

PAYING AN INVOICE

Procurement Forms
Manual Invoice Guide

First Steps

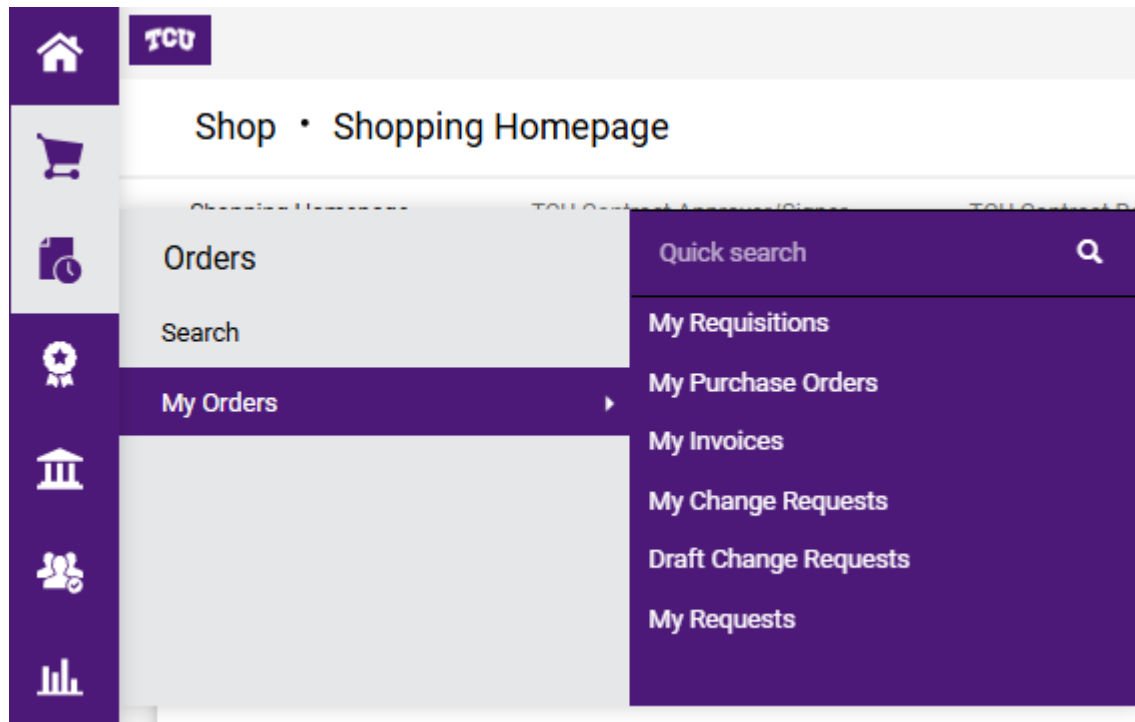
- ▶ Verify or write in the original purchase order number on the invoice
- ▶ Verify the invoice contains all the necessary information
 - ▶ Vendor name or dba (“Doing Business As”)
 - ▶ Mailing, payment, or remit-to address matches the vendor’s profile in Jaggaer
 - ▶ Must be billed to TCU/TCU address
 - ▶ 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.

The screenshot shows a web interface for locating Purchase Orders (POs). At the top, there is a filter bar with 'Created Date: Last 90 days' and a 'Quick search' input field. Below this is a dropdown menu for filters, currently showing 'All'. The main area displays a table of POs with columns for 'Created Date/Time', 'PO Status', and 'Requisition Number'. A specific PO entry is highlighted with a purple arrow pointing to its ID 'PAY00099823'.

Created Date/Time	PO Status	Requisition Number
5/18/2026 3:16:02 PM	Completed	215752032
5/4/2026 1:39:41 PM	Completed	215032709
4/27/2026 4:27:34 PM	Completed	215284228
4/6/2026 7:28:34 PM	Completed	214294158

Create

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

The screenshot displays a software interface for managing a Purchase Order (PO) for Shoot-A-Way, Inc., with PO number P00048024 Revision 0. The interface includes a top navigation bar with a search bar, currency (0.00 USD), and user profile. A left sidebar contains various icons for navigation. The main content area shows the 'Invoices' tab selected, with a message indicating 'Records found: 0' and 'There are no invoices for this PO.' A yellow plus sign button is highlighted in the upper right corner of the main content area. On the right side, a 'Summary' panel is visible, showing details such as 'Supplier Status', 'Sent To Supplier', 'Supplier' (Shoot-A-Way, Inc.), 'Total (\$8,863.00 USD)', 'Related Documents' (Requisition: 187713236), and 'What's next?' (Workflow Status: Completed).

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

TCU

Invoice • Shoot-A-Way, Inc. • 164008236

Detailed

Complete

Save

Entry

Summary

Matching

Supplier Messages

Comments

Attachments 2

History

Business ★

Unit

TCU

Supplier ★

Shoot-A-Way, Inc.

Supplier Name

Invoice Type

Invoice

Supplier ★

35665XII

Invoice No.

Required

Invoice ★

7/15/2024

Date

mm/dd/yyyy

Required

Check No.

Due Date

no value

Override

Terms

Override Discount

Terms

Standard Payment Terms

Net 30

Remit To

3305 Country Highway 47

Upper Sandusky, Ohio 43351

United States

Address Id 1

Billing address

CU-Athletic Administration

CU Box 297620

Fort Worth, TX 76129

United States

Accounting Date

7/15/2024

Payment Method

Unknown

Payment Note

Discount, tax, shipping & handling

Allocation

Weighted

Header-level

Discount

0.00

Tax 1

0.00

Tax 2

0.00

Shipping

0.00

Invoice Image: View/Compare

1 of 1

Automatic Zoom

Shoot A Way, Inc.

3305 County Highway 47

Upper Sandusky, OH 43351

(800)294-4654

shootaway@udata.com

http://www.shootaway.com

Shoot-A-Way Incorporated

Invoice

SHIP TO

Texas Christian University.

TCU Box 297600

Fort Worth, TX 76129

SHIP TO

Texas Christian University.

Athletics/Jessie Craig

3000 Stadium Drive

Fort Worth, TX 76109

INVOICE #

DATE

TOTAL DUE

DUE DATE

TERMS

ENCLOSED

35665XII

07/15/2024

\$8,863.00

08/14/2024

Net 30

SHIP DATE

SHIP VIA

P.O. NUMBER

06/28/2024

FedEx Freight

P00048024

DESCRIPTION

QTY

RATE

AMOUNT

12K Series Gun

1

10,400.00

10,400.00

Discount on sales price

1

-2,000.00

-2,000.00

Contact Shoot A Way, Inc. to pay.

Thank you for your business.

SUBTOTAL

TAX

SHIPPING

TOTAL

BALANCE DUE

8,400.00

0.00

463.00

8,863.00

\$8,863.00

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.***

TCU

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Summary

Save

Entry

Summary

Matching

Supplier Messages

Comments

Attachments

2

History

Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1	✓	1	The Gun 12K	EA	8,400.00	1 EA	8,400.00	...

ITEM DETAILS

Contract:

Select Contract

PO Number

P00048024

Invoice Owner

Student Worker Easton Wolf

Services

☐

External Note

1000 characters remaining

expand | clear

Charge Back

External Line Attachments

Add

Discount, tax, shipping & handling

	From header	Line-level
Discount	0.00 USD	0.00
Tax 1	Non-taxable	0.00
Tax 2	Non-taxable	0.00
Shipping	0.00 USD	0.00
Handling	0.00 USD	0.00

Summary

Draft

Shoot-A-Way, Inc.

Supplier Invoice No. 35665XII

Invoice Image

Invoice_35665XII_from_Shoot_A_Way_Inc.pdf

Total (8,863.00 USD)

Related Documents

Purchase Order: P00048024

Requisition: 187713236

What's next?

Next Step

AP

Approvers

Brandon, Kathy
Granados, Cecilia
Luna, Lizette
Rattan, Ali
Tullos-Rios, Lindsey

Workflow

Show skipped steps

Draft

Active

Student Worker Easton Wolf

AP

Future

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.

The screenshot shows a software interface for managing invoices. The top navigation bar includes a home icon, a shopping cart icon, a search bar with 'Search (Alt+Q)', a currency display '0.00 USD', and a 'Complete' button. The main header shows 'Invoice • Shoot-A-Way, Inc. • 164008236'. Below this, a tabbed interface has 'Attachments' selected, indicated by a blue underline and a '1' in a circle. The 'Attachments' section shows 'Attachments found: 1' and a table with one entry: '12K Quote - Texas Christian University - TX (1).pdf'. Above the table are buttons for 'Select Invoice Image' and 'Add Internal Attachment'. The right sidebar contains a 'Summary' section with a 'Draft' status, a 'Correct these issues' warning, and details for 'Shoot-A-Way, Inc.', including a total of '8,863.00 USD' and related documents like 'Purchase Order: P00048024' and 'Requisition: 187713236'.

Invoice • Shoot-A-Way, Inc. • 164008236

Attachments 1

Attachments found: 1

Attachment	Size	Type	Location	Visibility	Create Date ↓	
12K Quote - Texas Christian University - TX (1).pdf	300k	File	Form (Shipping)	External	6/5/2024 1:06 PM	...

Select Invoice Image Add Internal Attachment

Summary Draft

Correct these issues.
You are unable to proceed until addressed.

Required: Supplier Invoice No.
Required: Invoice Date

Shoot-A-Way, Inc.

Total (8,863.00 USD)

Related Documents

Purchase Order: P00048024

Requisition: 187713236

What's next?

Next Step AP

An aerial photograph of the Texas Christian University (TCU) campus in Fort Worth, Texas. The image shows a large, sprawling campus with numerous buildings featuring red-tiled roofs and light-colored facades. There are green lawns, trees, and parking lots scattered throughout. In the background, a large stadium with a blue roof is visible. The sky is blue with some light clouds. The image is framed by a purple and white geometric design on the left and right sides.

Finance & Administration
Office of Procurement

QUESTIONS?

Email
Procurement@tcu.edu

TCU