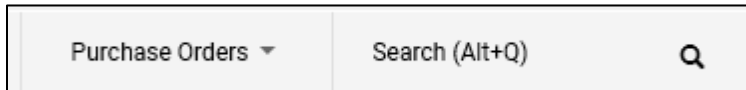


The purpose of this document is to guide UTRGV users on how to create, attach, and submit an electronic invoice within iShop/Jaggaer.

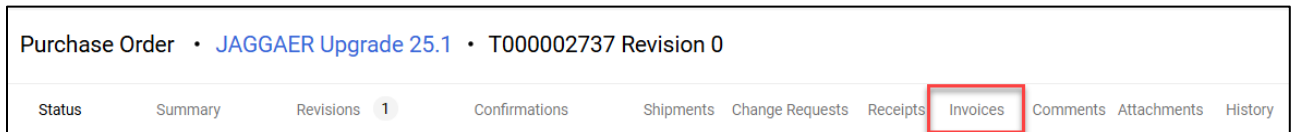
1. Log in to **my.utrgv.edu** using your UTRGV credentials.
2. Select the **PeopleSoft** application icon.
3. Select the **Jaggaer iShop Sign In** tile.
4. Locate the Purchase Order (PO) using the Search bar located at the top right of the screen.



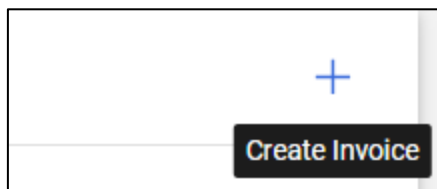
Enter the PO number on the Search bar or use the drop-down menu from the **All** to select the Purchase Orders option, then enter the PO number and Enter.



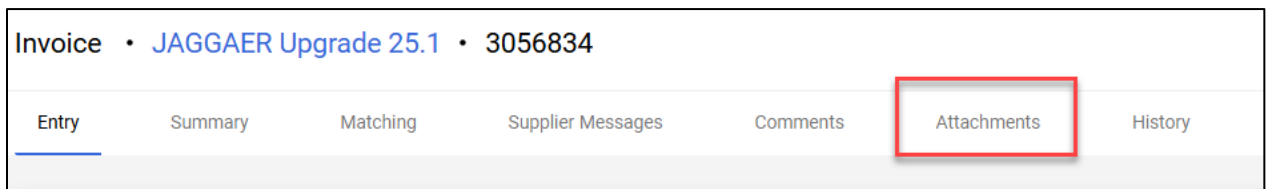
5. Select **Invoices** from the top bar options.



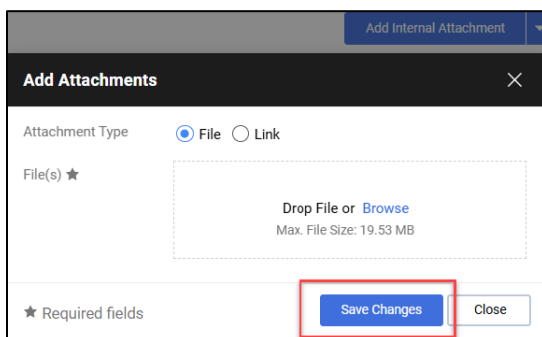
6. Click the **+** sign on the top right to add an invoice.



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



Click on **Add Internal Attachment** to select or drop the file and **Save Changes**.



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

Invoice • JAGGAER Upgrade 25.1 • 3056834

Entry Summary Matching Supplier Messages Comments Attachments 1 History

Attachments found: 1

Select Invoice Image Add Internal Attachment

Attachment	Size	Type	Location	Visibility	Create Date ↓
INVOICE ABC123.docx	13k	File	Document	Internal	3/4/2025 12:08 PM

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: **ABC Industries**, invoice date 02/14/2025- **02142025ABC**

**Example of completed invoice fields for steps 9-11**

Invoice Number	<i>no value</i>	
Invoice Goods/Services Receipt Date ★	3/3/2025	mm/dd/yyyy
Invoice Received Date ★	3/4/2025	mm/dd/yyyy <input checked="" type="checkbox"/> Override
Invoice Owner	Ms. Brenda Nallely Delgado	
Supplier Name	JAGGAER Upgrade 25.1	
Supplier Invoice No. ★	02142025ABC	
Currency	US Dollar	
<input type="checkbox"/> Discount, Tax, Shipping & Handling		
<b>Remit To</b>		
1201 W University Dr Edinburg, Texas 78539		
United States Address Id EPRO-001-1		
<b>Shipping address</b>		
Attn: Department 4105 BLDG/Room 123 3341 E Richardson Rd Edinburg, TX 78542 United States		

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.

T000002737									...
Line	Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1	✓	1	Order placed > 15k - JAG 25.1	JAG 25.1		15,002.00	1	15,002.00	✕

13. Click **Save**. If any fields are required, they will be indicated in red. \*Be sure to review the dates, invoice number, and lines before selecting **Complete**.

Draft

JAGGER UPGRADE 25.1

Total	(15,002.00)	▼
Subtotal	15,002.00	
Discount	0.00	
Tax1	0.00	
Tax2	0.00	
Shipping	0.00	
Handling	0.00	
Shipping Tax	0.00	
Handling Tax	0.00	
	15,002.00	

Save

Complete

Once complete, the system will create an invoice number.

✓ invoice Submitted

✓ SUCCESS

Invoice was saved successfully.

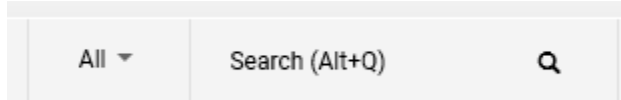
Summary

Create New

Invoice number	T0002202
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)	T000002737

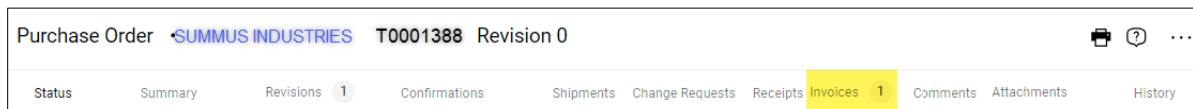
CHECK FOR PAYMENT STATUS:

- Log in to **my.utrgv.edu** using your UTRGV credentials.
- Select the **PeopleSoft** application icon.
- Select the **Jaggaer iShop Sign In** tile.
- 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.

- Select the **Invoice** from the top row tabs.

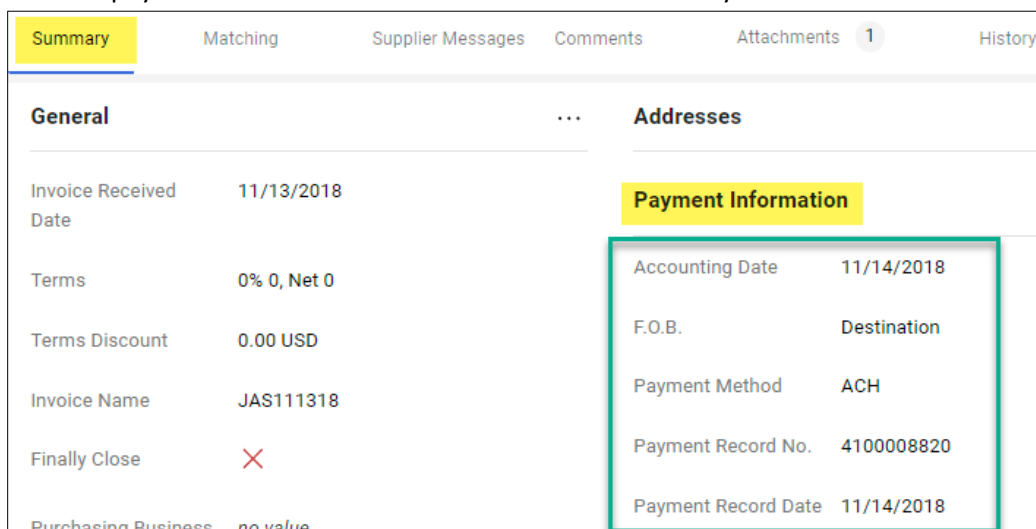


- Payment status column indicates status.
  - In Process = invoice pending review
  - Payable = payment approved and awaiting scheduled payment
  - Paid = Invoice has been paid

Records found: 1, Totaling: 338.68 USD

Invoice No. ↓	Supplier Invoice No.	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
<a href="#">R0009235</a>	REQ110593097	11/13/2018	11/13/2018	Invoice	Paid	338.68 USD	Employee name

Detailed payment information is obtained from the Summary tab.



<b>General</b>		<b>Payment Information</b>	
Invoice Received Date	11/13/2018	Accounting Date	11/14/2018
Terms	0% 0, Net 0	F.O.B.	Destination
Terms Discount	0.00 USD	Payment Method	ACH
Invoice Name	JAS111318	Payment Record No.	4100008820
Finally Close	✗	Payment Record Date	11/14/2018

Future payments will be listed as a scheduled date.