Use these steps to upload an invoice to a PO as a campus user.

Upload an Invoice to a PO as a Campus User

1. Open the purchase order that you want to add the invoice(s) to.
2. Go to the **Comments** tab and click the **+** icon to create a new comment.

Purchase Order • The Visibility Company • 2400008865

Status	Summary	Confirmations	Shipments	Receipts	Vouchers	**Comments**	Attachments 1	History

Records found: 0   Show comments for   Purchase Order ▾   +

No comments have been added

3. Add Bethany Davis and Tina Livingston as recipients.

   If the recipient you want to add is listed to the right of the comment box, click the checkbox next to their name to select them.

ADD COMMENT   ✓ ✕

1000 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

☐ Andrea Weikel (Requisition prepared by) <aweikel@csub.edu>

☑ Bethany Marie Davis <bdavis33@csub.edu>

☐ Tamar Sherice Anthony (Prepared for) <tanthony@csub.edu>

Attach file (optional)

   If the recipient you want to add is not listed, 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) **Add recipient**

☐ Bailey Rachelle Freckleton (Prepared by, Prepared for) <bsmith44@csub.edu>

Attach file (optional)

Enter the recipient's name and click **Search.**

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

4. Type your message in the comment box.
5. Click **Choose File** to upload the invoice.

ADD COMMENT   ✓ ✕

4

Type comment here

983 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

✓ Bethany Marie Davis <bdavis33@csub.edu>

☐ Deborah La Febre (Prepared by, Prepared for) <dlafebre@csub.edu> (Inactive)

☐ Horacio Gonzalez <hgonzalez37@csub.edu>

✓ Livingston, Tina T <tlivingston@csub.edu>

Attach file (optional)

Attachment Type   ◉ File

                           ○ Link/URL

File Name

                                          5

File   [Choose File] Upload your file

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6. Select the file you want to upload and click the ✓ icon in the top right corner to post the comment.

ADD COMMENT   ✓ ✕

Type comment here

983 characters remaining   expand | clear

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☐ Horacio Gonzalez <hgonzalez37@csub.edu>

✓ Livingston, Tina T <tlivingston@csub.edu>

Attach file (optional)

Attachment Type   ◉ File

                           ○ Link/URL

File Name

File   [Choose File] Invoice.pdf

Note: if you are uploading multiple invoices, please upload each invoice in a separate comment.