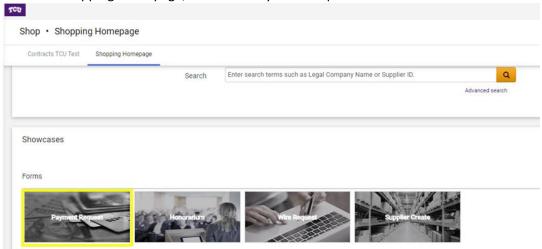
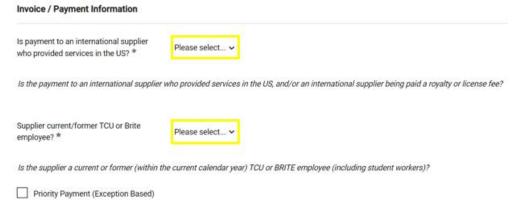
## **Payment Request Form**

- 1. Log into Jaggaer
- 2. From the Shopping Homepage, select the Payment Request Form



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



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 <a href="mailto:accountspayable@tcu.edu">accountspayable@tcu.edu</a> to determine if your request qualifies as a priority.

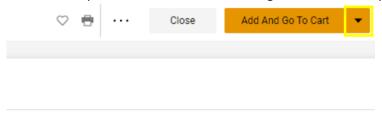
b) Select a supplier



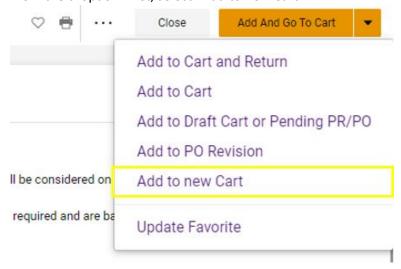
c) Fill out remaining required fields



- 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"



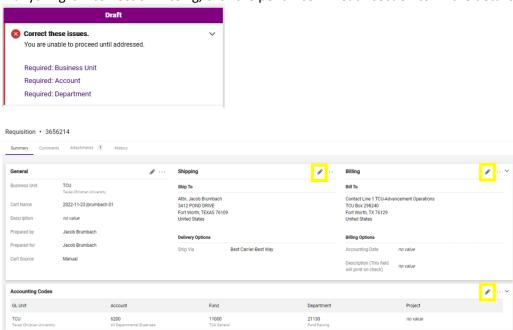
- 5. Review the cart entry for accuracy and proceed to checkout
  - a) If there are errors in the form, click the form description ("Payment Request") to reenter the form and correct the errors.



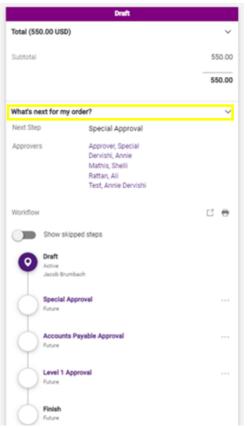
b) Click the orange "Proceed to Checkout" button.



- 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.



b) In the column on the right, under "What's next for my order?", the next workflow steps can be seen.



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

