

# 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 application 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 following menu items: Reporting, Administer, and Setup. The main content area is white and contains the following sections:

- 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. It contains a "Payment Type \*" label and a list of 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

Close Add And Go To Cart ▾

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 list of items. A blue button labeled "Proceed To Checkout" is highlighted with a yellow circle. To the left of the cart items, there is a search bar and a list of items with checkboxes. The cart items table has columns for "Quantity" and "Ext. Price".

	Quantity	Ext. Price	
0	Qty: 1	150.00	...

**Details**

For  
Jessica Waddington

Name  
2023-05-04 0322254 01

**Total (150.00 USD)**

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.

Total: 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 "Billing Options" section includes "Accounting Date" with the value "no value". A pencil icon is highlighted with a yellow circle, and a tooltip reads "Edit Accounting Codes Section". The "Attachments" section shows "no value" and an "Add" button. On the right side, there is a "What's next for my order?" section with a "Next Step" of "Level 1 Approval" and "Approvers" listed as "Higgins, Diana" and "Waddington, Jessica". Below this, there are toggle switches for "Show skipped steps", "Draft" (Active, Jessica Waddington), and "Level 1 Approval" (Future).

United States

**Billing Options**

Accounting Date no value

Subtotal

**What's next for my order?**

Next Step Level 1 Approval

Approvers Higgins, Diana  
Waddington, Jessica

Show skipped steps

**Draft**  
Active  
Jessica Waddington

**Level 1 Approval**  
Future

12 Enter the appropriate cost center and object code.

Home TEST

### Edit Accounting Codes

Accounting Codes

Cost Center \* Object Code

05101 55720

★ Required fields

Administer Buyer Code 0ad433c0-e2de-4a72-ae2a-43ef12b314aa Delivery Options

Setup WEB BUYER Ship Via Best Carrier-Best V

13 Click "Save"

Save Close

Options

nting Date no value

What's next for my order?

Next Step Level 1 Approval

Approvers Higgins, Diana  
Waddington, Jessica

Workflow

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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 two columns: 'Cost Center' and 'Object C'. The 'Cost Center' row shows '905101 Purchasing'. The 'Object C' row shows '55720 Supplies'.
- Internal Notes and Attachments:** A section with a title bar. Below it, there are two rows: 'Internal Note' with the value 'no value' and 'Internal Attachments' with a red 'Add' button. A yellow callout bubble with a pencil icon points to a three-dot menu icon in the top right of this section, with a tooltip that says 'Edit Internal Notes and Attachments'.
- 1 Line:** A section showing a redacted item name followed by '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 for '73' and '149'. Below the navigation bar is a toolbar with icons for 'Assign Cart' and 'Place Order'. 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 redacted name and address, and an 'Options' section with a 'Posting Date' field set to 'no value'. A yellow callout bubble with a pencil icon points to a three-dot menu icon in the top right of this section, with a tooltip that says 'Edit External Notes and Attachments Section'.
- Right Column:** Contains a summary table with a purple header 'Draft'. The table has the following rows:
  - Total (250.00 USD):** A summary row with a dropdown arrow.
  - Shipping, Handling, and Tax charges:** A text row explaining that charges are calculated and charged by each supplier.
  - Subtotal:** A row with the value '250.00'.
  - Total:** A row with the value '250.00'.