Adding an Attachment to an Invoice

- With the Invoice displayed

1. Click on **Add to Header**

2. Select **Attachment**

- The Attachments section will open

3. Click on **Browse**

4. Select the file required from your computer and select **Open**

5. Click on **Add Attachment**

- The selected document is added

Note: Repeat until all attachments are added up to a maximum of 10MB

- To delete a document:
    1) Click on the document
    2) Click on Delete