

SABO Vendor Payment Request Guide



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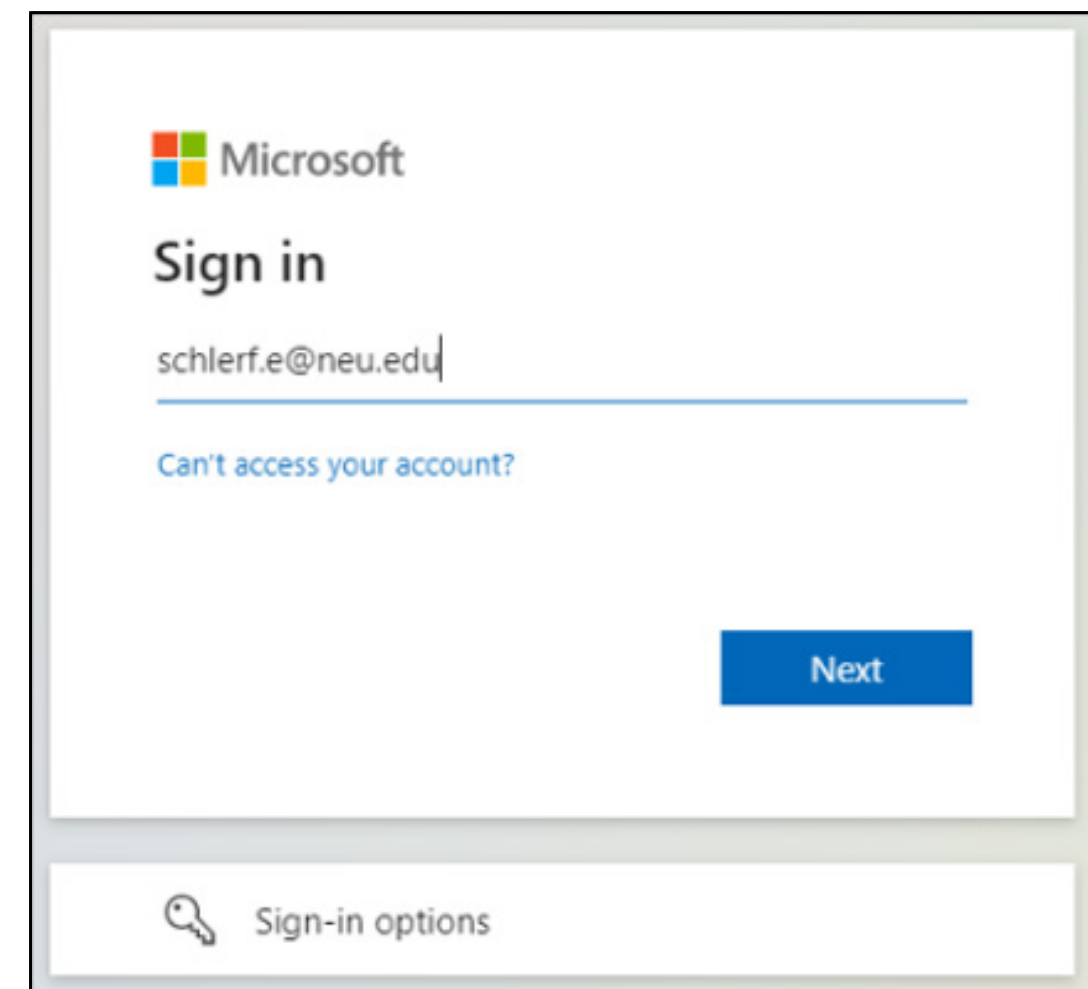
How to access the Vendor Payment Request Form

STEP 1: User Dashboard Link for Students

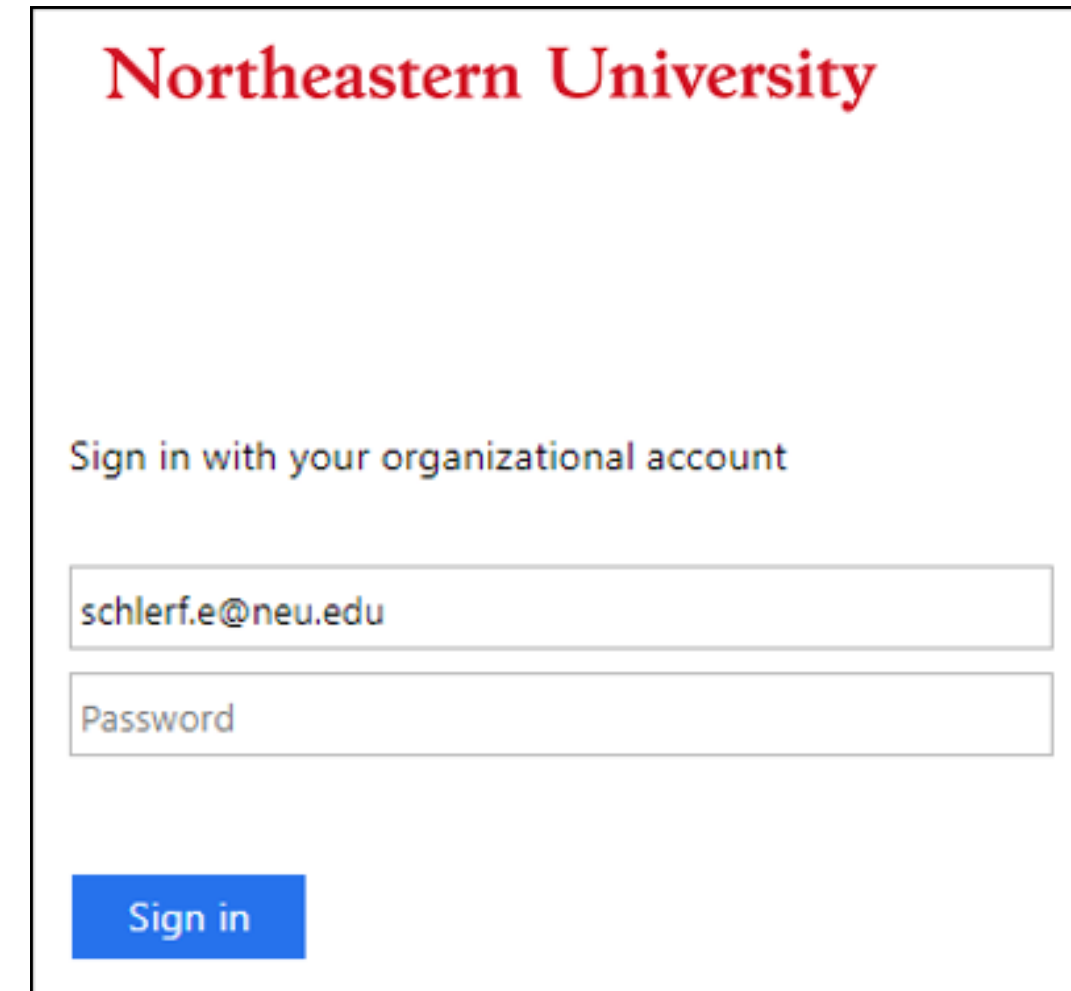
Visit this weblink for the Vendor Payment Request form [Vendor Payment Request Form Link](#)

*Note: The system is best compatible for use on the latest Firefox, Chrome, Edge, or Safari browsers.
The system is not responsive on mobile / tablet screens.*

STEP 2: Enter Your Credentials

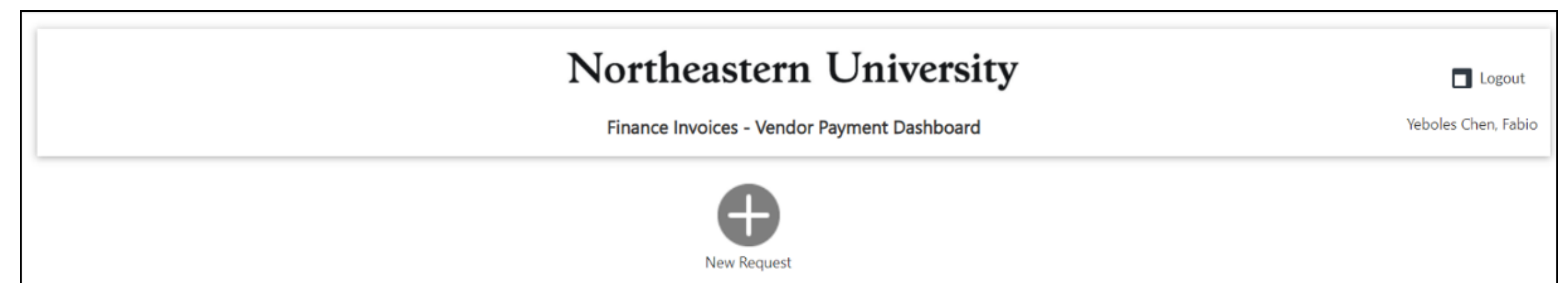


Log in to the system using *yourusername@neu.edu* as shown in the screenshot below, and click on the **Next** button:



You will be redirected to the Northeastern University Organizational Account sign in page, enter your credentials and click on the **Sign in** button:

You will be redirected to the following landing page for the Vendor Payment request form:

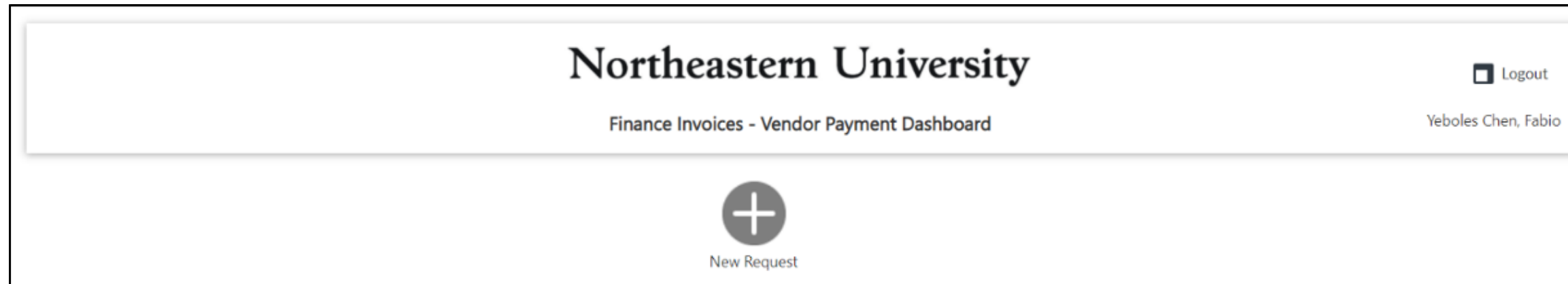


How To Submit a Vendor Payment Request

STEP 1: Click on the New Request Button

Click on the **New Request** button on the user dashboard page.

Note: Invoices and vendor payment requests have a one-to-one relationship. For each additional invoice, a user needs to submit a new request.

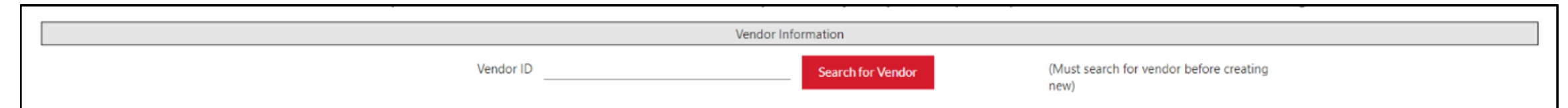


- A) Select the first option if the payment request does not involve a CSI Contract
- B) Select **both** options if the payment request should include a CSI Contract



Please note: A contract is generally required to make payments to individual service providers (i.e., performers, Speakers, DJ's).



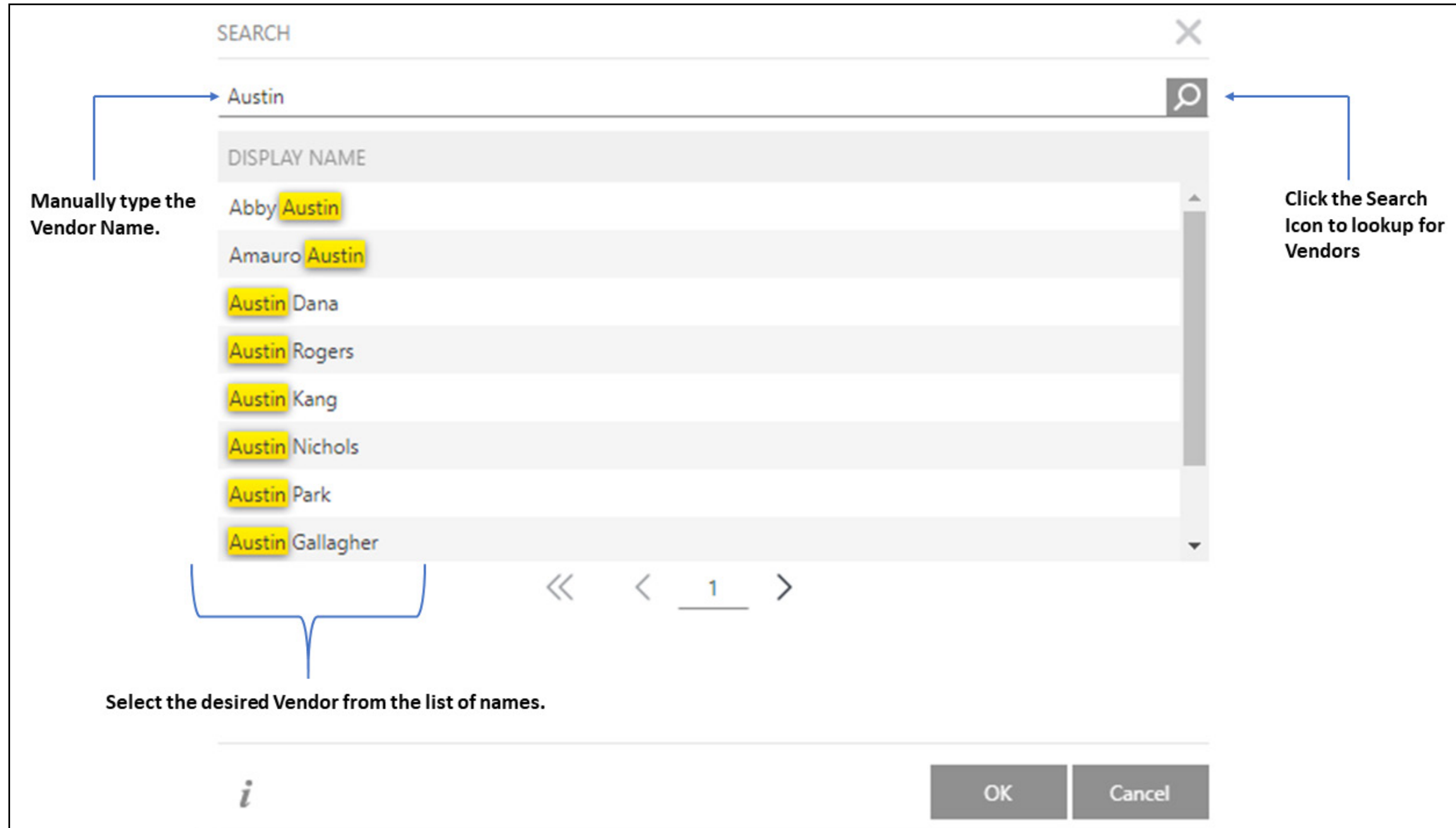
STEP 2: Enter Vendor Information



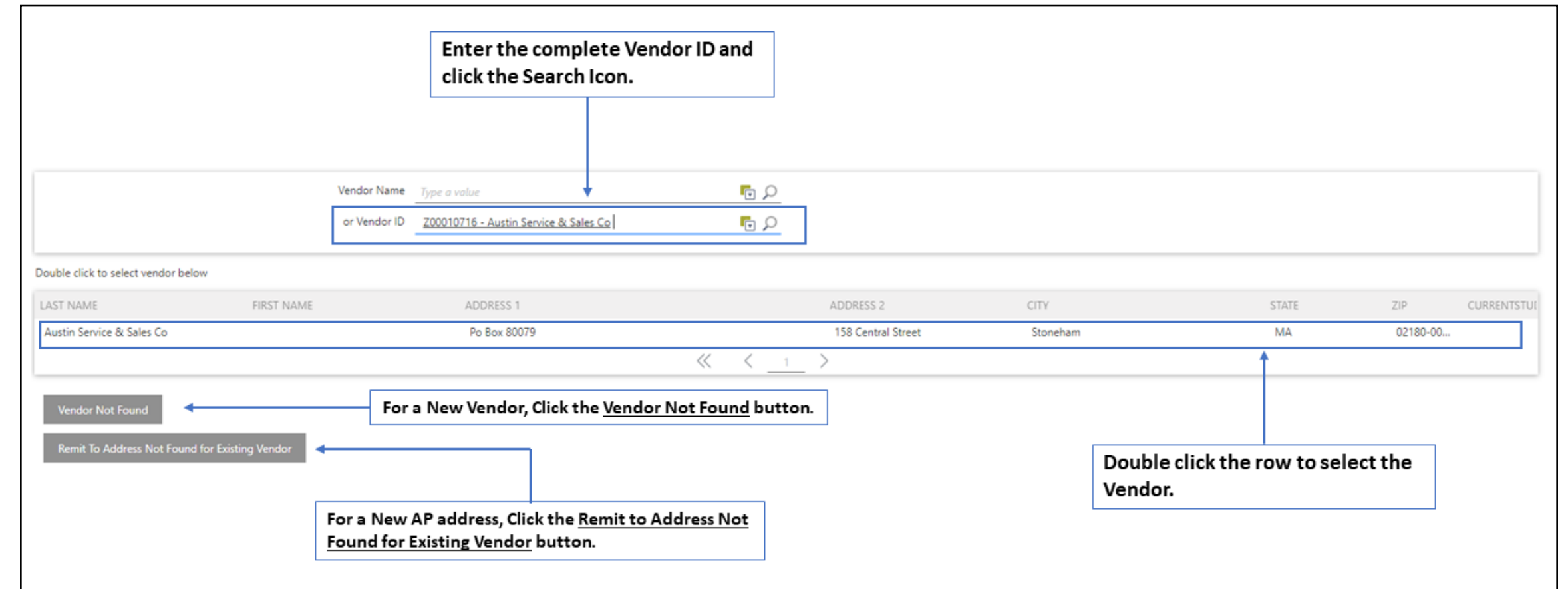
In the **Vendor Information** section, take the following steps:

- a. Click on the **Search for Vendor** button.
- b. To search by **Vendor Name or Vendor ID**, click the  button
- c. Enter the vendor's name - First Name or Last Name or any partial match can be used.
- d. Click  to display all the results matching the name entered from above.

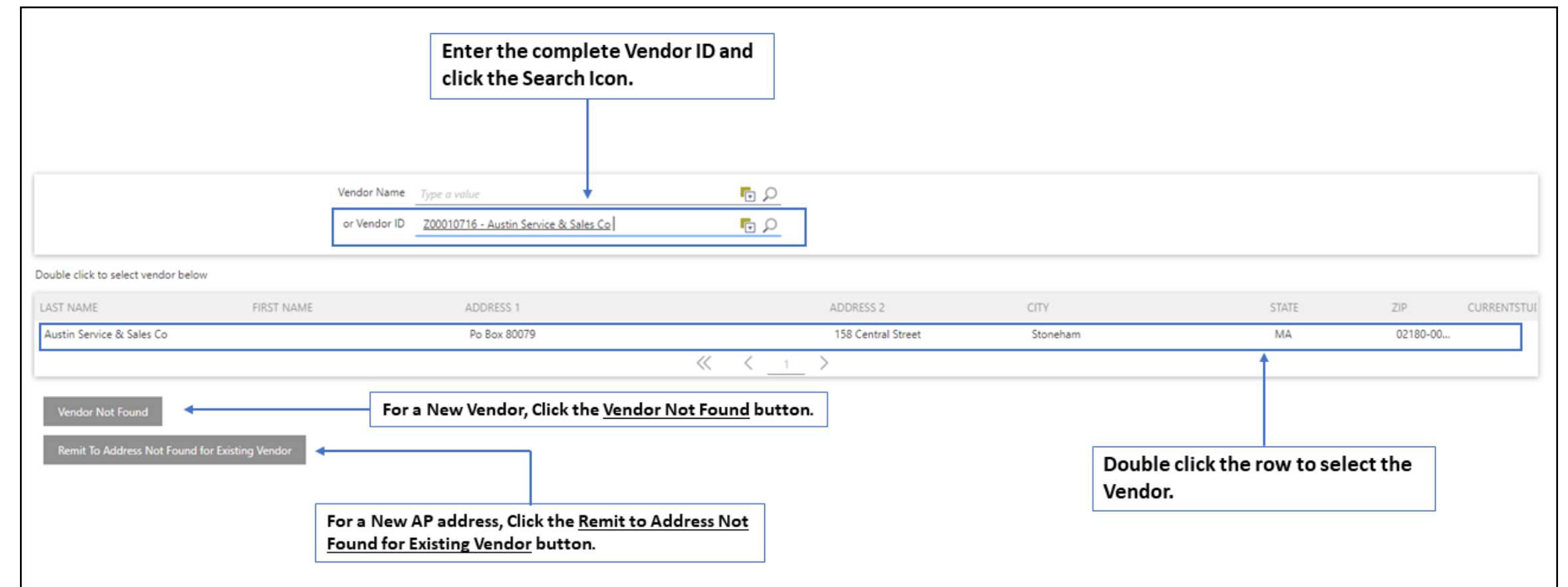
- e. Select the correct vendor address that matches the invoice remit to address from the list and click **OK**.



- f. If the desired vendor exists, select the vendor and the available vendor addresses will auto-populate as shown below.



- g. Once the vendor details are visible on the box below, double-click to select the vendor address that matches the invoice remit to address and go Step 3.



- h. If the vendor does not exist in the system, Click the **Vendor Not found** button.
- i. In case the vendor does not exist in the system, new vendor information must be entered. Manually enter the following details for the new vendor:

- Vendor Name
- Address
- City
- State
- Zip

Vendor Information

Vendor ID (Must search for vendor before creating new)

New Vendor

Vendor Name*

Address*

Address Line 2

City* State* Zip*

- j. The **New Vendor** check box will be checked automatically

- k. In case of a new vendor, attach a W-9.

Enter the complete Vendor ID and click the Search Icon.

Vendor Name

or Vendor ID

Double click to select vendor below

LAST NAME	FIRST NAME	ADDRESS 1	ADDRESS 2	CITY	STATE	ZIP	CURRENTSTU
Austin Service & Sales Co		Po Box 80079	158 Central Street	Stoneham	MA	02180-00...	

Vendor Not Found

Remit To Address Not Found for Existing Vendor

For a New Vendor, Click the **Vendor Not Found** button.

For a New AP address, Click the **Remit to Address Not Found for Existing Vendor** button.

Double click the row to select the Vendor.

- l. If the vendor exists in the system but the correct Remit to Address is not, click the **Remit To Address Not Found for Existing Vendor** button.
- m. In this case, a new vendor address must be entered. Manually enter the following details for the new AP address:

- Address
- City
- State
- Zip

- n. The **New Vendor** check box will be checked automatically.

Please Note: Remit to Address entered should match address on the invoice. The check will be sent to the Remit to Address.

Vendor Information

Vendor ID (Must search for vendor before creating new)

New Vendor Address

Vendor Name*

Address*

Address Line 2

City* State* Zip*

STEP 3: Add Invoice Details

In the **Invoice Details** section, the following fields are to be entered.

- Enter the **Invoice Number**.
- Enter the **Invoice Date**. The date on the invoice cannot be in the future. For example, if today's date is February 10, 2021, the Invoice Date cannot be 2/11/2021 or 2/12/2021 and so on.
- Enter information into "Comments for AP" if applicable.
- Enter a value in the "Commodity desc" if information needs to be printed on a check.

The screenshot shows a form with two main sections. The top section is titled "Vendor Information" and includes fields for Vendor ID, Vendor Name, Address (Address Line 1 and 2), City, State, and Zip. There is a "Search for Vendor" button and a note: "(Must search for vendor before creating new)". The bottom section is titled "One Payment Request Per Invoice" and includes fields for Invoice Number, Invoice Date, Comments For AP, Commodity Desc (will appear on check), and a Credit Memo checkbox.

STEP 4: Assign Index Numbers, Account Codes, and Amounts (Line Items)

- In this section, click on the **+ Add** button to add a new item.
- Select the desired **INDEX** number that will be charged to pay the Invoice by entering either the name of the student group or Index code.
 - If you have trouble locating your index number, please visit the [SABO website](#)

The screenshot shows a dropdown menu for selecting an index number. The menu is open, showing a list of index numbers and their descriptions. The first item is "800055 - Participation Campaign" with an amount of "\$0.00". Other items include "800056 - Nu Pep Band", "800057 - Cao Popular Programs", "800058 - Latin American Student Organization", "80006 - GPSA Admin & Group", "800060 - Student Activity Fee Reserve". There are "Apply" and "Refresh" buttons at the bottom of the dropdown.

- Select the desired **Account Code** by entering the description or Account code

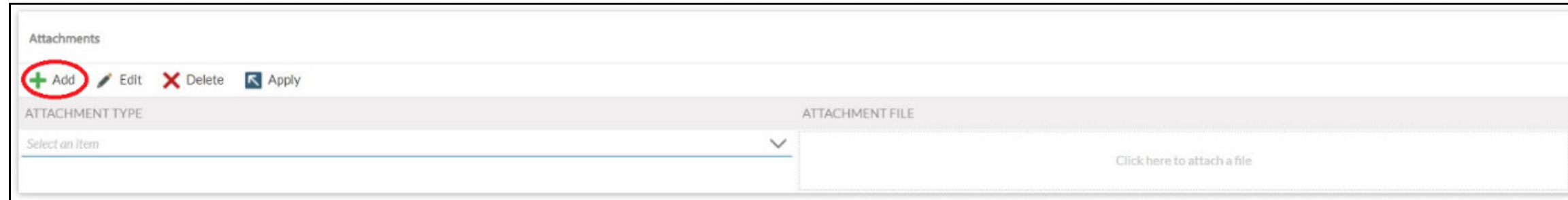
The screenshot shows a dropdown menu for selecting an account code. The menu is open, showing a list of account codes and their descriptions. The first item is "800024 - Ballroom Dance Club" with an amount of "\$0.00". The second item is "73301 - Office Supplies". There are "Apply" and "Refresh" buttons at the bottom of the dropdown.


- If applicable, Select **COVID** for **Activity Code**. - **N/A** for student groups and club sports
- Type in the amount in the amount section. *Please note: the amount can only be positive.*
- Click **Apply** to save the line item.

STEP 5: Attach Supporting Documentation

Please note: Submitter needs to attach an invoice as supporting documentation unless payment is a donation.

- a. In the **Attachments** section, click on the  button to add an attachment to the list.



- b. Select the Type as follows:
- W-9
 - Invoice
 - Contract
 - Other: *This can be used to attach memos for donations to charity.*
- c. Click the **Attachment File** to attach a file from your local system. Navigate to the correct folder location and click “Open” to attach the file.
- d. Click  to finish adding and save the attachment line item to your request.

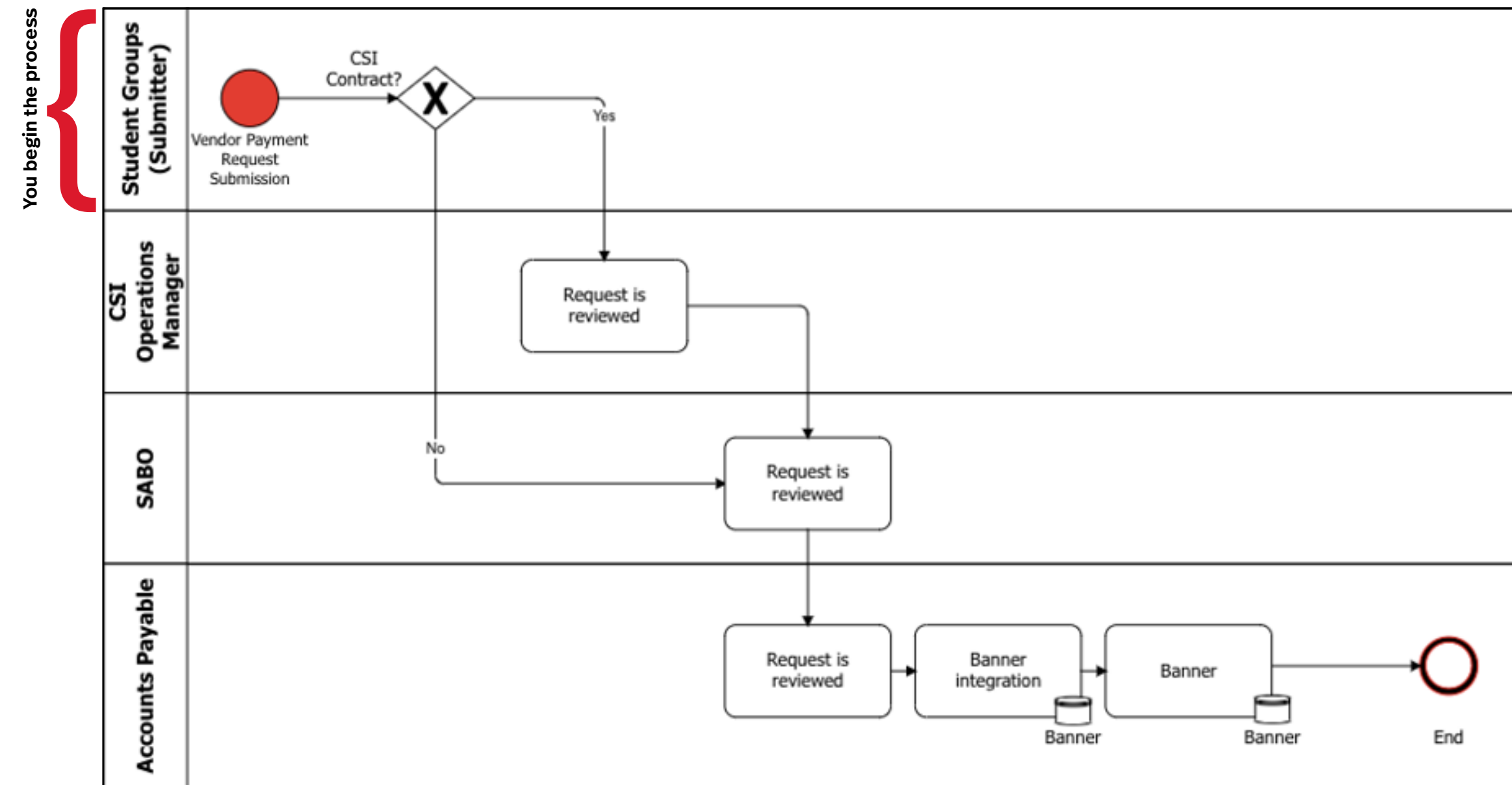
STEP 6: Submit Request

- a. Skim through the entire form and ensure the four sections have been completed:
- Vendor Information
 - Invoice Details (Invoice Number, Invoice Date)
 - Invoice Line Items
 - Attachments (W-9 and Invoice/Comment)
- b. Click on the **Submit** button in the bottom-left corner to submit the request.

Vendor Payment Workflow

SABO Vendor Payment Submission High-Level Workflow

Note: Advisor approval is no longer required. However, if circumstances arise, advisors may be reached out to for additional approval.



Once you submit the Vendor Payment request, the workflow involves three levels of approval (excluding optional additional approvals, such as your student group Advisor):

Level 1 - CSI Operations Manager

If the request is a CSI Contract Request, it will be sent to a CSI Operations Manager, otherwise the request will be sent directly to SABO. A CSI Operations Manager can attach a CSI Contract, if a submitter hasn't done so.

Level 2 - SABO

Student Activities Business Office (SABO) is responsible for approving all requests before they reach Accounts Payable.

Level 3 - Accounts Payable

Every request will ultimately end up in the Accounts Payable queue. This level is responsible for performing Compliance Checks to verify if the appropriate information was entered in the request. This is also the last step before the payment request gets processed in Banner and a check is issued.