Payment for Independent Contractors Quick Reference Guide

1. Log into WarriorWeb using your User ID and Password.
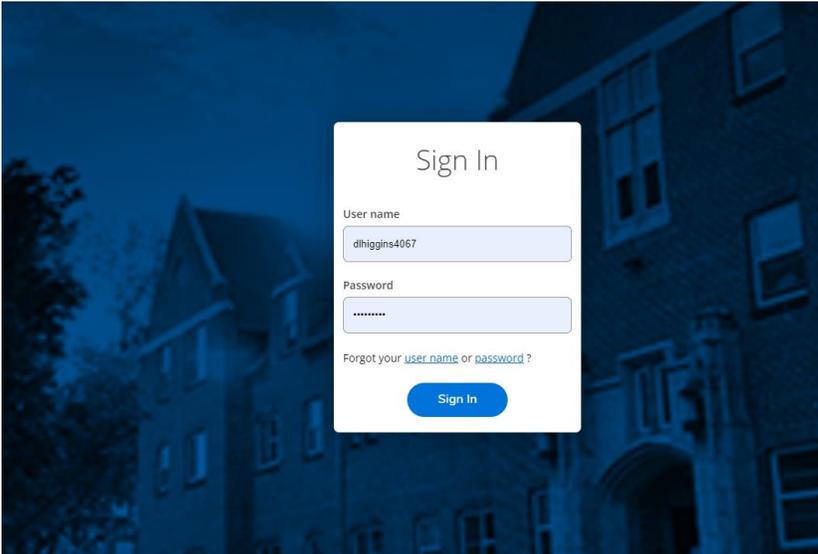
2. Select Financial Management. (If you do not see this section, contact the Controller's Office to be given access.)

3. Select Create.

4. Enter the vendor number or vendor name and select from the options that drop down. If the vendor is not in our system, please provide a W-9 for the individual or company to Purchasing so that we can set them up in Colleague.

Vendor ID

my sewing room

My Sewing Room 0209230
325 12th St Lewiston ID 83501
(PO-Purchase Order Address)

5. Enter an invoice number and date.
6. Select AP type (must be either WAP or WLO).
7. Complete line item: description of service, quantity, price, GL account.
8. Select Add item.

Quantity *

5.000

Percent *

100.000

Add GL Account

Cancel   Add Item

9. Repeat for each line item. Select Save to submit.

Troubleshooting: Please keep in mind that while you type information into the fields (vendor ID, GL account) to search, you need to then *select* the corresponding information when it appears in the list. If you type in a number or vendor name and then try to proceed, it might not be recognized and this will prevent your moving on. Let the system bring up the data you need (based on what you told it to look for) and then select it. You will then be able to move on to the next field.