

## 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 magnifying glass icon. Below the search bar, there is a 'Showcases' section. Under 'Showcases', there is a 'Forms' section. In the 'Forms' section, four cards are displayed: '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](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 \*

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


Internal Attachments \*

[Add](#)



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

  ... [Close](#) [Add And Go To Cart](#) ▼

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

  ... [Close](#) [Add And Go To Cart](#) ▼

- Add to Cart and Return
- Add to Cart
- Add to Draft Cart or Pending PR/PO
- Add to PO Revision
- Add to new Cart**
- Update Favorite

#### 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
<div>  The form is incomplete or has errors. Open the form and correct the errors. </div>					
1		Payment Request	550.00	Qty: 1	550.00 ...

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

TCU

All ▾

Search (Alt+Q)

675.00 USD

Shopping Cart • 3640608

Assign Cart

Proceed To Checkout

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

Business Unit: TCU  
Cart Name: 2022-11-23 jbrumbach 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  
TOU 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)** ▼

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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.

Requisition • 3656214

Assign Cart
Place Order

**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 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	Texas Christian University	6200	All Departmental Expenses	11000
			TCU General	21130
			Fund Raising	no value

**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

**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

**1 Line** ✎