

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

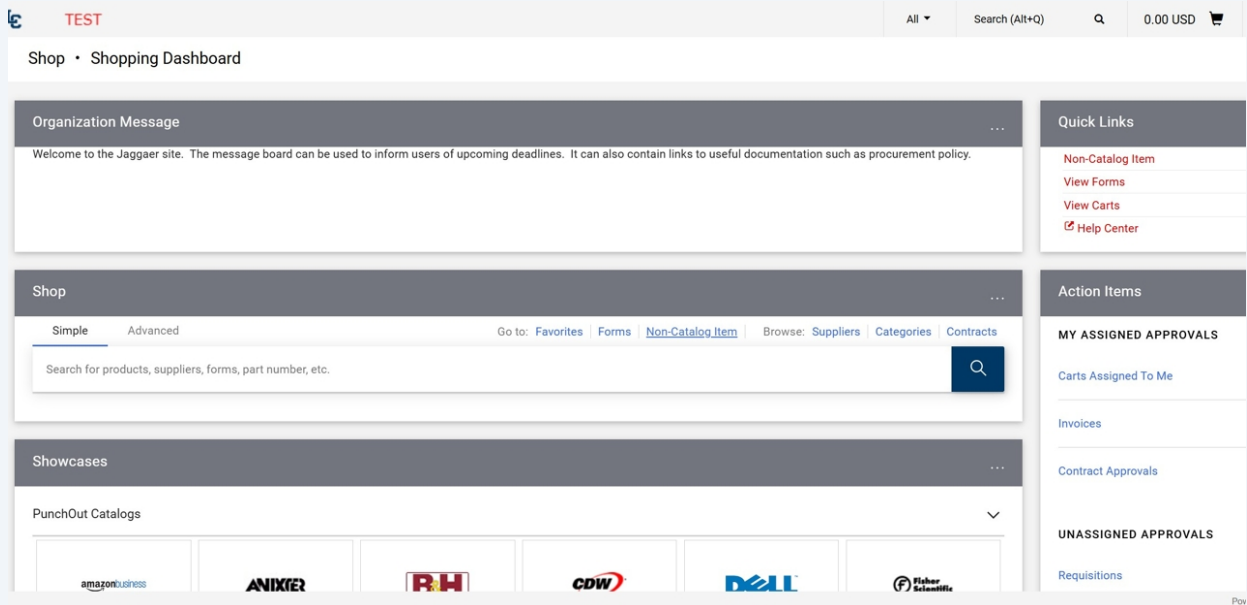
Independent Contractor Payment Requisitions must be entered and approved prior to the contractor performing services. The Object code 55199 must be used for ICP Requisitions.



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.

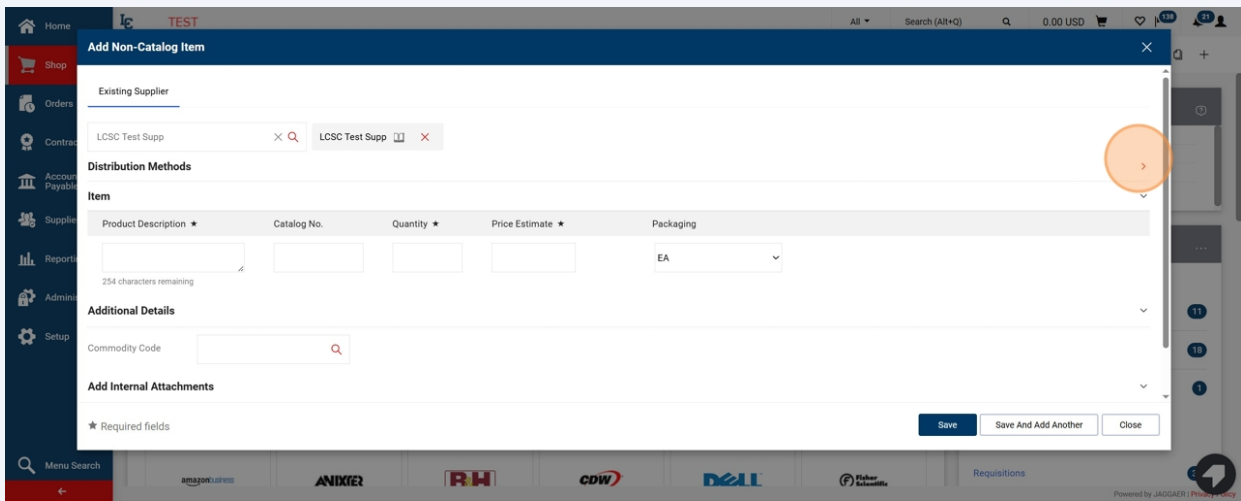
2 Click on "Non-Catalog Item"

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 the navigation bar, the dashboard is divided into several sections. On the left, there is a 'Message Board' section. In the center, there is a search bar with a dropdown menu that includes 'Advanced', 'Go to: Favorites', 'Forms', 'Non-Catalog Item', 'Browse: Suppliers', 'Categories', and 'Contracts'. The 'Non-Catalog Item' option is highlighted with an orange circle. Below the search bar, there are 'Catalogs' with logos for amazonbusiness, ANIXET, R.H., CDW, DELL, and Fisher Scientific. On the right side, there are 'Quick Links' (Non-Catalog Item, View Forms, View Carts, Help Center) and 'Action Items' (MY ASSIGNED APPROVALS, UNASSIGNED APPROVALS).

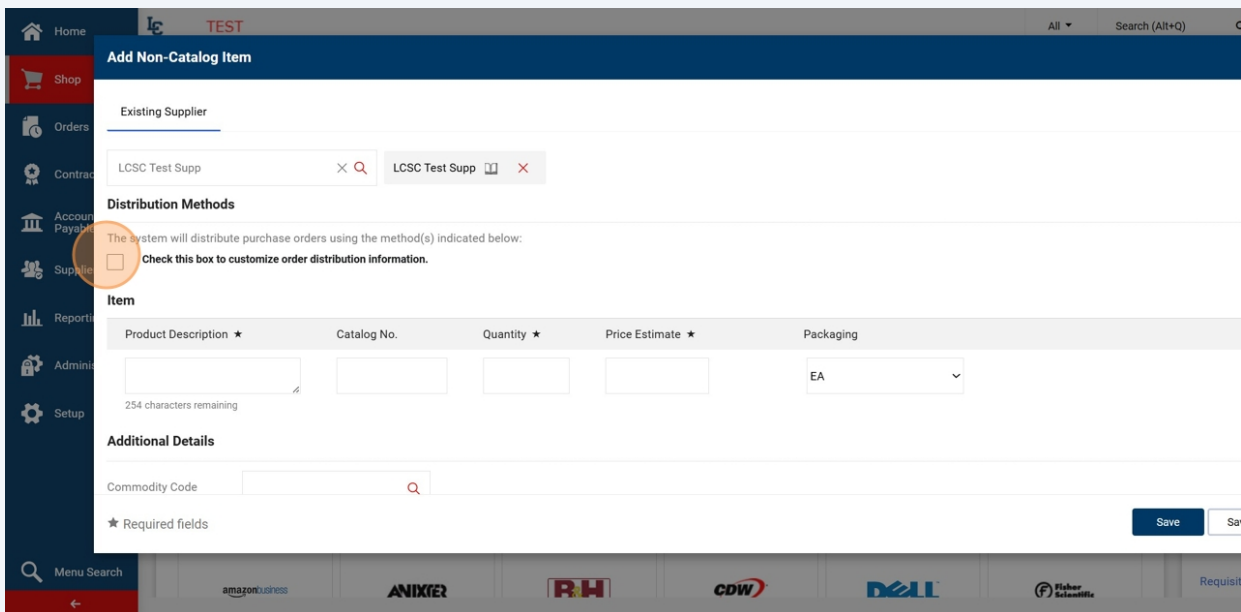
3 Search for and select the Independent Contractor name in the Supplier field

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 is a table with columns for 'Catalog No.', 'Quantity', 'Price Estimate', and 'Packaging'. The 'Packaging' column has a dropdown menu with 'EA' selected. Below the table, there is an 'Additional Details' section with a 'Commodity Code' field. At the bottom, there is an 'Add Internal Attachments' section with a button labeled 'Add Internal Attachments'. The form has a 'Save' button at the bottom right. The footer of the page shows logos for amazonbusiness, ANIXET, R.H., 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.

7

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 procurement system interface. At the top, there is a search bar with 'All' and 'Search (Alt+Q)' options, and a shopping cart icon showing '0.00 USD'. Below the search bar, there is a tab labeled 'LCSC Test Supp'. The main content area displays 'orders using the method(s) indicated below:' and 'for distribution information.' with a checked checkbox and the email 'purch@lsc.edu'. Below this is a table with columns: 'Catalog No.', 'Quantity *', 'Price Estimate *', and 'Packaging'. The table contains one row with '10' in the Quantity column and '100' in the Price Estimate column. The Packaging column has a dropdown menu with 'EA' selected. At the bottom right of the table, there is a 'Save' button circled in orange, along with 'Save And Add Another' and 'Close' buttons. The footer contains logos for ANIXER, R.H., CDW, DELL, and Fisher Scientific, along with a 'Requisitions' link and 'Powered by JAGGAER | Privacy Policy'.

9 Access your cart. Click "Cart"

The screenshot shows a procurement system dashboard. At the top, there is a search bar with 'All' and 'Search (Alt+Q)' options, and a shopping cart icon showing '1,000.00 USD' and 'Shopping Cart 0.00 USD'. A green success message box says 'Success Item successfully added to cart'. The dashboard is divided into several sections: 'page' (with a description of the message board), 'Quick Links' (with links for 'Non-Catalog Item', 'View Forms', 'View Carts', and 'Help Center'), 'Action Items' (with 'MY ASSIGNED APPROVALS' and 'UNASSIGNED APPROVALS' sections), and a search bar for 'suppliers, forms, part number, etc.'. The footer contains logos for ANIXER, R.H., CDW, DELL, and Fisher Scientific, along with a 'Requisitions' link and 'Powered by JAGGAER | Privacy Policy'.

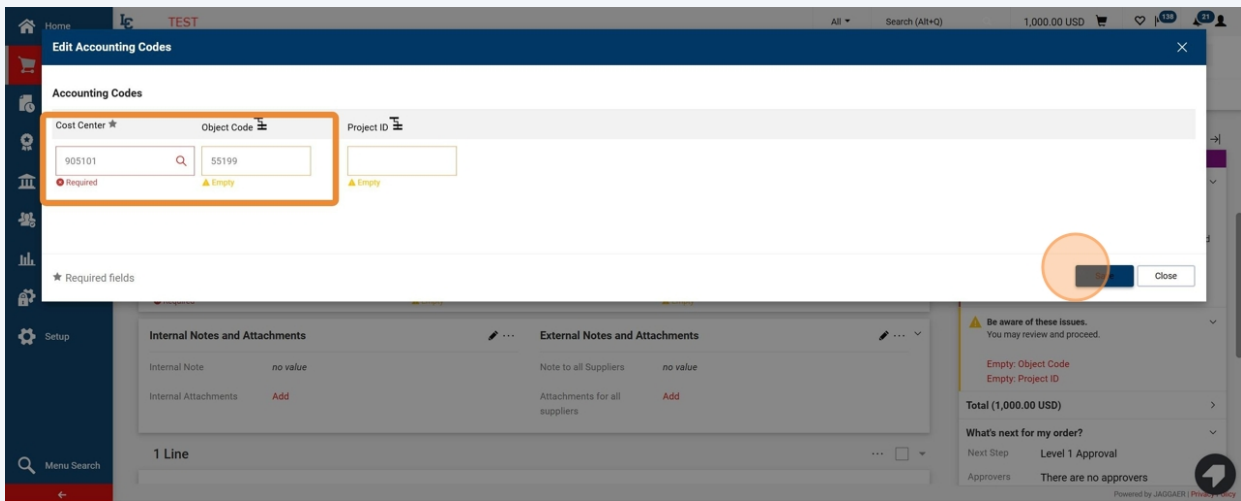
10 Click "Checkout"

The screenshot shows a shopping cart interface. At the top, there is a search bar and a total amount of 1,000.00 USD. The cart contains one item: "Referee services" with a quantity of 10 and a price of 1,000.00 USD. A "Checkout" button is highlighted with an orange circle. Below the cart, there are sections for "Action Items", "MY ASSIGNED APPROVALS", and "UNASSIGNED APPROVALS". 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". At the bottom, there are logos for ANIXER, R.H., CDW, DELL, and Fisher Scientific. The page is powered by JAGGAER | Privacy Policy.

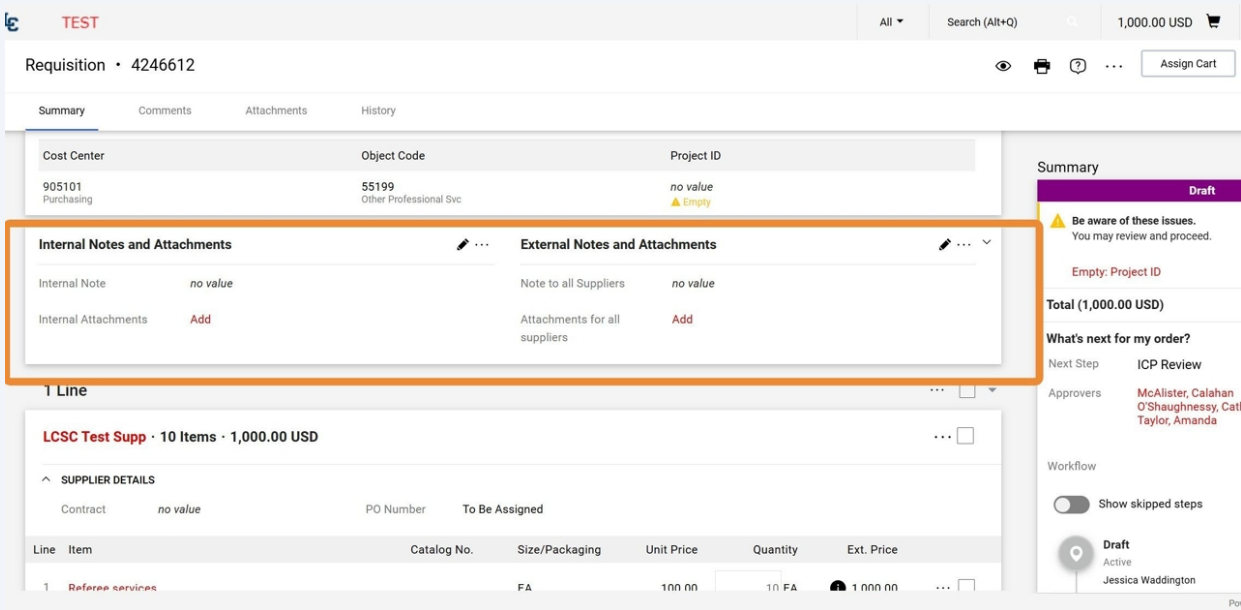
11 Click on the pencil icon in the Accounting Codes section.

The screenshot shows a requisition form for requisition 4246612. The form includes sections for "Summary", "Accounting Codes", "Internal Notes and Attachments", and "External Notes and Attachments". The "Accounting Codes" section is highlighted with an orange circle and contains a pencil icon. The "Summary" section on the right shows a "Draft" status and lists several issues that need to be addressed, such as "Required: Fund" and "Required: Function". The "Total (1,000.00 USD)" is displayed, and the "What's next for my order?" section shows "Next Step: Level 1 Approval" and "Approvers: There are no approvers". The page is powered by JAGGAER | Privacy Policy.

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 header with navigation options like 'All', 'Search (Alt+Q)', and a total value of '1,000.00 USD'. Below the header, 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.