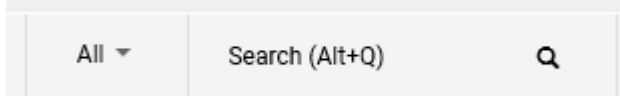
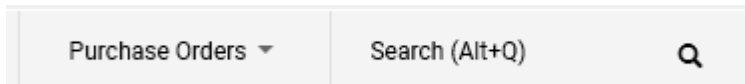


The purpose of this document is to guide UTRGV users on how to create, attach, and submit an electronic invoice within iShop/Jaggaer.

1. Log in to **my.utrgv.edu** using your UTRGV credentials.
2. Select the **PeopleSoft** application icon.
3. Select the **Jaggaer iShop Sign In** tile.
4. Locate the Purchase Order (PO) using the Search bar located at the top right of the screen.

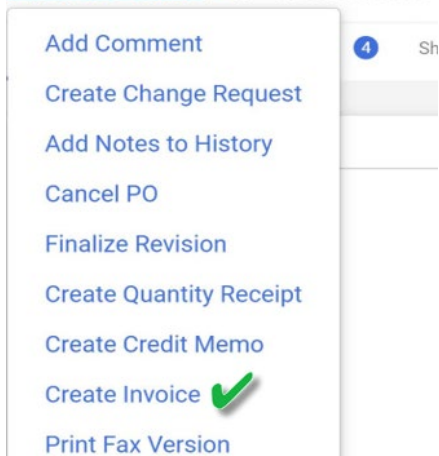


Enter the PO number on the Search bar or use the drop-down menu from the **All** to select the Purchase Orders option, then enter the PO number and Enter.



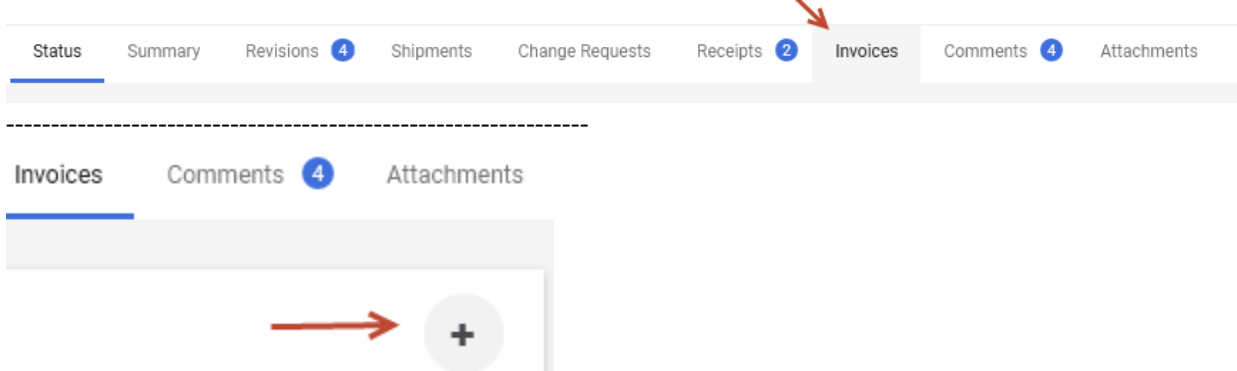
5. Using the drop-down menu from the **Purchase Order** on the top left, select Create Invoice.

**Purchase Order** ▾ : T000001496



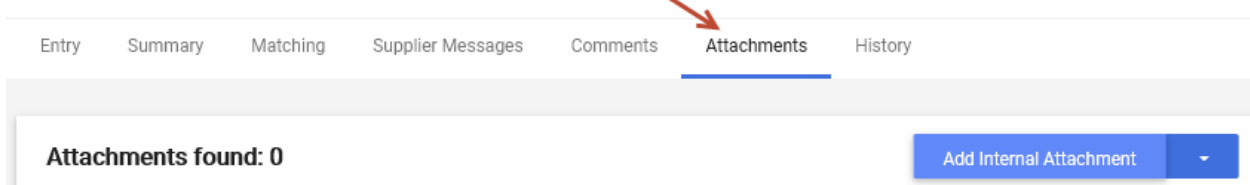
Users can also select **Invoices** from the top bar then click on the Plus sign on the right.

**Purchase Order** ▾ : T000001496



6. Supplier invoices are required for all invoices. Click on the **Attachments** from the top bar and click Add Internal Attachment.

Invoice ▾



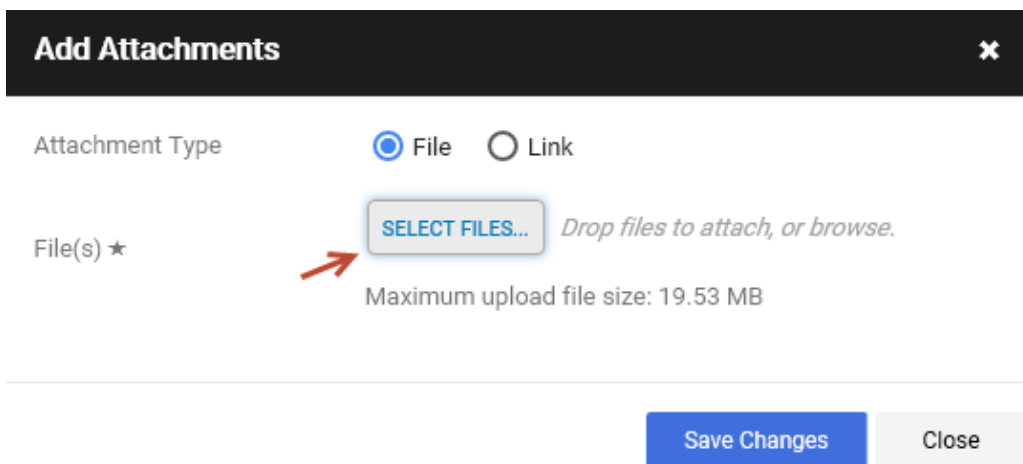
Entry Summary Matching Supplier Messages Comments **Attachments** History

Attachments found: 0 Add Internal Attachment ▾

Click **Select Files** to locate and save the supplier invoice.

\*If this step is missed and Invoice is saved and completed, Attachments can be made within the comments tab.

7.



**Add Attachments** ✕

Attachment Type ☒ File ☐ Link

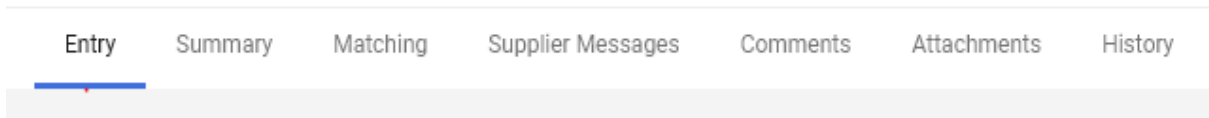
File(s) ★ **SELECT FILES...** Drop files to attach, or browse.

Maximum upload file size: 19.53 MB

Save Changes Close

8. Select **Entry** from the Invoice tab to return to the invoice template.

Invoice ▾



Entry Summary Matching Supplier Messages Comments Attachments History




9. Enter the **Invoice Goods/Services Receipt Date** – this is the actual date the goods/services were received by the department.
10. Enter the **Invoice Received Date** by clicking on the Override box – this is the actual date of when the invoice was received by the department.

Invoice Received *no value* ☒ Override  
Date

11. Enter the Supplier Invoice No. in the required field box.

- Note: if an invoice received from the vendor/supplier does not contain an invoice number please use the following format:
  - Date the invoice was received: Month/Day/Year MMDDYYYY
  - The first three letters of the vendor's name
    - Example: Summus Industries, invoice date 10/26/2020- **10262020SUM**

Example of completed invoice fields for steps 6-11









Invoice Number	<i>no value</i>		<b>Remit To</b>
Invoice Goods/Services Receipt Date	10/19/2020 		245 COMMERCE GREEN BLVD SUITE 155 SUGAR LAND, TX 77478
	mm/dd/yyyy		
Invoice Received Date	10/26/2020 	 Override	United States Address Id EPRO-001
	mm/dd/yyyy		
Invoice Owner	Jerry Escobedo		Shipping address
Supplier Name	SUMMUS INDUSTRIES INC		Attn: Jerry Escobedo Department Procurement Office BLDG/Room Vaquero Plaza Building A RM 1.116 1407 E. Freddy Gonzalez Drive Edinburg, TX 78542 United States
Supplier Account No.	<input type="text"/>		
Supplier Invoice No.	10262020SUM		
Currency	US Dollar		

12. Scroll down to view the PO lines.

- At this time, the quantity can be updated, or lines can be deleted if they do not match the invoice. If this is not necessary, no changes will be made.

T000001496

...

Status	Item	Catalog No.	Unit Price	Quantity	Ext. Price	
1	 Sharpie Fine Point Permanent Markers, Black, 1/Dz (30001)	125328	5.70	<input type="text" value="1"/>	5.70	
2	 Sharpie Accent Highlighter, Chisel Tip, Yellow, 12/pk...	139048	7.29	<input type="text" value="1"/>	7.29	
3	 Staples Standard Staples; 1/4", 5 Boxes of 5,000...	112276	3.11	<input type="text" value="1"/>	3.11	
4	 Kleenex Boutique Face Tissue, 2-Ply, 95 Sheets/Box...	826830	9.86	<input type="text" value="1"/>	9.86	

13. Click on **Complete** if all updates have been made. You can also elect to **Save** the Invoice if you are not ready to submit the invoice. \*Be sure to review the dates, invoice number, and lines before selecting **Complete**.

**Draft**

SUMMUS INDUSTRIES INC

**Total (25.96 USD)**

▼

Subtotal	25.96
Discount	0.00
Tax1	0.00
Tax2	0.00
Shipping	0.00
Handling	0.00
Shipping Tax	0.00
Handling Tax	0.00
<b>25.96</b>	

Save

Complete

Once complete, the system will create an invoice number.

invoice Submitted

**SUCCESS**  
 Invoice was saved successfully.

**Summary**

[Create New](#)

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Invoice number	<a href="#">T0001388</a>
Invoice Status	Pending
Invoice name	2020-10-27 Imares 02
Invoice date	10/19/2020
Invoice total	25.96 USD
Number of line items	4
Created for the PO No(s)	<a href="#">T000001496</a>