Finance & Administration
Office of Procurement

PAYING AN INVOICE

Procurement Forms

Manual Invoice Guide

LEAD ON.℠

June 2026

First Steps

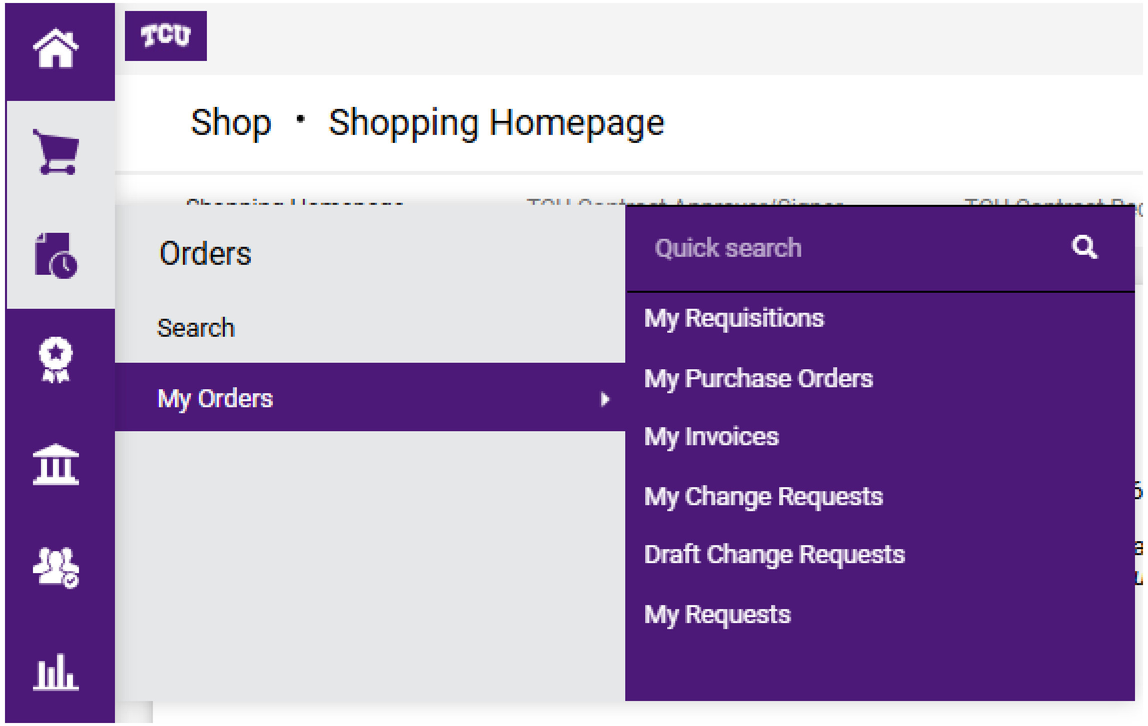
- Verify or write in the original purchase order number on the invoice
- Verify the invoice contains all the necessary information
  - Vendor name or dba ("Doing Business As")
  - Mailing, payment, or remit-to address matches the vendor's profile in Jaggaer
  - Must be billed to TCU/TCU address
  - Itemized purchase details
  - Amount to pay
  - Unique invoice number
  - Invoice date
  - Net 30 day payment terms is standard
- Statements are not an acceptable form of invoicing

General Steps

- Locate your purchase order (PO) in Jaggaer
- Go to the 'Invoices' tab at the top. Click the “+” sign.
- Fill in the Supplier Invoice Number and the Invoice Date.
- Confirm that the invoice total matches, if not, scroll to each line item to revise accordingly to match.
- Then select “Save”
- Go to the ‘Attachments’ tab located at top-middle of the page and attach a copy of the Invoice
- Select 'Complete' at the top right of the page to submit the invoice.
- Approve the submitted invoice as the submitter, and correct it according to instructions provided if returned.

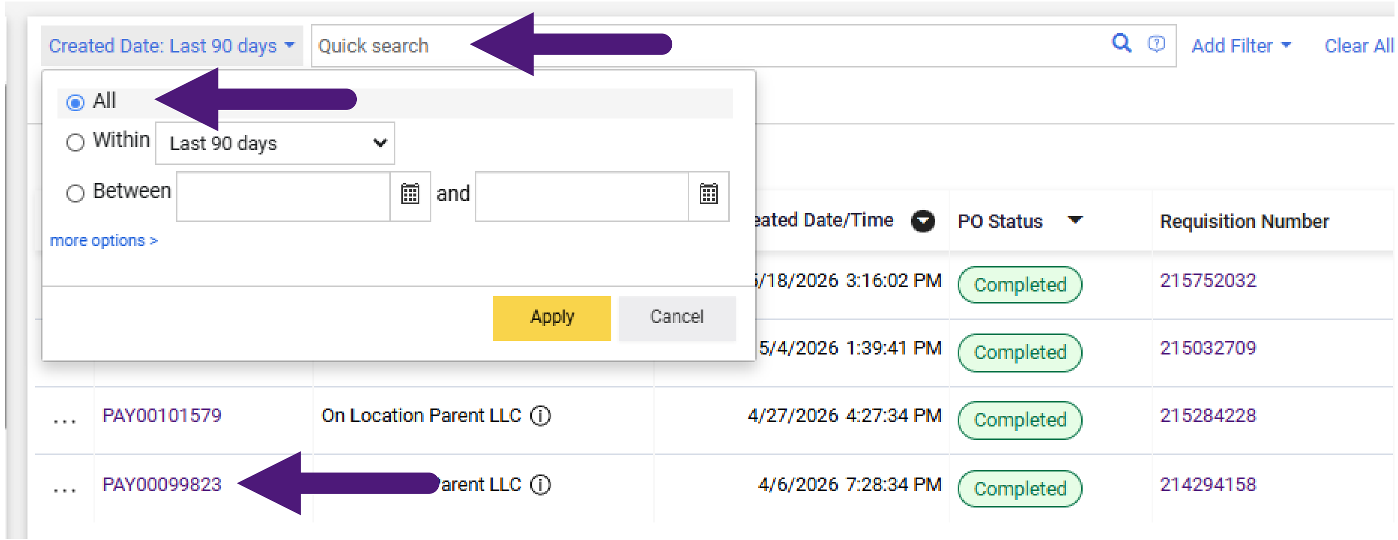
Locate Your PO

- Use the navigation menu on the left-hand side to easily find all of your Purchase Orders.



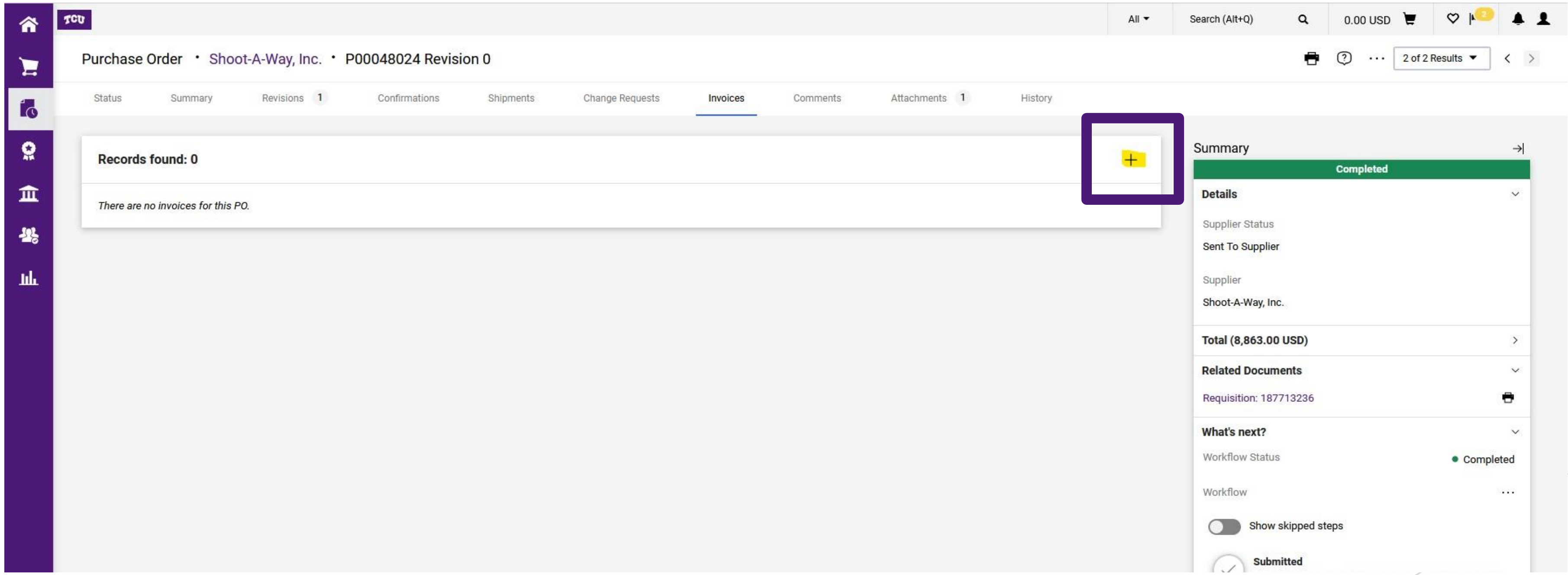
Locate Your PO

- Click on the PO you need to remit payment against to open it.
- Use the search bar or change the default parameters if you don't see the PO you are looking for.



Create

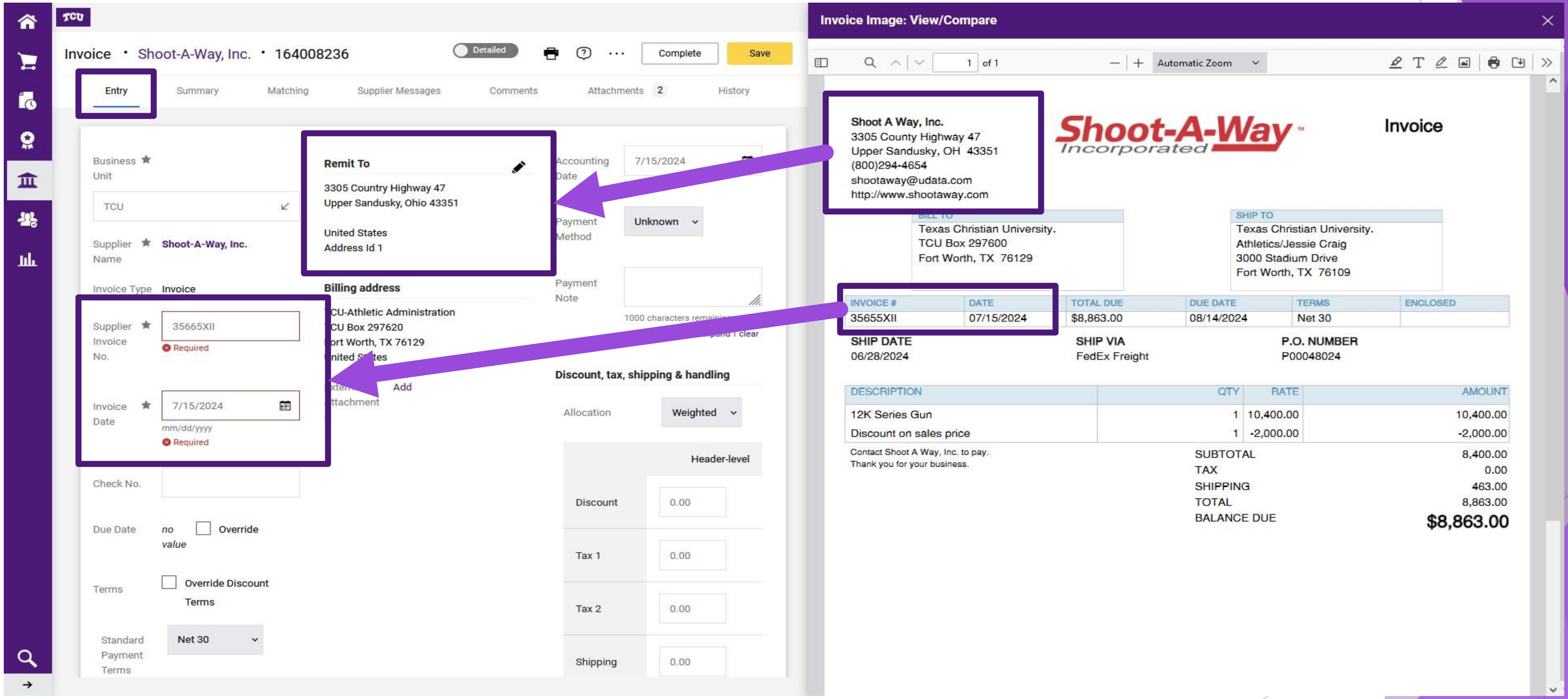
- Click on the invoices tab within your PO.
- Click the plus sign in the upper righthand to start an invoice payment.



Add Invoice Details

- Go to the Entry tab and fill in the Invoice Number and the Invoice Date according to the supplier's invoice.
- Make sure that the 'remit to' address matches the invoice.
  - If not, select the pencil icon to select the correct address.
  - If the address you need is not listed, return to the supplier to instruct them to update their supplier profile or correct the remit address.
- Scroll down and make sure the line items in Jaggaer match the final line items on the invoice. Edit if necessary.

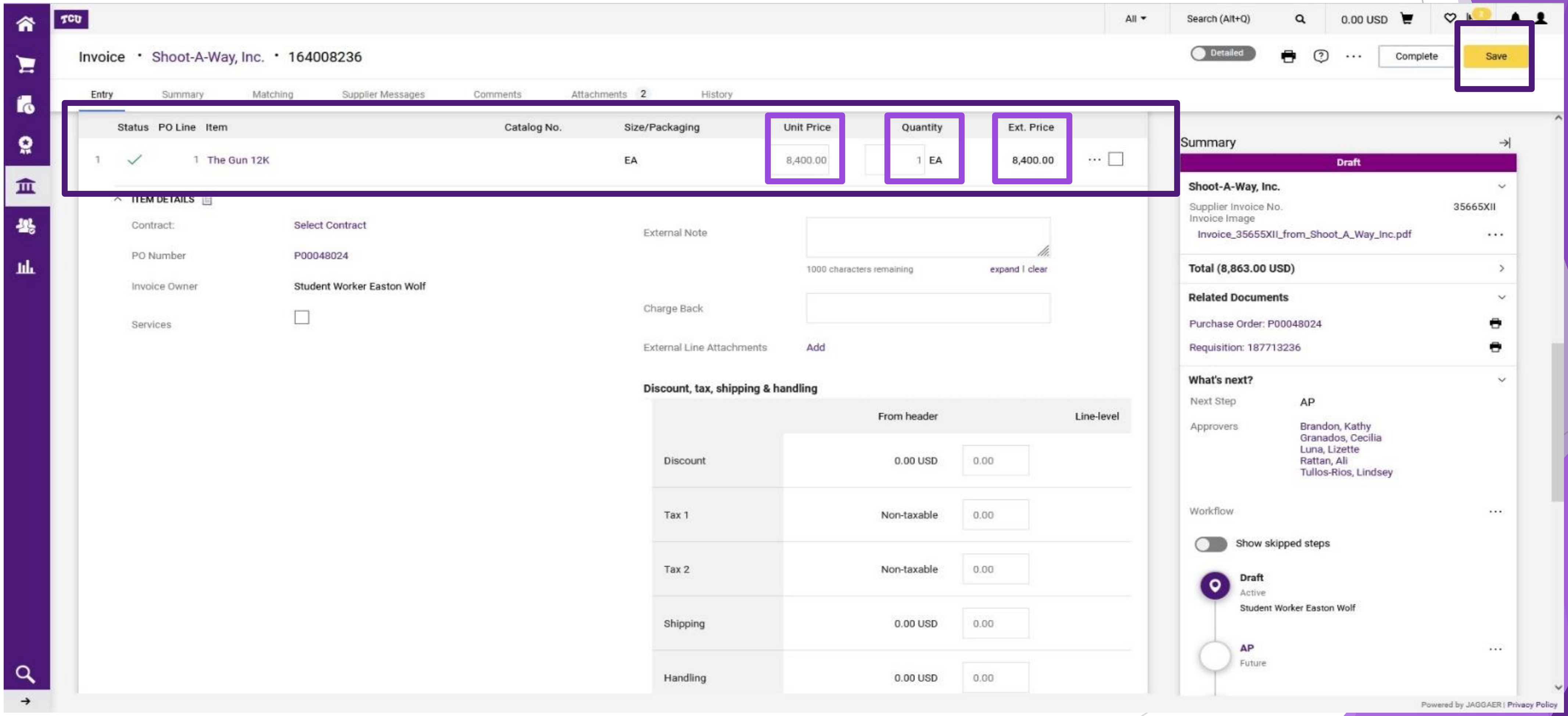
Add Invoice Details



Invoice Line Items

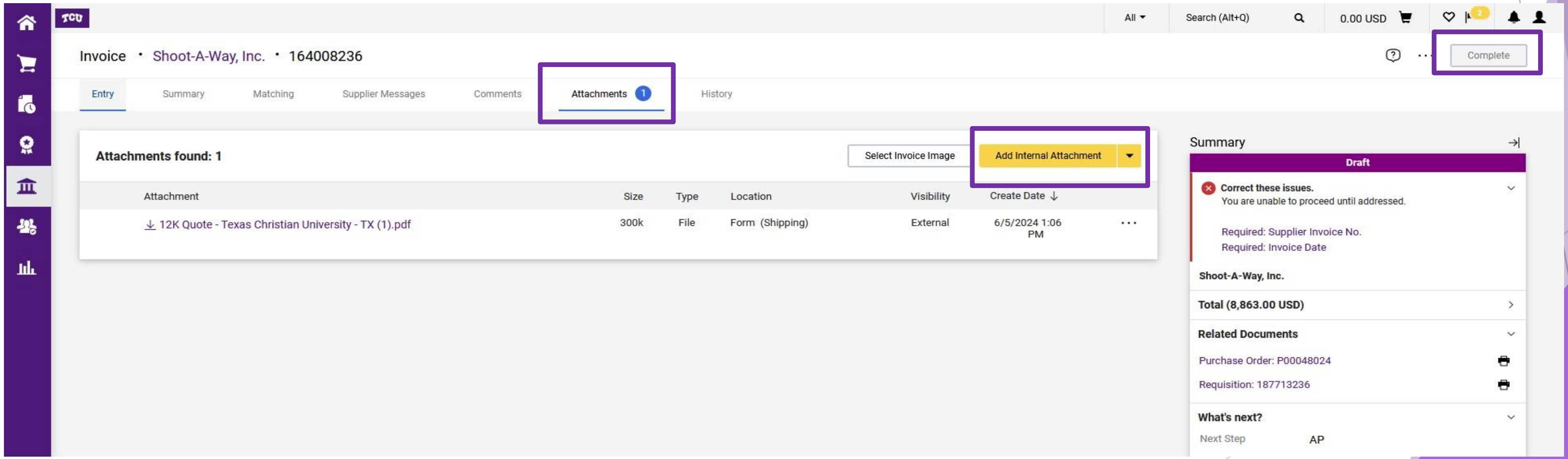
- Verify all lines and totals match the invoice.
- If you are paying partial shipment or invoice, revise the quantity on the line for goods purchase orders received.
- If this is a services invoice, and you are remitting partial payment, only enter the amount that you are paying listed on the current invoice.
- Select Save at the top right of the page to save the invoice.
- ***Note: Do not zero out the remaining lines that have not been received.***

Invoice Line Items



Attachment & Submit

- Go to the ‘Attachments’ tab located at top-middle of the page and attach a copy of the Invoice.
- Click Complete in the top right to submit.



QUESTIONS?

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TCU