

AP NEWSLETTER

Quarterly Accounts Payable News

Jaggaer Upgrade Coming Soon!

Beginning on November 17, 2025, the Request New Supplier and Edit Existing Supplier forms will feature a new “Train Stop” format. While the required information remains the same, users will notice changes in how they navigate between each page. See Managing Suppliers on the Jaggaer Resources webpage for more information.



The holidays are right around the corner! Be sure to check the Organization Message on the Jaggaer Shopping Homepage and the Company Notes section of the Concur dashboard for deadlines. Going out of town? If you're an approver in Jaggaer or Concur, consider setting up a substitute (delegate) approver before you leave. See website for instructions.

Supplier Portal Updates

The Supplier Portal continues to be refined to improve usability and streamline the registration process. If you are assisting a potential supplier, please remind them that detailed resources and step-by-step guides—covering both domestic and international registrations—are readily available. See Managing Suppliers on the Jaggaer Resources webpage.

Notice something new in Jaggaer? You can now submit both Access and Approval Change Requests directly within Jaggaer.

Access & Approval Change Requests



Guest Reimbursement form in Jaggaer

Have a guest who covered expenses while helping with TCU business? The Guest Reimbursement form in Jaggaer makes it easy to reimburse them! The form is designed for individuals who aren't affiliated with TCU (that means non TCU-employees and non TCU-students) who **paid out of pocket expenses** while conducting official TCU business. Employee and student reimbursements continue to be processed in Concur.

NEW

Are you a Concur Approver? A PDF slide deck has been added to the Concur website with helpful resources to guide approvers in understanding their roles and responsibilities. See Managing Expenses on the Concur T&E webpage.