

## Honorarium Form

1. Log into [Jaggaer](#)
2. From the Shopping Homepage, select the Honorarium 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 magnifying glass icon. Below the search bar, there is a section titled 'Showcases' with a sub-section 'Forms'. Under 'Forms', there are four tiles: 'Payment Request', 'Honorarium' (highlighted with a yellow border), 'Wire Request', and 'Supplier Create'.

3. Fill out required fields
  - a) Fill out required honorarium 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](mailto:accountspayable@tcu.edu) to determine if your request qualifies as a priority.

- b) Select a supplier

### Existing Supplier

Enter Supplier \*

Select Supplier



c) Fill out remaining required fields

Invoice # \*

If the invoice # is not provided please see required format [here](#) Invoice # Format [🔗](#)

Invoice Date \*  mm/dd/yyyy

Invoice Amount \*

Service Start Date \*  mm/dd/yyyy

Service End Date \*  mm/dd/yyyy

**Internal Attachments** Attach supporting documentation explaining nature of services performed, if available. Example: flyer from the event

Internal Attachments

Enter Contract Number if associated with Contract

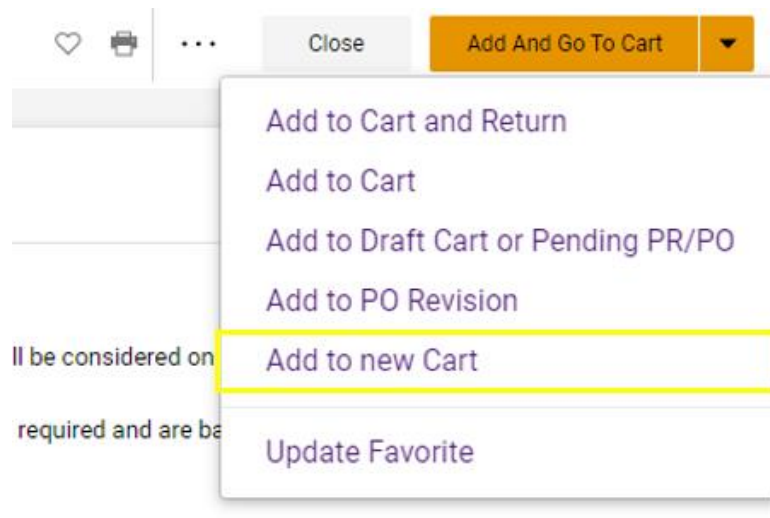
4. Add Honorarium to Cart

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

  ...

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

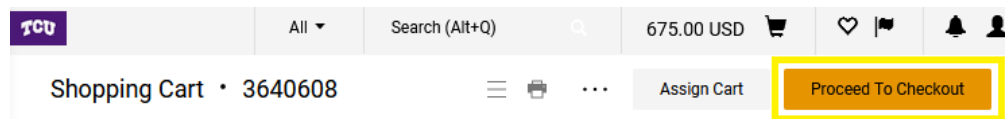


5. Review the cart entry for accuracy and proceed to checkout

- a) If there are errors in the form, click the form description ("Honorarium") to re-enter the form and correct the errors.

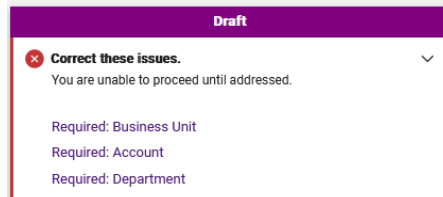
	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
	<div> <div></div> <div>The form is incomplete or has errors. Open the form and correct the errors.</div> </div>						
1	<div> <div></div> <div></div> <div></div> <div>Honorarium</div> </div>			550.00	Qty: 1	550.00	...

- 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.



Summary
Comments
Attachments (1)
History

General

Business Unit  
TCU  
Texas Christian University

Cart Name  
2022-11-23 brumbach 01

Description  
no value

Prepared by  
Jacob Brumbach

Prepared for  
Jacob Brumbach

Cart Source  
Manual

Shipping

Ship To  
Attn: Jacob Brumbach  
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 298240  
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 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 (550.00 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

Draft

Active

Jacob Brumbach

Special Approval

Future

Accounts Payable Approval

Future

Level 1 Approval

Future

Finish

Future

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

**Total (\$50.00 USD)**

Subtotal	\$50.00
	<b>\$50.00</b>

### What's next for my order?

- Next Step: Special Approval
  - Approver: Special Services, Annie Mathis, Shell Patten, Ali Test, Anne Desivinski

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**Workflow**

- Show skipped steps
- Draft - Alice Jacob-Bronsbach
- Special Approval - Future ...
- Accounts Payable Approval - Future ...
- Level 1 Approval - Future ...
- Final - Future