

BuzzMart: Recurring Payment Request Form Guide

Recurring Payment Request Form: This form is used to request recurring payments; recurring payments are defined as three or more fixed payments. This form should be used for the following recurring payment types:

- Stipends and participant payments
- Monthly leases,
- Non-GT student fellowships.

Note: This form is for **US Payees only**. Please use paper form for Non-US vendors.

Requirements:

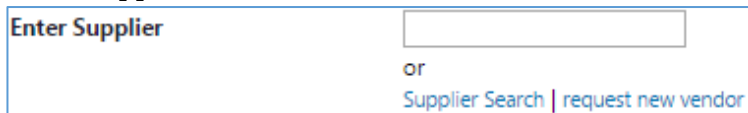
- One form should be submitted per fiscal year
- Payments scheduled either weekly, monthly or quarterly.
- Payments for summer research participants can cross the fiscal year if part of a single research program.
- This form should only be used if the payee is scheduled to receive three or more **FIXED** payments.

The department must notify Accounts Payable if scheduled payments must be cancelled or modified; please send an email to ap.ask@business.gatech.edu

Completing the Recurring Payment Form

Payee Information

1. Enter Supplier



- a. If you do not see the recipient and you have paid them before, please send an email to vendor.help@business.gatech.edu to enable the vendor record for use in BuzzMart. If there is no vendor profile, the vendor will be required to complete the e-Vendor Profile Form at the following URL <https://vpa.procurement.gatech.edu/>
2. **Remit Address:** Once you select a supplier in BuzzMart, the “Remit to Address” should populate.
 - a. If you do not see the correct “Remit to Address” in the drop down, please email vendor.help@business.gatech.edu to update the address in the vendor profile.

Recurring Payment Information

1. **Type of Payment:** Select type of payment from the drop down – Fellowship, Lease or Stipend.
2. **Product/Service Description** – Please provide a detailed description of the payments
 - a. Provide the building name or address (Leases)
 - b. Provide the name of the program/grant (Stipends/Fellowships)
 - c. Number of payments

- d. Date to release payment
- e. Handling instructions

Product/Service Description	711 Marietta, Atlanta 12 payments 15th each month Call for Pick-Up - 4-5375 <small>175 characters remaining expand clear</small>
------------------------------------	--

Product/Service Description	NSF Grant 5 Payments 10th each month Call for Pick-Up - 4-5375 <small>189 characters remaining expand clear</small>
------------------------------------	---

- 3. **Start Date:** Date for first payment to be released
- 4. **Quantity:** Number of payments
- 5. **Recurring Payment Amount:** Amount to payment for each payment
- 6. Weekly, Monthly or Quarterly.
- 7. **NIGP Code:** Use NIGP Code depending on payment type → 971 for Rental Property or Lease; 917-56 – 917-66 for Lease Purchases; 96322 Stipends; 95259 Fellowships
- 8. Once all fields are complete “Add to Cart”

Available Actions: <input type="text" value="Add and go to Cart"/> <input type="button" value="Go"/> <input type="button" value="Close"/>

Documentation to support payment must be attached to the requisition – Lease agreement, stipend/fellowship letter or announcement.

Requisition to PO to Recurring Payments

Requisition Approval: After this requisition is approved by the department Finance and Spend, it will go to the AP team for review. Once AP approves this requisition, a PO will be created.

Recurring Payment Entry: AP will create a base voucher (first payment) and then enter the subsequent recurring payments using the new “Recurring Invoice” functionality. This allows AP to enter all the recurring payments at once. These payments will not post to PeopleSoft until they are ready to pay.

Invoice Numbering Convention:

	Lease	Stipend	Fellowship
Naming Convention	RENT_PO_StartYear/EndYear	STIP_PO_SEMESTER_YEAR	FELLOW_PO_SEMESTER_YEAR
1st Payment	RENT_1234567890_16/17	STIP_1234567890_FALL_16	FELLOW_1234567890_SPRING_16
2nd Payment	RENT_1234567890_16/17-1	STIP_1234567890_FALL_16-1	FELLOW_1234567890_SPRING_16-1
3rd Payment	RENT_1234567890_16/17-2	STIP_1234567890_FALL_16-2	FELLOW_1234567890_SPRING_16-2