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

   b) Select a 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

     ll be considered on   Add to new Cart

     required and are ba

     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

⊗ 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.

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		Shipping		Billing	
Business Unit	TCU Texas Christian University	**Ship To**		**Bill To**	
Cart Name	2022-11-23 jbrumbach 01	Attn: Jacob Brumbach 3412 POND DRIVE Fort Worth, TEXAS 76109 United States		Contact Line 1 TCU-Advancement Operations TCU Box 298240 Fort Worth, TX 76129 United States	
Description	no value				
Prepared by	Jacob Brumbach	**Delivery Options**		**Billing Options**	
Prepared for	Jacob Brumbach	Ship Via	Best Carrier-Best Way	Accounting Date	no value
Cart Source	Manual			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.

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