

# Jaggaer Contract Management and Invoice Payment Processing Solution

## What's New:

What will be processed in Jaggaer?

- Contracts
- Payment Requests, including wires
- Supplier Creates

What will not be processed in Jaggaer?  
(current submission method will continue)

- Credit Memos
- Student payments
- Reimbursements

Payment Terms:

- University strictly enforcing Net 30 payment terms
- Payment based on payment terms and invoice date, invoice cannot be submitted prior to service or goods received
- Contract will be required for payment terms less than 30 days

Supplier Qualification Form:

- Completed by supplier, not department
- W9/W8 still required

Honorarium use will be limited:

- Honorarium = Token payment where payment is not required
- Would supplier perform services if not paid? If answer is No, do not submit an Honorarium, invoice must be provided by supplier

Workflow in Jaggaer will follow new Signature Delegation of Authority (SDA) approval framework:

- Determined by department codes
- Approvers determined based on invoice amount

## Wins:

- Users will have visibility to supplier list – no more wondering if a supplier exists
- New supplier requests will be one time; includes contract and invoices
- Suppliers will be required to complete Supplier Qualification Forms, not departments
- Automated workflow – no more emails or tracking down approvals
- Easy invoice approval via email

## Security:

Will everyone be able to see my department's payment requests?

*No - users only see payment requests they submitted.*

But what if I need to see requests by others in my department?

*A select number of Power Users with more visibility of departmental requests will be considered.*

How will I know if I have work assigned to me?

*Notifications will be assigned based on roles. You can update, but if you do, be careful, you may not receive an email.*

