

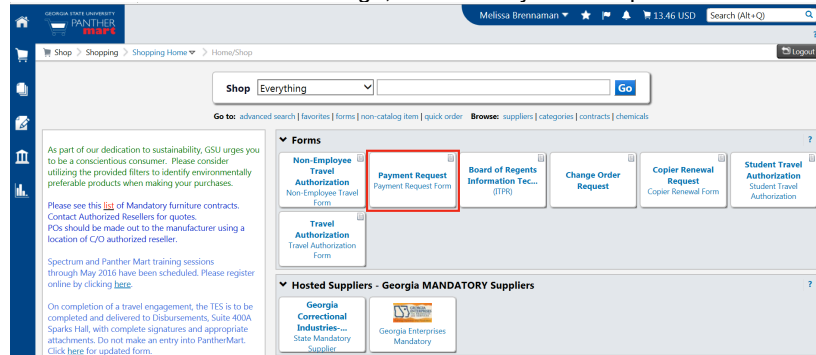
Georgia State PantherMart Payment Request Quick Reference Guide

PAYMENT REQUEST OVERVIEW

The *Payment Request Form* (PRF) will be used to initiate payment for purchases/transactions which cannot be purchased by shopping on-line through PantherMart.

PAYMENT REQUEST FORM

From the Panther Mart Home Page, Click on Payment Request.



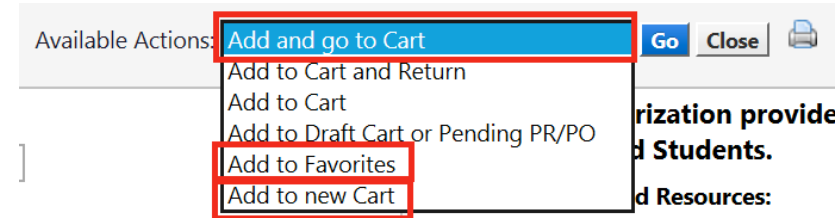
1. Complete the Payment Request Form

Payment Request
Available Actions: Add and go to Cart Go Close

Supplier/Employee Information		Instructions															
Enter Supplier <input type="text"/> or Supplier Search		<ol style="list-style-type: none"> Complete all required fields including reason for payment Attach all supporting documents to the form Be sure to add the correct accounting information on the requisition document Enter only one invoice number per Payment Request Form 															
This form will not be distributed to a vendor or employee. Vendor Information <input type="radio"/> Employee / Student <input type="radio"/> Non-Employee Individual <input type="radio"/> Vendor		For detailed instructions on each payment type please review the Payment Request Manual															
Payment Information		Purpose of Payment															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Price</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">0.00</td> </tr> </tbody> </table>		Description	Price											Total	0.00	Payment Reason: <input type="text" value="Please select..."/> Invoice Number: <input type="text"/> Product Description: <input type="text"/> 254 characters remaining expand clear	
Description	Price																
Total	0.00																
Category Code: <input type="text" value="200000"/> <input type="text" value="search..."/>		(Ensure sensitive information is not visible) Internal Attachments <input type="button" value="Add Attachments"/>															

In the Available Actions section, you may select from the following actions:

Available Actions:



- **Add and go to Cart** - The form is added to the active shopping cart, closes the form pop-up, and navigates the browser to the active cart. If there is no active cart, one is created with this action.
- **Add to Favorites** - The Add to Favorites dialogue appears to add the form in its current state (populated with or without data) to Favorites.
- **Add to new Cart** - A new cart is created and the form is added to that cart. Use this if you have a cart with items already in it as you can only have one form per cart.

Unavailable Actions: These actions should not be used because you can only have one form per cart.

- Add to Cart and Return
- Add to Cart
- Add to Draft Cart or Pending PR/PO

CART

For instructions on how to submit the cart, please refer to the Quick Reference Guide "Submitting an Order".