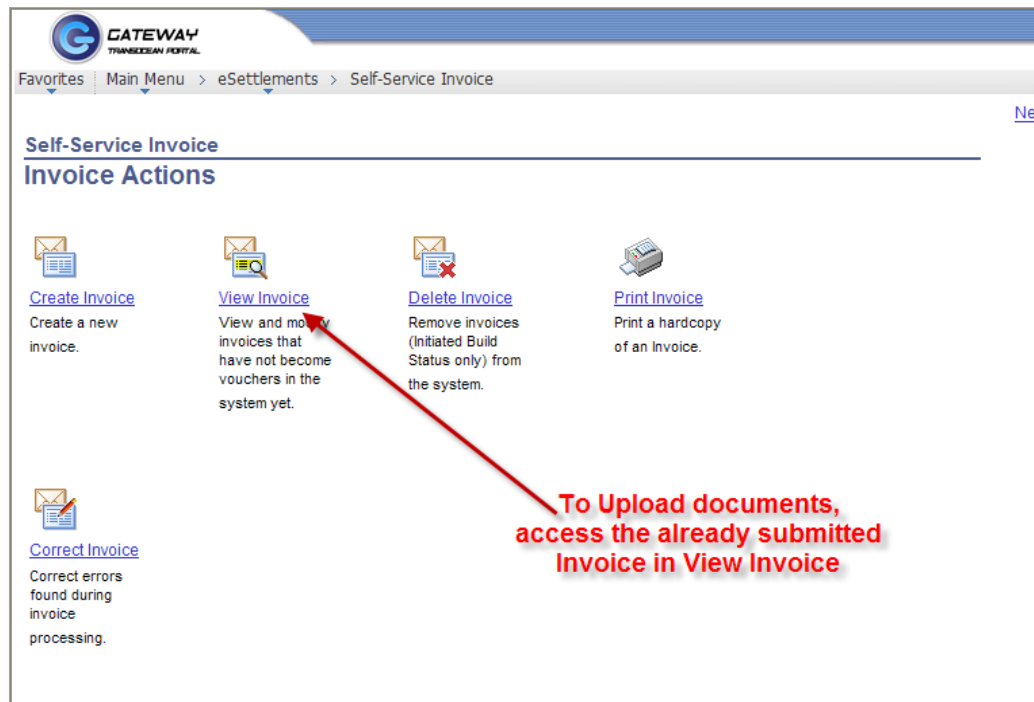


Upload Documents to an Invoice from 'View Invoice'

Introduction:

Please note that you must upload your document prior to an Invoice becoming a Voucher. Best practice is to upload any documents immediately after the invoice has been created online.

Steps:



GATEWAY
TRANSCADIAN PORTAL

Home

Favorites | Main Menu > eSettlements > Self-Service Invoice

New Window | Help

Self-Service Invoice

View Invoice

View and modify invoices that have not become vouchers in the system yet.

Search Criteria

Buyer: Invoice ID: Search

Supplier: Source: Clear

Supplier Location:

Invoice ID	Buyer	Invoice Date	Supplier Name	Supplier Location	Source	Amount	Curr	Voucher ID	Build Status
TEST	00007	09/16/2013	TEST VENDOR #2	PRIMARY	Self Serve	368.00	USD	01748790	To Build

[Return to Self-Service Invoice](#)

Click Invoice number you want to upload document to

Invoice must be in status of To Build

Select a file to upload using the Browse button. Files may not exceed 1 MB in size. Files must be of one of the following types: .pdf

Save | Reset | Clear

1) Select your reason for capturing this document:
eInvoiceDocs

2) Select the file you need to capture:
C:\Documents and Settings\kmmorrison\My Documents\TEST DOCUMENTEN Browse...

Once you have selected your document, hit Save

Document {D22124F7-F3C1-4EEC-ACCD-33A2195504BF} successfully added to repository.

Save | Reset | Clear

1) Select your reason for capturing this document:
einvoiceDocs

2) Select the file you need to capture:
Browse...

Document has been added