

How to Enter a Requisition for an Independent Contractor Payment (ICP)

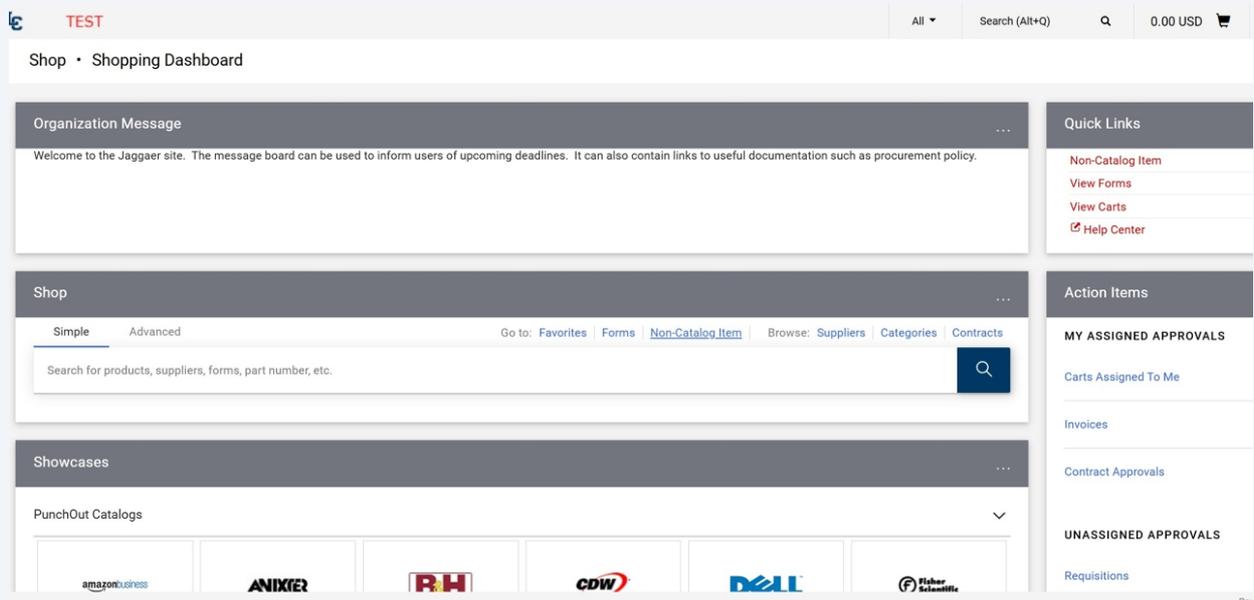
Independent Contractor Payment Requisitions must be entered and approved prior to the contractor performing services. The Object code 55199 must be used for ICP Requisitions.



Independent Contractor Payment (ICP) information can be found on the [Controller's ICP page](#).

An independent contractor is a person or entity that provides services under the terms of a contract and is not considered an employee. It is important to make the determination between an employee vs an independent contractor to ensure compliance with appropriate labor laws. For any questions regarding payments please contact Controller's Office-Accounts Payable at: coap@lsc.edu or Extension 2327.

1 Navigate to Jaggaer



The screenshot shows the Jaggaer shopping dashboard. At the top, there is a navigation bar with the Jaggaer logo, a "TEST" label, a currency dropdown set to "All", a search bar with "Search (Alt+Q)", and a shopping cart icon showing "0.00 USD". Below the navigation bar, the page title is "Shop • Shopping Dashboard". The main content area is divided into several sections: "Organization Message" with a welcome message, "Shop" with a search bar and navigation links (Simple, Advanced, Favorites, Forms, Non-Catalog Item, Suppliers, Categories, Contracts), and "Showcases" featuring "PunchOut Catalogs" with logos for Amazon Business, Anixter, R.H., CDW, Dell, and Fisher Scientific. On the right side, there are three vertical panels: "Quick Links" with links for Non-Catalog Item, View Forms, View Carts, and Help Center; "Action Items" with a section for "MY ASSIGNED APPROVALS" listing Carts Assigned To Me, Invoices, and Contract Approvals; and "UNASSIGNED APPROVALS" with a link for Requisitions.

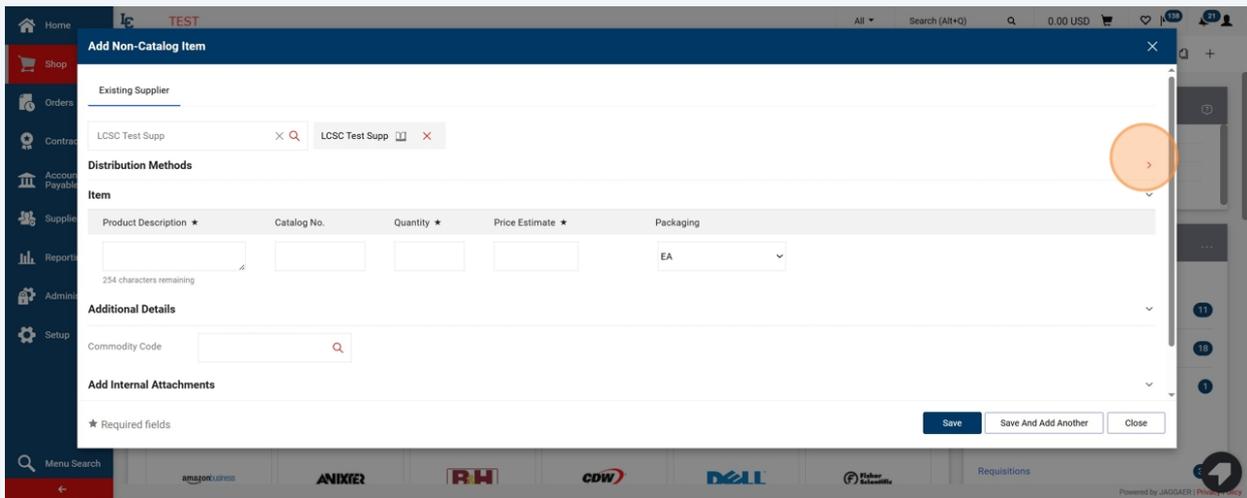
2 Click on "Non-Catalog Item"

The screenshot shows the 'Shopping Dashboard' interface. At the top, there is a navigation bar with 'All', 'Search (Alt+Q)', '0.00 USD', and a user profile icon. Below this is a 'Shopping Dashboard' header. The main content area is divided into several sections: 'Information Message', 'Quick Links', 'Action Items', and 'MY ASSIGNED APPROVALS'. The 'Quick Links' section contains links for 'Non-Catalog Item', 'View Forms', 'View Carts', and 'Help Center'. The 'Action Items' section lists 'MY ASSIGNED APPROVALS' and 'UNASSIGNED APPROVALS'. The 'MY ASSIGNED APPROVALS' section includes 'Carts Assigned To Me', 'Invoices', and 'Contract Approvals'. The 'UNASSIGNED APPROVALS' section includes 'Requisitions'. A search bar is visible in the middle of the dashboard, and the 'Non-Catalog Item' link in the 'Quick Links' section is highlighted with an orange circle.

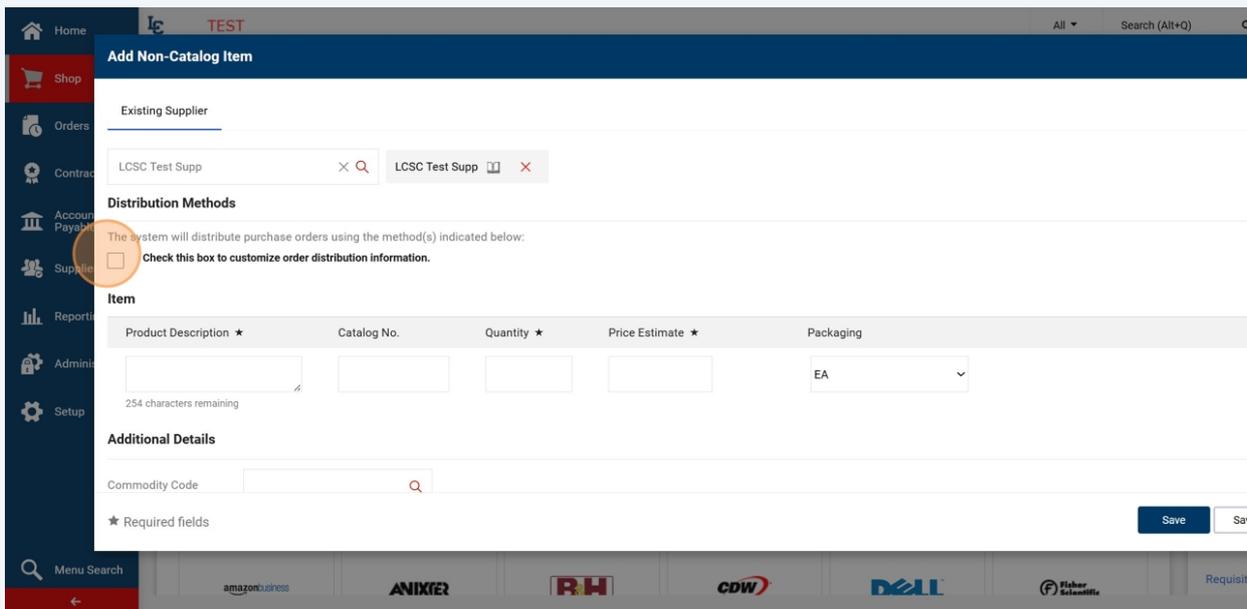
3 Search for and select the Independent Contractor name in the Supplier field

The screenshot shows the 'Add Non-Catalog Item' form. The 'Existing Supplier' field is active, and a search box contains the text 'lsc'. A dropdown menu is open, showing two options: 'LCSC Test Supp' and 'LCSC Internal Agreement 2nd Party'. The 'LCSC Test Supp' option is highlighted with an orange circle. Below the search box, there are fields for 'Catalog No.', 'Quantity', 'Price Estimate', and 'Packaging'. The 'Packaging' field is set to 'EA'. Below these fields, there is a section for 'Additional Details' with a 'Commodity Code' field. At the bottom, there is a section for 'Add Internal Attachments' with an 'Add Internal Attachments' button. The form has a 'Save' button at the bottom right. The background shows a navigation sidebar with icons for Home, Shop, Orders, Contracts, Accounts Payable, Suppliers, Reports, Administration, and Setup. The top navigation bar includes 'Home', 'TEST', 'All', and 'Search (Alt+Q)'. The bottom of the page features a footer with logos for amazonbusiness, ANIXET, RH, CDW, DELL, and Fisher Scientific.

4 Click on the arrow next to the Distribution Method



5 Click "Check this box to customize order distribution information."



6

Confirm the email address listed is the correct email for the Independent Contractor or update. The PO will be emailed to the Independent Contractor at the email address listed in the Distribution method.

The screenshot shows the 'Add Non-Catalog Item' form. The 'Existing Supplier' is 'LCSC Test Supp'. Under 'Distribution Methods', there is a checked box for 'Check this box to customize order distribution information.' The 'Email (HTML Body)' field is empty and highlighted with an orange circle. The 'Item' table has one row with 'Product Description' (empty), 'Catalog No.' (empty), 'Quantity' (empty), 'Price Estimate' (empty), and 'Packaging' (EA). The 'Additional Details' section has a 'Commodity Code' field.

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Enter a description of the services the Independent Contractor will provide in the Product Description field. Enter the quantity and amount.

The screenshot shows the 'Add Non-Catalog Item' form. The 'Email (HTML Body)' field now contains 'purch@lsc.edu'. The 'Item' table has one row with 'Product Description' (Referee services), 'Catalog No.' (empty), 'Quantity' (10), 'Price Estimate' (100), and 'Packaging' (EA). The 'Product Description' field is highlighted with an orange box. The 'Additional Details' section has a 'Commodity Code' field.

8 Click "Save"

The screenshot shows a web application interface for a procurement system. At the top, there is a search bar with the text "LCSC Test Supp" and a search icon. Below the search bar, there is a section for "orders using the method(s) indicated below:" and "for distribution information." A text input field contains the email address "purch@lsc.edu" with a checkmark icon to its left. Below this, there is a table with the following columns: "Catalog No.", "Quantity", "Price Estimate", and "Packaging". The table contains one row with the following values: "10" for Quantity, "100" for Price Estimate, and "EA" for Packaging. At the bottom right of the table, there is a "Save" button highlighted with an orange circle, along with "Save And Add Another" and "Close" buttons. The footer of the page features logos for ANIXER, R.H., CDW, DELL, and Fisher Scientific, along with the text "Requisitions" and "Powered by JAGGAER | Privacy Policy".

9 Access your cart. Click "Cart"

The screenshot shows a dashboard interface for a procurement system. At the top, there is a search bar with the text "1,000.00 USD" and a shopping cart icon. Below the search bar, there is a "Success" message: "Item successfully added to cart". The dashboard is divided into several sections: "Quick Links" with links for "Non-Catalog Item", "View Forms", "View Carts", and "Help Center"; "Action Items" with "MY ASSIGNED APPROVALS" and "UNASSIGNED APPROVALS"; and a "Requisitions" section. The "MY ASSIGNED APPROVALS" section shows "Carts Assigned To Me" with a count of 11, "Invoices" with a count of 18, and "Contract Approvals" with a count of 1. The "UNASSIGNED APPROVALS" section shows "Requisitions". The footer of the page features logos for ANIXER, R.H., CDW, DELL, and Fisher Scientific, along with the text "Powered by JAGGAER | Privacy Policy".

10 Click "Checkout"

The screenshot shows a shopping cart titled "My Cart" with a total of 1,000.00 USD. A red circle highlights the "Checkout" button. The cart contains one item: "Referee services" with a quantity of 10 and a price of 1,000.00 USD. Below the cart, there are links for "View My Cart", "View Carts", and "Help Center". The main page content is partially visible, showing a search bar and a list of suppliers including ANIXER, R.H., CDW, DELL, and Fisher Scientific.

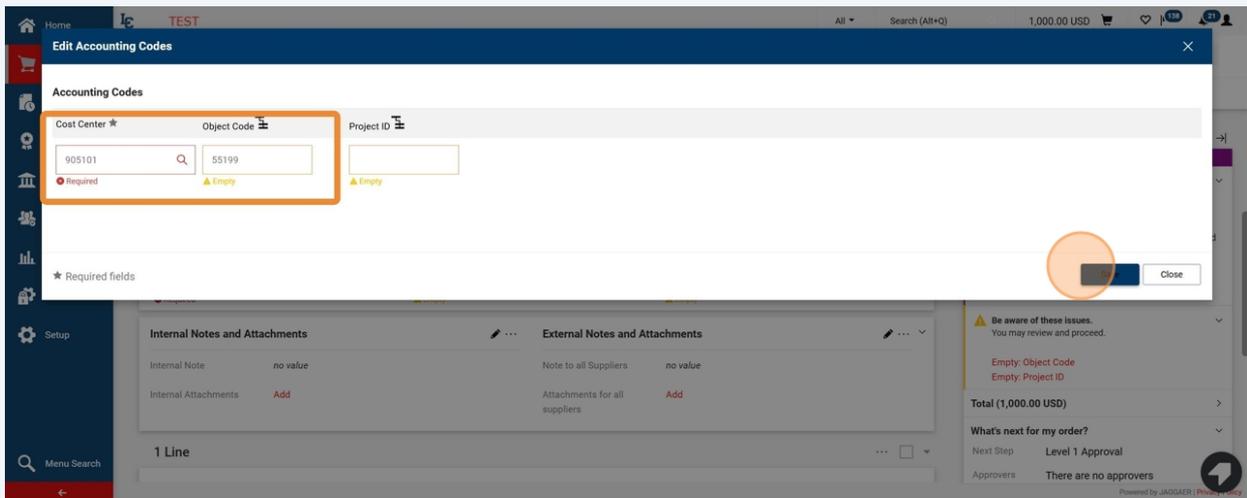
11 Click on the pencil icon in the Accounting Codes section.

The screenshot shows a requisition form for requisition number 4246612. The form includes sections for "Accounting Codes", "Internal Notes and Attachments", and "External Notes and Attachments". A red circle highlights the pencil icon in the "Accounting Codes" section. The "Accounting Codes" section contains a table with columns for "Cost Center", "Object Code", and "Project ID". The "Internal Notes and Attachments" section has a table with columns for "Internal Note" and "Internal Attachments". The "External Notes and Attachments" section has a table with columns for "Note to all Suppliers" and "Attachments for all suppliers". A "Summary" panel on the right shows draft status and error messages.

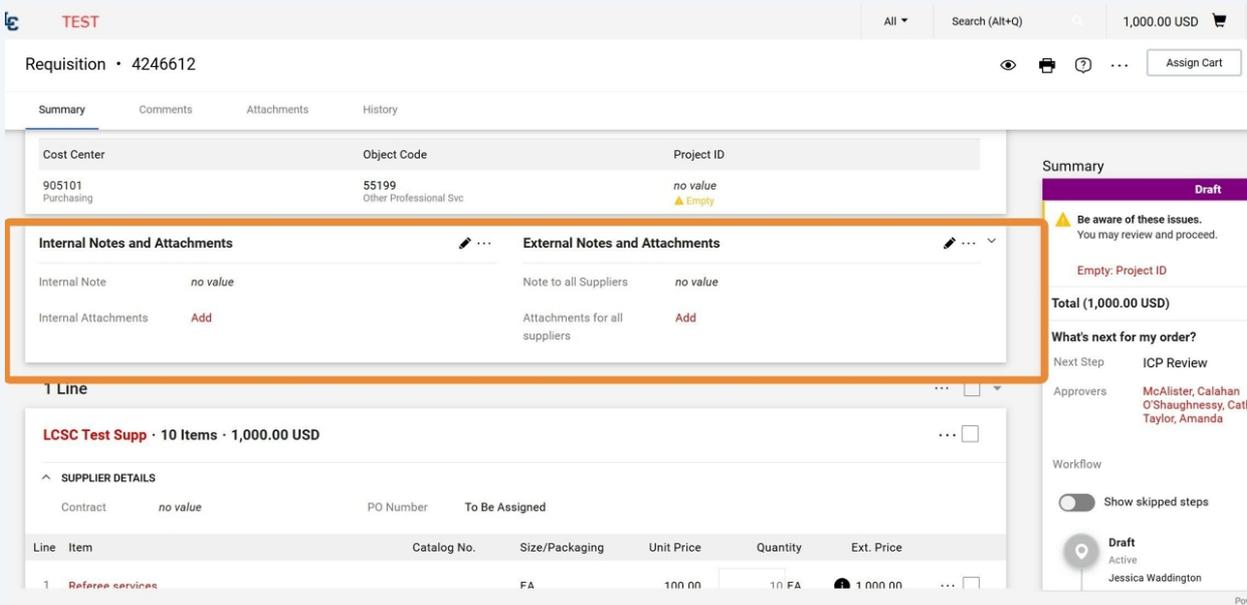
Cost Center	Object Code	Project ID
no value	no value	no value
Required	Empty	Empty

Internal Note	Internal Attachments	Note to all Suppliers	Attachments for all suppliers
no value	Add	no value	Add

12 Enter the cost center and object code 55199. Click Save.



13 Enter any applicable internal or external notes or attachments.



14 Click "Place Order" to submit the Requisition into the approval workflow.

The screenshot displays a procurement system interface. At the top, there is a search bar with "Search (Alt+Q)", a currency indicator "1,000.00 USD", and a shopping cart icon. Below the search bar, the requisition number "46612" is visible. The main content area shows a table with columns for "Catalog No.", "Size/Packaging", "Unit Price", "Quantity", and "Ext. Price". A single row is visible with "EA" for size/packaging, "100.00" for unit price, "10 EA" for quantity, and "1,000.00" for extended price. To the right, a "Summary" panel shows a workflow diagram with steps: "Draft" (Active, Jessica Waddington), "ICP Review" (Future), "Level 1 Approval" (Future), "Create PO" (Future), and "Finish" (Future). A "Place Order" button is highlighted with an orange circle in the top right corner of the interface.

15 Independent Contractor Requisitions will be routed for review to Accounts Payable.

16 When the services have been rendered, enter a receipt on the PO.

Follow the How to Enter Receipts process guide on the [Jaggaer Resource](#) site.