NEWSLETTER
Accounts Payable News and Information

Procurement Policy Reminder: Invoice Processing in Jaggaer

As Procurement continues to roll out the Procurement Policy, please remember that submitting Goods, Services or Preferred Service Providers forms **does not generate** payment to a supplier. TCU departments must match supplier invoices to the appropriate Purchase Order (PO) in Jaggaer in order for payment to be issued.

TCU requires invoices for payment; payments are not issued based on quotes. While a quote/estimate/order form is required when completing the Goods, Services or Preferred Service Providers forms, a supplier **invoice** must be provided when matching to the Purchase Order in order for payment to be processed.

Required information on Supplier Invoices

To ensure timely processing, all invoices submitted to Accounts Payable must include the following information: Supplier Payee Name, Remit Address, Bill To / Ship To : TCU, TCU Contact Information, PO and/or Contract Number, Payment Terms (Net 30, unless otherwise specified by contract), Invoice Number, Invoice Date, Invoice Total, and Line-item charges or a brief description for each item or service. Invoices missing required information may be delayed.

Need help? Visit the Purchasing in Jaggaer webpage for step-by-step guides and instructional videos. Click here to visit.

Jaggaer Supplier Portal Communication

After receiving the email from TCU Procurement confirming that a potential supplier has been sent a link to the Jaggaer Supplier Portal, please be sure to email the supplier the "Welcome to the Texas Christian University Supplier Portal" Form Letter.

This letter contains important information and helpful resources to guide suppliers through the registration process and support timely completion.

Click here for Form Letter

Help Prevent Duplicate Suppliers
Be sure to search for a supplier using the Search Existing Suppliers field in the Request New Supplier form **BEFORE** submitting a request for a new supplier.

Notice a difference when navigating in Concur?? Concur has rolled out an updated user interface. Users may temporarily return to the previous interface by selecting Switch Back in the banner at the top of the Concur Home Page. The Switch Back feature is a short term solution as the previous interface will eventually be retired.

What's Changed?
One of the primary updates is users must now select the ellipsis (...) menu to view report options such as Delete Report.