



Use these steps to upload an invoice to a PO as a campus user if the supplier emails you the invoice instead of uploading it directly.

### Upload an Invoice to a PO as a Campus User

1. Go to **My Purchase Orders** in the Quick Links

2. Select the PO you have the invoice for.

2400009460	Vital Inspection Services Inc	6/4/2024 3:39:18 PM	Completed	187136988	Jillian Blancada	Sent To Supplier	No Matches	976.00 USD
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3. Go to the **Comments** tab and click the **+** icon to create a new comment.

4. Add Nashwa Rafiq and Bethany Davis as recipients for your comments. If the recipient you want is not listed as one of the automatic options, click **Add Recipient**. This will open a search window.



### ADD COMMENT

1000 characters remaining

expand | clear

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s):

4

Bailey Rachelle Fredkleton (Prepared by: Prepared by: bsmith44@csub.edu)

Attach file (optional):

5. Enter the first or last name of the recipient you want to add and click **Search**.

### User Search

Last Name

First Name

User Name

Email

Business Unit

Role

Results Per Page

Select the recipient you want by clicking the + icon to the far right of their name. This will return you to the Add Comment screen.

6. Type "INVOICE IS ATTACHED – PO IS READY TO FLIP." In the comment box and use the attachment file to upload the invoice. When you are finished, click the ✓ icon in the top right corner to save the comment.

Ensure you add the following staff:

- Nashwa Rafiq
- Bethany Davis



Records found: 1

Show comments for Purchase Order +

### ADD COMMENT



Invoice is attached - PO is ready to flip.

958 characters remaining expand | clear

Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s) | Add recipient

Maria Chavez (Prepared by, Prepared for) <mchavez94@csub.edu>

Rafiq, Nashwa Mohamed <nrafiq@csub.edu>

Davis, Bethany Marie <bdavis33@csub.edu>

Attach file (optional)

Attachment Type  File

Link/URL

File Name

File

Choose File

Invoice - PO 2400005878.pdf

Horacio Gonzalez - 4/19/2024 12:00:33 PM

Purchase Order - 2400005878

PO note added



Override Receiving Required