

Supplier Invoice Request Process (SIR) for NRA Guests & External Suppliers (SPL)

When is a Supplier Invoice Request (SIR) used?

1. All payments to NRA individuals non-purchase order related including travel reimbursements, honoraria, external reviewers, and article referees.
2. All wire payments to individuals to foreign bank accounts for travel reimbursements/honoraria, NRA, or US Citizens.
3. Payments to US citizens for small dollar onetime services by individuals (external reviewers, referee payments, musicians, article reviewers)
4. Dues and memberships when a PCard cannot be used.
5. Conference Registration when a PCard cannot be used.
6. Honoraria payments to US citizens when an existing **active** supplier ID is in Workday.

How do I request a new supplier ID (SPL#)?

Requesting a new supplier in Workday is processed concurrently with submitting the travel reimbursement/payment on a [Supplier Invoice Request – Payment Request/Non-PO \(SIR\)](#).

- Supplier forms and documentation must be attached. Please refer to [OSU Supplier Maintenance](#).
- All travel receipts must be attached to the SIR.
- Backup documentation for honoraria payments such as a flyer/announcement
- Invoice for article reviewers or equivalent.

Please search in Workday to ensure there is not an existing supplier ID (SPL). If there is not an existing SPL, follow the below steps.

1. For NRA individuals (non-resident alien), please refer to the NRA Checklist for additional forms that may be needed when they travel to the US: https://busfin.osu.edu/system/files/nra_checklist.pdf
 - The below are links to forms which may be needed depending on the scenario on the AP checklist:
 - OSU Supplier Maintenance Form: <https://busfin.osu.edu/document/vendor-setup-form>
 - Foreign Entity W-8BEN Form: <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>
 - If this is for a onetime small dollar service (referee payments/external evaluators, author reviews/royalty payments for an NRA only) the OPERS form is required: <https://www.opers.org/forms-archive/PEDACKN-Non-Member-Acknowledgment.pdf>
 - The OPERS form is **NOT** needed for NRA honoraria payments.
 - For Ohio State, the "employer code" is 1641, but the employer contact would be the name and phone number of the contact as set up with the vendor.
 - **The OPERS form requires a wet signature.** The others can be obtained via Docusign.
2. A Cost Center Representative will create a Supplier Invoice Request in Workday (SIR) for the travel reimbursement and/or payment and attach all required supplier request forms. For the supplier in the SIR, SPL-0000012 "SIR new supplier request" will be used.
3. A service center representative will complete the Supplier Request in Workday.
4. Once a supplier number (SPL#) is created the service center fiscal associate update the supplier in the SIR with the SPL# and will proceed with the approvals.

Changing/Updating an Active Supplier

The unit will send an email with the changes (address etc.) to bf-prsm-webform@osu.edu

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SIR Submission Example

Refer to the job aid on the [ARC](https://admin.resources.osu.edu/workday/workday-for-core-users-supply-chain/invoice-create-supplier-invoice-request-payment) for detailed instructions: <https://admin.resources.osu.edu/workday/workday-for-core-users-supply-chain/invoice-create-supplier-invoice-request-payment>

- If there is an approved supplier (SPL) you will enter/select that SPL# in the “Supplier”.
- If there is no invoice number and is for travel, please list the SA# for the guest.

Create Supplier Invoice Request

Total Amount
1,050.60 USD

This is for submitting non-PO supplier invoices. More information can be found on [procurement method guidelines here](#).

If you are unable to locate the supplier associated with this Non-PO supplier invoice, please use supplier "SIR new supplier request" SPL-0000012, see administrative resource guide for additional information. Your service center will work with you and supplier maintenance to analyze and add the new supplier if needed. Feel free to reach out to your service center with any questions.

Supporting transactional documentation number for payment of certain spend authorizations can be entered into the **Additional Fields** tab.

Supplier Invoice Request (empty) Status (empty) Requester (empty)

Primary Information

Invoice Date	*	<input type="text" value="02/09/2024"/>	
Invoice Received Date		<input type="text" value="02/05/2024"/>	
Company	*	<input type="text" value="The Ohio State University"/>	
Supplier	*	<input type="text" value="SIR new supplier request"/>	
Remit-To Connection		<input type="text"/>	
Currency	*	<input type="text" value="USD"/>	
Control Total Amount		<input type="text" value="0.00"/>	
Supplier's Invoice Number		<input type="text" value="SA-0123456789"/>	

Additional Information

Ship-To Address	<input type="text" value="2650 Kenny Road Columbus, OH 43210 United States of America"/>	
Payment Terms	<input type="text" value="Net 60"/>	
Default Due Date	<input type="text" value="04/09/2024"/>	
Reference Type	<input type="text"/>	
Handling Code	<input type="text"/>	
Statutory Invoice Type	<input type="text"/>	
Freight Amount	<input type="text" value="0.00"/>	
Tax Amount	<input type="text" value="0.00"/>	
Memo	<input type="text"/>	

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SIR Line Entries

- For travel reimbursements, please add an “Item Description” in conjunction with the spend categories.
- Honoraria and travel expenses can be submitted together on one SIR as separate lines.
- Please complete the “Memo” and “Internal Memo” sections.
- Funding can be split on each line.

Lines Additional Fields Attachments

⊕ Add Viewing: [] [] []

Click here to sort	Lines
Columbus Hotel & Taxes 550.92 USD	3
Columbus Per Diem 64.00 USD	1
Airfare 435.68 USD	1

⊕ Splits (0)

Goods Line
 Service Line

Item:

Item Description: Columbus Hotel & Taxes

Spend Category: ...

Quantity:

Unit of Measure: ...

Unit Cost:

Item Identifiers (empty)

Item Tags (empty)

Extended Amount:

*Cost Center: ...

*Balancing Unit: ...

*Fund: ...

Gift:

Grant:

Program:

Project:

*Additional Worktags: ...

Billable:

Memo:

Internal Memo:

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SIR “Additional Fields” Tab

- Please add the SA# in the “Supporting Documentation Transaction Number (Example SA# for Wire)” field if the SIR is for a travel reimbursement. Please add the SA# even if paying with a check.

Lines **Additional Fields** Attachments

Service Center Use Only - Please explain the reason for this exception, if applicable.


Supporting Documentation Transaction Number (Example: SA # for Wires)


SIR “Attachments” Tab


- All new supplier paperwork, travel receipts, bank information if paying via a wire, invoice or equivalent documentation must be attached.


Lines Additional Fields **Attachments**

Attachments

 New Supplier Documents.docx
✓ Successfully Uploaded!
Comment

 Travel Receipts.docx
✓ Successfully Uploaded!
Comment

 Guest Talk Flyer.docx
✓ Successfully Uploaded!
Comment

 Backup Documentation for External Reviewer_article referee.docx
✓ Successfully Uploaded!
Comment

SIR “Comments” Section

- Please add all relevant information including if payment will be a wire in this section.

enter your comment

