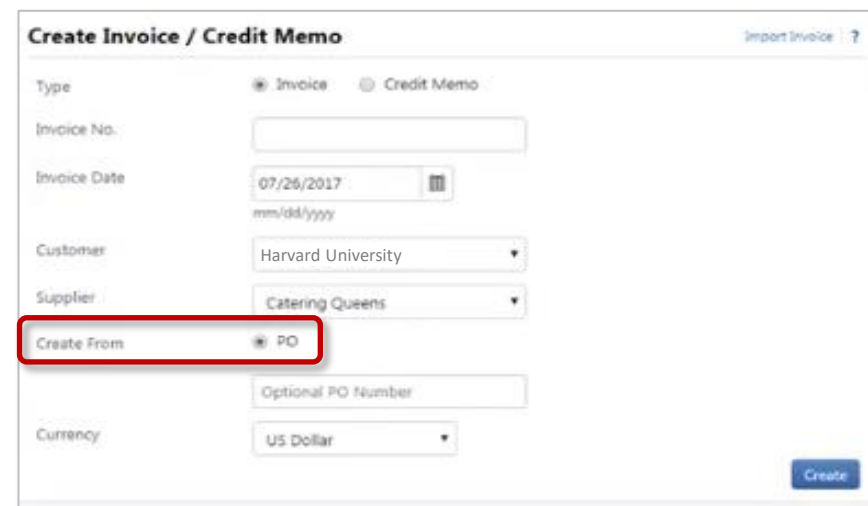


## Overview

- Allows suppliers to invoice against active Purchase Orders (PO flip to invoice capability)
- Suppliers become part of the Jaggaer Network, allowing them to invoice clients through this feature
- No fees or costs to the supplier
- [Click here for a Supplier Portal Invoicing document to share with suppliers](#)



## Process

- Access is granted as part of the Harvard Supplier Portal registration in B2P, allowing suppliers to perform updates to their profile (e.g. addresses, tax documents), and view PO activity
- The Supplier logs into their profile to enter an invoice or credit memo against an active PO
- Invoices follow all B2P workflow and receiving rules
- Users will be notified that a receipt is required to release payment on an invoice for a PO over \$2,500
- To avoid duplicate payments, do not submit invoices to central AP if they have already been submitted through the portal



## Support

- Supplier training and support is handled by Jaggaer. Suppliers should visit [Jaggaer Supplier Support](#) for more information
- Questions about invoices should follow the standard Accounts Payable support model by contacting [AP\\_CustomerService@harvard.edu](mailto:AP_CustomerService@harvard.edu)
- For more information about the supplier onboarding process, [click here: Supplier Portal](#)