Submitting a Payment Request

- Log into MarketPlace+ using your Brandeis University Network Credentials.
- From the Homepage Select Forms, then select Non-Employee Payment Request



• Begin to fill in required information

Non-Employee Payment Request	>
Payments for all services which are completed by any Brandeis Faculty, Staff or Students must be processed through Payroll. Please contact HR or Payroll for additional information.	
PAYEE INFORMATION	
Full Legal Name Over the second sec	
* Remittance Address	
	4
If the Payee has never been paid through AP, please make sure to send a Brandeis W-9 or W-8BEN form via a secure connection.	
Is the Payee a Student or Employee?	
⊖ Yes	
○ No	
0	
If yes, please provide the Workday Student ID	

Save

- Full Legal Name Type Legal name of individual or company
- Remittance Address Type address where check should be mailed to. If ACH or Wire payment then please attach completed forms (ACH Form or Wire Transfer Form)
- Type of Payment Select the appropriate type of payment
- Explanation of Payment Type detailed description on what the payment is for
- Date of Event or Service Type date of service or event date
- Unit Price Type total amount due on invoice
- Attach copy of invoice or sufficient backup for payment and then hit "Save"

Need By mm/dd/yy	Backing Document None	Savings %	
Transmission Method Supplier Default	Manufacturer Name	Manufacturer Part Number	
Vendor is reportable?	WD LABELS Select	Springboard ID Select REQUIRED FOR FUND 20	SAGE ID (if student)
COI on File	COI Expiration Date		
Attachments Add File URL Text			
Add Tag			

Save

• Click on "Review Cart" to finish submitting the payment request

	РВ	▲ (Ħ) ?
	Recently added items	
Categori	Non-Employee Payment_Request from AP TO UPDATE	100.00 USD
		Total 100.00 USD
		Review Cart

🐂 Cart	ltems							
Add Line	Clear Cart	View All	~	Advanced	Search	🔎 So	ort by Line Number:	0 → 9 🖌
Edit Sele	cted Copy	Delete						
							Billing	
Non-Em	ployee Paymer DATE	nt_Request			100.0	0 usp >	WD Chart of Accourt paolab O	nts
Commodi Advance	ty Pa NE	ayment Terms ET30						
0 📄 2	4BRA0113_invpdf							
Additional Full Legal provide th Explanatio Event? • N	Information Name Test • Remitt the Workday Student For of Payment TEST Notes for AP	ance Address Test • ID • Is the Payee a t I • Date of Event or \$	Is the Payee a S JS Citizen? Yes Service 07/15/24	tudent or Emplo • Type of Payme • Was this an In	oyee? • If yes, pleas nt Other Services • Person or Virtual	se		
🗲 Add T	ag							

• In the Cart Items section, review Billing and update by clicking on the magnifying glass icon or split billing icon(if you need to split billing into 2 or more Chartstrings) and then selecting your UNET ID, Chartstring/FDM and Spend Category then click on Choose

Choose an Account		×
Choose Chart Of Accounts	WD Chart of Accounts	
* - UNET ID	Select]
* WD - CHARTSTRING/FDM	Select]
* WD - SPEND CATEGORY	Select	
		Choose

• Click Submit for Approval

Submit for Approval

• Once the Requestion has been fully approved, Accounts Payable will process the payment.