Purpose: To provide a job aid for submitting a Request for Parking Refund in Bull Marketplace.

Navigation: Navigate in Bull Marketplace to Shop > Showcases > Forms > Request for Parking Refund

Requests for Parking Refunds are now submitted directly to Accounts Payable in Bull Marketplace.

On the Shopping home page in Bull Marketplace select the Request for Parking Refund form.

Review the Refund Request Form Guidelines and select Next.
Search for and select Single Payment Vendor.

Additional fields will appear. Fill in the remittance information and select Next.
Complete the refund details and select Next.

Complete the chartfield information and select Next.
Location and PO Business Unit are not required for the Request for Parking Refund. Select Next.

Once you have completed all required fields review and Submit.

Select the Form Approvals tab to view the current workflow step.
If the Request for Parking Refund is returned by an approver you will receive a notification.

Use Documents Search to locate the original request.

Select History to see the reason for the return.

You may update the form and resubmit.
Parking Refund Job Aid

Once fully approved an invoice will be created. You can select the invoice number to view.

On the invoice you can review the payment status, and once paid, the payment information.

If the request is rejected by an approver you will receive a notification.

To review, use Documents Search to locate the original request.
Rejected requests cannot be resubmitted. If this payment is to be issued in the future a new request will be required.