Name *' field highlighted with a green box and a green arrow pointing to it from the right. The field contains 'Unknown Company|'. Below this, there are fields for 'Vendor Website', 'Vendor Phone', 'Vendor Fax No.', and 'Vendor Email'. The 'Currency' field is still 'CAD'. At the bottom, the 'Distribution Method *' section is highlighted with a green box and a green arrow pointing to it from the right. It includes a note: 'This information will be used by Accounts Payable and Purchasing Services to contact the vendor, if needed.' and a checked radio button for 'Choose the preferred method (Required)'. Below this, the 'Fax' field is checked and contains '555-555-5555', while the 'Email (HTML Body)' field is unchecked.

5a. **Fill in the following fields in the 'Payment Information' box ...**

Choose the **'Commodity Code'** that is the best fit for your purchase from the drop-down list.

Tip: Commodity codes allow eShop to route documents and compare like items. [If needed, there is a complete list of commodity codes and associated account codes available.](#)

Enter the amount of the invoice BEFORE taxes in the **'Payment Amount Before Taxes'** field.

If taxes appear on the invoice, click the 'Is there tax on this invoice' radio box.

Enter the date found on the invoice by clicking on the **'Invoice Date'** field and choosing the date from the calendar.

The screenshot shows the 'Payment Information' section of a form. It is divided into 'Required Payment Information' and 'Optional Payment Information'. The 'Required Payment Information' section includes a dropdown menu for 'Commodity Code *', a text input for 'Payment Amount Before Taxes *', and a checkbox for 'Is there tax on this invoice? (check box for yes)'. The 'Optional Payment Information' section includes a date picker for 'Invoice Date *' with a calendar icon and the format 'dd/mm/yyyy'. Three green arrows point to the 'Commodity Code' dropdown, the 'Payment Amount Before Taxes' input, and the 'Invoice Date' date picker.

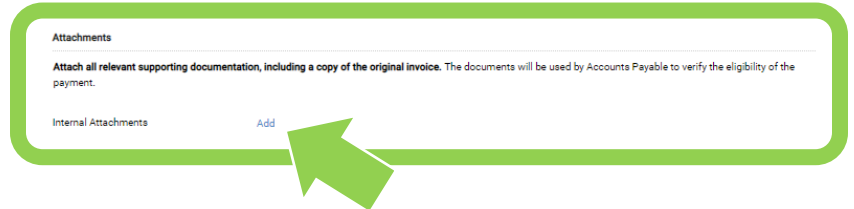
5b. **If the vendor requires payment in a currency other than Canadian or US, complete the fields in the 'Optional Payment Information' box.**

Reach out to eshop@carleton.ca if you have questions.

The screenshot shows the 'Optional Payment Information' section of the form. It includes a text input for 'Vendor Account Number', a text input for 'Vendor Inv #', a date picker for 'Due Date' with a calendar icon and the format 'dd/mm/yyyy', and a dropdown menu for 'Requested Payment Method'. Below this section is a 'Payment Instructions' section with a small text block: 'If the vendor requires a payment in a currency other than Canadian or US, please download the Electronic Payment Form. This form contains personal banking information. To ensure the security of this data, completed forms should be hand delivered to Accounts Payable, 301 Robertson Hall, rather than mailing or emailing them.'

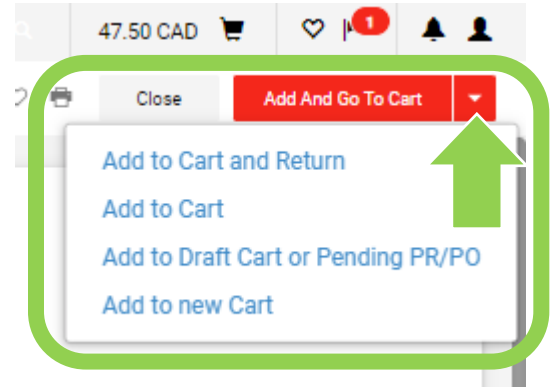
5c. You must attach all relevant supporting documentation (e.g. an invoice).

Click on the blue **'Add'** text and follow the prompts to attach a digital copy of the invoice.



6. Once you have completed the form, click on the red arrow button beside the red 'Add And Go To Cart' button. Choose an option from drop-down menu to add the form to a cart (e.g. 'Add to Cart').

Tip: Cheque Requisition forms should not be added to a card with anything else.



What next?

- Visit carleton.ca/facts/eshop to find more how-to sheets.
 - Questions about the system? Email eshop@carleton.ca or call 613-520-2600 ext.3311.
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