

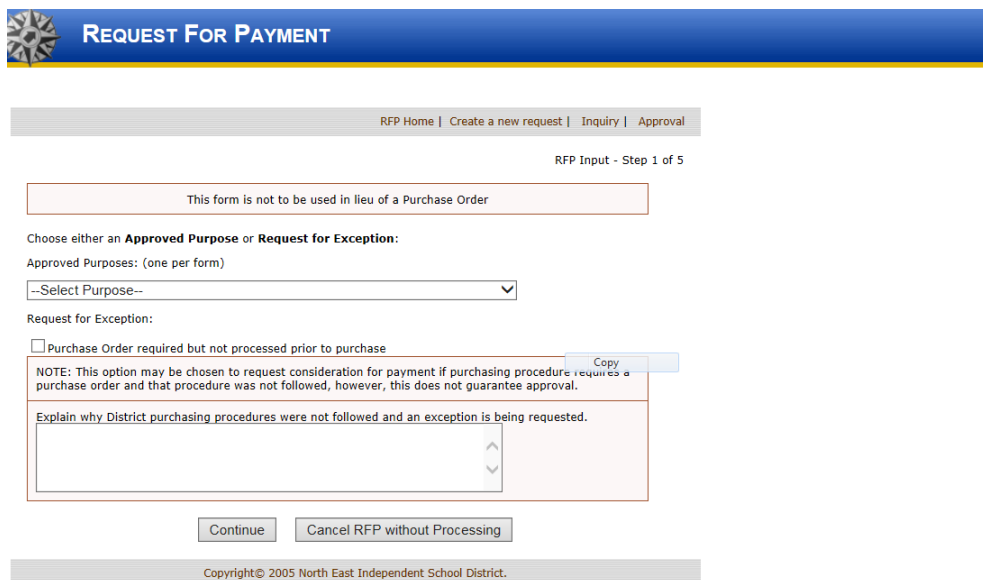
## Request for Payment – to create a new RFP

1. Go to Employee Portal
2. Log in
3. Select Request for Payment  
Create a new RFP



The screenshot shows the top section of the application. It features a blue header with a gear icon and the text "REQUEST FOR PAYMENT". Below the header is a grey navigation bar with links: "RFP Home | Create a new request | Inquiry | Approval". A list of menu items is displayed on the left, each preceded by a blue diamond icon: "RFP Administration", "RFP Accounting", "Create a new RFP", "Inquiry", "Vendor Look up", and "Approval". A red link "Click here to view history requests" is located to the right of the menu. At the bottom, a grey footer contains the text "Copyright© 2005 North East Independent School District."

4. Select a Purpose, then click on the Continue button to Continue or the Cancel button to Cancel the request.




The screenshot shows the "REQUEST FOR PAYMENT" form, Step 1 of 5. The header is blue with a gear icon and the text "REQUEST FOR PAYMENT". The navigation bar is grey with links: "RFP Home | Create a new request | Inquiry | Approval". The page title is "RFP Input - Step 1 of 5". A warning box states: "This form is not to be used in lieu of a Purchase Order". Below this, the user is instructed to "Choose either an **Approved Purpose** or **Request for Exception**:". Under "Approved Purposes: (one per form)", there is a dropdown menu with "--Select Purpose--". Under "Request for Exception:", there is a checkbox labeled "Purchase Order required but not processed prior to purchase". A "Copy" button is next to the checkbox. A note states: "NOTE: This option may be chosen to request consideration for payment if purchasing procedure requires a purchase order and that procedure was not followed, however, this does not guarantee approval." Below the note is a text area with the prompt "Explain why District purchasing procedures were not followed and an exception is being requested." At the bottom, there are two buttons: "Continue" and "Cancel RFP without Processing". The footer is grey with the text "Copyright© 2005 North East Independent School District."

Approved Purposes:

- Advertising Refund
- Application Fee
- Athletic Facility Rental
- Athletic Gate Receipt
- Bank Fee
- Board Travel
- Bond Fees
- CBI Reimbursement
- Central Office Fund Account
- Change Funds
- Company 810 only - Scholarships
- Earnest Money
- Facility Rental Refund
- Grant Reimbursement
- Institutional Membership Fee/Employee Certification
- Judges Fee
- Late Fee
- License Fee
- MAC/SHARS
- NEISD Credit Card Fee
- Online Auction Refund
- Petty Cash Account Reimbursement
- Postal and Postage Fee
- Print Shop Refund
- Project Graduation
- Property Tax
- Refund Health Premium
- Registrations
- SAF/CAF Funds Only – Employee Reimbursement
- SAF/CAF Reimbursement
- Scholarships
- Sports Official Association
- State & Municipal Permit Fee
- Student and Parent's Fee
- Student Meal Account Refund
- Student Travel
- Subscriptions
- Teacher Resource Center(over \$25)
- Tuition Refund
- Unclaimed Property
- Unemployment Benefit
- Vehicle Registrations

If a Purchase Order was required but did not get processed prior to purchase select that box following with an explanation why the District purchasing procedures were not followed. Selecting this option will route to Executive Director of Procurement. They will review it for final approval. Please note: a record of the number of times this selection is chosen is viewed by the Executive Director.

5. To select a vendor type in the name of the vendor and click on search  
To select an employee, type in the employee id and click on search

 **REQUEST FOR PAYMENT**

RFP Home | Create a new request | Inquiry | Approval

RFP Input - Step 2 of 5

Please type in vendor's name/code (Employee ID for employees) and click 'Search' button. After clicking 'Search', **click 'Select' to select vendor on the vendor table and to view locations.**

☒ Search By Vendor ☐ Search By Employee ID

To set up a new (non-employee) vendor or make changes to an existing vendor, go to the AP Vendor Request application on the Employee Portal.

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If there is an exact match to the vendor information on your documentation (remit address must match exactly), then click on the Select option by the vendor number. If not, go to AP Vendor Request App in the Employee Portal to set up a new vendor or make changes to an existing vendor.



## REQUEST FOR PAYMENT

[RFP Home](#) | [Create a new request](#) | [Inquiry](#) | [Approval](#)

RFP Input - Step 2 of 5

Please type in vendor's name/code (Employee ID for employees) and click 'Search' button. After clicking 'Search', **click 'Select' to select vendor on the vendor table and to view locations.**

☒ Search By Vendor ☐ Search By Employee ID

To set up a new (non-employee) vendor or make changes to an existing vendor, go to the AP Vendor Request application on the Employee Portal.

	Vendor Code	Vendor Name	Address	City, State	Zip
Select	11397	TESTING SPECIALTIES INC	12001 NETWORK BLVD SIUTE 124	SAN ANTONIO, TX	78249
Select	11678	AD TESTING SERVICES	P O BOX 1222	SAN MARCOS, TX	78667
Select	14320	TESTOUT CORP	50 S MAIN ST	PLEASANT GROVE, UT	84062
Select	15948	ENERGY TESTING BALANCE INC	2306 N R R 620	AUSTIN, TX	78734
Select	16110	PROGRESS TESTING	3600 NW 43RD ST STE G-3	GAINESVILLE, FL	32606
Select	16580	BRADLEY TEST	14909 OAK SUMMIT	SAN ANTONIO, TX	78232
Select	16723	JAMES R TEST	25926 TIMBERLINE DR	SAN ANTONIO, TX	78260
Select	28641	USATESTPREP INC	229 W CHURCH ST	CARTERSVILLE, GA	30120
Select	30847	SAN ANTONIO TESTING LABORATORY	LLC 1610 S LAREDO ST	SAN ANTONIO, TX	78207

### 6. Review the vendor you have selected

- Select your org code
- If needed, provide any special instructions for Accounts Payable, for example, check needs to be pulled. If you are late in submitting the RFP, you will need to call the AP Specialist for them to be able to review it.
- Select the AP Specialist by Alpha letter of vendor
- Employee Registrations and SAF/CAF Funds Only – Employee Reimbursements go to the AP Compliance Technician
- Input the dollar amount for the total RFP
- Either click on Continue or Cancel RFP

### 7. Input the budget code and amount

- Description
- Click on Add/Update this RFP
- If you have an additional line add another budget code and amount, the total must agree to the total


**REQUEST FOR PAYMENT**

[Home](#)  
[My Applications](#)  
[Employee Self Service](#)

[RFP Home](#) | [Create a new request](#) | [Inquiry](#) | [Approval](#)

RFP Input - Step 2 of 5

Person creating RFP: Janie Villarreal - Accounting & Tax

RFP created Date: 1/26/2016 8:22:38 AM

Vendor Information: Vendor Number: 11397  
TESTING SPECIALTIES INC  
12001 NETWORK BLVD SUITE 124  
SAN ANTONIO, TX  
78249

Campus/Org code that apply to:	
Org code in budget code:	741
Payment Request By:	
Employee ID:	001801 Janie Villarreal - Accounting & Tax
Special Instructions(optional): Tell A/P Specialist about special requests for this RFP, such as need a check right away, check should be pulled so it can be hand carried, etc. However, if the payment is time sensitive you MUST call the A/P Specialist, after approvals are complete, to let him/her know that he/she needs to review this right away.	
<input type="text"/>	
Select A/P Specialist in Accounting Department to review this request.	
Select A/P Specialist:	Select --
Enter the batch total: \$ <input type="text"/>	

## 8. For registrations, you should have a Travel ID

[RFP Home](#) | [Create a new request](#) | [Inquiry](#) | [Approval](#)

RFP Input - Step 3 of 5

Please add travel ID to RFP. If you want to skip this step, just click on 'Continue'.

TravelID	
<input type="text"/>	<input type="button" value="Add"/>

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9. The final information before it is submitted, will list the approvals based on the org code you selected – Click on submit, edit, or cancel


 **REQUEST FOR PAYMENT**

RFP Home | Create a new request | Inquiry | Approval

RFP Input - Step 4 of 5

Request ID	Vendor Number	Vendor Name	Request Purpose
46707	11397	TESTING SPECIALTIES INC 12001 NETWORK BLVD SUITE 124 SAN ANTONIO, TX. 78249	Registrations

Budget Code	Amount	Description
199-41-741-99-741-6499-0000	\$1.00	test
	Total: \$1.00	

MAC Code: (For SHARS billing only)  
-none- 

This request needs to be approved by:

Additional Approval Person Prior To Budget Manager: (Optional)	Email: <input type="text"/>	<a href="#">Search Email</a>
Additional Approval Person Prior To Budget Manager: (Optional)	Email: <input type="text"/>	<a href="#">Search Email</a>
Additional Approval Person Prior To Budget Manager: (Optional)	Email: <input type="text"/>	<a href="#">Search Email</a>
Additional Approval Person Prior To Budget Manager: (Optional)	Email: <input type="text"/>	<a href="#">Search Email</a>
Additional Approval Person Prior To Budget Manager: (Optional)	Email: <input type="text"/>	<a href="#">Search Email</a>
Principal or Director: Jeffrey Coats	Email: jcoats@NEISD.NET	

10. Print the RFP cover page by clicking on the printer icon



## REQUEST FOR PAYMENT

[RFP Home](#) | [Create a new request](#) | [Inquiry](#) | [Approval](#)

RFP Input - Step 5 of 5

You have successfully submitted RFP request: ID **46707** for approval.

To finish the processing, print the RFP by clicking on the printer icon and print the page.



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Use this page as the cover page with your documentation and fax to the number on the cover page



## REQUEST FOR PAYMENT

[RFP Home](#) | [Create a new request](#) | [Inquiry](#) | [Approval](#)



**PRINT**

In order to validate your request for processing, you must complete the following:

- Print out this page by clicking the print icon above.
- Using the print out page as cover sheet, fax the support document to 805-1280 to electronically attach the backup to RFP.
- The RFP and supporting documents should be retained in your file for audit purpose.
- PLEASE MAKE SURE THIS PAGE IS THE FIRST PAGE WHEN YOU SEND THE FAX AND NO other BARCODES appear on your supporting documents as this could interfere with this fax cover's barcode. If your documents contain barcodes, you can black them out with a black marker, or use liquid paper or cover them with any other material.

Failure to complete these steps will cause your request to be cancelled. If you have any questions, please contact the Accounting Department at 407-0515.



046200046707

Request ID	Vendor Info.	Input By/Request By	Request Purpose	Submit Date
46707	Vendor Code: 11397 TESTING SPECIALTIES INC 12001 NETWORK BLVD SUITE 124 SAN ANTONIO, TX. 78249	Input By: Janie Villarreal - 741  Request By: Janie Villarreal - 741	Registrations	01/26/2016

Budget Code	Amount	Description
199-41-741-99-741-6499-0000	\$1.00	test
	Total: \$1.00	

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If you forget to print the cover page go to the main menu

If you need to edit, you can click on edit

[Click here to view history requests](#)

In process requests listing: (input by Janie Villarreal)



New! If you have a scanner, now you can upload the documentantion. This is a great alternative to fax!

	Request ID	Campus	Vendor Info.	Purpose/Exception	Status			
<a href="#">View Detail</a>	46707	741	Vendor Code: 11397 TESTING SPECIALTIES INC 12001 NETWORK BLVD SIUTE 124 SAN ANTONIO, TX. 78249	Registrations	In process	<a href="#">Edit</a>	<a href="#">Print Fax Cover Sheet</a>	<a href="#">Upload Documentation</a>
1								