Submitting a Foreign Payment Request Form

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Use this form to issue a payment request for goods and services to a foreign vendor, if paying a US vendor complete the Request for Direct Payment Form.

1. Click the Foreign Payment Request link under Forms.

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Forms					v
Supplier TBD (to be determined)	New Supplier Request New Supplier Request	Request for Direct Payment Request For Direct Payment	Foreign Payment Request For Foreign Vendors Only	Controller's Office Disbursement Controller's Office ONLY	

2. Read the form's instructions then fill out sections 1 to 9.

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Appalachian	Step 1: Select a Supplier Record (Foreig	n Vendor)			
A STATE UNIVERSITE.	If the vendor you are looking for is a Foreig	n (Non US) Vendor and not in YoMart do not co	complete this form. Please	e exit the form and have the vendor complete a Vendor Information Packet (all forms for US Ver	ndors)
Instructions					
Use this form to issue a payment request for goods and services to a foreign vendor.	Existing supplier				
DO NOT ATTACH any sensitive information to this request like the wire transfer form with banking information	Enter Supplier *	Select Supplier	Q,		
For more information on the Foreign Payment Request Form, visit YoMart's Confluence Page.					
If paying a US Vendor STOP and complete the REQUEST FOR DIRECT PAYMENT FORM.					
If you can not find your Supplier listed in the Suppliers section, please exit the Foreign Payment Request form and have the Duratics complete a Mandeu Information Darket (of forem for UP Venders).	Step 2: Select a Vendor/Payee Type			Step 3: Select Type of Payment/Purchase	
and have the supplier complete a vendor minormation Packet (an romits for 03 vendos).	Please Select a Vendor/Payee Type: *			Tangible Goods	
PLEASE ATTACH ADDITIONAL DOCUMENTATION IN THE INTERNAL ATTACHMENTS SECTION.	Individual/Partnership			Tangbie Goods with Companion Software Toronthic Sounds with Companion	
If attaching a pre-payment authorization form, the Office/Department assumes all risks of loss or non-	Company			Contract Services Performed in the U.S., IPS/Guest Sneaker/Entertainment/Third Parts	Contracts
performance by the supplier/contractor and will not hold Accounts Payable or the Purchasing Department liable for any loss or nonperformance of the supplier/contractor.	Employee			Contract Services Performed Outside the U.S IPS/Virtual Events/Third Party Contract	8
	Student			Software - Downloadable or SaaS (attach ITS approval)	
Please address further questions to leveridgerdgappstate.com or (828) 262-4027				 Access to a Database (data set) 	
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				IRB Number	
	Step 4: Please provide a business purp	ase for the payment			
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	Step 5: Enter Receiving Information			Step 6: Enter Payment Distribution Information	
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- Add and go to Cart Adds the form to your active cart and takes you to the cart.
- Add to Cart and Return Adds the form to your active cart and refreshes the form removing all the information you • entered.
- Add to Cart Used if you have multiple invoices for the same supplier. It adds the information on your form to your
- active cart and refreshes the form, keeping the supplier in context so you can enter the next invoice into the form. Add to Draft Cart or Pending PR/PO Adds the form to one of these documents, a pop-up window displays all available draft carts, purchase requisitions and purchase orders. Click the radio button associated with the cart or document to which you would like to add the request.
- Add to Favorites Adds the form to your Favorites.
- Add to a new Cart Creates a new cart with the form and takes you to the cart.
- 4. Once in the shopping cart, link the TCM contract if applicable).

For information on how to link a contract, go to Linking a Contract <u>/</u>]

