

Submit an Invoice via the Supplier Portal

The supplier portal provides a more direct way to invoice Indiana University for goods or services you provided. Invoicing via the supplier portal, also known as a “PO Flip,” results in faster processing.

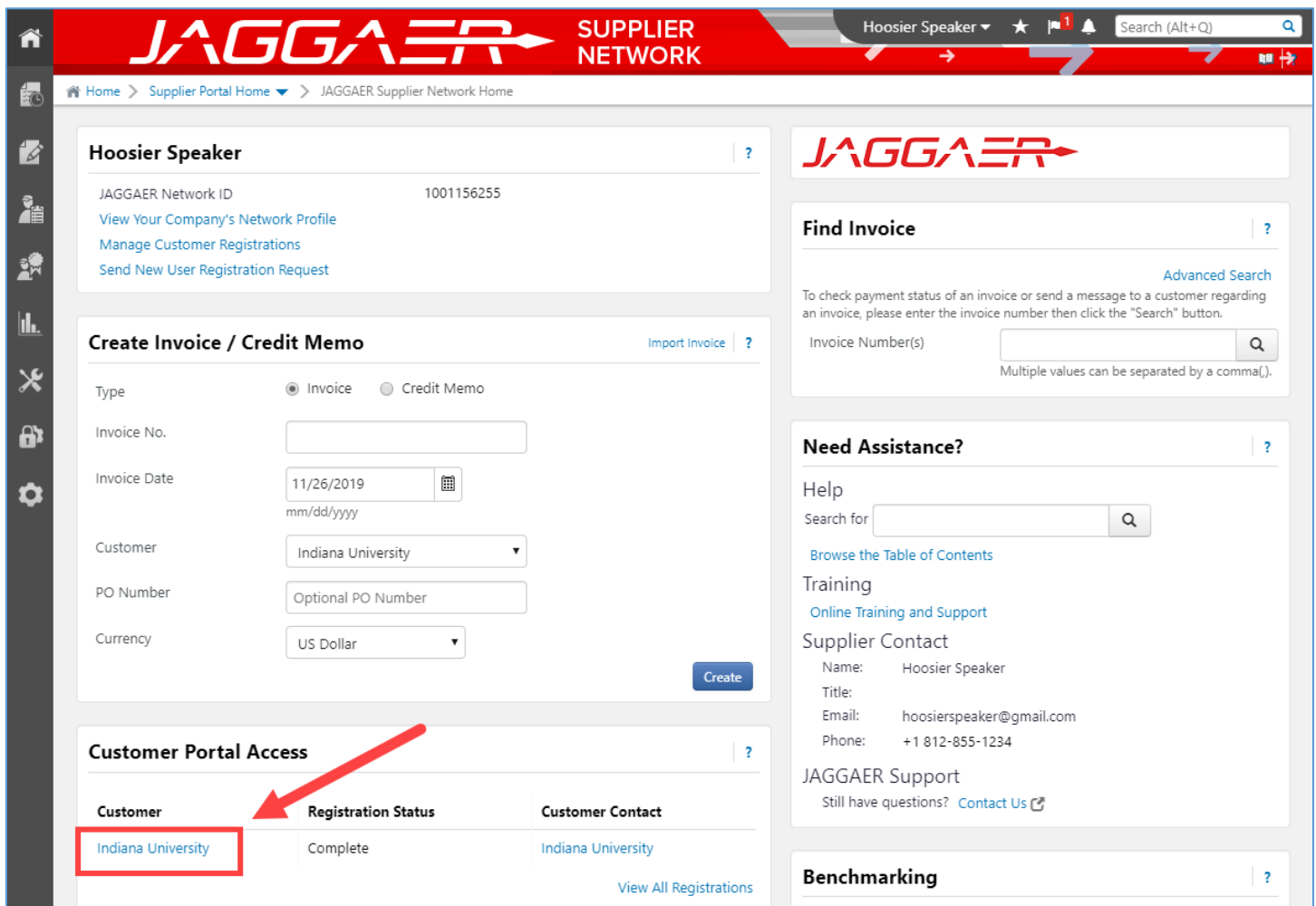
This invoice submission method is optional. You may also submit invoices to our partner, Digital Mailroom, for processing via email to invoice@iu.edu or mail to PO Box 4527, Scranton, PA, 18505, USA. Additional invoice submissions details are available on our [Accounts Payable page](#).

The Jaggaer portal is not accessible on mobile devices such as smartphones or tablets.
It must be accessed from a desktop computer.

Before you follow the steps in this document, locate the following items:

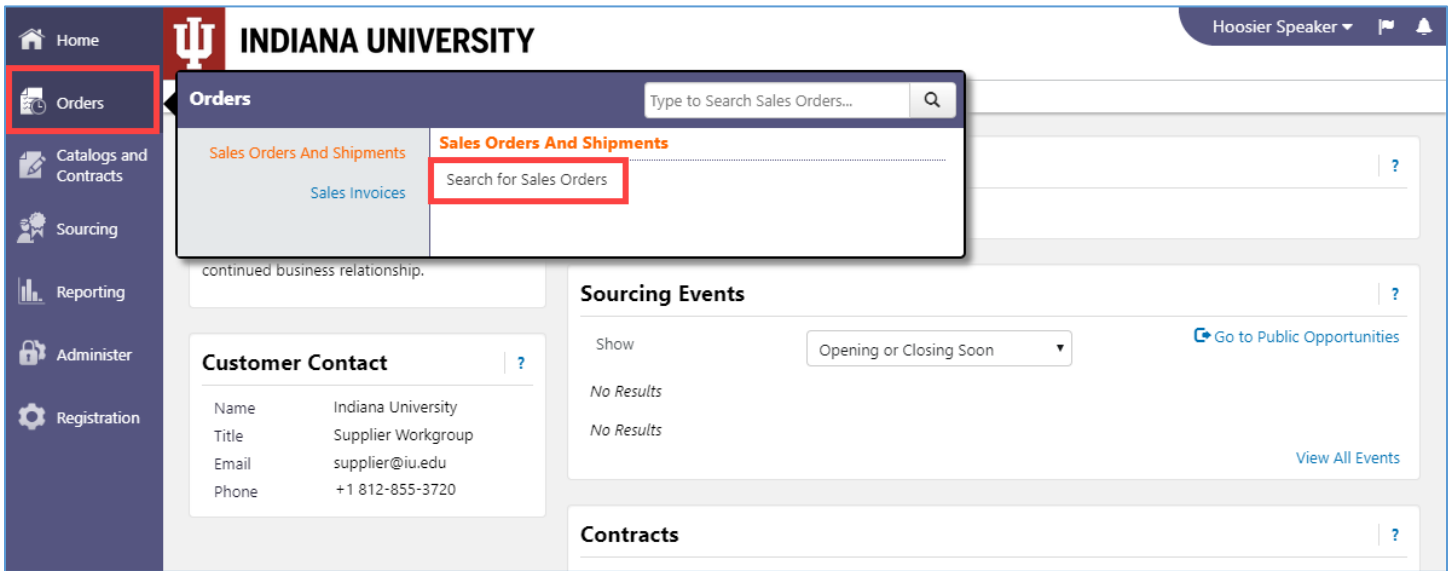
- Jaggaer portal username and password.
- IU purchase order (PO) number. [Click here for instructions on locating PO numbers in the portal.](#)
- *Optional, but encouraged: scanned image of prepared invoice document.*

First, [log in to your Jaggaer supplier portal](#). Once logged in, navigate to your Indiana University portal by clicking **Indiana University** in the **Customer Portal Access** section.



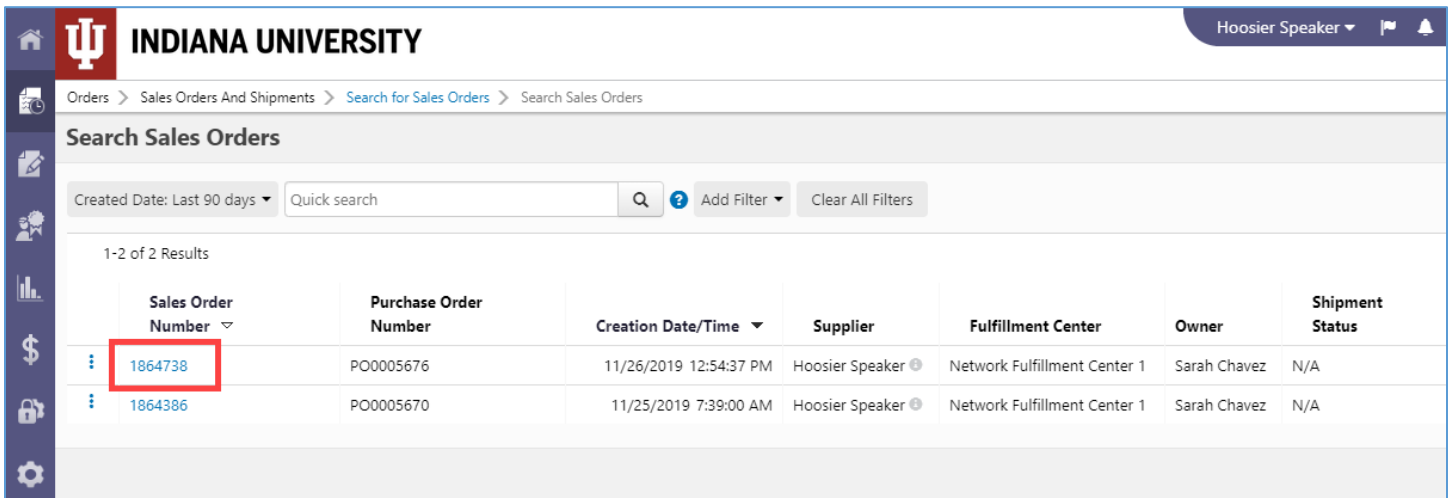
Customer	Registration Status	Customer Contact
Indiana University	Complete	Indiana University

First, locate the order you wish to invoice. Navigate to **Search for Sales Orders**, located within the **Orders** module in the left-hand menu.



Jaggaer returns a list of POs you have received from IU. Use the **search field** at the top of the page to search for your PO number, or locate it in the list.

Click the **Sales Order Number** to view the PO details and start the invoicing process.



Select **Create Invoice** from the **Available Actions** drop-down menu then click **Go**.

INDIANA UNIVERSITY

Hoosier Speaker

Orders > Sales Orders And Shipments > Search for Sales Orders > Summary - SO 1864738

1 of 2 Results

Sales Order Number: **1864738 Revision 0**
 External PO Ref #: **PO0005676**
 Supplier Name: **Hoosier Speaker**

Available Actions: Add Notes to History, Add Notes to History, **Create Invoice**, Create Credit Memo

Summary | Shipping Information | Supplier Information

General Information		Shipping Information		Billing Information	
Priority	Normal	Ship To		Bill To	
Sales Order No.	1864738	ATTN: Dr. Bell		Contact Line 1 AP Billing	
Sales Order Create Date	11/26/2019	Building Jordan Hall		1000 Waterway Blvd	
PO/Reference No.	PO0005676	Room# 102		Suite 101	
PO Creation Date	11/26/2019	1001 E 3rd St		Indianapolis, IN 46202	
Buyer Name	Sarah Chavez	Bloomington, IN 47405-7005		United States	
Buyer Phone	+1 812-856-4574	United States		Bill To Address Code	BillTo1
Buyer Email	schavez2@iu.edu	ShipTo Address Code	BL107	Billing Options	
Supplier Name	Hoosier Speaker	Delivery Options		Accounting Date	no value
		Ship Via	Best Carrier-Best Way	Payment Terms	0, Net 30
		Expedite	x	F.O.B	no value
		Requested Delivery Date	no value		

We strongly encourage you to add an attachment to your invoice. An attachment could consist of a scanned image of a prepared invoice, invoice itemization, or other documentation. This helps IU staff during their review process.

Do not upload documents which contain critical information such as social security numbers or passport information.

Click **add attachment...** in the upper left-hand corner to upload an attachment.

INDIANA UNIVERSITY

Hoosier Speaker

Orders > Sales Invoices > Search for Sales Invoices > Draft Sales Invoice Unassigned

Customer: **Indiana University**
 Invoice Date: **11/26/2019**
 PO Number: **PO0005676**
 Sales Order Number: **1864738**

Supplier Attachments: **add attachment...**

Save | Send To Customer

Invoice | Messages | History

General Information		Billing Information		Customer Invoice Information	
Invoice Info		Billing Address		⚠ Customer invoice information unavailable.	
Create Date	11/26/2019	Contact Line 1 AP Billing			
Invoice No.		1000 Waterway Blvd			
Invoice Date	11/26/2019	Suite 101			
	mm/dd/yyyy	Indianapolis, IN 46202			
		United States			

Enter a name for the attachment in the **File Name** field, then click **Choose File** to select the file on your computer and upload it. Click **Save** to save the attachment.

Add an Attachment

Attachment Type: File

Attachment Details

File Name: Invoice IU112619

File: Choose File Invoice IU112619.pdf

Save Cancel

Close

Enter your invoice number in the **Invoice No.** field and adjust the **Invoice Date**, if needed.

INDIANA UNIVERSITY

Hoosier Speaker

Orders > Sales Invoices > Search for Sales Invoices > Draft Sales Invoice Unassigned

Customer: Indiana University
Invoice Date: 11/26/2019
PO Number: PO0005676
Sales Order Number: 1864738
Supplier Attachments: Invoice IU112619 (remove... add attachment...)

Save Send To Customer

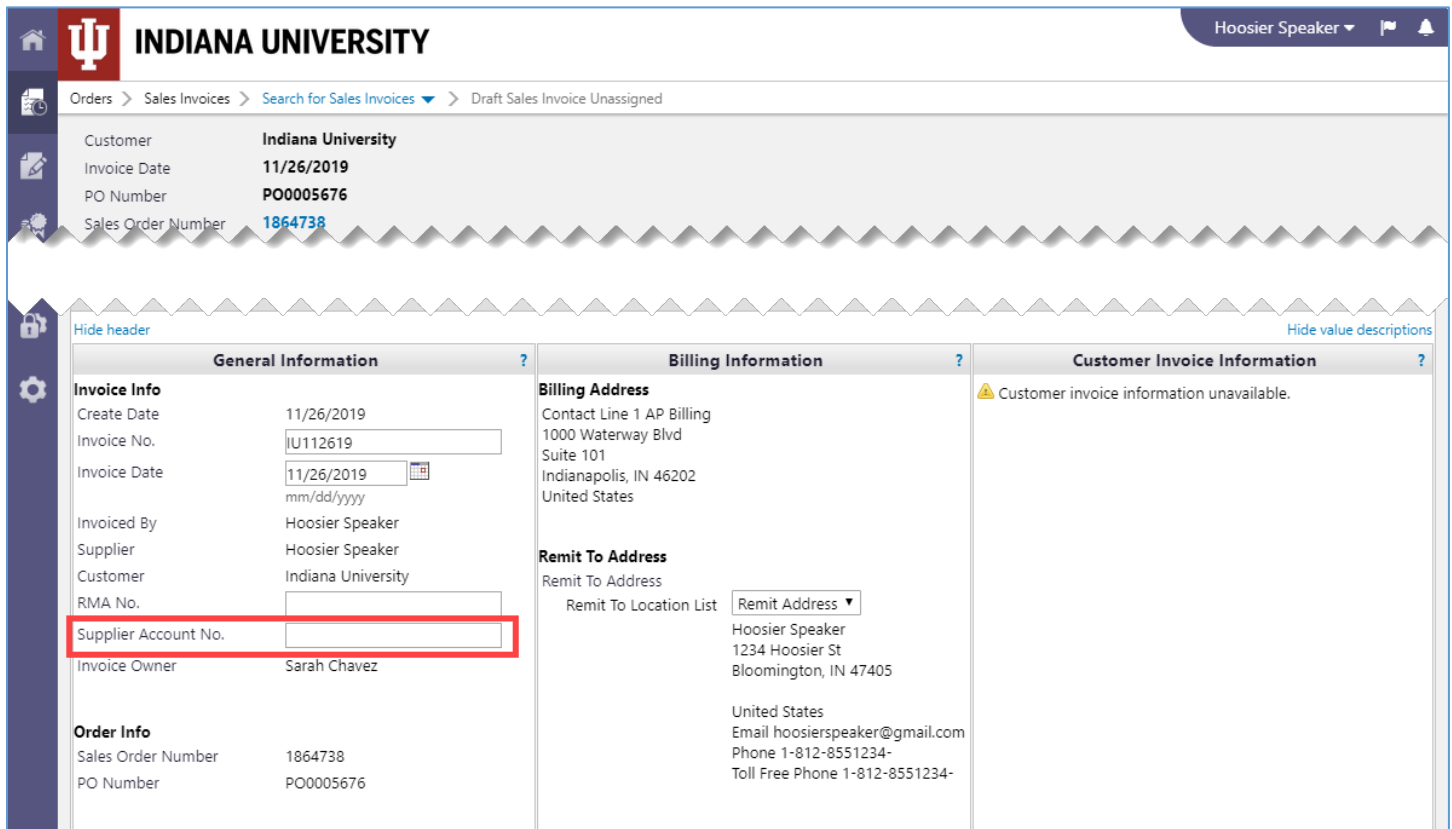
Invoice Messages History

General Information	Billing Information	Customer Invoice Information
Invoice Info Create Date: 11/26/2019 Invoice No.: IU112619 Invoice Date: 11/26/2019 Invoiced By: Hoosier Speaker Supplier: Hoosier Speaker Customer: Indiana University RMA No.: Supplier Account No.: Invoice Owner: Sarah Chavez	Billing Address Contact Line 1 AP Billing 1000 Waterway Blvd Suite 101 Indianapolis, IN 46202 United States Remit To Address Remit To Address Remit To Location List: Remit Address Hoosier Speaker 1234 Hoosier St Bloomington, IN 47405 United States Email: hoosierspeaker@gmail.com Phone: 1-812-8551234- Toll Free Phone: 1-812-8551234-	Customer invoice information unavailable.

Order Info
Sales Order Number: 1864738
PO Number: PO0005676

Click **Save** in the upper right-hand corner to save your progress.

If you are invoicing a subaward or grant account, enter the award, subaward, or grant number in the **Supplier Account No.** field.



INDIANA UNIVERSITY Hoosier Speaker

Orders > Sales Invoices > Search for Sales Invoices > Draft Sales Invoice Unassigned

Customer: **Indiana University**
 Invoice Date: **11/26/2019**
 PO Number: **PO0005676**
 Sales Order Number: **1864738**

General Information | **Billing Information** | **Customer Invoice Information**

Invoice Info

Create Date: 11/26/2019
 Invoice No.: IU112619
 Invoice Date: 11/26/2019
 Invoiced By: Hoosier Speaker
 Supplier: Hoosier Speaker
 Customer: Indiana University
 RMA No.:
Supplier Account No.:
 Invoice Owner: Sarah Chavez

Order Info

Sales Order Number: 1864738
 PO Number: PO0005676

Billing Address

Contact Line 1 AP Billing
 1000 Waterway Blvd
 Suite 101
 Indianapolis, IN 46202
 United States

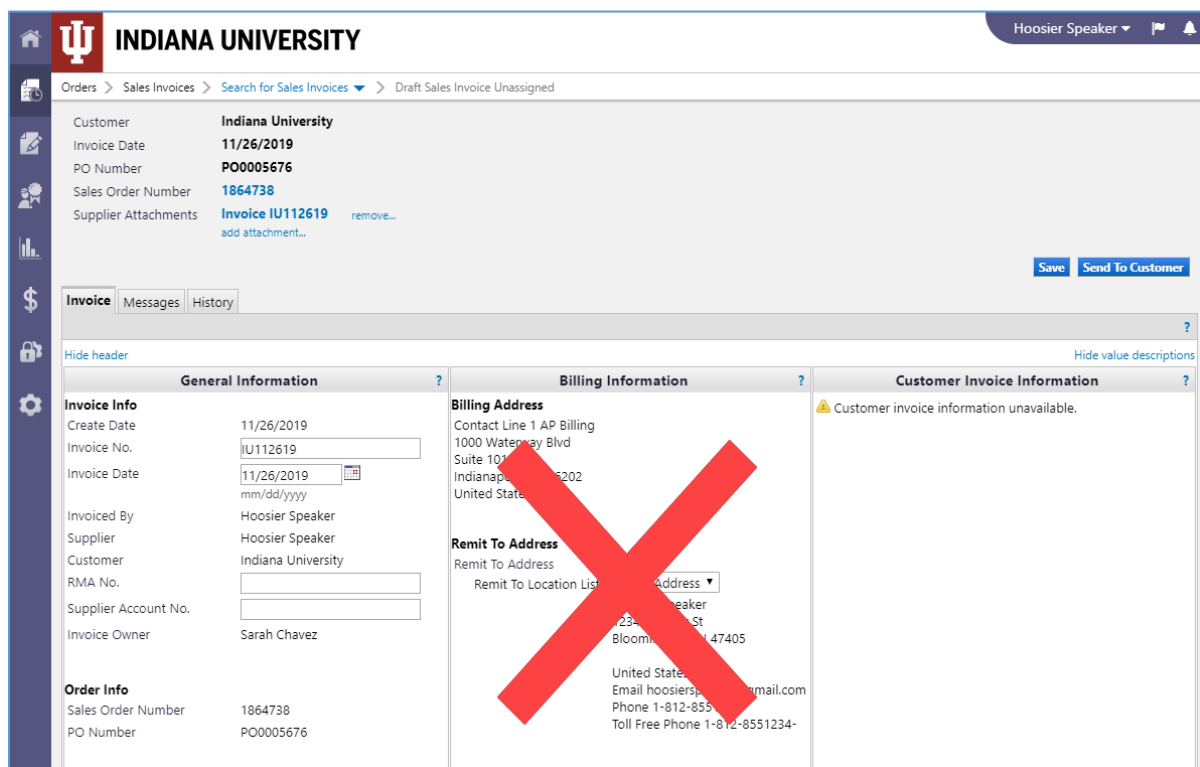
Remit To Address

Remit To Address
 Remit To Location List:
 Hoosier Speaker
 1234 Hoosier St
 Bloomington, IN 47405
 United States
 Email hoosierspeaker@gmail.com
 Phone 1-812-8551234-
 Toll Free Phone 1-812-8551234-

Customer Invoice Information

Customer invoice information unavailable.

Changes made in the Billing Information section do not impact where payment is sent. Do not update this section.



INDIANA UNIVERSITY Hoosier Speaker

Orders > Sales Invoices > Search for Sales Invoices > Draft Sales Invoice Unassigned

Customer: **Indiana University**
 Invoice Date: **11/26/2019**
 PO Number: **PO0005676**
 Sales Order Number: **1864738**
 Supplier Attachments: **Invoice IU112619** remove...
 add attachment...

Invoice Messages History

General Information | **Billing Information** | **Customer Invoice Information**

Invoice Info

Create Date: 11/26/2019
 Invoice No.: IU112619
 Invoice Date: 11/26/2019
 Invoiced By: Hoosier Speaker
 Supplier: Hoosier Speaker
 Customer: Indiana University
 RMA No.:
 Supplier Account No.:
 Invoice Owner: Sarah Chavez

Order Info

Sales Order Number: 1864738
 PO Number: PO0005676

Billing Address

Contact Line 1 AP Billing
 1000 Waterway Blvd
 Suite 101
 Indianapolis, IN 46202
 United States

Remit To Address

Remit To Address
 Remit To Location List:
 Hoosier Speaker
 1234 Hoosier St
 Bloomington, IN 47405
 United States
 Email hoosierspeaker@gmail.com
 Phone 1-812-8551234-
 Toll Free Phone 1-812-8551234-

Customer Invoice Information

Customer invoice information unavailable.

If a discount applies to the invoice, enter that information in the **Payment Terms** section. In the example below, a 5% discount will be applied to the invoice if it is paid within 10 days. Full payment is due within 30 days.

Alternatively, a flat discount may be added in the **Discount** field in the **Tax, Shipping & Handling** section. Enter any applicable taxes or shipping and handling fees in the appropriate fields. These fields are optional and may not apply to your invoice.

Finally, review the **Line Item Details** section. Here, enter what the goods or services to be billed.

By default, all lines will be fully invoiced. If your invoice represents a partial shipment or partial bill, be sure to update the **Quantity** or **Unit Price** fields as appropriate.

In this example, we will invoice IU for 5 items on line one. The extended, or invoice, price adjusts based on the changes you make.

Invoice Line	PO No.	Contract No.	Order Line	Part No.	Description	Product Size	Quantity	Unit Price	Packaging	Extended Price	Tax, Shipping & Handling	
1	PO00 05676		1		Hotel Reservations for DAMSS Advisory Panel Meeting Attendees - King Bed		5	223.63	EA	1118.15	show	Actions
2	PO00 05676		2		Hotel Reservations for DAMSS Advisory Panel Meeting Attendees - Queen Bed		10	173.95	EA	1,739.50	show	Actions
											Subtotal	2857.65
											Discount	0.00
											Tax 1	0.00
											Tax 2	0.00
											Shipping	0.00
											Handling	0.00
											TOTAL	2857.65 USD

If you are submitting a partial invoice, remove the unused lines. Check the box next to the unused line and select **Remove Lines** from the **Actions for Selected Items** drop-down menu in the upper right-hand corner.

Line Item Details

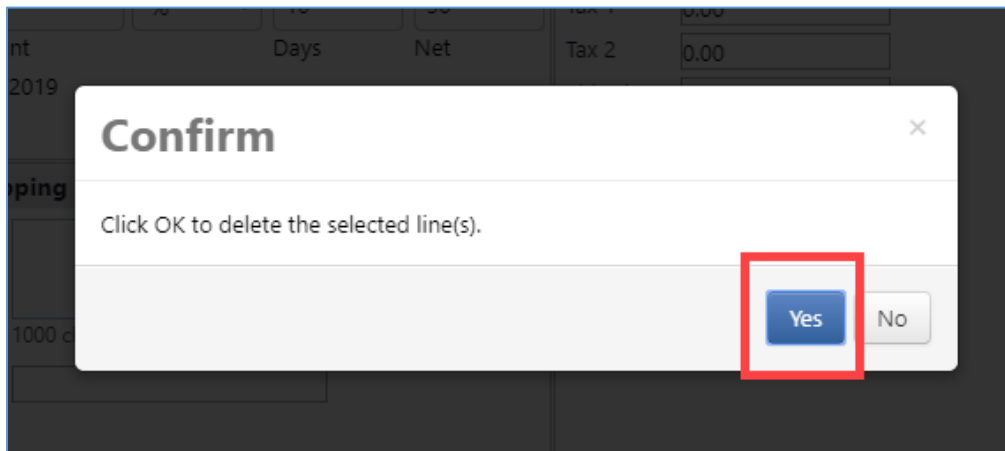
[Add Line Items](#)

Invoice Line	PO No.	Contract No.	Order Line	Part No.	Description	Product Size	Quantity	Unit Price	Packaging	Extended Price	Tax, Shipping & Handling	Actions
1	PO00 05676		1		Hotel Reservations for DAMSS Advisory Panel Meeting Attendees - King Bed		5	223.63	EA	1,118.15	show	Actions
2	PO00 05676		2		Hotel Reservations for DAMSS Advisory Panel Meeting Attendees - Queen Bed		10	173.95	EA	1,739.50	show	Actions <input checked="" type="checkbox"/>

Subtotal 2857.65
 Discount 0.00
 Tax 1 0.00
 Tax 2 0.00
 Shipping 0.00
 Handling 0.00
TOTAL 2857.65 USD

Jaggaer will prompt you to confirm your choice.

This action cannot be undone so be sure you've selected the correct lines!



The line is removed and the invoice total is updated.

You may add additional lines to the invoice by clicking **Add Line Items** in the upper left-hand corner. This may be necessary if the PO provided does not contain the appropriate itemization, or if additional goods or services were added to the order after the fact.

Do not add PO lines for shipping, freight, or taxes. These amounts must be added in the Tax, Shipping & Handling section (see above).

Line Item Details

[Add Line Items](#) Actions for Selected Items ▾

Invoice Line	PO No.	Contract No.	Order Line	Part No.	Description	Product Size	Quantity	Unit Price	Packaging	Extended Price	Tax, Shipping & Handling	
1	PO0005676		1		Hotel Reservations for DAMSS Advisory Panel Meeting Attendees - King Bed		5	223.63	EA	1,118.15	show	Actions ▾
											Subtotal	1118.15
											Discount	0.00
											Tax 1	0.00
											Tax 2	0.00
											Shipping	0.00
											Handling	0.00
											TOTAL	1118.15 USD

A new window opens which allows you to enter the order details. In the example below, we added a line for parking expenses. Itemize discounts, shipping, and taxes for each new line by **checking the box** next to **Enter Line Item Tax, Shipping, and Handling**.

Fields marked with a star are required. All other fields are optional.

Click **+Add Item** to save your work and add another line. Once all lines are added, click **Add Lines** to add the information to the invoice.

Add Line Items

Customer: IndianaUTUIT Currency: US Dollar

PO Number: PO0005676

Line Items to Add (0) Enter Line Item Tax, Shipping, and Handling

Part No.	Description *	Product Size	Quantity *	Unit Price *	Packaging	Extended Price	
	Validated parking for <small>221 characters remaining</small>		2.00	30.00	EA - E€	60.00	+ Add Item




* Required [Add Lines](#) [Close](#)

The invoice and its total are updated.

Invoice Line	PO No.	Contract No.	Order Line	Part No.	Description	Product Size	Quantity	Unit Price	Packaging	Extended Price	Tax, Shipping & Handling	
1	PO0005676		1		Hotel Reservations for DAMSS Advisory Panel Meeting Attendees - King Bed		5	223.63	EA	1,118.15	show	Actions
2	PO0005676				Validated parking for VIP guests.		2	30.00	EA	60.00	show	Actions
										Subtotal	1178.15	
										Discount	0.00	
										Tax 1	0.00	
										Tax 2	0.00	
										Shipping	0.00	
										Handling	0.00	
										TOTAL	1178.15 USD	

Review your invoice one final time, then click **Send to Customer**, available at the top and bottom of the page, to submit the invoice for review.

You are not able to edit an invoice once it is submitted. Be sure to double check your work!


INDIANA UNIVERSITY
Hoosier Speaker  


Orders > Sales Invoices > Search for Sales Invoices > Draft Sales Invoice IU112619

Invoice No. **IU112619**
 Customer **Indiana University**
 Invoice Date **11/26/2019**
 PO Number **PO0005676**
 Sales Order Number **1864738**
 Supplier Attachments **Invoice IU112619** [remove...](#) [add attachment...](#)

Save **Send To Customer**

Invoice Messages History

Hide header
Hide value descriptions

General Information	Billing Information	Customer Invoice Information
<p>Invoice Info</p> <p>Create Date: 11/26/2019</p> <p>Invoice No.: IU112619</p> <p>Invoice Date: 11/26/2019</p>	<p>Billing Address</p> <p>Contact Line 1 AP Billing 1000 Waterway Blvd Suite 101 Indianapolis, IN 46202 United States</p>	<p> Customer invoice information unavailable.</p>

Jaggaer displays a confirmation screen upon submission and quick links to submit another invoice or credit memo.

The screenshot shows the 'Create Sales Invoice' page in the Indiana University Supplier Portal. The page header includes the 'INDIANA UNIVERSITY' logo and the user name 'Hoosier Speaker'. The breadcrumb trail is 'Orders > Sales Invoices > Create Sales Invoice > Create Sales Invoice'. There are two main sections:

- Invoice Sent To Buyer:** A confirmation message stating 'Invoice Number IU112619 has been submitted.' Below this, a table lists the invoice details:

Invoice Number	IU112619
Invoice Date	11/26/2019
Invoice Total Amount	1,178.15 USD
Number of line items	2

A link 'Search Sales Orders' is provided below the table.
- Create Invoice / Credit Memo:** A form with the following fields:
 - Type: Radio buttons for 'Invoice' (selected) and 'Credit Memo'.
 - Invoice No.: A text input field.
 - Invoice Date: A date picker showing '11/26/2019' with a calendar icon and the format 'mm/dd/yyyy' below it.
 - PO Number: A text input field with the placeholder 'Optional PO Number'.
 - Currency: A dropdown menu showing 'US Dollar'.
 - A blue 'Create' button is located at the bottom right of the form.