

Payment Request Form

1. Log into [Jaggaer](#)
2. From the Shopping Homepage, select the Payment Request Form

The screenshot shows the Jaggaer Shopping Homepage. At the top, there is a navigation bar with 'TCU' and 'Shop • Shopping Homepage'. Below this, there are tabs for 'Contracts TCU Test' and 'Shopping Homepage'. A search bar is present with the text 'Enter search terms such as Legal Company Name or Supplier ID.' and a search button. Below the search bar, there is a 'Showcases' section. Under 'Showcases', there is a 'Forms' section. In the 'Forms' section, there are four tiles: 'Payment Request' (highlighted with a yellow border), 'Honorarium', 'Wire Request', and 'Supplier Create'.

3. Fill out required fields
 - a) Fill out required payment request fields

Invoice / Payment Information

Is payment to an international supplier who provided services in the US? *

Please select... ▼

Is the payment to an international supplier who provided services in the US, and/or an international supplier being paid a royalty or license fee?

Supplier current/former TCU or Brite employee? *

Please select... ▼

Is the supplier a current or former (within the current calendar year) TCU or BRITE employee (including student workers)?

☐ Priority Payment (Exception Based)

Note: Priority payment requests are granted based on contract requirements or Vice Chancellor approval. Please do not select the Priority Payment box if you do not have a contract requiring immediate payment, or approval from your Vice Chancellor (email from VC of their approval must be attached to your request). Reach out to AP at accountspayable@tcu.edu to determine if your request qualifies as a priority.

b) Select a supplier

Supplier ★

Fulfillment Address **PS Location**
PO Box 743295
Los Angeles, California 90074-3295 United States

Distribution Method ★
The system will distribute purchase orders using the method(s) indicated below:
Manual

Can't find your Supplier? Remember, students and employees are not paid through Jaggaer, therefore their names do not display in the supplier field.
Supplier's name, remit name or address not listed, please request the correct remittance using the [Supplier Request form](#)

Remit To Address ★

☐ No address assigned

☒ **Robert Half Management Resources** - PO Box 743295, Los Angeles, California, 90074-3295, United States

☐ Accountemps - PO Box 743295, Los Angeles, California, 90074-3295, United States

☐ Office Team - PO Box 743295, Los Angeles, California, 90074-3295, United States

☐ Robert Half Legal - PO Box 743295, Los Angeles, California, 90074-3295, United States

☐ Robert Half Technology - PO Box 743295, Los Angeles, California, 90074-3295, United States

Results Per Page 10 ▼

Bold font represents the payee name which will print on the check. Review the invoice and select the correct address based on the payee name and mailing address listed on the invoice.

c) Fill out remaining required fields

Invoice # *

If the invoice # is not provided please see required format here

[Invoice # Format](#)

Invoice Date *

Invoice Amount *

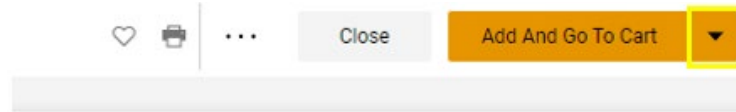
Internal Attachments Attach supplier invoice or outside party payment requests (i.e. memberships). Note that statements and quotes are not accepted.

Internal Attachments *

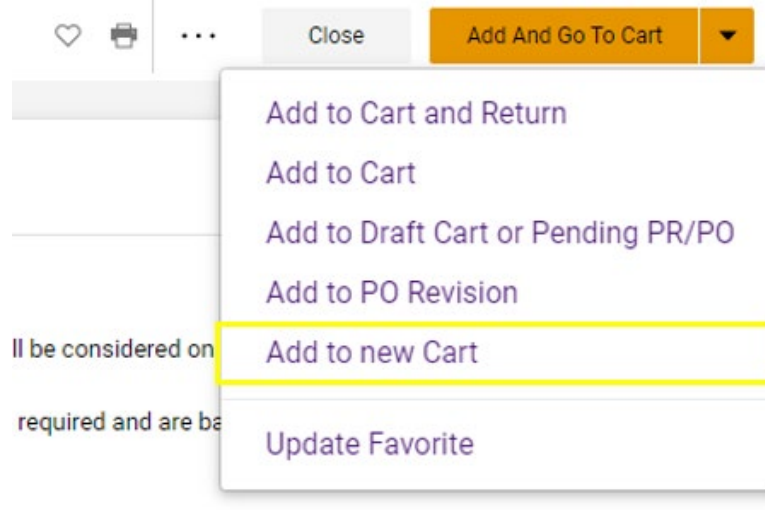
Enter Contract Number if associated with Contract

4. Add Payment Request to Cart

- a) Select the dropdown arrow next to the orange button in the top right of the screen



- b) From the dropdown list, select “Add to new Cart”



5. Review the cart entry for accuracy and proceed to checkout

- a) If there are errors in the form, click the form description (“Payment Request”) to re-enter the form and correct the errors.

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
The form is incomplete or has errors. Open the form and correct the errors.					
1		Payment Request	550.00	Qty: 1	550.00 ... ☐

- b) Click the orange “Proceed to Checkout” button.



6. Review the Requisition to make sure Shipping/Billing/Accounting Codes are correct:

- a) If anything is incorrect or missing, click the pencil icon in each section to fix the details.

Draft

✖ Correct these issues.
▼

You are unable to proceed until addressed.

Required: Business Unit

Required: Account

Required: Department

Requisition • 3656214

Summary
Comments
Attachments 1
History

General		Shipping		Billing	
Business Unit	TCU Texas Christian University	Ship To	Attn: Jacob Brumbach 3412 POND DRIVE Fort Worth, TEXAS 76109 United States	Bill To	Contact Line 1 TCU-Advancement Operations TCU Box 296240 Fort Worth, TX 76129 United States
Cart Name	2022-11-23 brumbach 01	Delivery Options		Billing Options	
Description	no value	Ship Via	Best Carrier-Best Way	Accounting Date	no value
Prepared by	Jacob Brumbach			Description (This field will print on check)	no value
Prepared for	Jacob Brumbach				
Cart Source	Manual				

Accounting Codes

OL Unit	Account	Fund	Department	Project
TCU Texas Christian University	6200 All Departmental Expenses	11000 TCU General	21130 Fund Raising	no value

- b) In the column on the right, under “What’s next for my order?”, the next workflow steps can be seen.

Draft

Total (\$50.00 USD)
▼

Subtotal

550.00

550.00

What's next for my order?
▼

Next Step

Special Approval

Approvers

Approver, Special
 Dervishi, Annie
 Mathis, Shelli
 Rattan, Ali
 Test, Annie Dervishi

Workflow

☐ Show skipped steps

- c) Once details for all sections are correct, click the orange “Place Order” button to finish.

Summary

Comments

Attachments

History

General

Business Unit

TCU

Texas Christian University

Card Name

2022-11-23 Brumback 01

Description

no value

Prepared by

Jacob Brumback

Prepared for

Jacob Brumback

Card Source

Manual

Shipping

Ship To

Attn: Jacob Brumback

3412 POND DRIVE

Fort Worth, TEXAS 76109

United States

Delivery Options

Ship Via

Best Carrier-Best Way

Billing

Bill To

Contact Line 1 TCU Advancement Operations

TCU Box 296240

Fort Worth, TX 76129

United States

Billing Options

Accounting Date

no value

Description (This field will print on check)

no value

Accounting Codes

GL Unit	Account	Fund	Department	Project
TCU	4200	11000	21 130	no value
	Texas Christian University All Departmental Expenses TCU General Fund Raising			

Facilities

Work Order #	Phase	Shop
no value	no value	no value

Internal Notes and Attachments

Internal Note

no value

Internal Attachments

ADD

External Notes and Attachments

Note to all Suppliers

no value

Attachments for all suppliers

ADD

PO Clauses

ADD

Total (\$500.00 USD)

▼

Subtotal

550.00

550.00

What's next for my order?

▼

Next Step

Special Approval

Approvers

Approver: Special

Daniels, Anne

Mattis, Shelli

Rattner, Ali

Tart, Anne (Daniels)

Workflow

Show skipped steps

Draft

Jacob Brumback

Special Approval

Future

Accounts Payable Approval

Future

Level 1 Approval

Future

Final

Future