



Accounts Payment Vendor Transmittal Training

Vendor Payment Transmittal Form

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 accountspayable@memphis.edu

Accessing the Form

The Transmittal Form can be accessed through mymemphis Finance Tab

The screenshot shows the myMemphis website interface. At the top left is the University of Memphis logo, consisting of a stylized 'U' and 'M' with the text 'THE UNIVERSITY OF MEMPHIS'. Below the logo is a dark blue navigation bar with the word 'FINANCE' in white. Underneath this bar is a horizontal menu with several items: 'myMemphis', 'Home', 'UofMOnline', 'Employee', 'Finance' (which is highlighted with a yellow background), and 'Workflow'. Below the menu, the main content area is titled 'Travel, Expense, and Vendor Payments'. Under this title, there are three links: 'Vendor Payment Transmittal Form' (highlighted with a yellow background), 'Chrome River Travel and Expense', and 'Chrome River Travel & Expense TEST System'.

Accessing the Form

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:

The screenshot displays the etrieve | CENTRAL web application interface. On the left is a navigation sidebar with sections for Flow, Forms, and Reports. The 'Forms' section is active, showing a list of form categories such as Accounts Payable, CARES, and CCFA. The 'Vendor Payment Transmittal' form is selected and displayed in the main content area. The form includes the University of Memphis logo, a search bar, and a list of form categories. The main form content includes a notice about the processing period (7 to 10 business days) and input fields for Originator Name, Email, Phone, and Date. Below these fields are three buttons: 'Request a New Vendor UID?', 'Find a Vendor's UID?', and 'Locate Vendor Invoice #?'.

etrieve | CENTRAL

Flow

- Inbox >
- Activity >

Forms

- Forms >
- Drafts >

Reports

- Reports >

Forms

Search Forms

Accounts Payable ▾ COLLAPSE ALL

Vendor Payment Transmittal

CARES ▾

Conditional Enrollment Agreeeme...

CCFA ▾

CCFA - Request for Absence or R...

CFO ▾

Records Disposal and Authorizat...

College of Health Sciences - Internships ▾

CHS - Agency Acceptance of Stu...

CHS - Student Internship Applic...

THE UNIVERSITY OF MEMPHIS

Vendor Payment Transmittal

The processing period for payment requests is 7 to 10 business days.

Originator Name:

Christie S Ransom

Email:

cstransom@memphis.edu

Phone:

Date:

05/17/2023

How Do I...

Request a New Vendor UID?

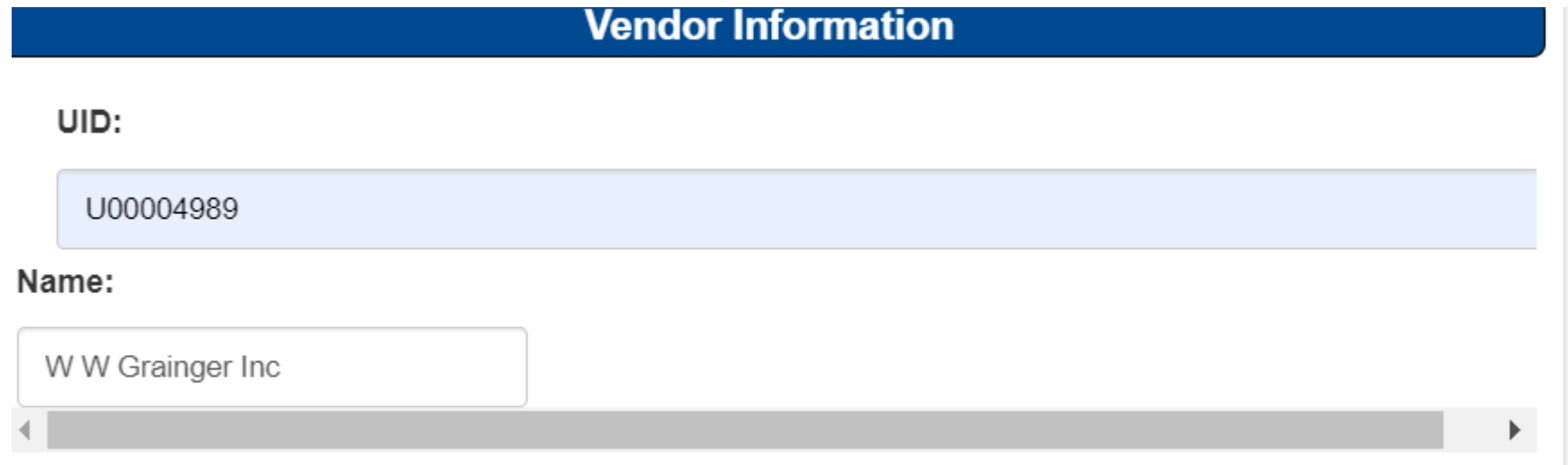
Find a Vendor's UID?

Locate Vendor Invoice #?

Vendor Information

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 for new vendor setup.



The screenshot shows a web form titled "Vendor Information" in a blue header. Below the header, there are two input fields. The first is labeled "UID:" and contains the text "U00004989". The second is labeled "Name:" and contains the text "W W Grainger Inc". Below the name field is a horizontal scrollbar. The form is displayed within a browser window, indicated by a vertical scrollbar on the right side.

Vendor Information

UID:
U00004989

Name:
W W Grainger Inc

Vendor Information

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.

Vendor Information

UID:
U00004989

Name:
W W Grainger Inc

Payment Information

Is there a Purchase Order associated with the Invoice?
Yes

Enter the Purchase Order number:
P0000000

Vendor Invoice #:
67854

Payment Amount:
\$ 600.00

Tigerbuy Receipt #:
Y00000000

Payment Information

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.

Payment Information	
Is there a Purchase Order associated with the Invoice?	
No	
Vendor Invoice #:	
67854	
Payment Amount:	
\$	600.00
Is the cost split over multiple FOAPAL?	
No	
Index:	
262200	
Fund:	
110001	
Organization:	
511000	
Account:	
74500	
Program:	
4600	

Supporting Documents

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:

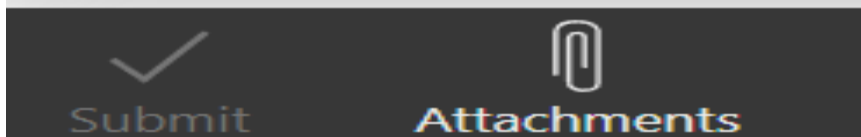
- Invoice
- Check Request
- Payment to Contractors (Includes Honorarium)
- Research Participants
- Cash Reimbursement- Student / Guest
- Meal Reimbursement-Student / Guest
- Stipend (Non-University Student Only)

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.

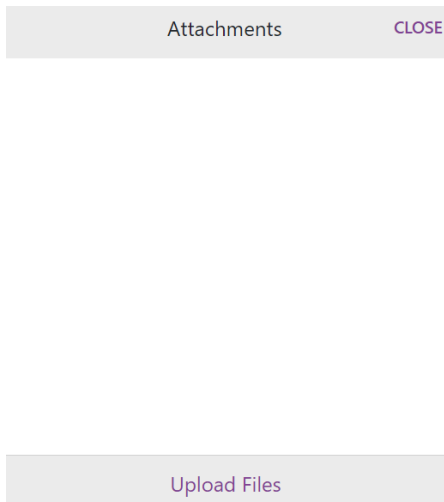
Please submit one (1) Vendor Payment Transmittal Form per payment request.

Form Submission

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”



Form Submission

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) 678-3821 x_____

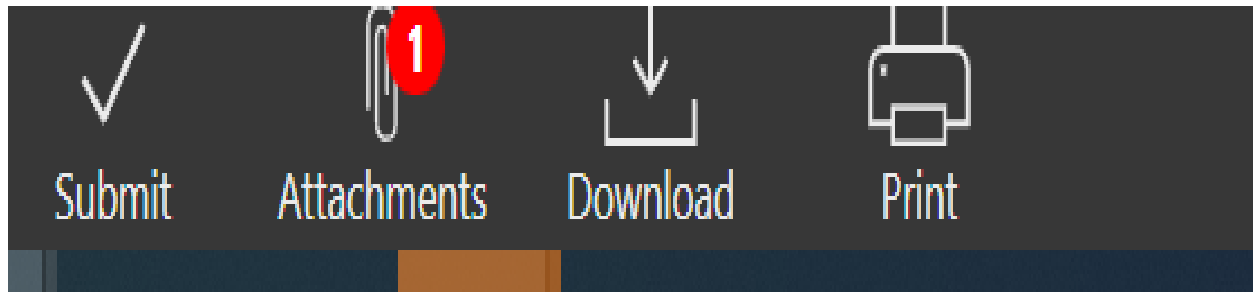
An Equal Opportunity/Affirmative Action University

Revised: 05-2023

VPT:

Submit The Form

Click “Submit” to route your form for payment processing.



After the Form is Submitted

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.