

Submitting a Foreign Payment Request Form



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.

The screenshot shows a navigation menu with two main sections: 'Scientific Catalogs' and 'Forms'. Under 'Scientific Catalogs', there are four links for 'BIO-RAD', 'Fisher Scientific', 'ThermoFisher Scientific formerly Life', and 'VWR INTERNATIONAL'. Under 'Forms', there are five links: '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' (highlighted with a red box), and 'Controller's Office Disbursement... Controller's Office ONLY'.

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

The screenshot shows the 'Foreign Payment Request' form for Appalachian State University. The form is titled 'Vendor / Payee Information' and includes the following sections:

- Instructions:** Use this form to issue a payment request for goods and services to a foreign vendor. **DO NOT ATTACH any sensitive information to this request like the wire transfer form with banking information.** For more information on the Foreign Payment Request Form, visit Volaris's Confluence Page.
- Step 1: Select a Supplier Record (Foreign Vendor):** If the vendor you are looking for is a Foreign (Non-US) Vendor and not in Volaris (do not complete this form. Please exit the form and have the vendor complete a Vendor Information Packet (all forms for US Vendors)). Enter Supplier * (Search Supplier)
- Step 2: Select a Vendor/Payee Type:** Please Select a Vendor/Payee Type *
 - Individual/Partnership
 - Company
 - Employee
 - Student
- Step 3: Select Type of Payment/Purchase:**
 - Tangible Goods
 - Tangible Goods with Companion Software
 - Tangible Goods with Services
 - Contract Services Performed in the U.S. - IPS/Guest Speaker/Entertainment/Third Party Contracts
 - Contract Services Performed Outside the U.S. - IPS/Virtual Events/Third Party Contracts
 - Software - Downloadable or SaaS (attach ITI approval)
 - Access to a Database (data set)
 - Copy Rights for a film, music, picture, etc.
 - Honorarium
 - Workshop Participant
 - Research Subject Payment
 - Scholarship/Fellowship/Travel Grants
 - Prizes and Awards
 - Other (Please Specify in Step 4)
- Step 4: Please provide a business purpose for the payment:** (Text area, 1000 characters remaining)
- Step 5: Enter Receiving Information:**
 - Materials Have Been Received
 - Services Have Been Completed
 - Prepayment (Attach Prepayment Authorization Form)If attaching a prepayment form, please provide justification: (Text area, 1000 characters remaining)
- Step 6: Enter Payment Distribution Information:**
 - Mail / ACH to Payee
 - Wire Transfer
 - Check to be Picked Up (ID and approval required)If having a check picked up, please provide justification: (Text area, 1000 characters remaining)
- **For Controller's Office Only****
 - Feed to Banner? (Dropdown menu)

Invoice Info

Step 7: Complete Invoice Information

Supplier Inv. #

Invoice Date *

Due Date *

Remit To Address *

Contact Name

Street 1

Street 2

Street 3

City

State

Zip

Country

General Info

Step 8: Enter Price and Product/Service Details

Product Description *

Total Due *

The total amount of this request may change due to additional banking fees and/or tax withholding amounts. Please refer to the Summary Panel for the Final Amount Paid.

Step 9: Add Backup Documentation as Attachments

ADDITIONAL DOCUMENTATION IS REQUIRED in order to process payment. All attachments should be attached as a pdf document.

Please **do not** attach the wire transfer or its instructions.

This documentation should be what triggered the need for payment, and may include, but is not limited to:

- Invoice
- ITS Approval
- Registration Form
- Prepayment Form

DO NOT ATTACH THE TCM CONTRACT HERE!

If you are using this form to pay a Total Contract Manager (TCM) contract make sure to LINK the contract to the requisition in the SHOPPING CART.

Internal Attachments *

Things to Know

- The supplier has to be **Non US Based/Foreign Vendor**.
- The supplier text field no longer auto generates the Supplier/Vendor name once you start typing, you will need to enter there full name.
- If a Supplier/Vendor has multiple Fulfillment centers, you have the option to change the center.
- If you can not find your Supplier/Vendor listed in the Suppliers section, please exit the foreign payment request form and have the Supplier/Vendor complete a [Vendor Information Packet \(all forms for US Vendors\)](#).
- Be sure to attach all required document even if they are not listed, all attachments should be uploaded as a pdf document.

3. Once satisfied, click the **Add and go to Cart** on the Available Actions button.

Form · Foreign Payment Request Close **Add And Go To Cart**

Available Actions

- **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](#)

5. Click **Proceed to Checkout** or **Assign Cart**

