

# FIN – Payment to Individual Webform

Instructions and Best Practices

Last revised 5/6/2022

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# Section 1 – When to Use this Form

- UD is moving to UD Exchange for eProcurement and Payments. However, there are still circumstances in which you will use the Payment to Individual webform after your department transitions into UD Exchange:
  - Paying matriculated UD students
  - Paying participant incentives to human subject participants who are not in our system as supplier/vendor payees
  - Paying refunds
  - Paying reimbursements to non-employees

# Section 2 – Types of Payments to Individuals

- Users must choose from the dropdown on the webform.
- These are the **only** types of payments that can be made on the PTI webform.
- Note that these payment types are defined on the [Non-PO Payment Matrix](#), which is the guide to allowable payments and use of *both* the Payment to Individual webform and the Non-PO Payment (NPOP) form in UD Exchange.



The image shows a screenshot of a webform with a dropdown menu. The dropdown is currently open, showing a list of payment types. The text 'Payment is for:' is followed by a red asterisk and the dropdown menu. The dropdown menu is highlighted with a red border and contains the following options: 'Choose one', 'Athletic Officials', 'Awards', 'Honoraria', 'Human Subject Participant', 'Participant Support', 'Refund', 'Reimbursement', 'REU', and 'Royalty'. The text 'Amount per payee:' and 'Purpose for payment:' are also visible with red asterisks, but their corresponding input fields are not shown. The text 'Special instructions:' is also visible at the bottom of the form area.

# Types of Payments and Definitions

- **Athletic Officials** - *Used by Athletics employees to pay an individual who officiates at a UD sporting event.*
  - UD Students may be paid through the PTI webform
  - Employees (including student employees) must be paid through Payroll S-Contract
  - All other payments must be made through UD Exchange (NPOP “Specialized Non-PO Services” payment type).
- **Required Attachments:** Invoice and/or any other documentation needed if audited

# Types of Payments and Definitions, cont'd

- **Awards** - *Cash award or prize for achievement, performance or competition for programs and activities that support the primary missions of the University.*
  - UD Students who are not employees may be paid through the PTI webform
  - Employees (including student employees) must be paid through Payroll S-Contract
  - Hen Hatch competition awards paid to non-individuals/groups must be made through UD Exchange (NPOP “Award/Prize” payment type).
  - All other payments must be made through UD Exchange (NPOP “Award/Prize” payment type).
- **Required Documentation:** Award Letter

# Types of Payments and Definitions, cont'd

- **Honoraria** - *A one-time payment made to an individual (**not** a corporation, business, or partnership), for a special and non-recurring activity or event (one day or one event over contiguous days) for which a fee is not legally or traditionally required, in a non- classroom setting.*
  - If the activity is in a classroom setting, this should be a guest lecturer on a purchase order for the appropriate type of service, not an honorarium.
  - The sum of the honorarium amount is discretionary. This payment should NOT be negotiated. If there is a negotiation and contract, this should be a purchase order for the appropriate services commodity code.
  - The sum should *not* be characterized as lost fees or wages, expenses, or other opportunity costs incurred by the individual, but rather to the amount of recognition appropriate for the service provided.
  - The payment is made payable to the individual who provided the gratuitous service. The University does *not* make charitable contributions to organizations in lieu of an honorarium payment. An honorarium *cannot* be used to pay independent contractors, consultants, or employees.

# Types of Payments and Definitions, cont'd

- **Honoraria** – *(continued)*
  - Honorarium payments will be moved to UD Exchange (NPOP “Honorarium” payment type) for third parties.
  - UD Students (rarely paid an honorarium) can be paid on the Payment to Individual webform. The student will need to complete a W9. This is taxable income so it applies *only to non-employee students*.
  - UD employees are not paid honoraria. *Student* employees are paid via S-contract.
- **Required Documentation:** Communication arranging the engagement between UD and the payee serves to prove the definition is met. Invoices are not honoraria and must be paid via UD Exchange as a non-catalog purchase order for services obtained in advance of the engagement. Please note that account code 136800, previously used for some types of honoraria, is reserved only for direct reimbursement of business expenses and has been retitled “*Seminar Speaker Travel Expense*”.



# Types of Payments and Definitions, cont'd

- **Human Subject Participant (Participant Incentive)** - *Compensation of human subject for time and efforts in participation in clinical trial.*
  - Payees do not complete a W9 for payment.
  - UD Students and employees may be paid through the PTI webform by using the UDID lookup. **This is the *ONLY* acceptable use of the PTI webform with the UDID lookup.**
  - All other payees may be paid through the PTI webform by entering the SSN and check payment information until further guidance is issued. **This is the *ONLY* acceptable use of the PTI webform with the SSN number entered.**
  - These payments may *only* be made in UD Exchange if the payee is already a registered supplier.
- **Required Documentation:** Completed Research Participant Compensation Form

# Types of Payments and Definitions, cont'd

- **Participant Support** - *Payments provided to a study participant or to a workshop attendees from the grant to an individual or to a vendor on behalf of the individual, involving direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees in connection with meetings, conferences, symposia, or training projects.*
  - Participants may include students, scholars, and scientists from other institutions, representatives of private sector companies, teachers, and state or local government agency personnel but **not** employees of the University of Delaware.
  - UD students (including student employees) may be paid through the PTI webform.
  - All other payees must be paid through UD Exchange (NPOP “Participant Support Cost” payment type).
- **Required Documentation:** Documentation of Expense as required by grant; for non-REU stipends on the PTI webform, the letter to the student accepting their participation in the program

# Types of Payments and Definitions, cont'd

- **Refund** - *Money returned to any payee which was originally received by UD and is returned from UD funds.*
  - Refunds are non-taxable and should be limited to the exact amount on the provided documentation.
  - Refunds and reimbursements are the **only** payment types on the PTI webform where it is allowable to submit the form with just name and address typed in.
  - If a payee is in UD Exchange, then pay as NPOP (“Refund” payment type). This will ensure electronic payment. Students and employees can be selected as payees. If the payee is not in the system, type ONLY name and address into the Payment to Individual webform to be sent a check.
- **Required Documentation:** Original CT or accounting showing reason for refund

# Types of Payments and Definitions, cont'd

- **Reimbursement** – *Money paid for out-of-pocket expenses incurred on behalf of the University. Examples: an interviewee who paid for their travel to UD or a Resident Assistant who bought supplies for a student program.*
  - Reimbursements are non-taxable and should be limited to the exact amount of receipts provided.
  - Refunds and reimbursements are the only payment types on the PTI webform where it is allowable to submit with just name and address typed in.
  - Reimbursements to employees (excluding student employees) must be made through Concur.
  - If a payee is in UD Exchange, then pay as NPOP (“Travel and Business Expense” payment type). This will ensure electronic payment. Others should type ONLY name and address into the Payment to Individual webform to be sent a check.
- **Required Documentation:** Invoice by supplier or receipts if reimbursing an individual

# Types of Payments and Definitions, cont'd

- **REU** – *a specific program of the National Science Foundation, the Research Experience for Undergraduates should **only** be selected when the purpose code includes the abbreviations “NSF” and “REU”. Otherwise, the “Participant Support” payment type should be selected to pay a research-related stipend.*
  - UD Students may be paid through the PTI Webform. If it concerns a non-REU stipend, use the dropdown “Participant Support” instead.
  - Non-UD Students must be paid through UD Exchange (NPOP “Stipend/REU” payment type).
- **Required Documentation:** Agreement/Fee documentation, such as the letter to the student accepting their participation in the program

# Types of Payments and Definitions, cont'd

- **Royalty** – *Any University-related, non-employee royalty paid to authors, or patent fee paid to inventors. In addition, this would include any fees paid to obtain the rights to produce plays.*
  - UD Students and employees may be paid with the PTI webform
  - All other payees must be paid through UD Exchange (NPOP “Royalty” payment type).
- **Required Documentation:** Royalty Agreement/fee documentation or Invoice from license

# Section 3 - Best Practices & Notes

- **Submit a *separate* PTI webform for each payee when possible**
  - The PTI webform allows users to submit one form for multiple payees for efficiency. However, if there is an issue with the information for one payee, payments to *all payees* listed on the form will be delayed until that issue is resolved.
- **Use the *Vendor Short Name* lookup feature**
  - This ensures the accurate payee is chosen. Do not type in payee except in the specific types of allowable forms. If your payee is not available, their W9 has not yet been processed and approved.
- **Please Note: Procurement Services *cannot* guarantee specific payment dates**
  - A PTI webform that has been fully and accurately completed with all required information, documentation, and attachments has an estimated turnaround time of 30 days.

## Request for Payment to Individual

If you have questions, contact Procurement Services at (302) 831-2161.

# Section 4 - Completing the Payment to Individual Webform

Symbol Key: \* Required Information, ! Error

Business unit: \* UNIVERSITY OF DELAWARE (UOD01) ▼

Department: \* PROCUREMENT SERVICES (04750) ▼

Payment is for: \* Awards ▼

Amount per payee: \* \$1500.00

Purpose for payment: \*  
Short description: 2021 Procurement Education Award  
Long description: Award payment for 2021 Procurement Education Award presented to University of Delaware student, Kristen Pickering. Kristen will be formally recognized on July 8th.

Special instructions:

Attachment(s): Use the Browse button to locate the file(s) on your local drive (total size of attachment(s) may not exceed 30 MB).  
Choose File No file chosen  
Choose File No file chosen  
[more attachments](#)  
 Additional attachments sent via separate cover

- Complete the required information on the form
- Upload any attachments required for supporting documentation
- Click “Next Step”

Save & exit  
(not submitted)

Exit without saving

Next step



Is payee a US Citizen? \*  Yes,  No  
If No, does payee have a UD W-8?  Yes,  No

Payee short name: Use the lookup to obtain a payee short name and click 'Add line' after each payee.  
(lookup) (clear)

Or, enter the payee information below.

UD ID:  (lookup)

- OR -

First Name:

Middle Name:

Last Name: \*

Suffix: Choose one ▾

Taxpayer ID:  (use format nnn-nn-xxxx)

Address line 1: \*

Address line 2:

Address line 3:

City: \*

State: \* Choose one ▾

Zip Code: \*

Country: \* USA (USA) ▾

E-mail:

Phone:  (use format nnn-xxx-xxxx)

Fax:  (use format nnn-xxx-xxxx)

- Click "Lookup" in the Payee Short Name section of the page



Enter all or part of the Vendor/Payee name:  
(Use last name for individuals)



- Search for your payee
- Click "Next Step"

**Active vendors**

You MUST select a vendor from this box if available. If the vendor is not on the Active vendor list, please proceed to the Inactive vendor box below.



PICKKRIS-002: PICKERING, KRISTEN ASTRID 201 ALTAIR WAY BEAR, DE  
PICKNORA-001  
PICKSUSA-001

- Select the payee from the active vendors list
- Click "Submit"

**Inactive vendors**

Only select a vendor from the Inactive vendors list if they are NOT available in the Active vendors list above. If the vendor is in neither list, select *Vendor Not Listed* from the Inactive vendor list.

\*\*Vendor Not Listed  
PICKDAVI-001:  
PICKJANE-001:  
PICKJOSE-001:  
WILMERCU-00'  
WILMERCU-00'



Is payee a US Citizen? \*  Yes,  No

If No, does payee have a UD W-8?  Yes,  No

Payee short name: Use the lookup to obtain a payee short name and click 'Add line' after each payee.  
PICKERING,KRISTEN ASTRID (PICKKRIS-002) [\(lookup\)](#) [\(clear\)](#)

Or, enter the payee information below.

UD ID:  [\(lookup\)](#)

- OR -

First Name:

Middle Name:

Last Name: \*

Suffix:

Taxpayer ID:  (use format nnn-nn-nnnn)

Address line 1: \*

Address line 2:

Address line 3:

City: \*

State: \*

Zip Code: \*

Country: \*

E-mail:

Phone:  (use format nnn-xxx-nnnn)

Fax:  (use format nnn-xxx-nnnn)

• Click "Add Line"

### Request for Payment to Individual

If you have questions, contact Procurement Services at (302) 831-2161.

Symbol Key: \* Required Information, ! Error

Payee	Citizen	UD W-8	Amount	Action
UC001 PICKKRIS-002 PICKERING,KRISTEN ASTRID	Y	n/a	\$1,500.00	<a href="#">delete</a>
TOTAL			\$0.00	

#### Add a payee

Is payee a US Citizen?  Yes,  No

If No, does payee have a UD W-8?  Yes,  No

Payee short name: Use the lookup to obtain a payee short name and click 'Add line' after each payee.  
[\(lookup\)](#) [\(clear\)](#)

Or, enter the payee information below:

UD ID:  [\(lookup\)](#)

- OR -

First Name:

Middle Name:

Last Name:

Suffix:  [Choose one](#)

Taxpayer ID:  [\(see format xxx-xx-xxxx\)](#)

Address line 1:

Address line 2:

Address line 3:

City:

State:  [Choose one](#)

Zip Code:

Country:  [USA \(USA\)](#)

E-mail:

Phone:  [\(see format xxx-xxx-xxxx\)](#)

Fax:  [\(see format xxx-xxx-xxxx\)](#)

[Add line](#)

- Repeat the “Lookup” and “Add Line” steps as needed to add additional Payees (not recommended)
- Click “Next Step”

### Request for Payment to Individual

If you have questions, contact Procurement Services at (302) 831-2161.

- Complete your funding information
- Click "Next Step"

Symbol Key: \* Required Information, ! Error

Amount per payee: \$1,500.00

Funding per payee: You may enter up to 6 SpeedCharts.

Item Category/Account	SpeedChart	User Field	Amount
AWARDS & PRIZES - 149200 (lookup) (clear)	PURC110000 (lookup)	(lookup)	1500.00
(lookup)	(lookup)	(lookup)	
(lookup)	(lookup)	(lookup)	
(lookup)	(lookup)	(lookup)	
(lookup)	(lookup)	(lookup)	
(lookup)	(lookup)	(lookup)	
TOTAL			\$ 1500.00

◀ Previous step

📁 Save & exit  
(not submitted)

✖ Exit without saving

Next step ▶

### Request for Payment to Individual

If you have questions, contact Procurement Services at (302) 831-2161.

- Review your funding details
- Click “Next Step”

Symbol Key: \* Required Information, ! Error

Funding detail:	Category	SpeedChart	Account	User field	Project ID/Grant	Source	Amount
	AWARDS & PRIZES	<a href="#">PURC110000</a>	<a href="#">149200</a>		<input type="text"/> (lookup)	<input type="text"/> (lookup)	\$1,500.00
<b>Total</b>							<b>\$1,500.00</b>

Additional comments:

◀ Previous step

📁 Save & exit  
(not submitted)

✖ Exit without saving

Next step ▶

### Request for Payment to Individual

If you have questions, contact Procurement Services at (302) 831-2161.

- Review your request
- Click "Next Step"

Symbol Key: \* Required Information, ! Error

<b>Business unit:</b> UNIVERSITY OF DELAWARE (UOD01)		<b>Prepared by:</b> Martin, Margot Elizabeth McCabe						
<b>Department:</b> PROCUREMENT SERVICES (04750)		<b>Invoice number:</b>						
<b>Payment is for:</b> Awards		<b>Special instructions:</b>						
<b>Purpose:</b> 2021 Procurement Education Award Award payment for 2021 Procurement Education Award presented to University of Delaware student, Kristen Pickering. Kristen will be formally recognized on July 8th.		<b>Attachments:</b>						
Payee(s)								
Name and address	US Citizen	UD W-8	Amount		Name and address	US Citizen	UD W-8	Amount
UOD01 PICKKRIS-002 PICKERING KRISTEN ASTRID	Y	n/a	\$1,500.00					
Funding								
Category	SpeedChart	Account	User field	Project ID/Grant	Source	Amount		
AWARDS & PRIZES	PURC110000	149200				\$1,500.00		
<b>Total per payee</b>						<b>\$ 1,500.00</b>		
<b>Total funding</b>						<b>\$ 1,500.00</b>		
<b>Additional comments:</b>								



### Request for Payment to Individual

If you have questions, contact Procurement Services at (302) 831-2161.

Symbol Key: \* Required Information, ! Error

#### Routing and Authorization

Role	E-mail Address	Completed On
Form Originator	<---> <a href="#">Martin, Margot Elizabeth McCabe</a>	
<input type="text" value="Approver"/>	<input type="text"/> (lookup)	
<input type="text" value="Approver"/>	<input type="text"/> (lookup)	
<input type="text" value="Approver"/>	<input type="text"/> (lookup)	
<input type="text" value="Approver"/>	<input type="text"/> (lookup)	
Account Code Administrator	<input type="text" value="Walueff, George S"/> ←	
Final Approver	<a href="#">PayIndv RPI 2</a>	
Copy	<a href="#">Martin, Margot Elizabeth McCabe</a>	

- Select your Account Code Administrator and any additional approvers as needed (see also slide 26).
- Click "Submit Form"

## Section 5 – Vendor Short Name Not Found

Lookup Vendor/Payee

**\*\* No matching results \*\***

Enter all or part of the Vendor/Payee name:  
(Use last name for individuals)

CARUANA

[Close window](#)

Next step 

- You may search for a payee and receive the message **\*\*\*No Matching Results\*\*\***
- Click “Close window” to return to the form.

## Add a payee

Is payee a US Citizen? \*  Yes,  No

If No, does payee have a UD W-8?  Yes,  No

Payee short name: Use the lookup to obtain a payee short name and click 'Add line' after each payee.

Caruana, Victor [lookup](#) [clear](#)

Or, enter the payee information below.

UD ID:  [lookup](#)

- OR -

First Name:

Middle Name:

Last Name: \*

Suffix:

Taxpayer ID:  (use format nnn-nn-9999)

Address line 1: \*

Address line 2:

Address line 3:

City: \*

State: \*

Zip Code: \*

Country: \*

E-mail:

Phone:  (use format nnn-nn-9999)

Fax:  (use format nnn-nn-9999)

- You will be returned to the “Add a payee page”
- **If** you are requesting a **Human Subject Participant** payment, you may proceed by typing in the payee’s SSN, Name, and Address. Click the Add Line button.
- **If** you are requesting a **Refund** or **Reimbursement** payment, you may proceed by typing in just the payee’s Name and Address. Click the Add Line button.

**Please DO NOT type in payee information for any other payment types.**

- Although the form will allow you to do so, Accounts Payable **cannot** process payment without the Payee Short Name.
- You will need to email [procurement@udel.edu](mailto:procurement@udel.edu) to inquire about the W9 submitted by the payee you are trying to find.
- You must wait until the W9 is entered and approved to select your payee.
- **PTI webforms submitted without Payee Short Names will be returned to you.**

[Previous step](#) [Save & exit \(not submitted\)](#) [Exit without saving](#) [Next step](#)

## Section 6 – Additional Information

- Webforms without the required attachments will be returned to the submitter, even if a similar webform was approved without attachments in the past. **This is an audit requirement we must follow.**
- If you are using Participant Support on a federal award, please include the C&G analyst from the Research Office on the approval routing. If not selected, we will forward before we approve. Procurement does not have visibility to award budgets and if the award is not properly budgeted, the department could be required to pay back the award at closeout.

## Section 6 – Additional Information

- The account code used drives the creation of the 1099 form. If the payee receives \$600 or more in taxable payments in a calendar year, they will receive a 1099 form from us in January, and their income will be reported to the IRS. However, you cannot change the account code to avoid taxability; an award is an award even if you use a code that should be used for reimbursements (such as travel). In that situation, consider getting receipts for the travel and processing as reimbursement.
- Procurement does not pay employees for most types of payments because issuing a W2 and a 1099 in the same year is generally an audit finding. The webform will be returned to you if you are attempting to pay an employee an award or other taxable income.
- The PTI form is not to be used to pay wages. All wages are to be paid through Payroll.

## Section 6 – Additional Information

- We do not and cannot withhold taxes from payments to US citizens; we do withhold and report to Payroll for foreign individuals.
- Student Financial Services uses our system to issue student refunds. If a student requests a refund from SFS, and is asked to enter their banking information or address for a check payment, this data will overwrite what we have entered from the W9 and use it for future payments. If your student is missing a payment from an approved webform, please ask whether they recently requested a student refund and have them check the same bank or address they used for the refund.

QUESTIONS?  
procurement@udel.edu