

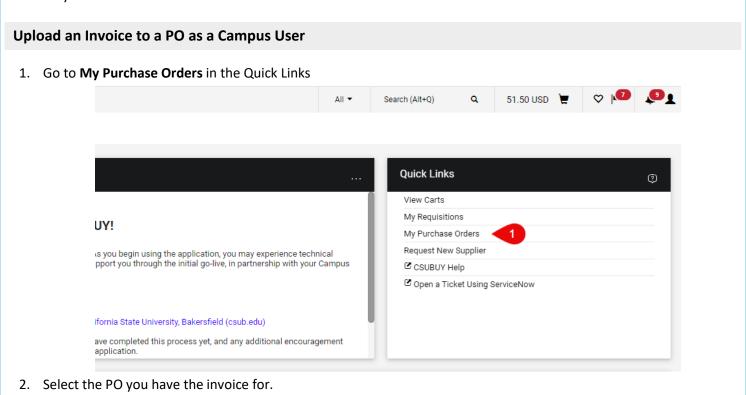
... 2400009460 A Vital Inspection Services Inc

Quick Reference Guide Upload an Invoice to a PO



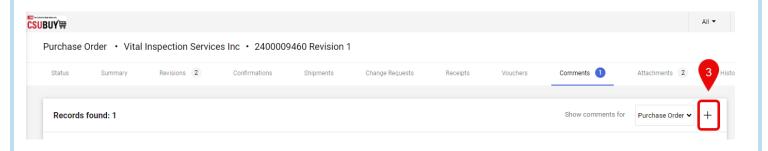
976.00 USD

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.



3. Go to the **Comments** tab and click the + icon to create a new comment.

6/4/2024 3:39:18 PM Completed



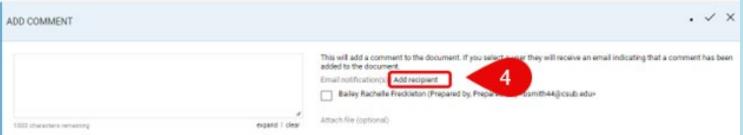
Jillian Blancada

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.

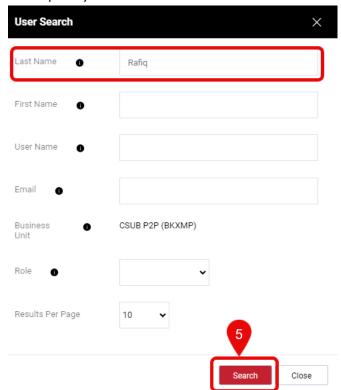


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5. nter the first or last name of the recipient you want to add and click **Search.**



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



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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 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</bdavis33@csub.edu></nrafiq@csub.edu></mchavez94@csub.edu>
Horacio Gonzalez - 4/19/2024 12:00:33 PM	File Choose File Invoice - PO 2400005878.pdf Purchase Order - 2400005878 PO note added
Override Receiving Required	