

Jaggaer Contract Management and Invoice Payment Processing Solution

An invoice is a commercial document issued by a supplier to the University for goods or services in agreed-upon prices and quantities

Supplier Requirements:

New suppliers must complete and submit the Supplier Qualification Form and their W9 or W8 before an invoice can be paid.

Suppliers should bill only for items shipped or services already provided.

About Sales Tax:

- TCU is exempt from Texas state sales tax
- TCU is not exempt from state liquor tax or city/county taxes

Additional information can be found on our website: <https://vcfa.tcu.edu/sales-tax-exemptions/>

Suppliers should provide the following information on invoices:

- Supplier payee name and remit address
- Bill to/Ship to TCU
- TCU contact
- PO/Contract Number, if applicable
- Terms (Net 30, unless specified by contract)
- Invoice Number
- Invoice Date
- Clearly marked invoice total
- Separate line item charges and brief description for each item/service
- Sales tax when applicable

Attach the invoice and relevant backup documentation to your requisition

Statements are not accepted

Quotes or Pro Forma invoices are not accepted

Invoice Number Guidance:

Supplier invoices should have a unique invoice number on each invoice. If not, send it back to the supplier and request a new invoice with a number. AP will not accept invoices without unique invoice numbers provided by the supplier.

Use the invoice number matrix if the invoice number is not listed. *This is only for payment requests where invoice numbers are not commonly provided.* Examples: Dues, subscriptions, memberships (good use of pcards!), or utility bills.

The invoice number matrix is available on our website: <https://vcfa.tcu.edu/wp-content/uploads/2022/11/Invoice-Number-Formats.pdf>

