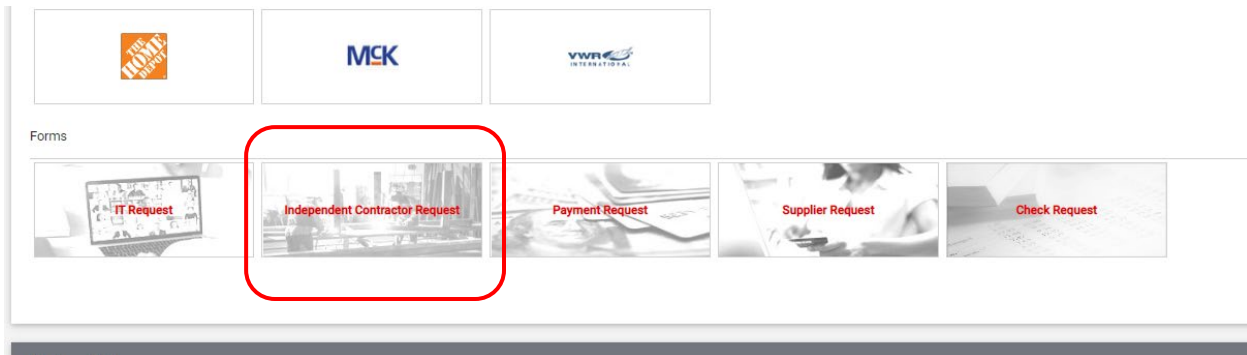


## Jaggaer eProcurement System: Process Guides

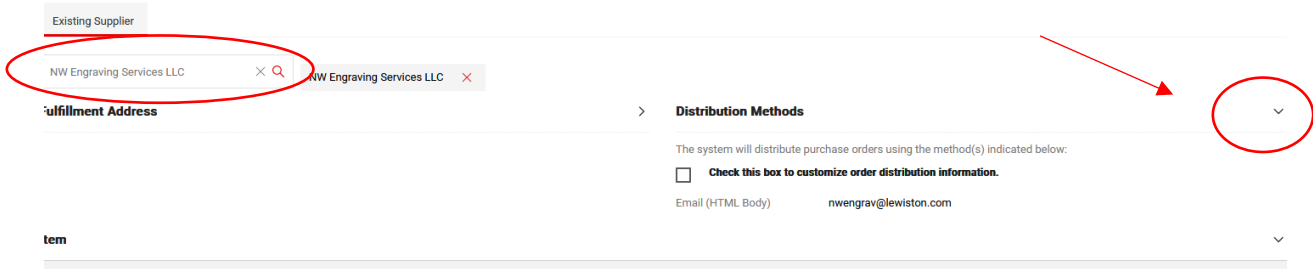
### How to enter an Independent Contractor Payment (ICP) Request

Overview: Users with a Requester role have access to enter a request for an ICP. The request must be entered and approved prior to the contractor performing services. **The Object code 5-5199 must be used for ICP requests.** Using the correct Object code is critical to ensure accurate financial records.

1. Navigate to the Jaggaer site.
2. In the Forms section, select the Independent Contractor Request button.



3. Enter the Independent Contractor name into the **Existing Supplier** field to search. Select the supplier. Click the arrow next to **the Distribution Methods** to ensure the supplier has an email address. This step is key as Jaggaer will automatically email the PO to the supplier.



The screenshot shows the 'Existing Supplier' search results in the Jaggaer eProcurement system. The search results for 'NW Engraving Services LLC' are displayed. The 'Distribution Methods' dropdown menu is open, showing a list of methods with a red circle around the dropdown arrow. The 'Check this box to customize order distribution information' checkbox is checked. The email address 'nwengrav@lewiston.com' is visible.

- a. If the supplier does not have an email in their record, and you know the email address, click on the checkbox next to **“Check this box to customize order distribution information”** and enter the email.
- b. If the supplier does not have an email in their record, and you do not know the email address, leave the email field blank and the Purchasing Department will research and update the supplier record.



4. Enter the description of the service to be performed, the dollar amount, and attach any applicable documentation.

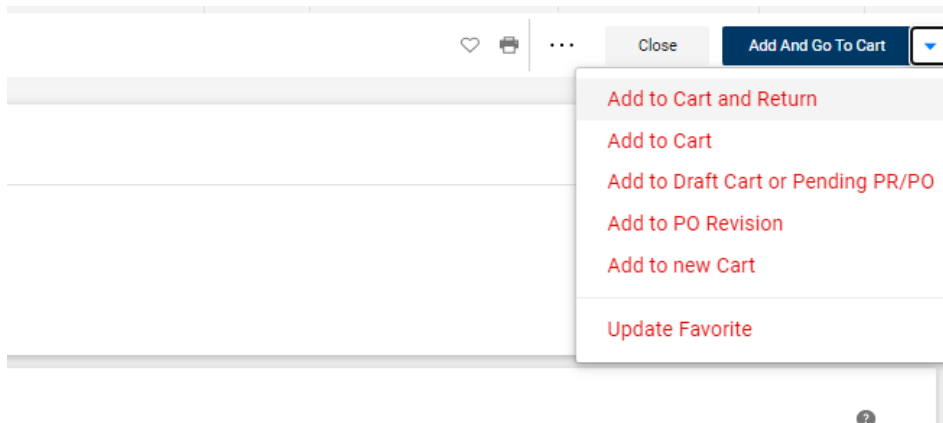
Description \*

Amount \*

Attachments Please attach a copy of the quote or agreement if available.

Internal Attachments [Add](#)

5. If there is only 1 line to add, click the **Add and Go to Cart** button. If additional lines need to be added, click the down arrow next to the **Add and Go to Cart** button, then select **Add to Cart and Return**.



6. Once all of the lines have been added, click the Proceed to Checkout.
7. In the Checkout screen, the following information can be reviewed and updated if needed. Click on the pencil icon to edit.
  - a. Shipping – Ship To address can be updated to the appropriate campus location
  - b. Accounting Codes – Cost center and Object code can be edited at the entire cart level, or on each line item.
  - c. **The Object code 5-5199 MUST be used for Independent Contractor Payment requests.**
    - i. **If this Object code is not used, the requisition will be returned to the requester for correction, and will not move forward in the approval workflow.**
  - d. Internal Notes and Attachments – Add an internal note and any attachments, if needed. Internal Notes will appear in the approval email sent to the next level approvers.



General	Shipping	Billing
<b>Cart Name</b> 2023-02-01 0322254 04 <b>Description</b> no value <b>Prepared by</b> Jessica Waddington <b>Prepared for</b> Jessica Waddington <b>Ad-Hoc Approver</b> <span style="color: red;">Select</span> <b>Buyer Code</b> 0ad433c0-e2de-4a72-ae2a-43ef12b314aa <small>WEB BUYER</small> <b>Bank Code</b> VDM <small>97a04a13-a1e2-4410-9753-0c6117f4b8dc</small>	<b>Ship To</b> Attn: Jessica Waddington Bldg/Rm: 105 Mailstop: 500 8th Ave. Lewiston, ID 83501 United States  <b>Delivery Options</b> Ship Via Best Carrier-Best Way	<b>Bill To</b> Lewis-Clark State College Controller's Office 500 8th Avenue Lewiston, ID 83501 United States  <b>Billing Options</b> Accounting Date no value

Accounting Codes	
<b>Cost Center</b>	<b>Object Code</b>
905101 Purchasing	55199 Other Professional Svc

Internal Notes and Attachments	External Notes and Attachments
<b>Internal Note</b> no value <b>Internal Attachments</b> <span style="color: red;">Add</span>	<b>Note to all Suppliers</b> no value <b>Attachments for all suppliers</b> <span style="color: red;">Add</span>

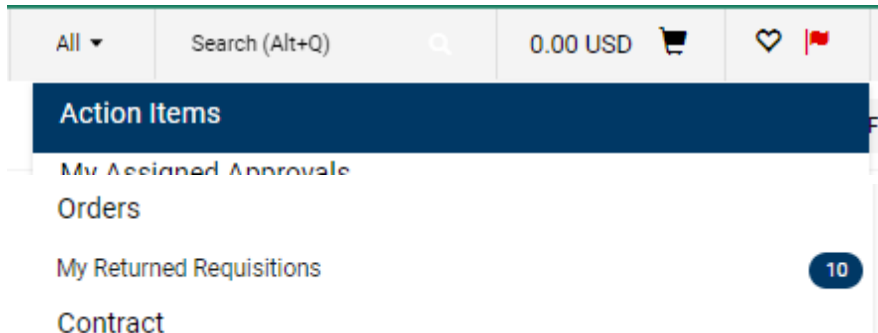
8. Once the order has been reviewed and any updates made, the Requester clicks on the Place Order button. If any Object code except 55199 was used, the requisition will automatically route back to the requester, and the status will show as **Pending** in **Auto-Return**.

General	Shipping	Billing	Pending
<b>Status</b> <span style="border: 1px solid red; padding: 2px;">Pending Auto-Return</span> <b>Submitted</b> 2/1/2023 1:11 PM <b>Cart Name</b> 2023-02-01 0322254 04 <b>Description</b> no value <b>Prepared by</b> Jessica Waddington <b>Prepared for</b> Jessica Waddington <b>Buyer Code</b> 0ad433c0-e2de-4a72-ae2a-43ef12b314aa <small>WEB BUYER</small> <b>Bank Code</b> VDM <small>97a04a13-a1e2-4410-9753-0c6117f4b8dc</small>	<b>Ship To</b> Attn: Jessica Waddington Bldg/Rm: 105 Mailstop: 500 8th Ave. Lewiston, ID 83501 United States  <b>Delivery Options</b> Ship Via Best Carrier-Best Way	<b>Bill To</b> Lewis-Clark State College Controller's Office 500 8th Avenue Lewiston, ID 83501 United States  <b>Billing Options</b> Accounting Date 2/1/2023	<b>Total (150.00 USD)</b> 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. Subtotal 150.00 <hr/> <b>150.00</b>  <b>What's next?</b> Workflow <span style="float: right;">📄 🗨</span> <input type="checkbox"/> Show skipped steps <div style="border: 1px solid red; padding: 5px; margin-bottom: 5px;"> <span style="color: green;">✔</span> <b>Submitted</b>  <small>2/1/2023 1:11 PM Jessica Waddington</small> </div> <div style="border: 1px solid red; padding: 5px; margin-bottom: 5px;"> <span style="color: red;">📍</span> <b>Auto-Return</b>  <small>Active</small> </div> <div style="border: 1px solid red; padding: 5px;"> <span style="color: red;">🔒</span> <b>Level 1 Approval</b>  <small>Future</small> </div>

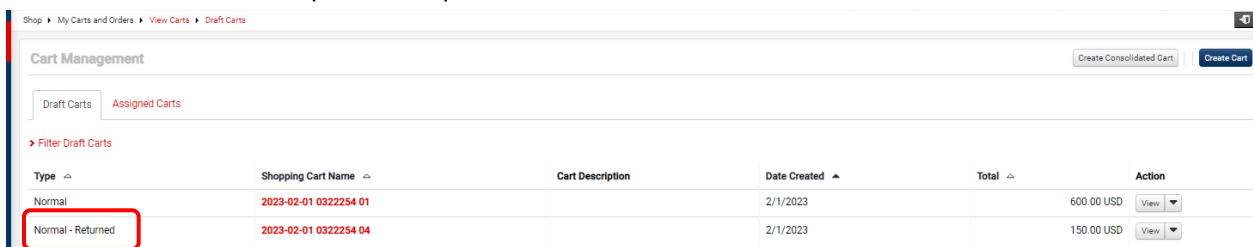
Accounting Codes	
<b>Cost Center</b>	<b>Object Code</b>
905101 Purchasing	55720 Supplies

9. The requisition will be displayed under My Returned Requisitions in the **Action Item** flag at the top right of the Jaggaer screen.

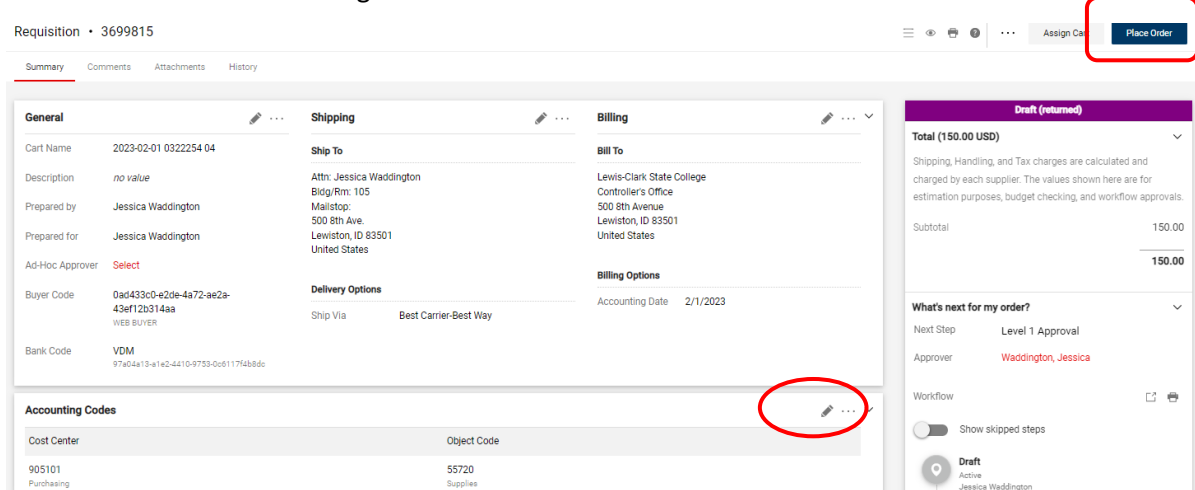


10. The requisition can be accessed by clicking on the My Returned Requisitions link in the Action Item flag section.

11. The Cart Management section will open, and the requester will click on the returned Shopping Cart Name link to open the requisition for edits.



12. The requester will edit the Object code by clicking on the pencil icon in the Accounting Codes section and entering the correct Object code. Once corrected, the requester will click the Place Order button. The requisition will route to the Next level approver. Once fully approved, a Purchase Order will be generated to the vendor's email address entered.





13. When the services have been rendered, enter a receipt on the PO.
14. Follow the How to Enter Receipts process guide on the [Jaggaer Resource](#) site.
  - a. If you have received the invoice from the Independent Contractor, upload it to the attachment section of the receipt. Do not email or send through campus mail.