



# Drexel University P2P Transformation

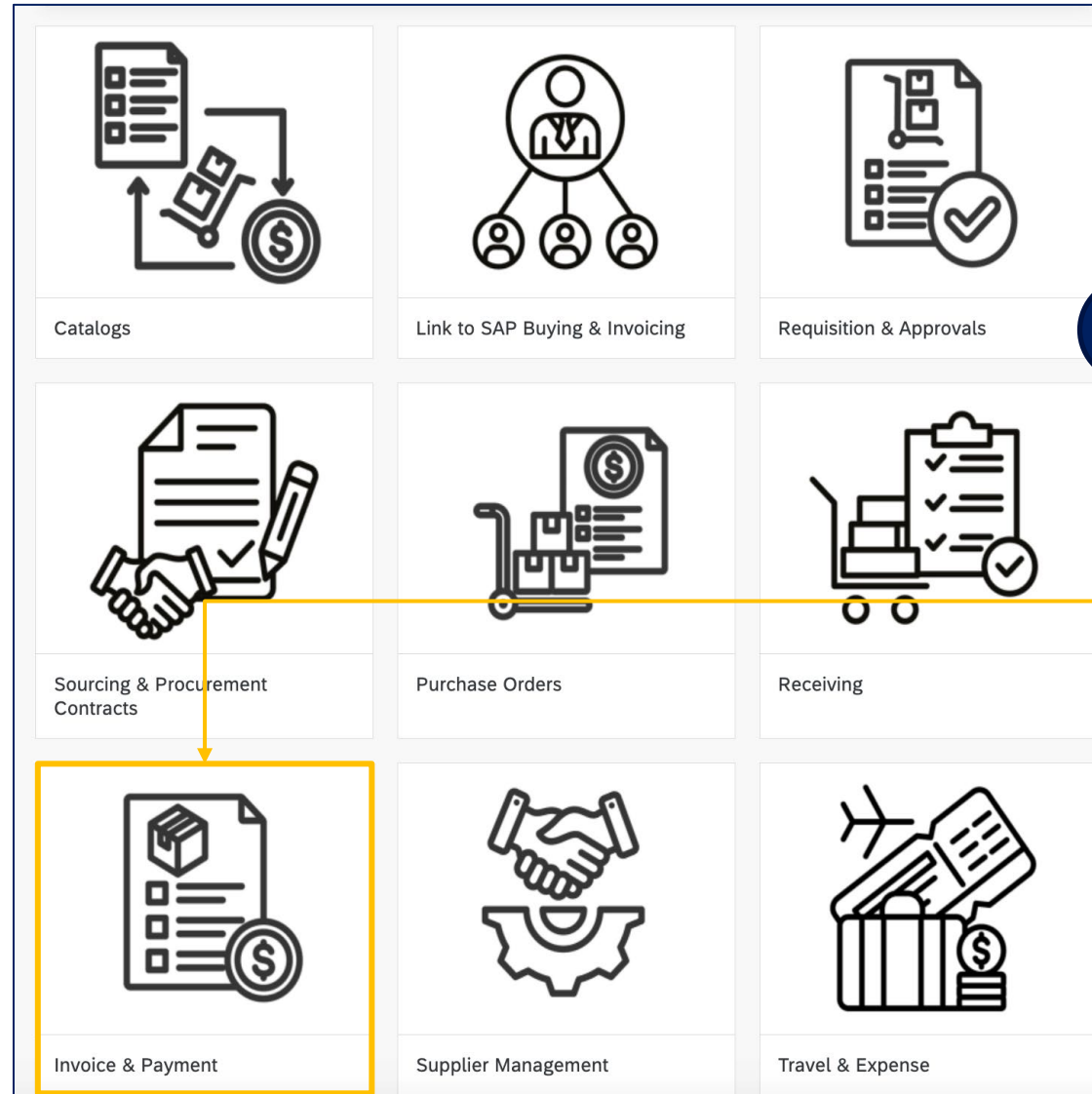
Recurring Payment Request Form

# Agenda

- Navigate to the Recurring Payment Request Form
- Complete the form
- Submit form for approval

# Guided Buying – Recurring Payment Request Form

- Log into the Guided Buying site via SSO





1

Click on the "Invoice & Payment" tile


# Guided Buying – Recurring Payment Request Form


Invoice & Payment


Submit On-Call Confirming Order  Website

Submit PO-Based Invoice  Website

Invoicing

View Your Invoices  Website

View Invoices to Approve  Website


Link to SAP Buying & Invoicing  Website

Recurring Payments

**Custom form**

**Recurring Payment Request Form**

Request recurring payment to the supplier for an agreement already in-place

View Your Payment Request Forms  Website

2

Click on Recurring Payment Request form tile

# Guided Buying – Recurring Payment Request Form

- Note to use this form an agreement with the supplier must already exist. You must enter a valid Contract Workspace ID (CW#) to initiate the request

Recurring Payment Request Form New Cancel Save Submit

To use this request form, an agreement with the supplier must already exist. You must enter a valid Contract Workspace ID (CW#) to initiate sending recurring payments to the supplier on the agreed upon terms.

**3** Complete all required header fields

**4** Select the requester from the dropdown list

**5** Enter the Contract Workspace Reference ID

Title: \*

Description of goods/services: \*

Commodity Code: \* Select

Requester: \* Select

Contract Workspace Reference ID: \* ID starts with: CW###



# Guided Buying – Recurring Payment Request Form

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Supplier Information

Supplier \* Select

Select the supplier from the dropdown list

The pop-out button can also be used to search for suppliers

# Guided Buying – Recurring Payment Request Form

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Enter the total contract amount and the amount to be charge per payment

## Payment Details

Total contract amount: \*  USD - US Dollar

Amount per payment \*  USD - US Dollar

Payment frequency \*  Monthly  
 Quarterly  
 Semi-annually (2x/year)

Select the payment frequency – the cadence at which the payments should be charged

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Enter dates for when the first and final payment should be sent

First payment date (must be date in the future) \*

Last payment date (must be date in the future) \*

What day of the month will this recurring payment occur? \*

Indicate which day of the month the payment should occur (e.g., the 15<sup>th</sup>)

# Guided Buying – Recurring Payment Request Form

## Accounting

The maximum number of splits allowed is across two cost centers (ex: Chart, Fund, Org, Account etc.).

10  
Set the Chart, Fund, Org and Account. Note Activity and Location are optional fields.

The pop out button can be used to browse all

Chart *	Select	▼	🔗
Fund *	Select	▼	🔗
Org *	Select	▼	🔗
Account *	Select	▼	🔗
Activity	Select	▼	🔗
Location	Select	▼	🔗

Does this require split \* accounting?

Yes  
 No

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If split accounting is required select yes and indicate the split % as well as the additional cost centers. Otherwise leave as no.

Note the maximum splits allowed is 2 and the split % must total 100%



# Guided Buying – Recurring Payment Request Form

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Expand the approval flow section to review required approvals

∨ Approval ↻

Changes to the form may affect the approval process. Click the refresh icon to see the most current process.

Cancel Save Submit

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Click submit to submit the Recurring Payment Request Form. Note: The save button can be used at any time to save the form and come back to it later.