

## Payment Request Form Quick Reference Guide

### Form location

The link to the form is located on the [Corporate Home page](#) on the Knowledge Center. (left side, under Helpful Links)

If you cannot access the Corporate Home page, please contact your regional office.

### Why we did this

The Payment Request form:

- Provides one consistent method of payment request submittal
- Increases the information provided to Accounts Payable for payment requests
- Eliminates delays due to incomplete information provided

#### Helpful Links

Acronyms and Terms  
 Bulletin Board  
 Contacts  
 Corporate Ticket Sign Up  
 Discount Tire Shop  
 Employee Charge Balance Inquiry  
 Kronos Manager  
 Kronos Quick Time Stamp  
 Microstrategy  
 My SSO Apps (OKTA)  
 New Store Openings  
[Payment Request Form](#)  
 POS Full Beta Stores  
 POS Mini Beta Stores  
 Workday

### What you need to know

Invoices with normal payment terms or that do not require special handling, should not be submitted as payment requests. Please send invoices to [apinvoices@discounttire.com](mailto:apinvoices@discounttire.com).

Payment requests will be sent out for approval following the current invoice dollar amount thresholds unless the submitter is also the approver and it does not exceed their approval limit. Please keep this in mind when considering expected turnaround times.

Store employees (including store managers) and part time employees do not have a vendor number. Always use the new payee/vendor dropdown.

If you're a full time, non-store employee and no vendor is found, use new payee/vendor and a vendor will be created for you.

**If you submit the form as new vendor/payee, please include expected frequency/usage in additional information fields. If this information is not provided, AP will contact you to determine if a new vendor setup is needed or if this is a one-time payment.**

Supporting documents are required when submitting a payment request. You must select upload **after** the invoice is attached so that your image is uploaded to the payment request.

A request for a cash advance or mileage reimbursement does not usually contain backup. Because of the new attachment requirement, please attach a PDF document to this request moving forward.

Only one PDF attachment is allowed when submitting your payment request. If you have multiple pages, you will need to combine them in to one PDF attachment. **If you have multiple invoices, you will need to submit a single payment request for each one.**

Once submitted, a payment request number will display at the top of the payment request form. This number will be your confirmation of successful submittal and can be used in communication with AP regarding updates on your request. An email will no longer be sent with a confirmation number or cc to your manager.

## Payment Request Form Tips

**Please be aware the form will time-out after 30 minutes of inactivity.**

Tool tips have been added to some fields to offer additional information. The tool tips can be displayed by hovering over that field.

Asterisks (\*) indicate a required field and must be populated before submitting payment request. Some fields may only be required for certain payment request types. When submitting, you may be prompted to fill out additional fields.

Today's date will populate in the invoice date field but can and should be updated to the invoice date if applicable.

Use the **Line item description** to explain what the payment request is for. **Line item amount** is the amount that goes with that description. Both fields are required for all payment request reasons.

Use the **invoice line item details** in the form to enter appropriate dollar amounts, when applicable, that will require separate allocations to multiple GL accounts or internal orders.

**Cost center search** can be done based on cost center/site name or based on legacy code excluding Corporate. Corporate users will use cost category or department name for searching.

**Cost center category search** will give groupings of cost centers to select from.

CCTR Category	Name
B	Corp.Business
C	Cross-Dock
I	Corp-IT
M	Regional Maintenance
R	Regional Office
V	Store
W	Regional WH

GL Account and Internal Order Number can be entered but are not required

If selecting any of the drop downs for **payment request reason**, **routing instructions** and **route to** and you need to change any of them, reset all drop downs back to blank to refresh the options.

## Contact

If you have questions about ...	Then contact ...
Payment status,	<a href="mailto:Discounttireap@discounttire.com">Discounttireap@discounttire.com</a> and include payment request number
Filling out the form,	<a href="mailto:apexp@discounttire.com">apexp@discounttire.com</a>
Technical issues with the form,	Help Desk at <a href="mailto:support@discounttire.com">support@discounttire.com</a> or by phone