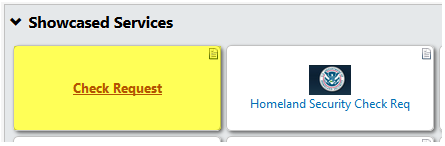
EMORY UNIVERSITY **PROCUREMENT & PAYMENT SERVICES**

Check Request Quick Guide

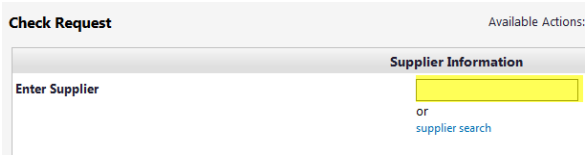
EMORY EXPRESS

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.



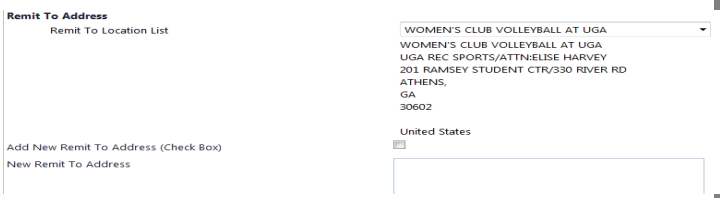
3. Enter the **Product Description** (business purpose).

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

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

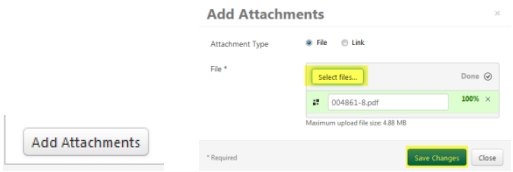
6. Enter the **Supplier Invoice #** (or unique identifier) and **Invoice Date**.

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.

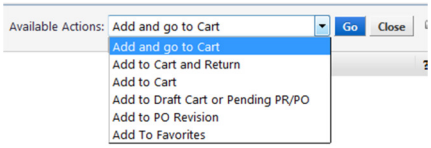


8. Request special disposition such as hold for pick up or mail enclosures in the Internal Notes box.

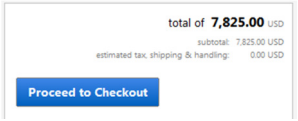
9. Select **Add Attachments** to attach your supporting documentation. Retain supporting documentation in your department; Payment Services will process your request using the electronic attachments.



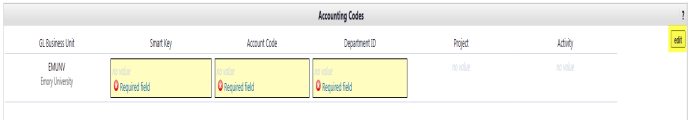
10. *For one invoice*, click the **Go** button. *For multiple invoices*, select **Add to Cart** and click the **Go** button. Edit to match the next invoice. *When your final invoice is entered*, change the action back to **Add and Go to Cart** and click the **Go** button.



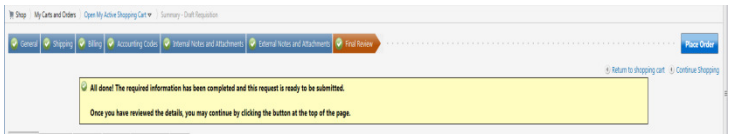
11. **Proceed to Checkout**.



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



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



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