

Specialty Forms User Guide

Accessing the Specialty Forms

From the PantherExpress Home Page, in the GoTo options, click *Forms*, Specialty Forms

Paying an Invoice using a Non-contract Specialty Form (*Dues, Professional Memberships, Registrations & Subscriptions; Other Payment Request; Refunds*)

1. Click Forms, Specialty Forms, and choose the correct Non-contract Specialty Form.
2. Enter Part A-Payee Information, Part B-Business Purpose, Part C-Invoice/Payment Information, and Part D-Invoice/Document Information.
3. Bolded fields designate required fields.
4. Select Payee Type which is usually Vendor/Supplier.
5. Enter Business Purpose Information.
6. Enter Payment Due Date, and any extra information you want to print on the check, such as purpose of payment.
7. Select whether the payment should be mailed, or if you will pick-up. If picking up the check, enter contact information.
8. Attach a copy of the invoice under Internal Attachments. External attachments, i.e., enclosures, will be sent with the payment.
9. In part D, enter Invoice Date, Number, and Amount. **Do not enter multiple invoice numbers into one Supplier Invoice No. field.**
10. Scroll to Available Actions at the top of the form, select “Add and Go to Cart”, and click *Go*.
Note:If you have a second invoice for the same supplier, select “Add to Cart and Return”. The first invoice is added to the cart, but the Specialty Form stays open so you can enter information for the second invoice.
11. Give your cart a name and click *Update* to save.
12. Click on *Proceed to Checkout*.
13. Enter the appropriate Charge Account information.
14. Click *Submit Requisition*.
15. The payment request will forward to your dept. approver, and then forward to Payment Processing for review and payment.

Paying an Invoice using a Contract-Related Specialty Form (*Conference and Event; Services Agreement; Research Sub-contract; Supplier Provided Agreement*)

Step 1: Establish the Contract in the system

1. Click on *Forms, Specialty Forms*, and choose the correct Contract-related Specialty Form.
2. Enter Part A – Service Provider/Payee Information.
3. Remit To Address indicates where the payment will be sent.
4. Payee Type is usually Vendor/Supplier.
5. Enter the Purpose for the payment.
6. Enter additional contract details.
7. Attach a copy of the contract, and any other supporting documentation, such as Certificates of Insurance, or Sole Source Documentation under Internal Attachments. External attachments, i.e., enclosures, will be sent with the payment.
8. Scroll to Available Actions at the top of the form, select “Add and Go to Cart, and click *Go*.
9. Give your cart a name, and click *Update* to save.
10. Click *Proceed to Checkout*.
11. Enter the appropriate Charge Account information.
12. Click *Submit Requisition*.
13. The payment request will forward to your dept. approver. Once approved, invoices can be entered against the contract.

Note: Services Agreement Specialty Form Requirements

- Services Agreements less than or equal to \$10,000
 - Complete the **Services Agreement Short Form** and attach as an Internal Attachment.
 - Attach other supporting documentation, such as supplier quotes, Certificates of Insurance, etc.
 - Complete the Requisition & submit for approval.
- Services Agreements greater than \$10,000
 - Complete the **Contract Entry Form**, and **Schedule A – Scope of Services**
 - Attach other supporting documents such as supplier quotes, Certificates of Insurance, Sole Source Documentation
 - Complete the Requisition and submit for approval.
 - After getting departmental approval, the requisition will go to Purchasing Services for creation of the appropriate contract.

Specialty Forms User Guide

- Services Agreements greater than \$10,000 (cont'd)
 - Purchasing will get the required signatures on the contract, attach the contract to the Services Agreement Specialty Form, and submit the requisition for approval.
- If a Services Agreement is originally \$10,000 or less, but through an amendment, goes over \$10,000, you must complete a PO change
 - Find the PO. Open the Services Agreement Specialty form, and modify End Date and Provider's Fee.
 - Complete the Contract Entry Form for an amendment, and Schedule A-Scope of Services, and attach as Internal Attachments. Attach a Sole Source Justification form.
 - Save changes to the Specialty Form. Submit the PO for reapproval by selecting Finalize Revision in Available Actions dropdown.

Step 2: Enter Invoices against the Contract

1. Invoices are entered against Purchase Orders, not Requisitions.
2. Use Document Search to find the Purchase Order associated with your contract. You can search by PO number, cart name, supplier name, and/or date.
3. Click on the PO number to open the document.
4. From the Available Actions drop-down menu, select Create Invoice, and click *Go*.
5. Enter Invoice Date, and Invoice Number.
6. **Note:** If the **Invoice Amount is less than the full contract amount**, change the Unit Price field under Line Items to reflect the invoice amount.
7. Click the *Comments* tab. Click *Add Comment*, and use the Browse button to search for and attach a copy of the invoice. Enter the invoice number in the Add Comment window. Click *Add Comment*.
8. **Note:** If an **account number needs to be changed for an individual invoice**, click the *Buyer Invoice* tab, enter the invoice number in the Supplier Invoice No. field, then scroll down until you see the Accounting Codes region. The account no. will default to what was entered under Step 1, when establishing the contract in the system, but it can be changed for the entered invoice.
9. Click *Edit*. Enter the appropriate charge account values, and click *Save*.
10. Click on the *Simple Manual Entry* tab, and check that the invoicing information is complete.
11. At the top of the screen, in the flow diagram, click *Complete*.
12. Entering an invoice does not send the document through your dept. approval hierarchy.
13. If department approval needs to be gotten before invoices are paid, it should be obtained off-line before entering the invoice into the PantherExpress system.

Requesting Payment for a New Supplier

1. Complete the form normally, but enter "New Supplier" in the Supplier field.
2. Under internal attachments, attach a completed W-8 (foreign vendors), or W-9 (US vendors).
3. Two Specialty forms also require that you attach a completed Supplier Verification form: Services Agreement, and Supplier Provided Agreement. Forms are found on the PantherExpress website.
4. After the form receives departmental approval, it will forward to PantherExpress Customer Service, and Payment Processing for supplier creation, and update of the specialty form to the supplier's name.

Modifying an Approved Specialty Form

1. Before modifying the contract amount on a contract-related specialty form, you must work with your Procurement Specialist to get a contract amendment. The contract amendment gets attached to the Specialty Form under Internal Attachments.
2. Use Document Search to find the Specialty Form related approved PO.
3. Click the PO number to open it.
4. Under Line Items, click on the link to the form.
5. Update the Contract amount (service provider fee) and End Date.
6. Attach the contract amendment under Internal Attachments.
7. Scroll to Available Actions at the top of the form. Select Save, and click *Go*. Close the form.
8. The account number associated with a Specialty Form can be modified by
9. scrolling to the Accounting Codes region and clicking Edit. Changing an account number will only affect future invoices, not ones that have already been entered against the contract.
10. Scroll to the top of the screen. In the Available Actions drop-down, select Finalize Revision, and click *Go*.
11. The Specialty form will go through the department approval hierarchy again. Invoices cannot be entered until the Specialty Form is reapproved.

To Get Help

Contact PantherExpress Customer Service at 412-624-3578, or your assigned Procurement Specialist.