How to Enter a Payment Request

LEWIS CLARK
STATE COLLEGE

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

Invoice / Payment Information

Existing Supplier   Enter Manually

Enter Supplier *

Select 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

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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 *

mm/dd/yyyy

Invoice Amount *

Due Date

mm/dd/yyyy

Attachments   Please attach a copy of the invoice if available

Internal Attachments *   Add

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

Contracts

Accounts Payable

Suppliers

Reporting

Administer

Setup

Invoice Amount *	150
Due Date	05/25/2023
	mm/dd/yyyy
Attachments	Please attach a copy of the invoice if available
Internal Attachments *	Add
	Add Internal Attachments

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

6 Attach the file(s) and click Save Changes.

Attachment Type	◉ File ○ Link
File(s) *	Drop File or Browse
	Max. File Size: 5.0 MB

★ Required fields   Save Changes   Close

va

d without PO)

⚠ 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.

7

Reporting	
Administer	
Setup	

Attachments — Please attach a copy of the invoice if available

Internal Attachments * — Add

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 — Search... 🔍

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

Administer

Setup

Internal Attachments *   Add

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   Search...   🔍

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"

| | All ▼ | Search (Alt+Q) | 🔍 | 150.00 USD 🛒 | ♡ | 74 | 150 👤 |

≡ 🖨 · · · | Assign Cart | **Proceed To Checkout**

🔍

	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

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

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

✏ · · · ⌄

Edit Accounting Codes Section

Show skipped steps

📍 **Draft**
   Active
   Jessica Waddington

Attachments   ✏ · · · ⌄

no value

ppliers   Add

○ **Level 1 Approval**
   Future

12 Enter the appropriate cost center and object code.

13 Click "Save"

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

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