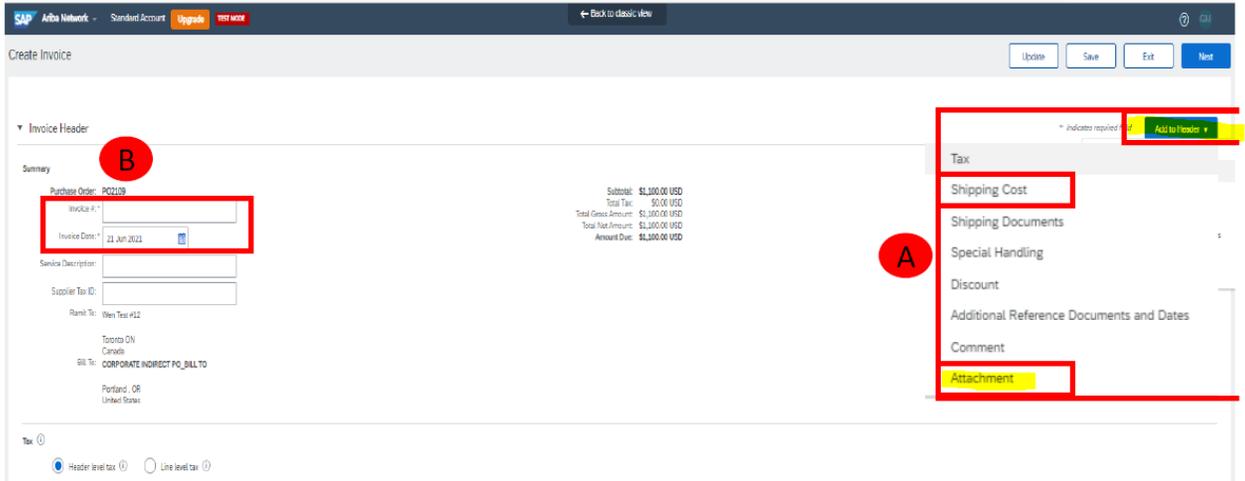# How to attach a pdf or tif copy of your invoice to the Ariba invoice:

1. Once you are in the invoice creation screen, click on Add to Header and select Attachment

2. In the Attachments section of the invoice (midway down the screen), select Choose File: select the file from your computer and select Add Attachment