Northeastern University
Student Activities
Business Office

# SABO Vendor Payment Request Guide

434J Curry Student Center
northeastern.edu/SABO

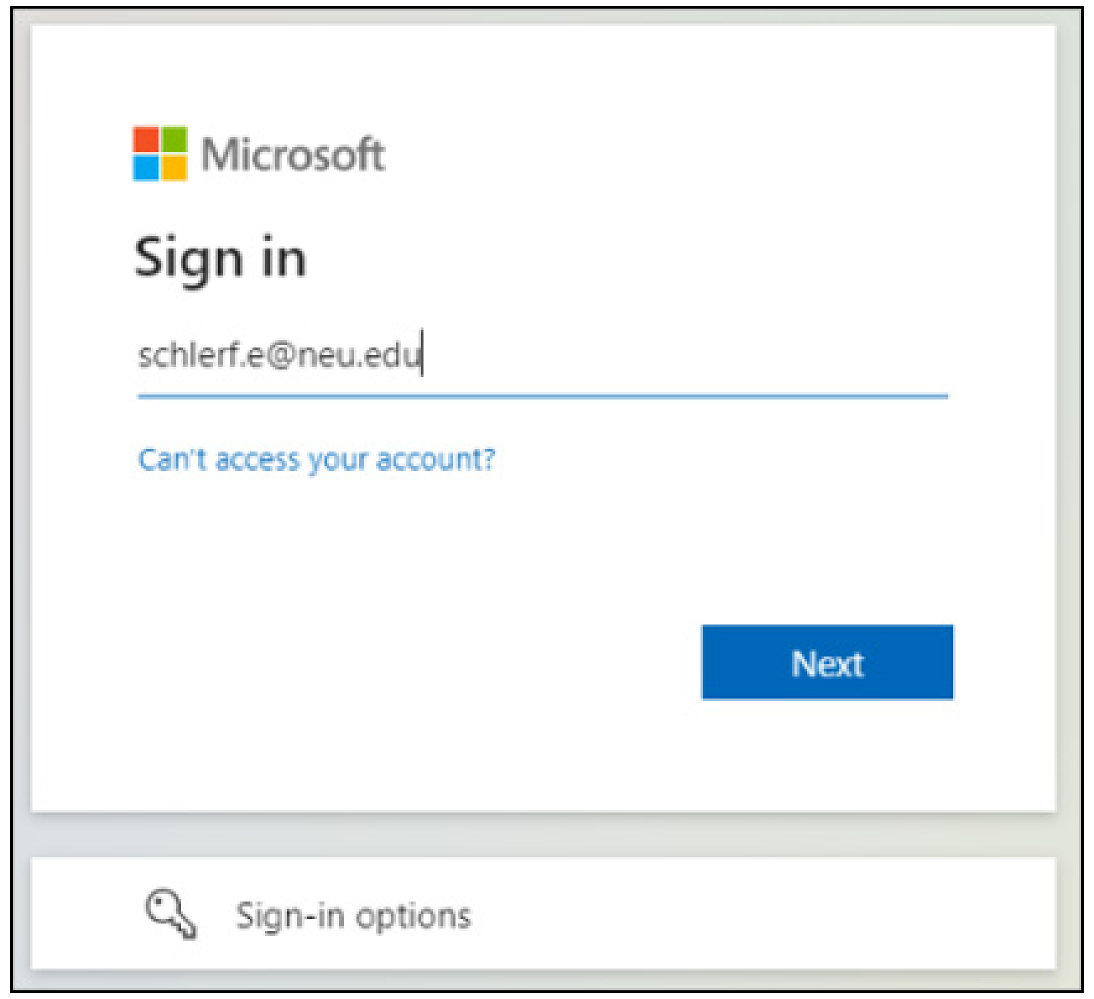
# How to access the Vendor Payment Request Form

### STEP 1: User Dashboard Link for Students

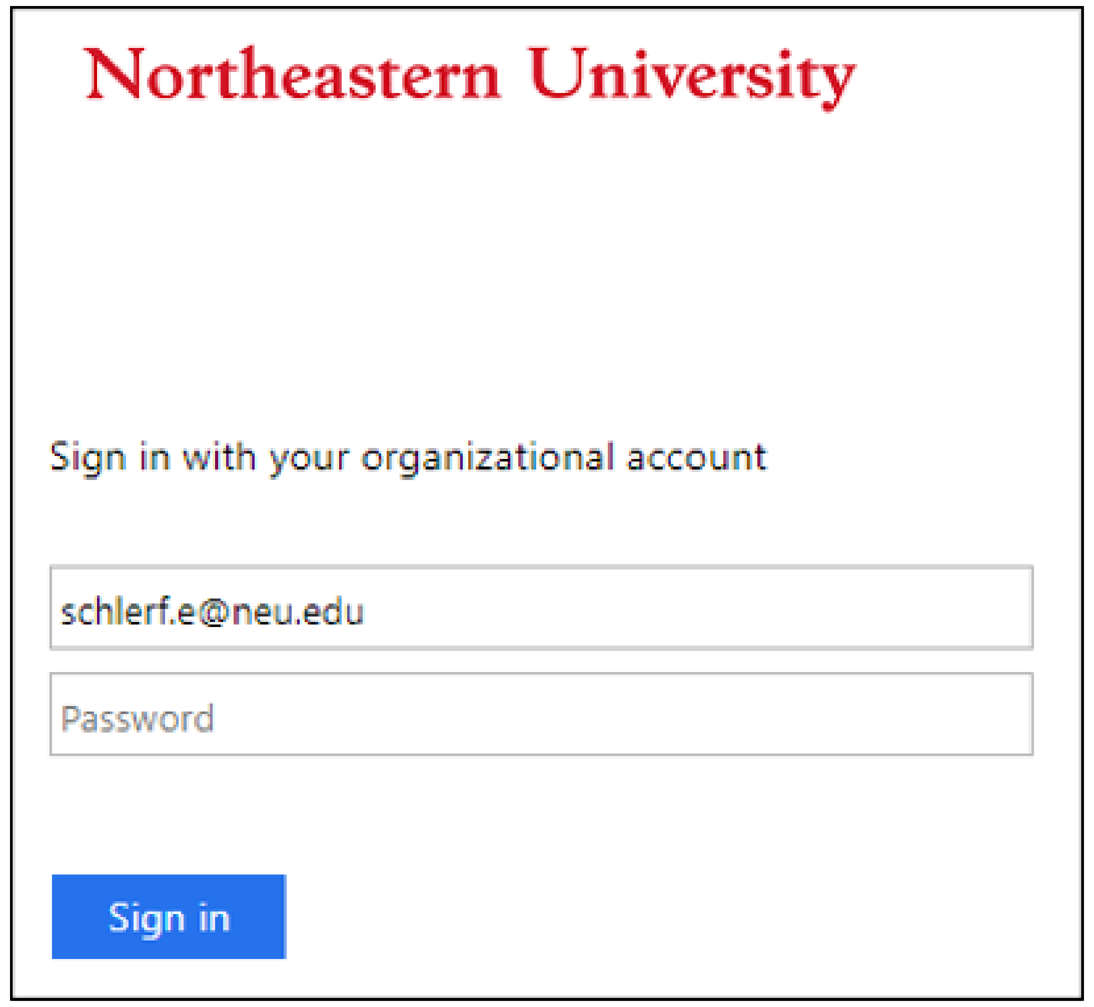
Visit this weblink for the Vendor Payment Request form **Vendor Payment Request Form Link**

> *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

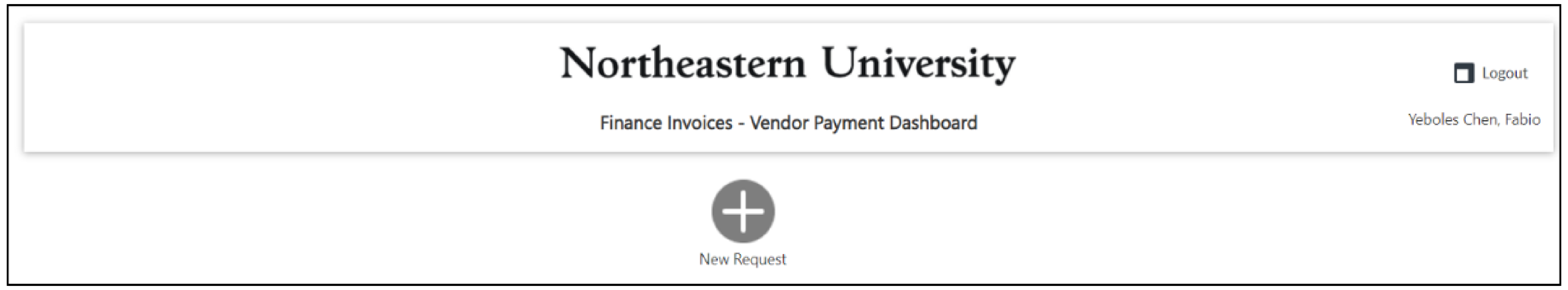



Log in to the system using *yourusername@neu.edu* as shown in the screenshot below, and click on the **Next** button:




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:

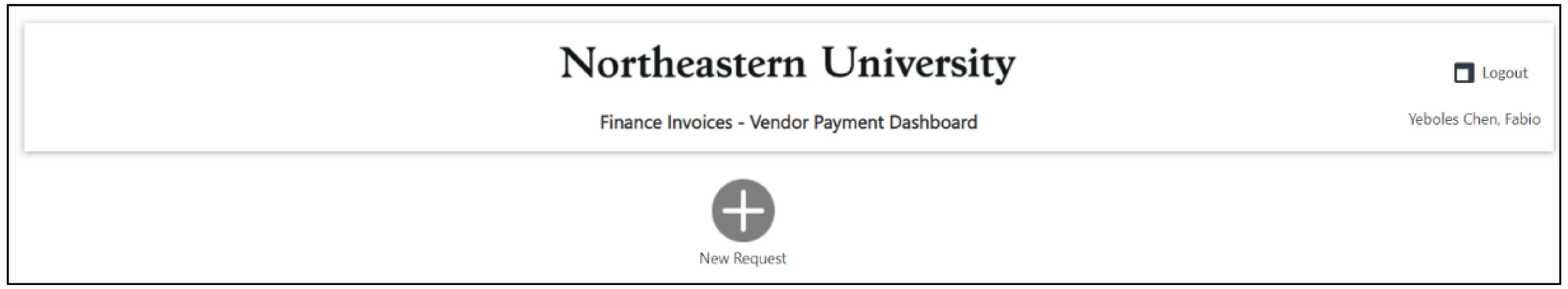


# How To Submit a Vendor Payment Request

## STEP 1: Click on the New Request Button

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

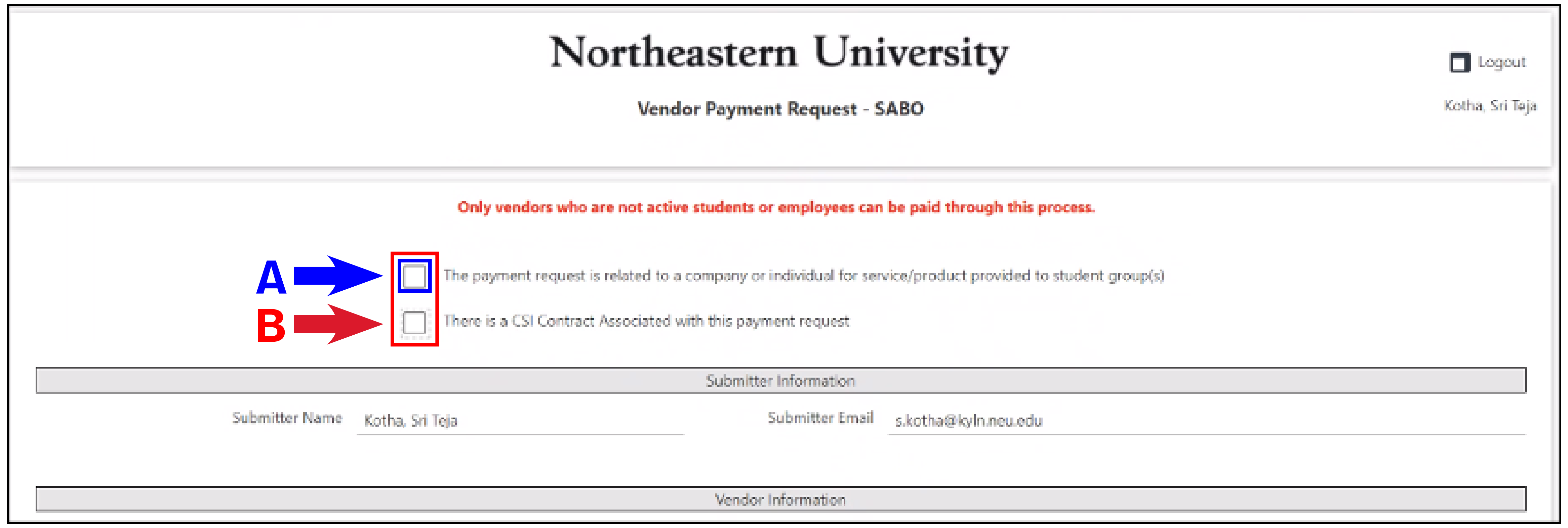
*Note: Invoices and vendor payment requests have a one-to-one relationship. For each additional invoice, a user needs to submit a new request.*



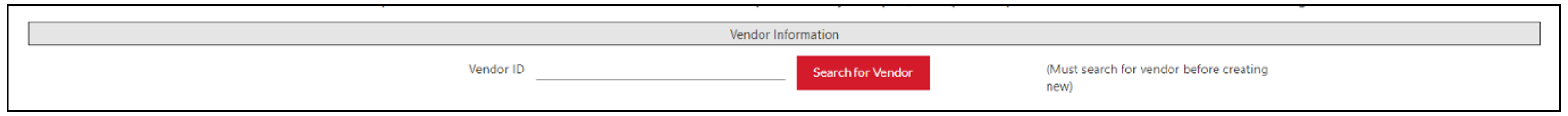

A) Select the first option if the payment request does not involve a CSI Contract

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:

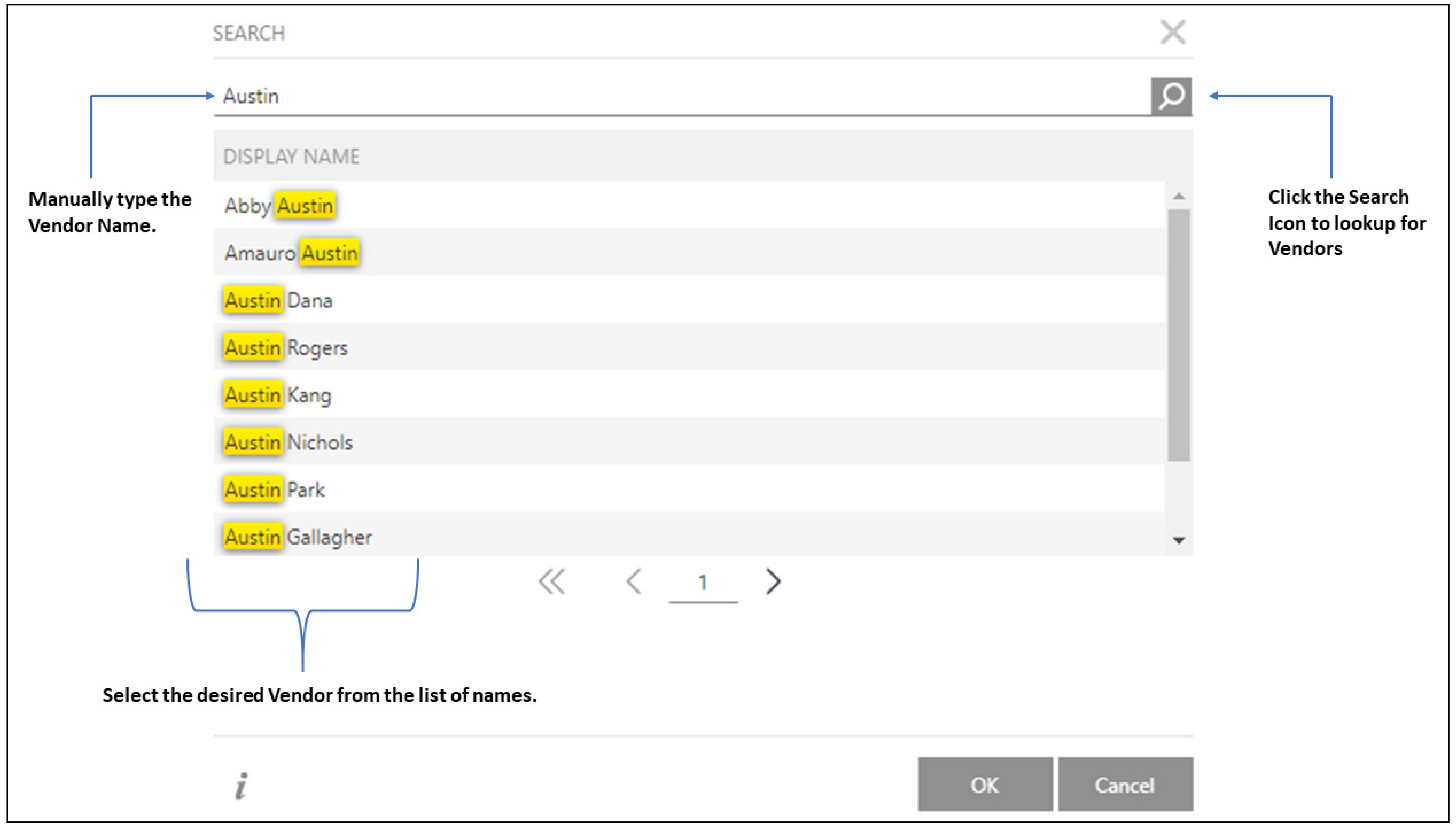
a. Click on the **Search for Vendor** button.

b. To search by **Vendor Name or Vendor ID**, click the button

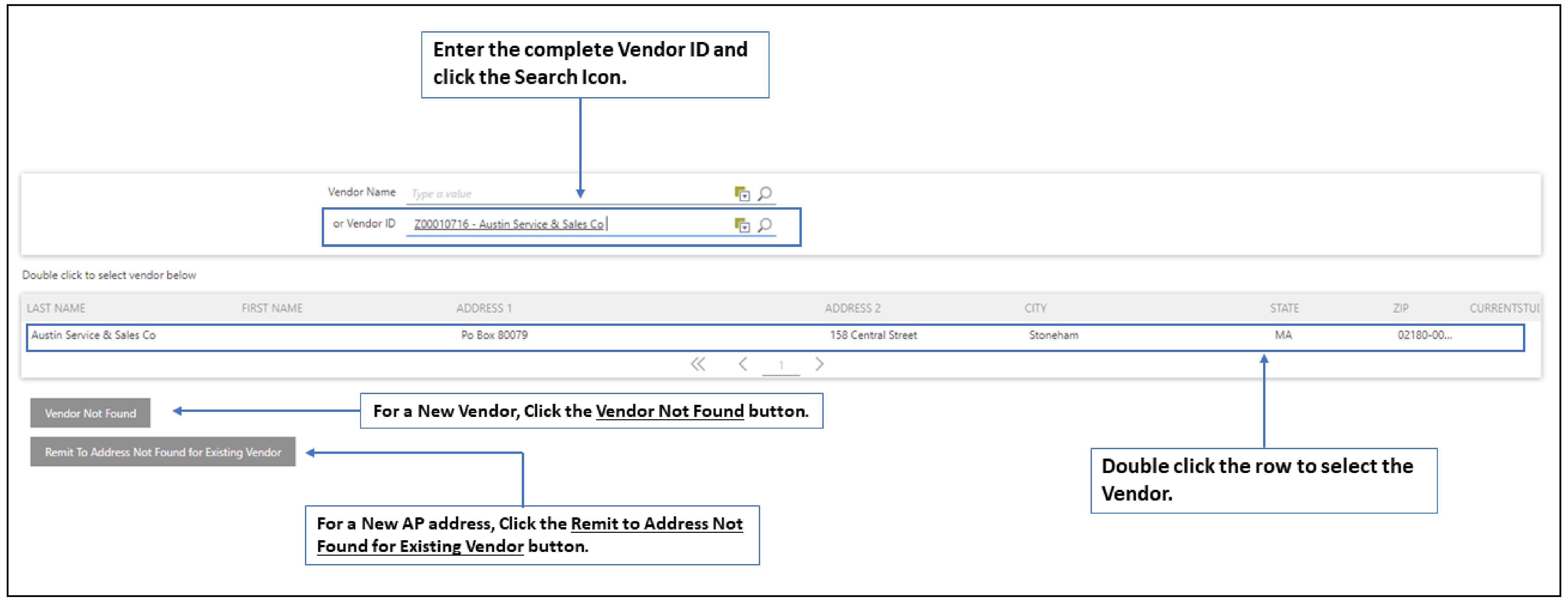
c. Enter the vendor's name - First Name or Last Name or any partial match can be used.

d. Click to display all the results matching the name entered from above.

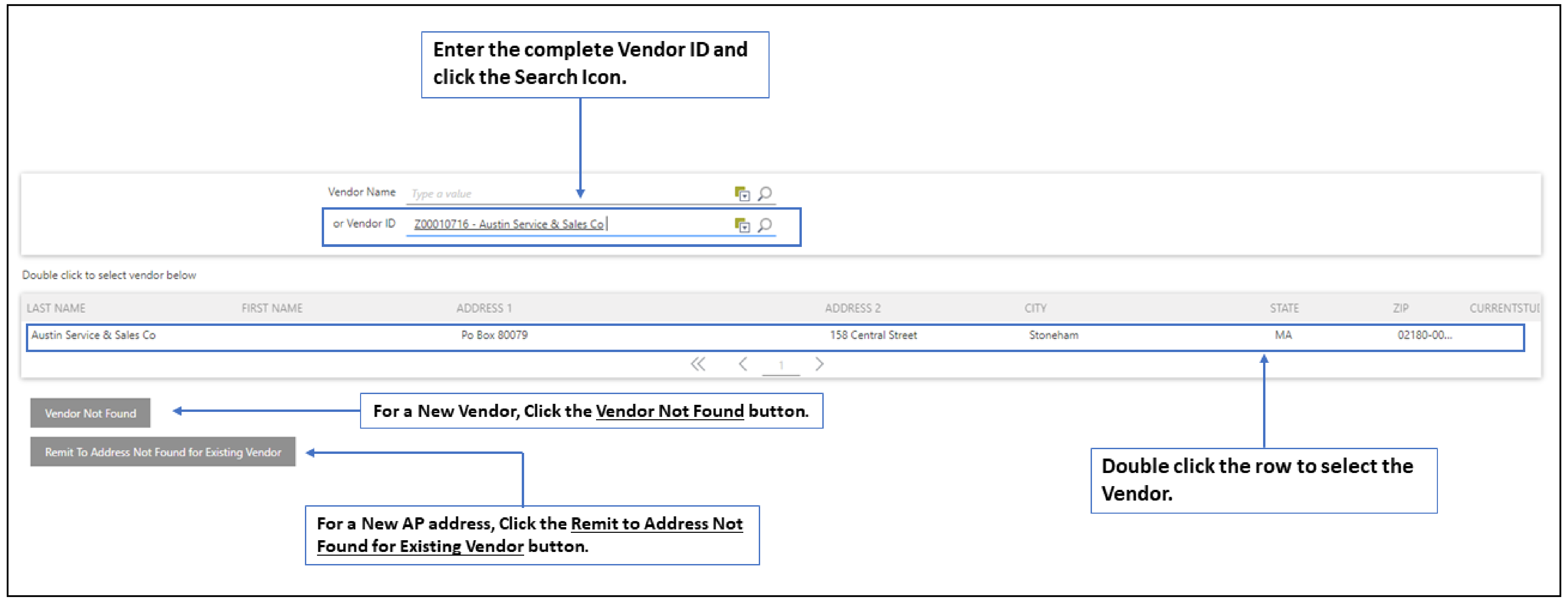
e. Select the correct vendor address that matches the invoice remit to address from the list and click **OK**.




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



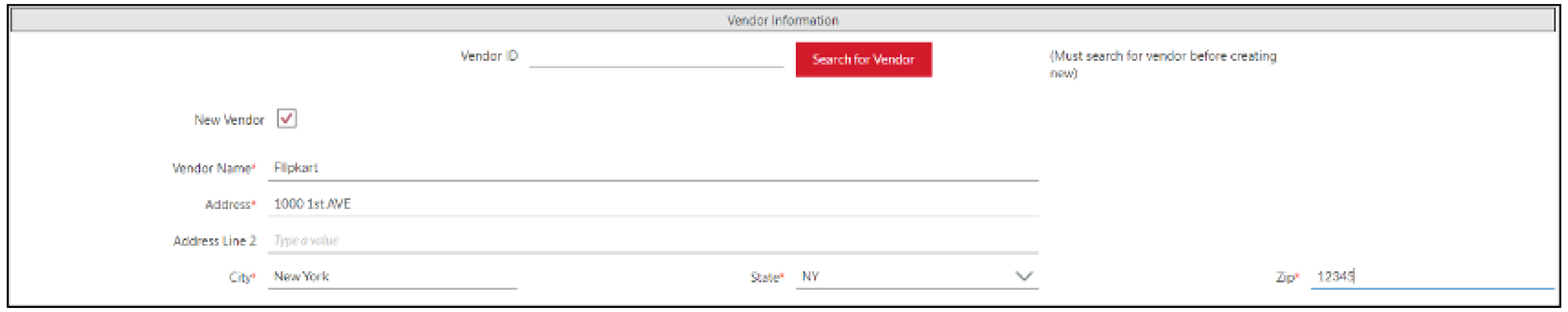

g. Once the vendor details are visible on the box below, double-click to select the vendor address that matches the invoice remit to address and go Step 3.



h. If the vendor does not exist in the system, Click the **Vendor Not found** button.

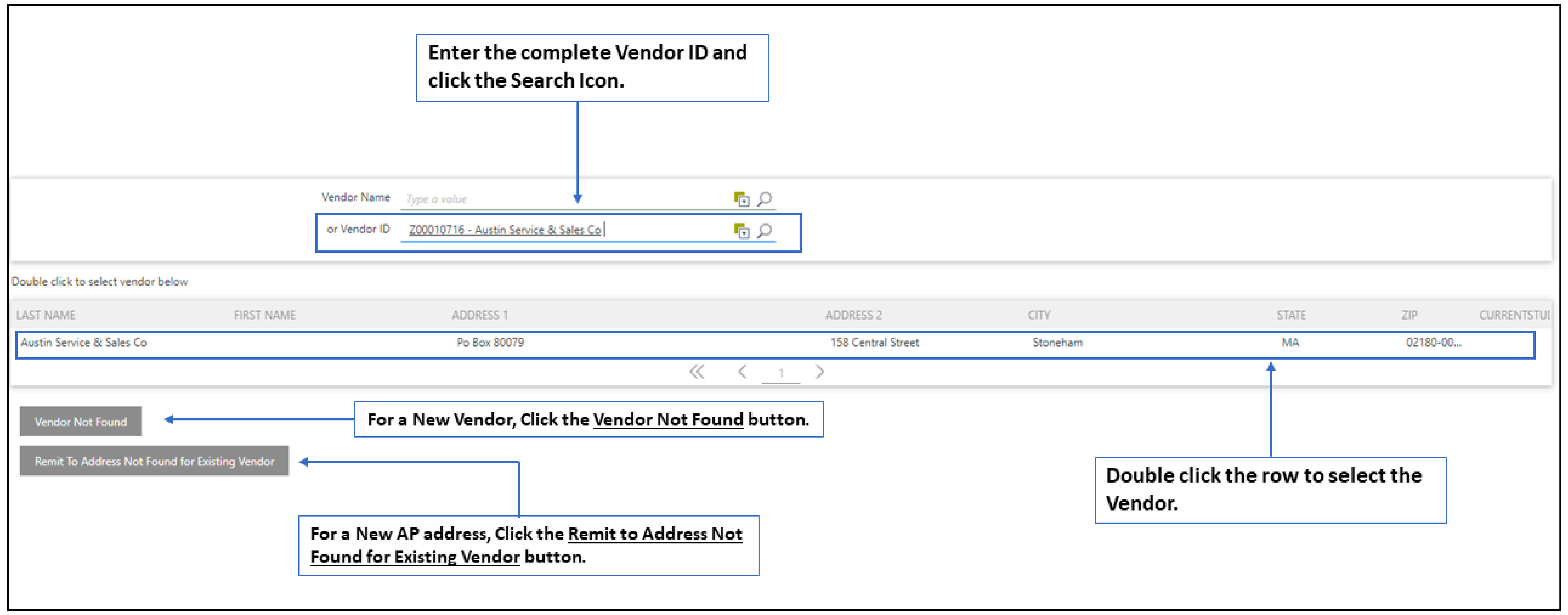
i. In case the vendor does not exist in the system, new vendor information must be entered. Manually enter the following details for the new vendor:

- Vendor Name
- Address
- City
- State
- Zip




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

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



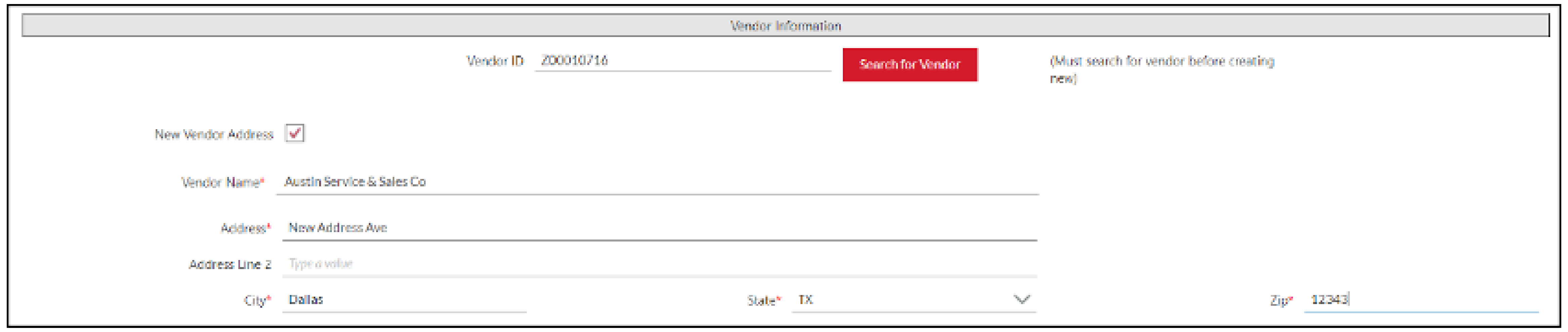

l. If the vendor exists in the system but the correct Remit to Address is not, click the **Remit To Address Not Found for Existing Vendor** button.

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.*



## STEP 3: Add Invoice Details

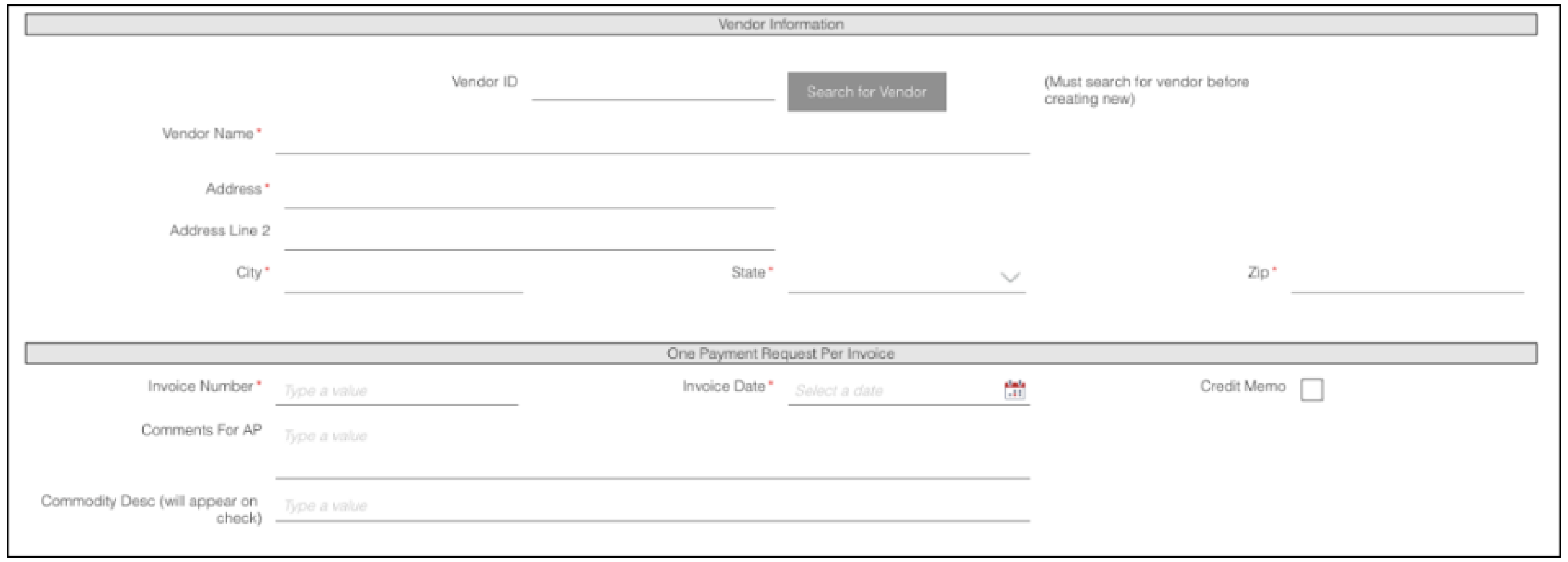
In the **Invoice Details** section, the following fields are to be entered.

a. Enter the **Invoice Number**.

b. 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.

c. Enter information into "Comments for AP" if applicable.

d. Enter a value in the "Commodity desc" if information needs to be printed on a check.




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

a. In this section, click on the Add button to add a new item.

b. 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**


c. Select the desired **Account Code** by entering the description or Account code


d. If applicable, Select **COVID** for **Activity Code. - N/A** for student groups and club sports

e. Type in the amount in the amount section. *Please note: the amount can only be positive.*

f. Click Apply to save the line item.

## STEP 5: Attach Supporting Documentation

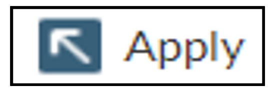
*Please note: Submitter needs to attach an invoice as supporting documentation unless payment is a donation.*

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

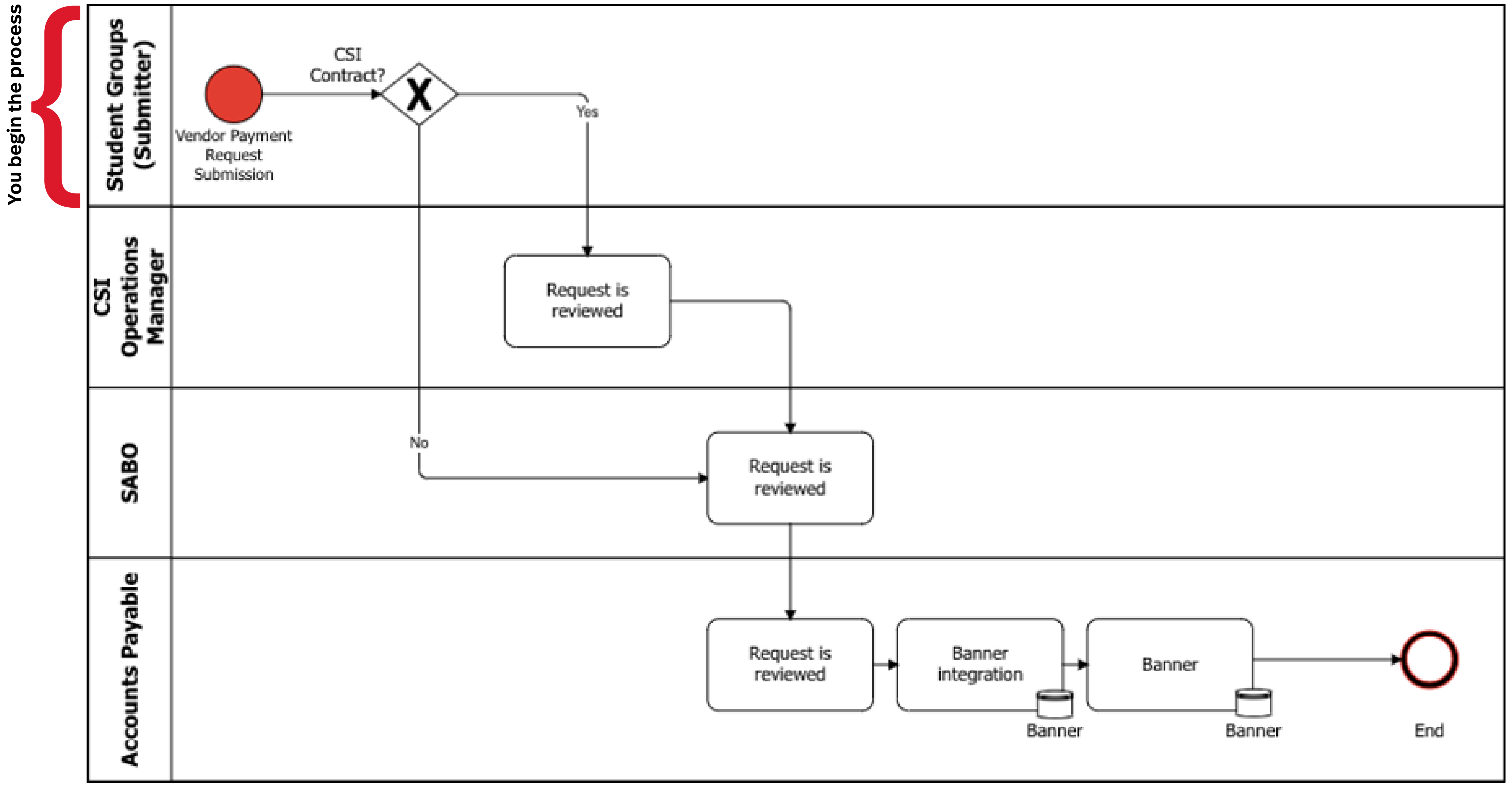
a. Skim through the entire form and ensure the four sections have been completed:
- Vendor Information
- Invoice Details (Invoice Number, Invoice Date)
- Invoice Line Items
- Attachments (W-9 and Invoice/Comment)

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.