



## Subject and Task: Make payments to CWRU Cores

CWRU can accept payments 3 different ways (check, EFT, or credit card).

Please send **check** payments with a copy of the invoice to:

Case Western Reserve University  
Controller's Office – General Accounting  
10900 Euclid Avenue  
Cleveland OH, 44106 – 7006

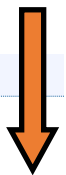
Please contact CWRU General Accounting <genacct@case.edu> to set up **EFT** payments.

Please submit **credit card** payments by following the steps below.

The screenshot shows the Agilent CrossLab iLab Op interface. A blue header bar contains the Agilent CrossLab logo and 'iLab Op'. Below the header is a dark blue navigation menu. An orange arrow points to the hamburger menu icon (three horizontal lines) in the top left. Another orange arrow points to the 'Invoices' option in the menu, which is highlighted with an orange box. Other menu items include Home, Core Facilities, and Manage Groups.


Displaying 1 out of 1 result(s). (Page 1 of 1)

Created On	Core	Invoice Number	Lab	Owner	Payment Numbers	Price Types	Total Cost	Past Due	Status	Approval Status
Jun 10 '24	CWRU Misc. Shared Resources	CMSR-4499398	Admin Lab (CWRU)	Test User	Speedtype	Internal	\$4,000.00	0 - 30 days	Not Yet Paid	not required



Invoice Total

\$4,000.00

 [Select Payment Method](#)

Invoice Details

DATE	ITEM DESCRIPTION	PMT.#	QTY	PPU	STATUS	TOTAL
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Step 1: Select payment method

Credit Card

Help

You can choose to pay this invoice by one payment method provided in the dropdown in Step 1. Either choose to pay all charges on the invoice, or charges that are missing payment information in Step 2. Enter any additional information that may be required in step 3. If you do not want to pay the invoice by one payment method, close this window and click on the dollar sign icon across for each Request ID and update payment information for each charge.

Step 2: Select charges to pay

All charges on the invoice  Charges missing payment information

Charges Total: \$4,000.00 [Preview charges \(1\)](#)

Step 3: Set Payment Information

By clicking on Pay by Credit Card you will be transferred to a secure credit card processing system to enter in your credit card information. Payment will be sent directly to the facility that has invoiced these charges.

 Pay by Credit Card

The "Pay by Credit Card" button will redirect the site to <https://quikpayasp.com/>.

**CASE WESTERN RESERVE UNIVERSITY** Profile

Make Payment 1 Payment Information 2 Payment Method 3 Payment Confirmation

**Paying ILab Invoice Payment**  
Required fields are marked with an \*

Payment Amount *	ILab Invoice Payment
\$ 4050.00	ILab Invoice Payment
	Amount Due
	\$ 4050.00
	Invoice Number *
	CORE-1234567
	Customer Name *
	Jane Doe

Total amount to pay: \$4,050.00

[Next - Payment Method](#)

By setting a Transaction Number, the Payment Number on the invoice will change for your institutions reference.

**Note:** This number is only relevant to your institution.

×

**Step 1: Select payment method**

PO or other tracking information defined by customer ▾

**Help**

You can choose to pay this invoice by one payment method provided in the dropdown in Step 1. Either choose to pay all charges on the invoice, or charges that are missing payment information in Step 2. Enter any additional information that may be required in step 3. If you do not want to pay the invoice by one payment method, close this window and click on the dollar sign icon across for each Request ID and update payment information for each charge.

**Step 2: Select charges to pay**

All charges on the invoice  Charges missing payment information

**Charges Total:** \$4,050.00 [Preview charges \(2\)](#)

**Step 3: Set Payment Information**

Transaction #

Set Transaction #



CASE WESTERN RESERVE  
UNIVERSITY EST. 1826

Please remit payment with a copy of this invoice to:

Case Western Reserve University  
Controller's Office – General Accounting  
10900 Euclid Avenue  
Cleveland OH, 44106 – 7006

Invoice No. CORE-1234567

Invoice Date June 10, 2024

Lab Doe, Jane (Institution) Lab

Payment No. NONE

Institution External Institution Name