

## Create Payment Requests

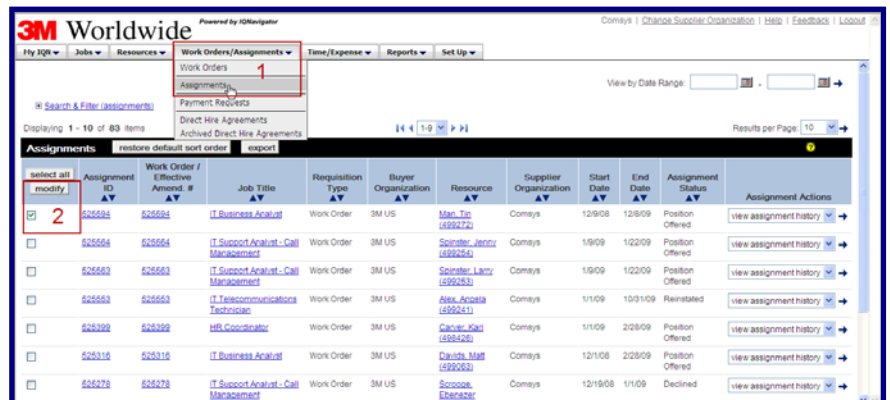
*The intent of this job aid is to highlight key steps required in creating a Payment Request. Payment Requests allow suppliers to submit various requests for payment on miscellaneous expenditures that are not meant to be captured on timecards or expense reports. They are associated to agreements (work order assignments/express assignments) and are submitted with respect to those agreements by the supplier. Examples of typical payment requests are for the reimbursement of Sales Tax or other negotiated items with the client.*

In order to login to the N3M Workforce System web-based application, see 'Login to the N3M Workforce System' job aid for instructions.

### Submit payment requests (Fields with a red asterisk\* are required):

1 From the **Work Orders/Assignments** tab select **Assignments** sub-menu link.

2 Next to the applicable Assignment ID, select the checkbox and click **modify** at the top of the column.



3 Make sure the box is checked next to 'Create Payment Requests.'

4 Click **next**.



5 Select the Payment Type from the drop-down field (i.e., Background Check, Commission, Conversion Fee, Drug Test, etc.).

6 Enter requested amount and any comments.

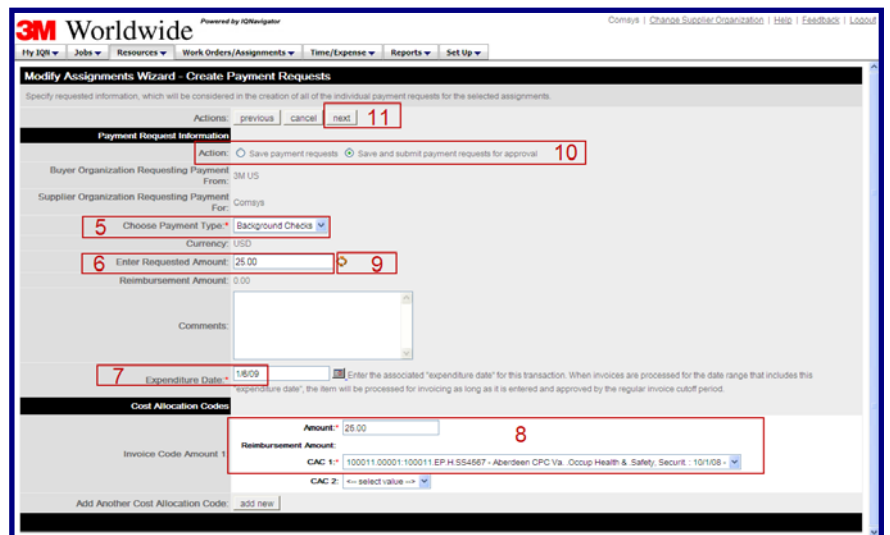
7 Enter the Expenditure Date

8 Under the **Cost Allocation Code** section enter the Amount and select a CAC 1 from the drop down menu.

9 Once the refresh icon displays, make sure to refresh the page.

10 Choose to either, **save and submit the payment request for approval** or to **save payment requests** to submit later".

11 Click **next**.



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12 Verify the information regarding the payment request is correct and click **finish**.

