

Controller's Office – Accounts Payable Procedure

PAYMENT REQUEST – ROYALTIES AND COMMISSIONS

Payment Type: Royalties and Commission Payments

Royalties and Commissions are payments made by one party to another in exchange for the right to use intellectual property or physical assets for which work is typically copyrighted or patented.

I. Royalty/Commission Supplier Set Up

Each royalty recipient must be set up as a supplier in the Supplier File in advance of the payment. Supplier Search is accessed in PeopleSoft via the following:

Main Menu > Suppliers > Supplier Information > Add/Update > Supplier

Use the "Find an Existing Value" tab to search for the supplier name.

If the supplier is not found, they will be required to use the new Supplier Onboarding self-service portal to register as a supplier to receive a supplier ID. The department can then use Payment Request to process payment. When a supplier registers they will be required to attach an IRS Form W-9 (Domestic) or IRS Forms W-8BEN or 8233 (International Individual) or W-8 BEN-E (International Entity). These forms can be found on the Controller's Website. If you have any questions, please email the Supplier Team at APSupplr@mailbox.sc.edu. The Supplier Liaison will receive an email informing them the supplier registration has been approved but please allow 1-3 business days for the supplier to receive final approval from the Supplier Team.

II. Royalty/Commission Payment Request

Each individual royalty or commission must be submitted separately via a Payment Request in PeopleSoft using the [Royalty and Commission Payment Form](#). All documentation to support the royalty/commission payment, which should include the [Royalty and Commission Payment Form](#), approved contract and the agreement, must be scanned and attached to the Payment Request before submitting via workflow within PeopleSoft.

Payment Request is accessed in PeopleSoft via the following:

Main Menu > Employee Self-Service > Payment Request Center

Step by step guidance for payment request may be found on the Controller's Office website.