facts FINANCIAL ADMINISTRATION COMMUNITY TRAINING & SOLUTIONS

eShop How-To Sheets

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

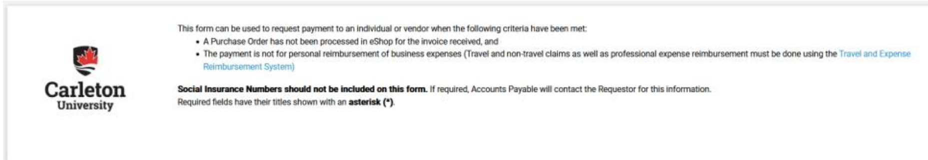
1. Once logged into eShop, scroll down to the **'Forms'** box on the landing page.

   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.



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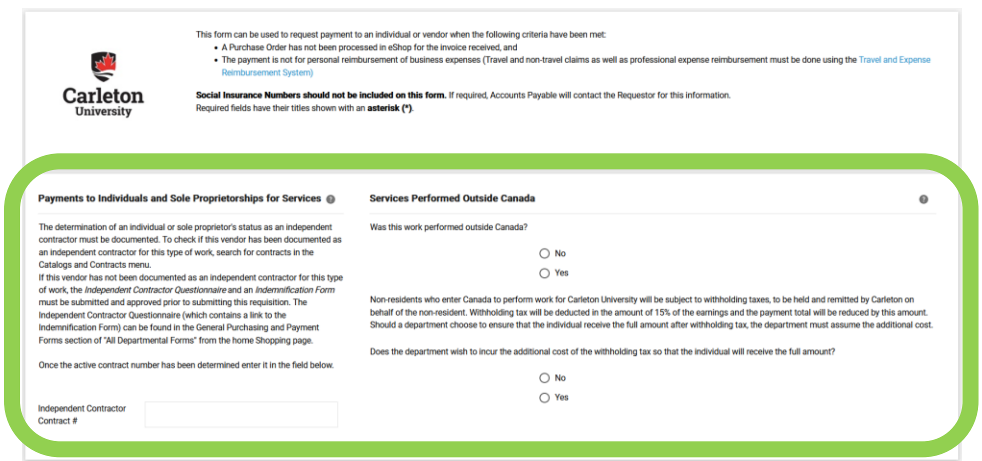
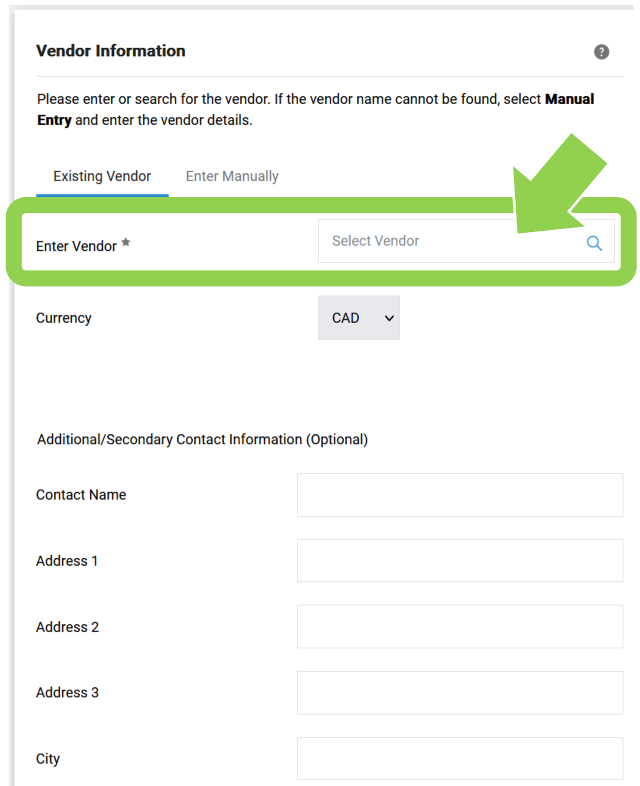
3. The 'Payments to Individuals and Sole Proprietorships for Services' and the 'Services Performed Outside Canada' sections **are ONLY used to request payment to an individual (e.g. an independent contractor).**

   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.

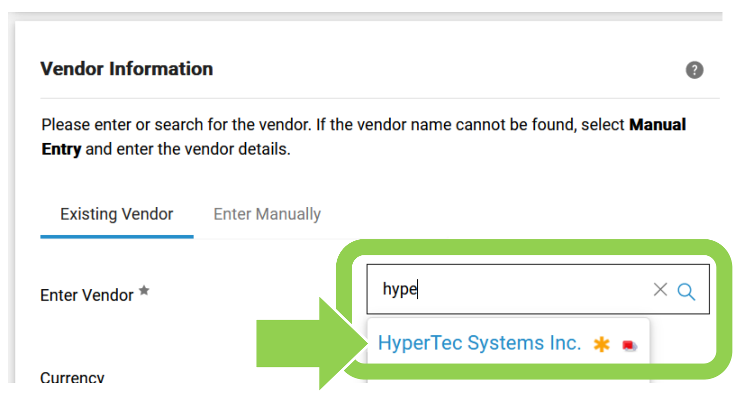


4a. In the **'Vendor Information'** box, begin typing the name of the vendor in the **'Enter Vendor'** field.

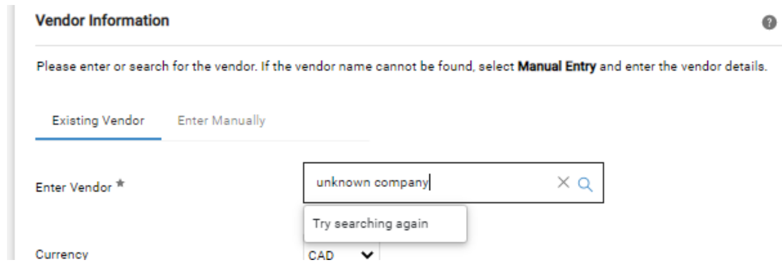
Tip: Only those fields with a star must be filled in (e.g. the 'Enter Vendor' field).



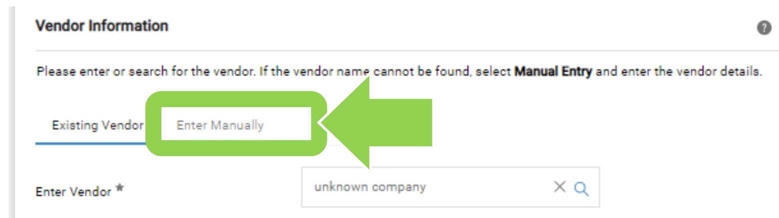
If the name of the vendor comes up, click on it. The information related to that vendor will fill in automatically.



4b. If no result are returned …

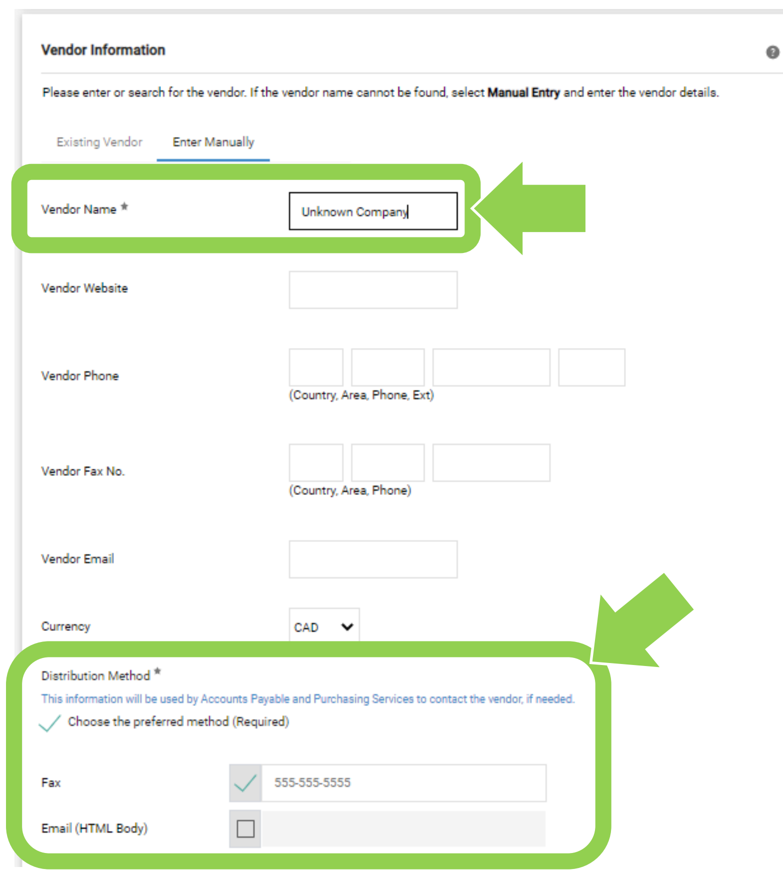


Click the **'Enter Manually'** tab.



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.



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

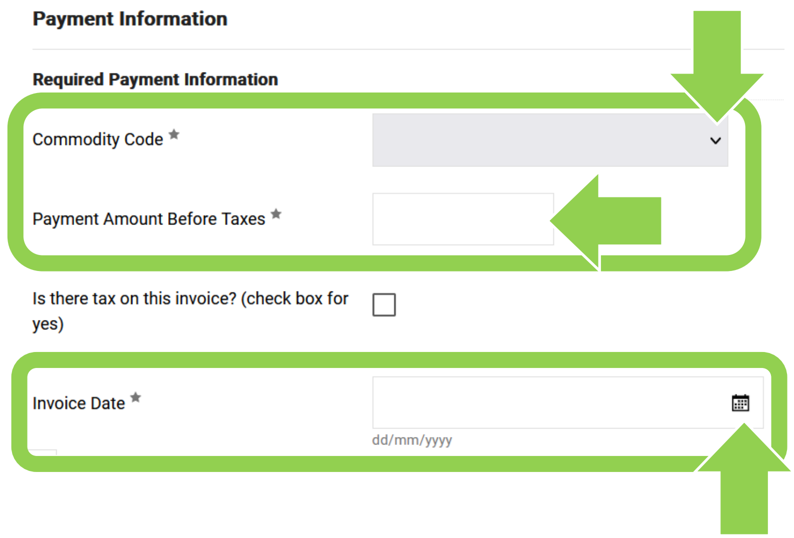
Choose the **'Commodity Code'** that is the best fit for your purchase from the drop-down list.

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.

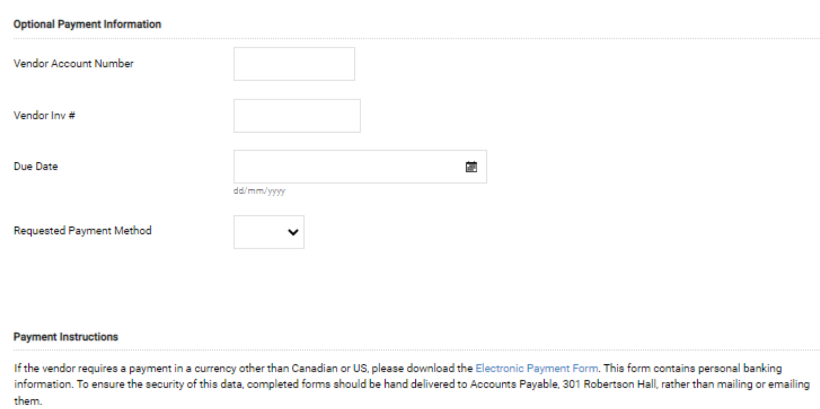
If taxes appear on the invoice, click the 'Is there tax on this invoice' radio box.

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



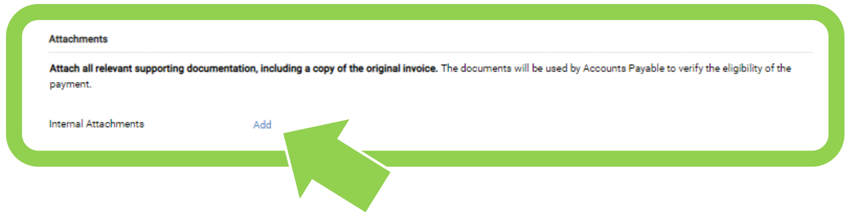
5b. **If** the vendor requires payment in a currency other than Canadian or US, complete the fields in the 'Optional Payment Information' box.

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



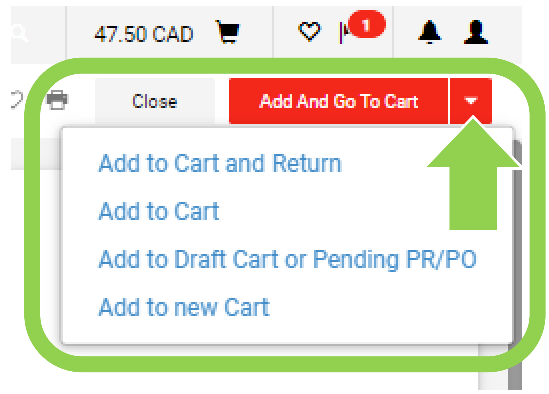
5c. You must attach all relevant supporting documentation (e.g. an invoice).

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.