Accounts Payment Vendor Transmittal Training
This training provides information on how to submit your AP Vendor Transmittal Form.

If you any questions or issues using this form, please e-mail accounts payable@memphis.edu
The Transmittal Form can be accessed through mymemphis Finance Tab
You will likely be prompted to log in using your Memphis single-sign on credentials and to confirm with Duo. The form will appear as follows:
Enter the vendor UID number (i.e. the Banner ID of the vendor)
The remaining fields will be populated with the details directly from Banner. If the vendor is new, send the Company W-9 or Individual W-9 and ID to [accountspayable@memphis.edu](mailto:accountspayable@memphis.edu) for new vendor setup.

<table>
<thead>
<tr>
<th>UID:</th>
<th>U00004989</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>W W Grainger Inc</td>
</tr>
</tbody>
</table>
The information from the vendors invoice must be accurately entered. Required fields are the vendor invoice number and the dollar amount. If you check “Yes” for PO number, enter the PO number and Receipt number.
Enter the details of the FOAPAL along with the dollar amount. If the FOAPAL is being split, add an additional row and enter FOAPAL with dollar amount. The account information must be accurately entered, or you will receive an error message.
Please upload the invoice and or the below forms with an approval signature from the financial manager or designee. The signature is needed along with supporting documents for payment processing.

List of items that can be submitted for payment:

- Invoice
- Check Request
- Payment to Contractors (Includes Honorarium)
- Research Participants
- Cash Reimbursement- Student / Guest
- Meal Reimbursement-Student / Guest
- Stipend (Non-University Student Only)

All forms need supporting documentation attached to the Vendor Payment Transmittal Form. If your request does not have a purchase order number and receipt number an approval signature from the financial manager or designee is needed on the invoice or form.

Please submit one (1) Vendor Payment Transmittal Form per payment request.
Click the attachment button to upload the documents.

This will launch the upload files dialog. Click the “Upload Files” link to attach one or more files, and when done click “Close”
Request check for pickup
Click Yes or No, If you check Yes, enter the following information below:

Hold Check for Pickup?
Yes

Name of Person Picking Up Check:
Christie Ransom

Email:
csransom@memphis.edu

Phone Number:
(901) 678-3221

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Click “Submit” to route your form for payment processing.
You will receive an email notification for your records. Example below:

The vendor payment transmittal requesting payment for **U00004989 WW Grainger Inc**, invoice check request 67854, is in the Accounts Payable queue for processing. Please reference document I0882775 for proof of payment.