

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,
 - invoice is not from an Internal Service Provider (ISP) (e.g. FMP, The Print Shop), 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.

Last updated May 24, 2024.

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.

The screenshot shows the top of a form with the Carleton University logo on the left. To the right, there is a block of text providing instructions and disclaimers. The text includes: 'With some exceptions, this form can be used to request payment to a Vendor when the Total Procurement Value of the goods or services is less than \$25,000.00 (pre-tax). When a procurement is greater than \$25,000, departments must use the Purchase Requisition form to ensure proper approval and is placed before goods are ordered or services begin. Please do not use this form if: • A Purchase Requisition Form has already been processed in eShop for the invoice received. (Depending on the value of the PO that was issued, you may need to receipt your Purchase Order) or • The payment is 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)'. Below this, it states: 'Social Insurance Numbers should not be included on this form. If required, Accounts Payable will contact the Requestor for this information. Required fields are shown with an asterisk (*)'.

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 'Close' button in the upper right-hand corner of the screen.

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

The screenshot shows a section of the form titled 'Payments to Individuals and Sole Proprietorships for Services'. It contains several paragraphs of text and a form field. The text includes: 'If this payment is being made to an Independent Contractor, the determination of the vendor's status as an Independent Contractor (e.g. Individuals or sole proprietors) must be documented with Accounts Payable.' It then asks to check if the vendor has been documented as an independent contractor for this type of work, with instructions to search their name in the Contracts menu. Below this, there are bullet points: 'If this vendor has not been documented as an independent contractor for this type of work, the Independent Contractor Questionnaire and an Identification Form must be submitted and approved prior to submitting this request. The Independent Contractor Questionnaire (which contains a link to the Identification Form) can be found in the General Purchasing and Payment Forms section of 'All Departmental Forms' from the Home Shopping page.' and 'If this vendor has been documented as an independent contractor, enter their ID# number in the field below.' There is a text input field for the '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. Next, move to the 'Vendor Information' box.

In the '**Vendor Information**' box, begin typing the name of the vendor in 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.

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 ▼

Address (if entering a new vendor, please provide the full address)

Contact Name

Address 1

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 ★ Grand 🔍

Currency

Grand And Toy Limited
Doing Business As: Grand & Toy

4b. If no result are returned ...

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

Enter the vendor's details, including ...

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

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 *

Try searching again

Currency ▼

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 *

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

Vendor Name *

Vendor Website

Vendor Phone
(Country, Area, Phone, Ext)

Vendor Fax No.
(Country, Area, Phone)

Vendor Email

Currency ▼

Distribution Method *
This information will be used by Accounts Payable and Purchasing Services to contact the vendor, if needed.

Choose the preferred method (Required)

Fax

Email (HTML Body)

5a. Fill in the fields in the **'Building Ontario Businesses Initiatives Act (BOBIA)'** box.

TIP: Visit Procurement Services' website for additional information on the Building Ontario Initiative Act (BOBIA).

Building Ontario Businesses Initiative Act (BOBIA)

Additional information on the Building Ontario Initiative Act (BOBIA) can be found on [Procurement Services website](#)


Is this an Ontario Business, as defined by the Building Ontario Businesses Initiative Act? *

Yes

No

How did you consider Ontario Businesses in making your purchase decision? *

Please select...



5b. **TIP:** The answer to the 'Is this an Ontario Business, as defined by the Building Ontario Businesses Initiative Act?' question **may** be found in step 4a. Look for the trillium symbol (☘).



Building Ontario Businesses Initiative Act (BOBIA)

Additional information on the Building Ontario Initiative Act (BOBIA) can be found on [Procurement Services website](#)

Is this an Ontario Business, as defined by the Building Ontario Businesses Initiative Act? *

Yes

No

How did you consider Ontario Businesses in making your purchase decision? *

Please select...

5c. **TIP:** When answering the second question, you can find a breakdown of all the drop-down menu options is on Procurement Services' website.

Additional information on the Building Ontario Initiative Act (BOBIA) can be found on [Procurement Services website](#)

Is this an Ontario Business, as defined by the Building Ontario Businesses Initiative Act? *

Yes

No

How did you consider Ontario Businesses in making your purchase decision? *

Please select...

Vendor Informati...

Please select...

- Invited only Ontario Businesses to provide (a) quotation(s).
- 10% preferential margin given to Ontario Businesses who provided quotations
- Exception - goods or services not available from an Ontario Business
- Exception - purchase from a Vendor of Record/Qualified Supplier List/Standing Offer
- Exception - emergency, treasury, legal, commercial sale or resale
- Not Applicable



6a. 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.


Payment Information

Required Payment Information

Commodity Code *

Payment Amount Before Taxes *

Is there tax on this invoice? (check box for yes)

Invoice Date * 
dd/mm/yyyy


6b. 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.

Optional Payment Information

Vendor Account Number

Vendor Inv #

Due Date 
dd/mm/yyyy

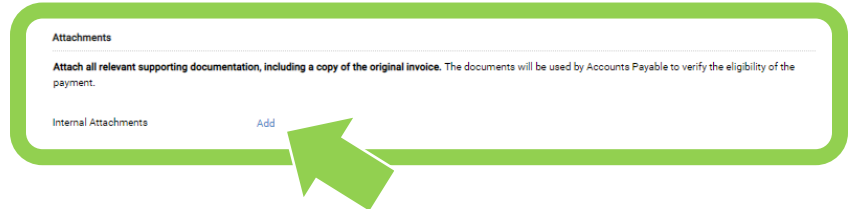
Requested Payment Method

Payment Instructions

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.

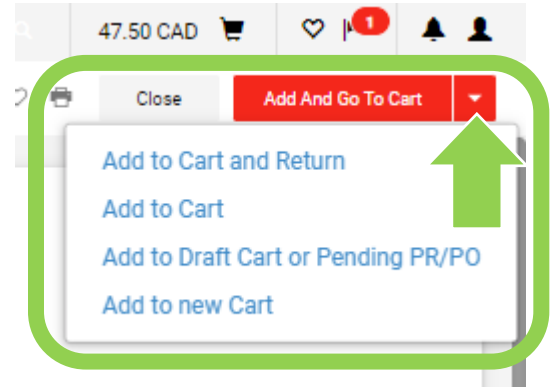
6c. You must attach all relevant supporting documentation (e.g. an invoice).

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



7. 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 cart 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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