

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

Supplier VAT

Supplier VAT/Tax ID:

Add to Header (1)

- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Additional Reference Documents and Dates
- Comment
- Attachment** (2)

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Attachments

The total size of all attachments cannot exceed 10MB (N)

Browse... (3) **Add Attachment** (5)

Name	Size (bytes)	Content Type
<input type="checkbox"/> 281043_Search_R_blue.png	26685	image/png
<input type="checkbox"/> 1 rfr-guide.pdf	3599778	application/pdf

Delete (2)

Add to Header

File Explorer

Name	Date modified	Type	Size
Doc3.docx	8/09/2016 2:19 PM	Microsoft Word D...	405 KB
Doc4.docx	21/09/2016 4:44 PM	Microsoft Word D...	56 KB
Doc5.docx	14/10/2016 1:20 PM	Microsoft Word D...	245 KB
Doc6.docx	24/10/2016 8:05 PM	Microsoft Word D...	452 KB
Doc7.docx	24/07/2018 3:28 PM	Microsoft Word D...	241 KB
Doc8.docx	2/08/2018 7:06 AM	Microsoft Word D...	488 KB

4

Open **Cancel**