After you have entered the Payment Request [header](), [invoice](), and [account distributions]():

- Click **Add Documentation**.

Complete the required (yellow) fields on the **Payment Request Documentation** form:

- Documentation forms vary by Payment Type.
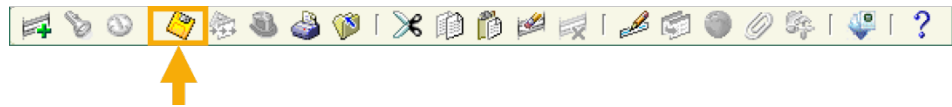- Visit the Financial Affairs Training website for [Payment Request Examples]().

If you are paying a person:

- Click **Print** to print the certification statement.
- Request the **payee's signature** on the certification statement.
- Include the **signed certification statement** with your backup documentation on the payment request.

Save your progress:

- In the toolbar at the top of the window, click the gold **Save** icon.

Exit the **Payment Request Documentation** form:

- Click **Close Form**.

Payment Request Documentation
Other Shipping/Postage

Payment Request Number	
	Status: INCOMPLETE
	Payreq Creation Date: 12-AUG-2020
Supplier Number: 7918	Payreq Submit Date:
Supplier Name: UPS	
Supplier Site: A-CHICAGO	

Describe the expenditures for which payment is being requested.

Shipping Costs

Explain the UAB business purpose for the expense.

Shipped a contract for a research project.

Certification: I hereby certify that the expenses indicated hereon were made in the performance of official UAB business pursuant to the authority granted to me by UAB, and that I have not been and will not be reimbursed for any of these expenses by any other entity.

Signature of Employee _____   Date _____

Print   Close Form

For next steps and additional training materials on generating Oracle Payment Requests, visit the Financial Affairs Training Website.