



The Check Request form is used to request payments to companies for goods or services when an Emory Purchase Order was not originally issued. The form provides guidance on how to complete the required fields. Only one invoice is allowed per form.

1. Select the **Check Request** icon found in Showcased Services.



2. Enter the **Supplier Name** and select it. If they are not in Emory Express, enter New Supplier and follow the new supplier steps on the form.

**Check Request** Available Actions:

**Supplier Information**

Enter Supplier

or [supplier search](#)

3. Enter the **Product Description** (business purpose).

**Product Description**

4. In the **Quantity** field, enter **1**. In the **Price** field, enter the **amount of the payment**.

**Quantity**

**Price**

5. Select the *written contract in place with this supplier*, if applicable, and attach the contract through the internal attachments link (see step 9).

Written Contract in place with Supplier

6. Enter the **Supplier Invoice #** (or unique identifier) and **Invoice Date**.

**Supplier Inv #**

**Invoice Date**

7. Select the **Remit To Address**. If it is not listed, check Add New Remit to Address and enter it in the New Remit To Address box.

**Remit To Address**

Remit To Location List

United States

Add New Remit To Address (Check Box)

New Remit To Address

8. Request special disposition such as hold for pick up or mail enclosures in the Internal Notes box.

Internal Notes (1000 char)

1000 characters remaining [expand](#) [clear](#)

9. Select **Add Attachments** to attach your supporting documentation. Retain supporting documentation in your department; Payment Services will process your request using the electronic attachments.

**Add Attachments**

Attachment Type  File  Link

File \*

Maximum upload file size: 4.00 MB

10. For one invoice, click the **Go** button. For multiple invoices, select **Add to Cart** and click the **Go** button. Edit to match the next invoice. When your final invoice is entered, change the action back to **Add and Go to Cart** and click the **Go** button.

Available Actions:

- Add and go to Cart
- Add to Cart and Return
- Add to Cart
- Add to Draft Cart or Pending PR/PO
- Add to PO Revision
- Add To Favorites

11. **Proceed to Checkout.**

total of **7,825.00** USD

subtotal: 7,825.00 USD

estimated tax, shipping & handling: 0.00 USD

12. Edit your **SmartKey** and **Account Code**. **Save.**

**Accounting Codes**

GL Business Unit	Smart Key	Account Code	Department ID	Project	Activity
EMONY Emory University	<input type="text" value="Required field"/>	<input type="text" value="Required field"/>	<input type="text" value="Required field"/>	no value	no value

13. Select **Final Review** and **Place Order**.

My Shop | My Carts and Orders | Open My Active Shopping Cart | Summary: Check Request

All done! The required information has been completed and this request is ready to be submitted. Once you have reviewed the details, you may continue by clicking the button at the top of the page.

[Return to Shopping Cart](#) [Continue Shopping](#)

Refer to the Emory Express User Manual for additional information on Check Request, Proceed To Checkout, Checking Status, and Invoice Review.