CASE WESTERN RESERVE UNIVERSITY

Subject and Task: Add Payment Information

Note:

Principal Investigators with different funding sources can have multiple iLab accounts (examples below). Please make sure the Lab name on your service ID matches the institution funds you wish to pay with.

Doe, Jane (CWRU) Lab = Internal = CWRU Email and CWRU Speedtype payment information

Doe, Jane (ABC) Lab = External = Other ABC Email and Other ABC fund payment information

How to:

Add payment information to a *service ID* **before** billing is completed and invoice created

1.) Add payment information here

2.) Add payment information documentation

Note: The sheet of paper icon indicates an invoice has been created.

Further information can be found here https://help.ilab.agilent.com/37448-managing-view-all-requests/266106-changing-fund-information.

CASE WESTERN RESERVE
UNIVERSITY

	Invoice No. CMSR-5048185
	Invoice Date March 21, 2025
	Lab Research Admin (CWRU) Lab

From: CWRU Misc. Shared Resources

To: Research Admin (CWRU) Lab | Michael
Michael

Phone: 4407964392
11555 Willow Hill Drive
Chesterland, Ohio, United States, 44026

show additional contacts

Invoice Total	$160.00
	🪙 Select Payment Method

Invoice Details						
DATE	ITEM DESCRIPTION	PMT.#	QTY	PPU	STATUS	TOTAL

✕

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 #]

1.) Add payment information here