

Correcting a Returned Invoice

Procurement Forms

Invoice Reminder

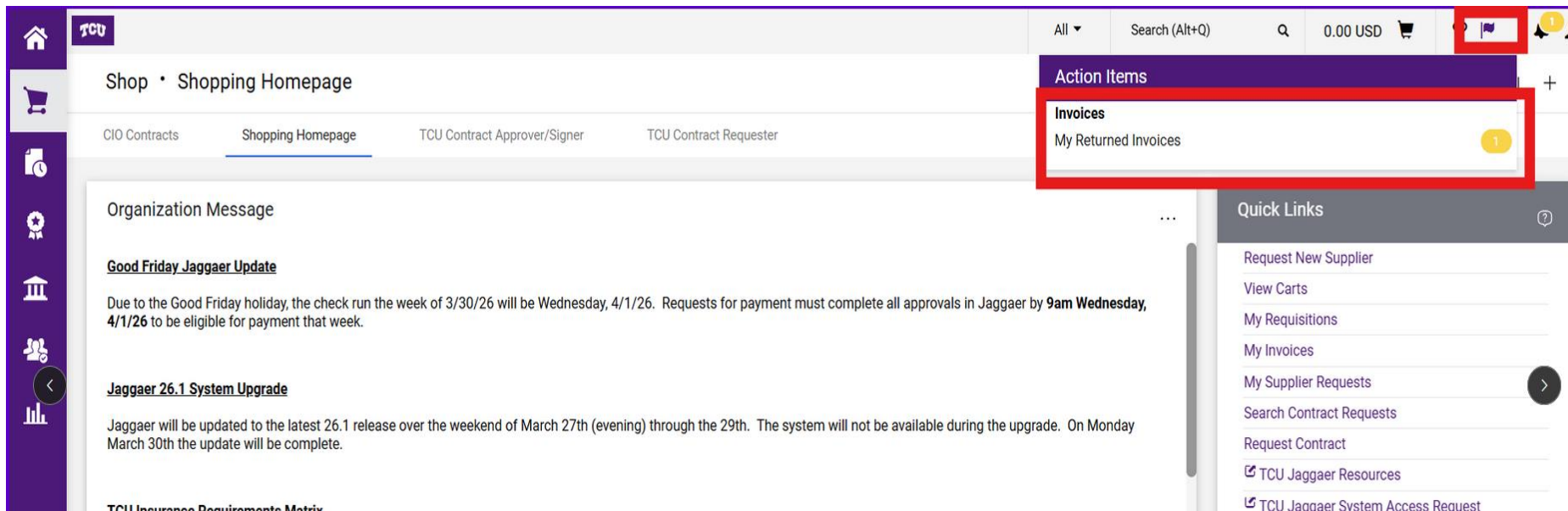
- ▶ Verify or write in the original purchase order number on the invoice
- ▶ Verify the invoice contains all the necessary information
 - ▶ Vendor name or dba (“Doing Business As”)
 - ▶ Mailing, payment, or remit-to address matches the vendor’s profile in Jaggaer
 - ▶ Must be billed to TCU/TCU address
 - ▶ 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 returned invoice in Jaggaer
- ▶ Review the comments carefully for specific instructions on corrections.
- ▶ Return to the entry tab to update the invoice date, invoice number, invoice lines, and remit-to address.
- ▶ Select “Save” to save changes.
- ▶ Return to the attachments tab to add or change attachments.
- ▶ Confirm the changes have been completed as provide in the comments. Add a new comment indicating the changes you made.
- ▶ Select 'Complete' at the top right of the page to submit the invoice.
- ▶ Approve the submitted invoice as the submitter if applicable.

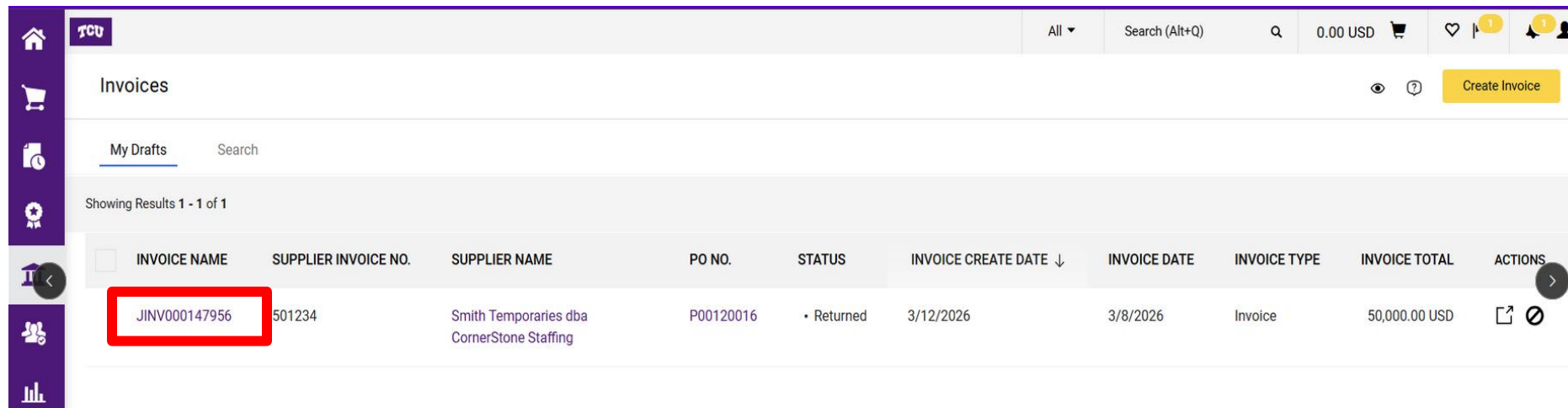
Locate Your Invoice

- ▶ Use the flag icon for a direct link to My Returned Invoices.
- ▶ **Note:** *Selecting the flag will display all Jaggaer Action items in your queue, including returned invoices, approvals, returned requisitions, etc.*



Locate Your Invoice

- ▶ After selecting My Returned Invoices, a list of returned invoice will be visible:
- ▶ Click on the specific Invoice name/number to open in order to “Action” that specific Entry.



The screenshot displays the TCU Invoices interface. The top navigation bar includes the TCU logo, a currency dropdown set to USD, a search bar, and a shopping cart icon. The main content area is titled 'Invoices' and features a 'My Drafts' tab and a search input. Below the tabs, it indicates 'Showing Results 1 - 1 of 1'. A table lists the invoice details, with the invoice name 'JINV000147956' highlighted by a red rectangle. The table columns include Invoice Name, Supplier Invoice No., Supplier Name, PO No., Status, Invoice Create Date, Invoice Date, Invoice Type, Invoice Total, and Actions.

☐	INVOICE NAME	SUPPLIER INVOICE NO.	SUPPLIER NAME	PO NO.	STATUS	INVOICE CREATE DATE ↓	INVOICE DATE	INVOICE TYPE	INVOICE TOTAL	ACTIONS
☐	JINV000147956	501234	Smith Temporaries dba CornerStone Staffing	P00120016	• Returned	3/12/2026	3/8/2026	Invoice	50,000.00 USD	 

Review Comments

- Navigate to the Comments tab to review the reason it was returned, along with instructions needed to resolve the issue.

Invoice • Smith Temporaries dba Corne... • 196427515

Entry Summary Matching Supplier Messages **Comments 2** Attachments 1 History

Records Found: 2 Show comments for Invoice ▾ +

Johnny Trevino - 3/12/2026 9:15:35 AM This is a test. Delete entry	Invoice - JINV000147956 Invoice Returned ↻
Mary Grace Held - 3/12/2026 9:09:00 AM Test return invoice for demo.	Invoice - JINV000147956 Comment Added ↻

Make Corrections

- ▶ Return to the Entry tab to make corrections to the invoice dates, invoice number, remit-to address and line items.
- ▶ Click Save when you are done making corrections.

The screenshot shows the TCU invoice entry interface. The top navigation bar includes a home icon, a shopping cart icon, and a search bar. The main header displays the invoice title "Invoice • Smith Temporaries dba Corne... • 196427515" and a "Save" button. The left sidebar contains a vertical menu with icons for home, shopping cart, invoice, and other functions. The main content area is divided into several sections: "Entry" (highlighted with a red box), "Summary", "Matching", "Supplier Messages", "Comments", "Attachments", and "History". The "Entry" section contains fields for "Voucher Number" (JINV000147956, highlighted with a red box), "Invoice Date" (3/9/2026), "Due Date" (3/9/2026), "Invoice Owner" (Mary Grace Held), "Supplier Name" (Smith Temporaries dba CornerStone Staffing, highlighted with a red box), "Supplier Invoice No." (501234), and "Currency" (US Dollar). The "Remit To" section (highlighted with a red box) includes the address "PO Box 226724, Dallas, Texas 75222-6724" and "United States". The "Summary" section (highlighted with a red box) shows a "Draft" status and a warning message: "Be aware of these issues. You may review and proceed. Extended Price is outside the allowed tolerance." The "Summary" table lists the following items: Subtotal (50,000.00), Discount (0.00), Tax1 (0.00), Tax2 (0.00), Shipping (0.00), and Handling (0.00), with a total of 50,000.00. The "Related Documents" section lists "Purchase Order: P00120016" and "Requisition: 210570413". The "What's next?" section is also visible. The bottom section, "1 Line", shows a table with columns: Line, Status, PO Line, Item, Catalog No., Size/Packaging, Unit Price, Quantity, and Ext. Price. The first line item is "Finance & Administrations temporary staffing" with a unit price of 50,000.00 and a quantity of 1.

Line	Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	✓	1	Finance & Administrations temporary staffing			50,000.00	1	50,000.00

Review Attachments

- ▶ Click on the Attachments tab.
- ▶ If you need to add an attachment, click on Add Internal Attachments.
- ▶ Select Complete once you are ready to submit.

The screenshot displays the TCU system interface for reviewing attachments on an invoice. The top navigation bar includes a home icon, a shopping cart icon, and a search bar. The main header shows the invoice details: "Invoice • Smith Temporaries dba Corne... • 196427515". The "Attachments" tab is selected and highlighted with a red box, showing a notification badge with the number "1". To the right of the tabs, a "Complete" button is also highlighted with a red box. Below the tabs, the "Attachments found: 1" section displays a table with one attachment. The table has columns for Attachment, Size, Type, Location, Visibility, and Create Date. The attachment listed is "TCULogo_purple_5X7-01.jpg" with a size of 73k, type of File, location of Document, and visibility of Internal. To the right of the table, there is a "Select Invoice Image" button and an "Add Internal Attachment" button, both highlighted with red boxes. On the right side of the interface, the "Summary" section shows the invoice details, including the supplier name "Smith Temporaries dba CornerStone Sta...", the supplier invoice number "501234", and the total amount "Total (1,500.00 USD)".

TCU

All Search (Alt+Q) 0.00 USD

Invoice • Smith Temporaries dba Corne... • 196427515

Entry Summary Matching Supplier Messages Comments 2 Attachments 1 History

Attachments found: 1

Select Invoice Image Add Internal Attachment

Attachment	Size	Type	Location	Visibility	Create Date ↓
↓ TCULogo_purple_5X7-01.jpg	73k	File	Document	Internal	3/12/2026 9:09 AM

Summary

Draft

Smith Temporaries dba CornerStone Sta...

Supplier Invoice No. 501234

Total (1,500.00 USD)

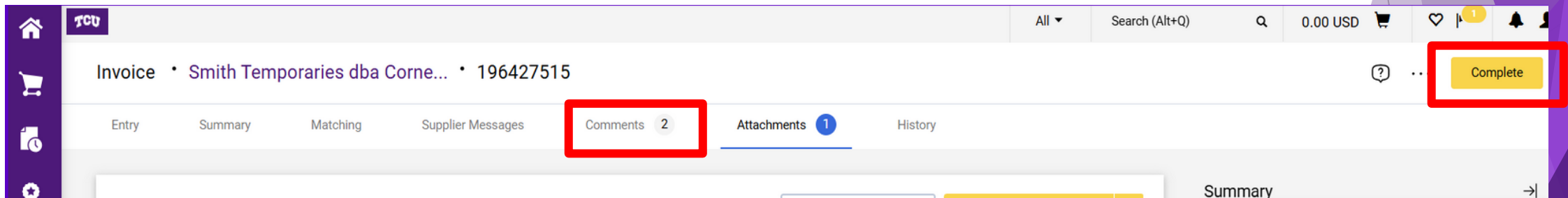
Subtotal 1,500.00

Discount 0.00

Tax1 0.00

Add a Comment

- ▶ Return to the Comments tab one last time to confirm all requested changes were completed.
- ▶ Add a comment indicating the changes you made. If applicable.
- ▶ Click complete once you are done to submit.



Completion

- ▶ Once your invoice has been resubmitted, a confirmation message will appear and a JINV or Jaggaer Invoice number will be listed.
- ▶ Remember to approve the resubmitted invoice as the submitter, if applicable.

✓ Invoice Submitted

Summary

Invoice number	JINV000147956
Invoice Status	Pending
Supplier Invoice No.	501234
Invoice name	2026-03-12 108018342 01
Invoice date	3/9/2026
Invoice total	1,500.00 USD
Number of line items	1
Created for the PO No(s)	P00120016

Create Invoice

Type

Invoice

From

PO

PO numbers

Create

An aerial photograph of the Texas Christian University (TCU) campus, showing various buildings with red-tiled roofs, green lawns, and surrounding trees. The image is framed by a purple and white geometric border.

Finance & Administration
Office of Procurement

QUESTIONS?

Email

Procurement@tcu.edu

TCU