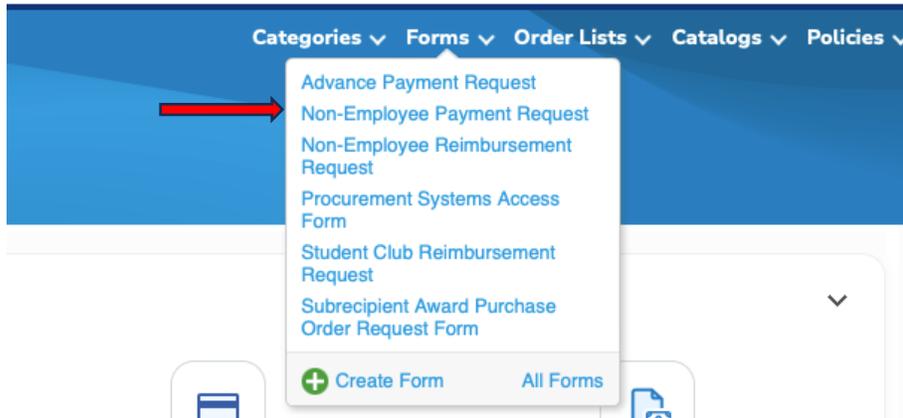


Submitting a Payment Request

- 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

Who should this payment be made out to

* Remittance Address

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

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”**

Attachments
[Add](#) | [File](#) | [URL](#) | [Text](#)

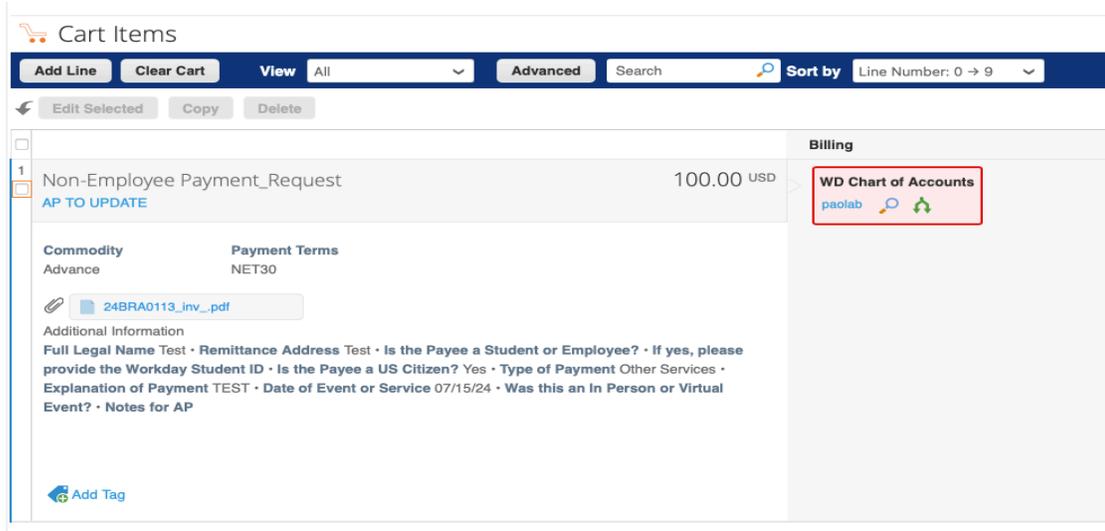
- Click on **“Review Cart”** to finish submitting the payment request

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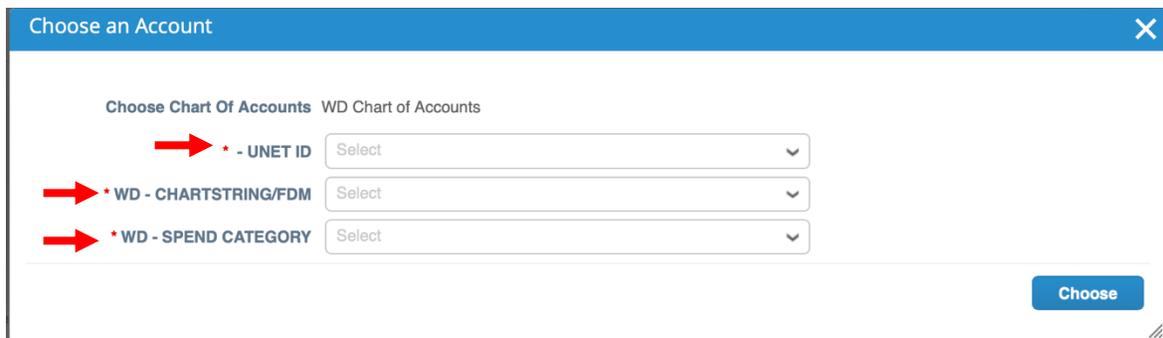
Recently added items

Non-Employee Payment_Request from AP TO UPDATE	100.00 USD
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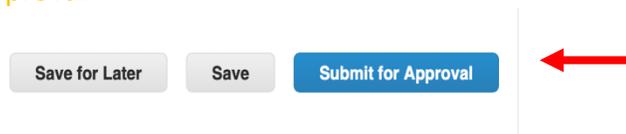
Total 100.00 USD



- 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**



- Click **Submit for Approval**



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