

Payment for Independent Contractors Quick Reference Guide

Overview

This guide gives brief step-by-step instructions for making a payment to an Independent Contractor. This replaces the ICP form.

1. Log into WarriorWeb
2. Enter your WarriorWeb User ID and Password.

2. Select Employees

3. Select Payment for Independent Contractors

4. Enter the vendor number or vendor name

You may need to put in the leading zeroes of the vendor ID#. If this is a new vendor, contact HR to have a vendor setup in the Colleague system before you start this form.

5. Verify the correct vendor is displayed and select the button beside the vendor number.

Vendor ID	Vendor Name	Payment Address
<input type="radio"/> 0231634	Carter Entertainment	821 Winmoor Dr Sleepy Hollow IL 60118

6. Complete the Request a Payment form. See back page for additional information.

7. After completing the Request a Payment form, hit submit.

The Voucher screen will appear to summarize the information input. Note the voucher number or print this confirmation page for future reference.

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	GL Distribution	Invoice Number	Tax Codes	Tax Info	Comments
Concert 12/1/14		1.000		1,500.0000	1,500.00	10-01-035102-55199 Math Lab - Other Professional Svc	1234			

Request a Payment

* = Required

[View Budget](#)

1 → Request Date* [11/01/14] 2 → Needed By Date []

3 → Invoice Number [] Invoice Date [11/01/14]

Confirmation E-Mail Address* [mrjohnston@lsc.edu]

Vendor ID [0231634]

4 → Vendor Name* [Carter Entertainment]

5 → Street Address/Apartment [821 Winmoor Dr]

City [Sleepy Hollow] ST [Illinois] ZIP [60118]

Country []

6 → AP Type* [WLO Local Funds-Web]

7 → Comments []

8 → Item Description	9 → Quantity	10 → Price	11 → Cost Center	12 → Object Code	13 → Project ID

1. **Request Date** will default in current date.
2. **Need by Date**- leave blank.
3. **Invoice number** is required. If you leave this field blank, the current date will default in. A one word descriptor is better than a date.
4. **Vendor Name**-Please verify vendor name, if you need to change the vendor name put the change in the Comments field.
5. **Vendor Address**-Please verify address; if you need to change the address put the change in the Comments field.
6. **AP Type**-WLO for Local funds will default in. If your payment is out of appropriated funds please change to WAP.
7. **Comments**- Use a * to tell us about any changes. All other information you put in the Comments Field will appear on the check stub.
8. **Item Description**- Enter a brief Description of services.
9. **Quantity**- Enter the quantity you wish to order.
10. **Price**-Enter the agreed upon price of service.
11. **Cost Center**-Select your cost center from the drop down box.
12. **Object Code**-Select 55199-Other Professional Services from the drop down box.
13. **Project ID**-Leave Blank.
14. You can complete multiple lines as needed.
15. When done hit the Submit button.