Electronic Invoicing Methods

Please make sure to discuss invoicing best practices with the new supplier prior to invitation and registration.
Rutgers University is currently not utilizing the Invoicing function in Paymentworks. Rutgers does not keep supplier banking information on file and will not use any banking information from your Paymentworks profile. Rutgers will contact new suppliers (companies and LLCs only) for electronic payment set up after Paymentworks registration.

cXML (#1 preferred method for high tech, punchout and large invoice volume suppliers):

- **Invoices submitted directly to the Jaggaer AP**
  - **Solution through cXML integration**

Criteria:

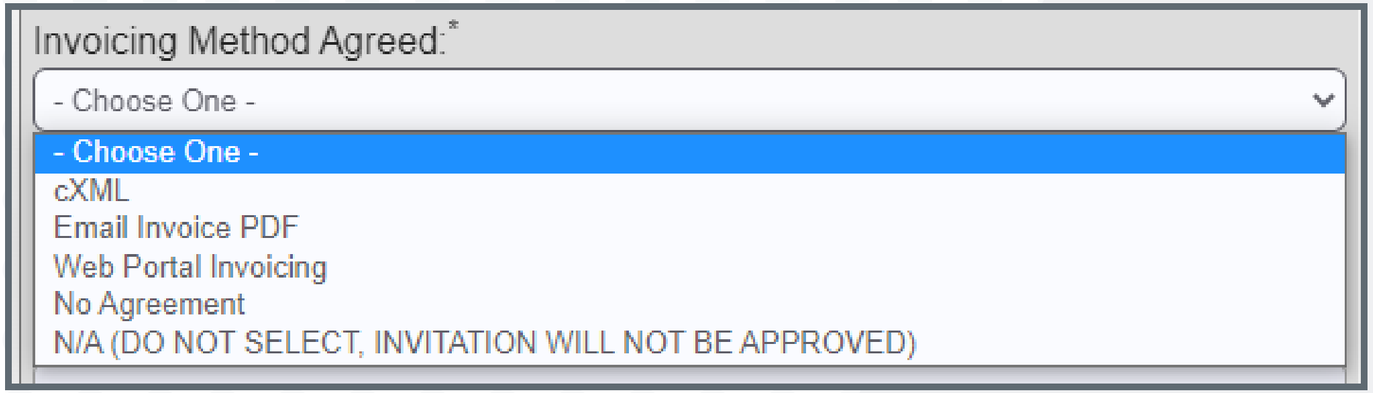
- **Requires technical implementation and testing between Jaggaer and the supplier**
- **Estimated invoicing volume > 100/month**

Web Portal Invoicing (#1 preferred method for majority of suppliers):

- **A function in Jaggaer supplier network for electronic invoicing (invoices, credit memos, Non-PO invoices, and invoice from contracts)**
- **Suppliers flip PO into invoice or Upload bulk invoice file thru the Jaggaer portal**

Criteria:

- **Rutgers UPS will outreach to supplier to register with Jaggaer for Portal Invoicing**
- **Estimated invoicing volume < 100/month**



Email Invoice PDF (Digital Mail Room –DMR) (last option):

- **Invoices submitted to the AccountsPayable@finance.Rutgers.edu mailbox, then auto-forwarded to DMR for processing.**

Try to Avoid using "No Agreement' as you should speak to the supplier and agree on an invoicing menthod prior to sending them an invitation to be set up in PaymentWorks.