

User Instructions for AP Dynamic Forms Request

Vendor Information Box

Vendor ID (R#): This must be completed with the correct vendor ID.

*Please note – If you are unable to locate a vendor ID, the vendor may be new and not yet set up in the system. Please refer to the **New Vendor Request Web Form** located on our AP website to request vendor setup from AP office.

Vendor Seq Number: This field will allow you to select the correct address where payment should be sent to for the vendor, based on the records we have in the system.

Always start with the number 1 and the form will auto populate the first address we have on file. If the address is not what is listed on your invoice for remittance, you can continue to review the address records on file by adjusting the sequence #. Example: 1,2,3 ... etc. See below example of the different addresses on file for Dell Inc.

*Please note – If you are unable to locate a valid address from the provided options, it may be a new remittance address for the vendor. In addition, it is also possible that there is no remittance address on file, even if you were able to find a valid rocket number.

Please refer to the **Vendor Address Maintenance Web Form** located on our AP website to request vendor address maintenance from our AP office.

Example of Different Vendor Sequence

Vendor Sequence #1

Vendor Sequence #2

Accounts Payable Direct Pay	
This form is used for goods and services not requiring a purchase order. Upon receipt of good/services, MS451. Questions can be directed to Accounts Payable by email to apinvoices@utoledo.edu .	
Requestor: Hannah Davis	Title: Sr
Department: Controller	Email: H
Vendor Information	
Vendor # (R#)	R01340321
Vendor Seq Number:	1
Payee:	Dell Inc
Address:	PO Box 643561
City:	Pittsburgh
State:	PA
Zip Code:	15264-3561
Phone:	800-365-5329

Accounts Payable Direct Pay	
This form is used for goods and services not requiring a purchase order. Upon receipt of good/services, MS451. Questions can be directed to Accounts Payable by email to apinvoices@utoledo.edu .	
Requestor: Hannah Davis	Title: Sr
Department: Controller	Email: H
Vendor Information	
Vendor # (R#)	R01340321
Vendor Seq Number:	2
Payee:	Dell Inc
Address:	9595 Arboretum Blvd
City:	Austin
State:	TX
Zip Code:	78759-7299
Phone:	

Once you have entered a valid vendor ID # and Sequence # you can move to the next section.

Business Purpose Box

Business Purpose: Explain Why and/or What the payment request is for, and this needs to be specific. Do not use general comments such as ‘supplies’ or ‘food’. This is required to document and justify all University Expenditures.

Account Expense & Invoice Box

Index	Account	Account Description	Invoice Date	Invoice #	Total Cost	Upload File	Add'l Index
<input type="text"/>	<input type="button" value="Browse..."/> No file selected. <small>Files over 25 MB will not be accepted</small>	<input type="checkbox"/>					
					Total:	<input type="text" value="\$ 0.00"/>	

Index: Refers to the cost center or departmental budget you are requesting the expense be allocated to.

Account: Refers to how the money is being spent. Examples are: 71108-Legal Fees, 71113-Honorarium, 72304-Permits and Licenses. Once an expense code is entered, you will see the account description auto populate for that code to reference.

A list of UT expense codes and definitions can be found on our website below. Look under Additional Information Tab.
https://www.utoledo.edu/offices/controller/accounts_payable/Payments.html

Invoice Date: Use the date listed on the invoice requesting to be paid. If there is not a date listed on the invoice, use a date that is relevant to submitting request of payment.

Invoice #: Use the invoice # listed on the invoice requesting to be paid. If there is not an invoice # to list, use the invoice date or a unique number that is relevant to payment purpose or request. * It is important that it be unique, as our system will not allow duplicate invoice # to be processed under the same vendor.

Total Cost: Total amount to be charged for the invoice payment request.

Upload File: This is where you can upload and attach any and all supporting documentation for the payment request. This should include the invoice and any other relevant emails needed to support the payment request.

Add'l Index: Used for splitting a payment across multiple indexes. Selecting this box will create another line. List the amount and accounting for each line. The Direct Pay Form is limited to a maximum of 5 lines.

Special Instructions Box

Special Instructions
Please ensure payment is setup for <u>ACH</u> . Bank info listed on bottom of invoice.

This can be used to list any additional information regarding the payment process or payment handling. For example, if a payment should be done via ACH because invoice shows banking details, note to review referenced bank details on invoice. The special instructions box can also be used to request check pick up if there is a valid reason for this special request. **NOTE:** For notes about urgent payments, kindly send an email directly to apinvoices@utoledo.edu.

Approver Box

Authorized Approver: This needs to be the requestor's manager or supervisor that is authorized to approve the payment request. Insert the approvers First and Last name along with their corresponding email address.

Once all required fields have been completed and backup documentation has been attached, hit the next button at the bottom of form.

Your screen will change to an Electronic Signature consent. Fill in the boxes with your first and last name to electronically sign.

Electronic Signature

Please read the Disclosure / Consent before you sign your form electronically.
Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.
To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

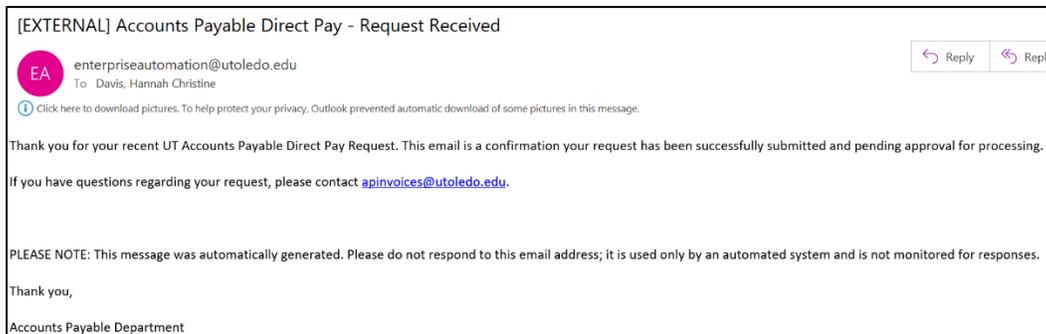
Hannah Davis

[Previous](#) [Sign Electronically](#)

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.
[Opt out and print](#)



Once signed and submitted the requestor will receive an email to notify that the AP Dynamic form has been received for processing.



The payment request will now route via email to the listed approver referenced on the request for review and approval.

Once all required approvers have authorized and signed the request, the payment will route to AP for the final review and payment processing.

Please log into myforms.utoledo.edu to check on the status of payment requests.