

UW Customers Paying with Non-UW Funding in iLab – Customer Guide

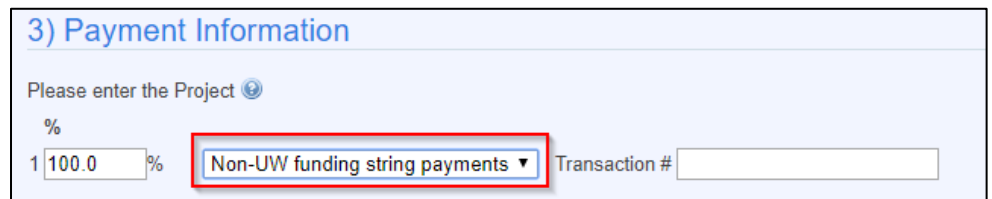
1. Purpose/Background

1. If you're a UW customer and pay for UW shared resource services and equipment usage in iLab using UW funding strings as well as non-UW funding, use the workflow described in this document to pay for services and equipment usage with non-UW funding.


2. Workflows

1. Paying for service requests with non-UW funding

1. Create a service request in iLab
2. Select “Non-UW funding string payments” from the dropdown as your payment method. The “Transaction #” field is an optional free text field that can be left blank or used to add any additional useful information.



3) Payment Information

Please enter the Project 

%


1 100.0 % Non-UW funding string payments ▼ Transaction #

3. Submit the service request
4. Shared resource staff members will review the service request, add services to the request, and send you a quote for the services
5. Work with shared resource staff to agree on a price
6. Shared resources staff performs services and marks the service request as complete in iLab
7. Pay for the service using the non-UW funding string method you arrange with the shared resource.

2. Paying for equipment reservations with non-UW funding

1. Block off time on an equipment calendar
2. Select “Non-UW funding string payments” as your payment method. The “Transaction #” field is an optional free text field that can be left blank or used to add any additional useful information.

3) Payment Information

Please enter the Project 

%
1 100.0 % **Non-UW funding string payments** Transaction #

3. Select the usage type from usage type drop down that reflects the rate for which you should be charged for using the equipment. Work with the shared resources to determine which rate you should receive if you are not sure.

Use and cost of reservation

Apr 18 '18 12:15 PM - 1:15 PM	All Usage \$20.00/hr
Total:	All Usage \$20.00/hr
	Non-UW Funding String Rate \$100.00/hr

Payment information

4. Save your reservation in iLab
5. Use equipment
 1. Pay for the service using the non-UW funding string method you arrange with the shared resource.