Manual Invoice Process
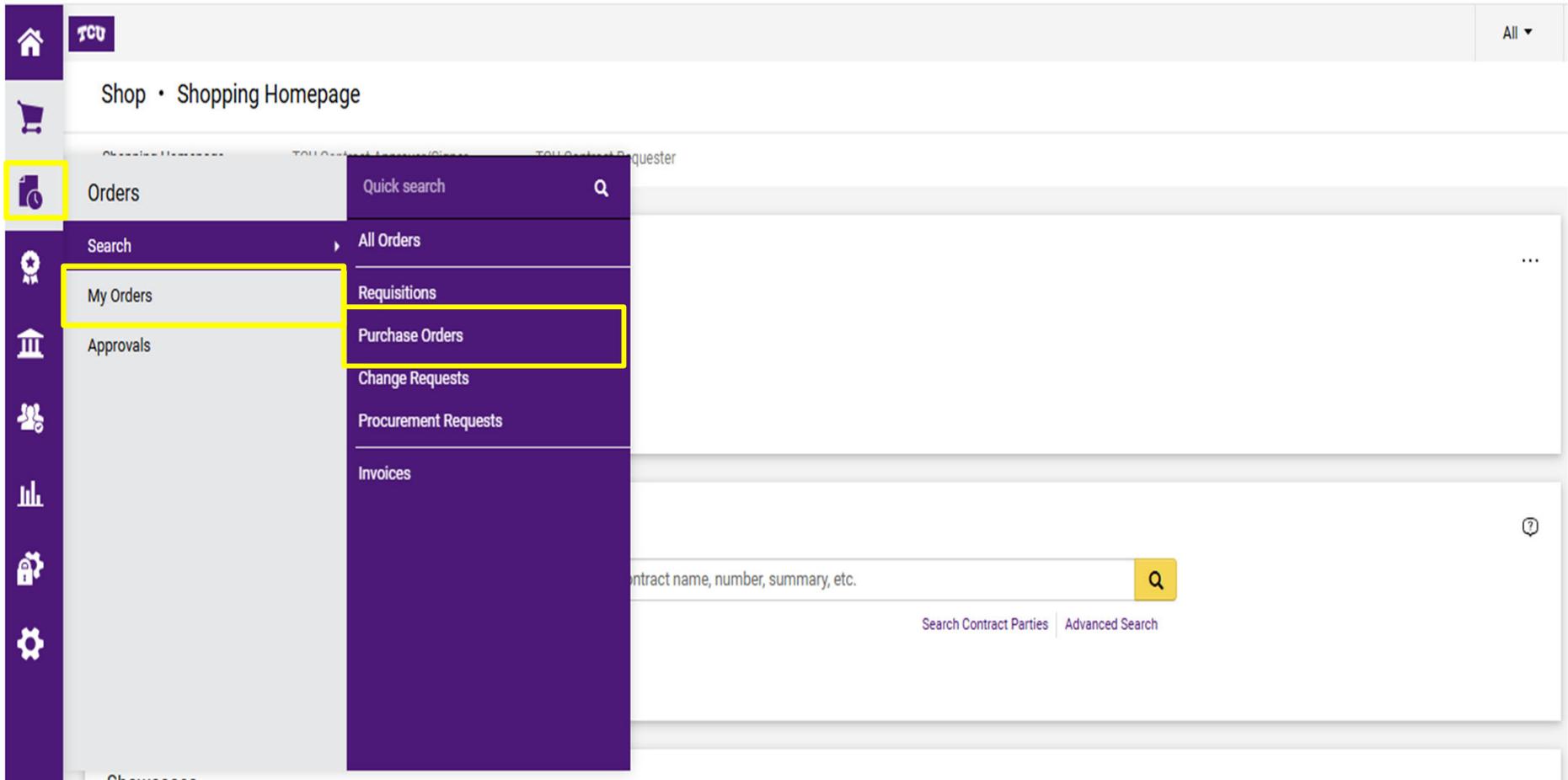
Go to Jaggaer landing page. On the right hover over Orders, select My Orders and then select Purchase Orders

Once in My Purchase Orders use the filter to view purchase orders for the current Fiscal Year.

Purchase is Fully Matched

The date range will appear top left center and below will show a list of all purchase orders in the date range. To the right it should state, "Fully Matched". If it does not click on each of the PO Numbers to view entire status.

Purchase Order Invoice Attachment

Once viewing the Purchase Order, at least 1 invoice should be applied, if none, attach a copy of the invoice to be paid by clicking on the Invoice tab and hitting "+" and select Attachment tab to insert a copy of the invoice.
NOTE: If the Purchase Order is for a Jaggaer Catalog (Amazon, Summus Staples, Grainger etc.) the invoice will automatically be attached by the supplier (No action needed for Catalogs).

Invoice is Completed

Confirmation that the invoice was submitted for payment is to view the invoice in the Purchase Order for which it is associated, and on the right it should state completed.

Please email Procurement@tcu.edu for questions