



HARVARD  
UNIVERSITY

## What is the 'PO Flip'?

This allows you, the supplier, to create an invoice from a Harvard purchaser's PO. It automatically pulls all the information from the PO to pre-populate a draft invoice. You can then edit the invoice to add information like your own invoice number. When complete, you can submit the invoice directly through the Supplier Portal. You can then monitor all orders and invoice statuses within the portal.

## How can I start doing this?

You need an account in the Harvard [Supplier Portal](#).

If you are not already registered, please reach out to the [Harvard Supplier Onboarding team](#) to request an invitation.

**Create Invoice / Credit Memo** [Import Invoice ?](#)

Type ☒ Invoice ☐ Credit Memo

Invoice No.

Invoice Date

mm/dd/yyyy

Customer

Supplier

Create From ☒ PO

Optional PO Number

Currency

[Create](#)

## Where can I learn more?



Check out these training videos to learn more about invoicing through the Supplier Portal.

- [Creating an Invoice from a customer's Purchase Order](#)
- [Managing Invoices](#)
- [Importing Invoices in Bulk](#)

Additional information and resource documents are available on the **Online Training and Support** page in the Supplier Network Portal. You can reference other supplier information on the [JAGGAER ONE Supplier Network Resources](#) page.

## Who do I reach out to for support?



- For log-in or technical issues, contact [Jaggaer Supplier Support](#)
- For questions about your Supplier Portal access and account, contact [AP\\_SupplierOnboarding@harvard.edu](mailto:AP_SupplierOnboarding@harvard.edu)
- For invoice-related questions, contact [AP\\_CustomerService@harvard.edu](mailto:AP_CustomerService@harvard.edu)