

# How to Enter a Payment Request

The Payment Request form is used to pay vendors in limited scenarios, as described below. All other requests need to be handled through the correct purchasing process.

Contact Purchasing for Payment Request questions.

1 Navigate to Jaggaer.

2 Click "Payment Request" in the Forms section.



3 Search for the vendor in the Supplier field.

This form is to be used to request payment to vendors/companies in limited scenarios, as described below. All other requests need to

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### Invoice / Payment Information

Existing Supplier      Enter Manually

Enter Supplier \*       

Distribution Method \*  
The system will distribute purchase orders using the method(s) indicated below:  
 Custom Supplier Distribution selected

Email (HTML Body)  
coap@lcsc.edu

4 Enter the vendor's invoice number, invoice date and amount.

Shop

- Orders
- Contracts
- Accounts Payable
- Suppliers
- Reporting
- Administer
- Setup

Fulfillment Address      **Box 886**  
Box 886  
New York, New York 10101-0886 United States

Distribution Method \*  
The system will distribute purchase orders using the method(s) indicated below:  
 Custom Supplier Distribution selected

Email (HTML Body)  
coap@lcsc.edu

Supplier Inv # \*     

Invoice Date \*       

Invoice Amount \*     

Due Date       

Attachments      Please attach a copy of the invoice if available

Internal Attachments \*      Add

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Enter the Invoice due date.  
Click the Add button to attach the invoice and any other applicable documents.

The screenshot shows a web interface for entering invoice details. On the left is a dark blue sidebar with menu items: Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. The main content area has the following fields:

- Invoice Amount \***: A text input field containing the value "150".
- Due Date**: A date picker field showing "05/25/2023" with a calendar icon and the format "mm/dd/yyyy" below it.
- Attachments**: A text area with the instruction "Please attach a copy of the invoice if available".
- Internal Attachments \***: A section containing a yellow circular "Add" button and a black rectangular "Add Internal Attachments" button.
- Type of Payment**: A section with the label "Payment Type \*" and three radio button options:
  - After the fact Invoice (Order placed without PO)
  - Dual Credit Reimbursement Invoice
  - Emergency Service (Facility, Health & Safety related service) Invoice

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Attach the file(s) and click Save Changes.

The screenshot shows a modal dialog box for attaching files. It features the following elements:

- Attachment Type**: Two radio buttons, "File" (which is selected) and "Link".
- File(s) \***: A label for the file upload area.
- Drop File or Browse**: A dashed rectangular box containing this text and "Max. File Size: 5.0 MB".
- Buttons**: A dark blue "Save Changes" button and a light grey "Close" button.
- Legend**: A star icon followed by the text "★ Required fields".



There are limited scenarios where the Payment Request form can be used, as identified below. The Payment Request form does not generate a PO to the vendor in these specific scenarios.



Always follow Purchasing policy and procedures . All expenses (except P-Card charges) should be approved by entering a requisition to route for approval and generate a PO first - before placing the order with the vendor. If an order is placed with a vendor before a requisition is approved and PO generated, use the Payment Request form. Select the "After the Fact Invoice" option.

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The screenshot shows a web application interface with a dark blue sidebar on the left containing the menu items: Reporting, Administer, and Setup. The main content area is white and contains the following elements:

- Attachments**: A section with the text "Please attach a copy of the invoice if available".
- Internal Attachments \***: A section with a red "Add" button.
- Type of Payment**: A section with a horizontal line above it.
- Payment Type \***: A section with five radio button options:
  - After the fact Invoice (Order placed without PO)
  - Dual Credit Reimbursement Invoice
  - Emergency Service (Facility, Health & Safety related service) Invoice
  - DPW Project Invoice (Administrative Services only)
  - State Dept of Admin Invoice (Administrative Services only)
- Commodity Code**: A section with a search input field containing the text "Search..." and a magnifying glass icon.

8 If applicable, select one of the other Payment Type options.

Internal Attachments \* [Add](#)

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**Type of Payment**

Payment Type \*

- After the fact invoice (Order placed without PO)
- Dual Credit Reimbursement Invoice
- Emergency Service (Facility, Health & Safety related service) Invoice
- DPW Project Invoice (Administrative Services only)
- State Dept of Admin Invoice (Administrative Services only)

Commodity Code

9 Once complete, click "Add And Go To Cart"

All ▾ Search (Alt+Q) 0.00 USD 74 150

10 Click "Proceed To Checkout"

The screenshot shows a shopping cart interface. At the top, there is a search bar with "Search (Alt+Q)", a currency indicator "150.00 USD", and notification icons for 74 items and 150 messages. Below the search bar, there are icons for a menu, a printer, and a cart. The "Proceed To Checkout" button is highlighted with a yellow circle. On the left, there is a table with columns "Quantity" and "Ext. Price". The table contains one row with "Qty: 1" and "150.00". On the right, there is a "Details" section with a search icon and a dropdown menu. Below the search bar, there is a "Name" field with the value "2023-05-04 0322254 01". Below the "Details" section, there is a "Total (150.00 USD)" section with a dropdown menu. The total section contains a note: "Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals." and a "Total:" label with the value "150.00".

11 In the Requisition form, click on the pencil icon to edit the Accounting Codes section.

The screenshot shows a Requisition form. The form is divided into several sections. The "Billing Options" section is highlighted with a yellow circle. Below the "Billing Options" section, there is a table with columns "Accounting Date" and "no value". Below the "Billing Options" section, there is a "Subtotal" section. Below the "Subtotal" section, there is a "What's next for my order?" section. The "What's next for my order?" section contains a "Next Step" section with the value "Level 1 Approval" and an "Approvers" section with the values "Higgins, Diana" and "Waddington, Jessica". Below the "What's next for my order?" section, there is a "Draft" section with the value "Active" and "Jessica Waddington". Below the "Draft" section, there is a "Level 1 Approval" section with the value "Future". A pencil icon is highlighted with a yellow circle over the "Accounting Codes Section" label. Below the pencil icon, there is a tooltip that says "Edit Accounting Codes Section".

12 Enter the appropriate cost center and object code.

Home TEST

### Edit Accounting Codes

Accounting Codes

Cost Center \* Object Code

05101 55720

★ Required fields

Buyer Code 0ad433c0-e2de-4a72-ae2a-43ef12b314aa WEB BUYER

Delivery Options

Ship Via Best Carrier-Best V

Administer Setup

13 Click "Save"

Options

Printing Date no value

What's next for my order?

Next Step Level 1 Approval

Approvers Higgins, Diana  
Waddington, Jessica

Workflow

Save Close

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Enter internal notes and attachments if needed.  
Reminder: Internal Notes will display in the approval email sent to the next level approvers.

The screenshot shows a procurement system interface. On the left is a dark blue sidebar with icons and labels for 'Contracts', 'Accounts Payable', 'Suppliers', 'Reporting', 'Administer', and 'Setup'. The main content area is white and contains the following sections:

- Bank Code:** VDM, with a long alphanumeric ID below it.
- Accounting Codes:** A table with 'Cost Center' (905101 Purchasing) and 'Object C' (55720 Supplies).
- Internal Notes and Attachments:** A section with a table containing 'Internal Note' (no value) and 'Internal Attachments' (Add). A yellow callout bubble points to a menu icon with the text 'Edit Internal Notes and Attachments'.
- 1 Line:** A section showing '1 Item · 250.00 USD'.

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Click Place Order to submit the request into the approval workflow.

The screenshot shows a procurement system interface. At the top, there is a navigation bar with 'All', 'Search (Alt+Q)', '250.00 USD', and notification icons. Below this is a toolbar with 'Assign Cart' and 'Place Order' buttons. The 'Place Order' button is highlighted with a yellow callout bubble. The main content area is divided into two columns:

- Left Column:** Contains a form with a text area and a dropdown menu. Below this is the address: 'Clark State College', 'Buyer's Office', '1000 North Avenue', 'Clarksville, TN 37040', 'Clarksville, TN 37040'. Below the address is an 'Options' section with a table containing 'Posting Date' (no value).
- Right Column:** Contains a summary table with a purple header 'Draft'. The table shows 'Total (250.00 USD)' and 'Subtotal 250.00'. Below the table is a section titled 'Next Step' with 'Level 1 Approval'.