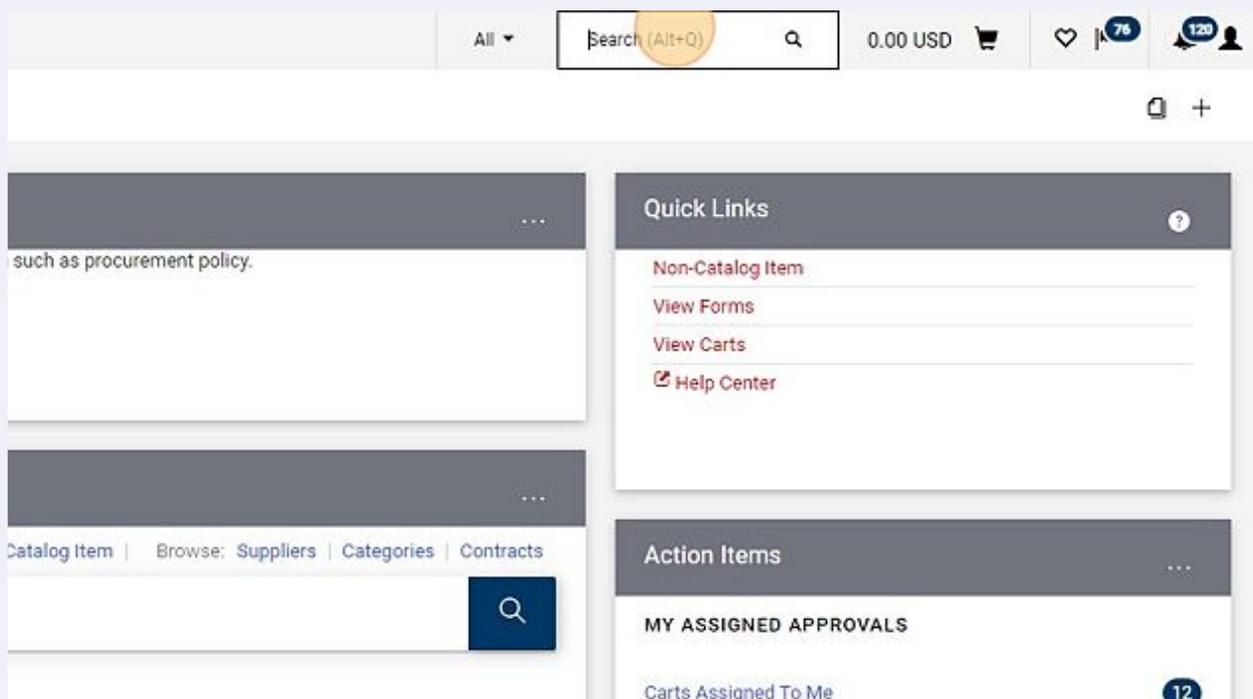


How to attach an Invoice to a PO and Notify Accounts Payable (AP)

1 Navigate to Jaggaer

2 Use the Search field to search for the PO



3 Select the PO.

The screenshot shows a procurement system interface. At the top, there is a search bar with the text "PJ000643" and a magnifying glass icon. Below the search bar, a dropdown menu is open, displaying "Quick Search (Alt+Q)" and two categories: "Requisitions" with the value "3775267" and "Purchase Orders" with the value "PJ000643". The "Purchase Orders" option is highlighted with an orange circle. To the right of the main content area, there is a sidebar with a "View Carts" button and a "Help Center" link. At the bottom of the sidebar, there is an "Action Items" section with the heading "MY ASSIGNED APP" and a sub-heading "Carts Assigned To Me".

4 Navigate to the Comments tab.

The screenshot shows the same procurement system interface, but now the "Comments" tab is selected and highlighted with an orange circle. The "Document Status" section is visible, showing the following information:

A/P status	Open
Workflow	✓ Completed (5/16/2023 11:18 AM)
The system distributed the purchase order using the method(s) indicated below the last time it was distributed: view	
Email (HTML Body)	office@nwengraving.com
Distribution Date/Time	5/16/2023 11:17 AM
Supplier	Sent To Supplier

To the right of the "Document Status" section, there is a "Details" section with the following information:

Supplier Status
Sent To Supplier
Supplier
NW Engraving Services LLC
Total (500.00 USD)
Shipping, Handling, and Tax
each supplier. The values s

5

Click the + button. Leave the "Show Comments For" drop down as "Purchase Order".

The screenshot shows a software interface with a top navigation bar containing 'All', 'Search (Alt+Q)', '0.00 USD', and a notification badge '76'. Below the navigation bar are tabs for 'Receipts', 'Invoices', 'Comments', 'Attachments', and 'History'. The 'Comments' tab is active, showing a 'Show comments for' dropdown menu set to 'Purchase Order'. A yellow circular button with a '+' sign and a 'New Comment' tooltip is positioned over the dropdown. To the right, a sidebar displays a green 'Completed' header, followed by a 'Details' section with fields for 'Supplier Status', 'Sent To Supplier', and 'Supplier' (NW Engraving Services LLC). Below this is a 'Total (500.00 USD)' section with a note: 'Shipping, Handling, and Tax charges are calculated and charged to each supplier. The values shown here are for estimation only.'

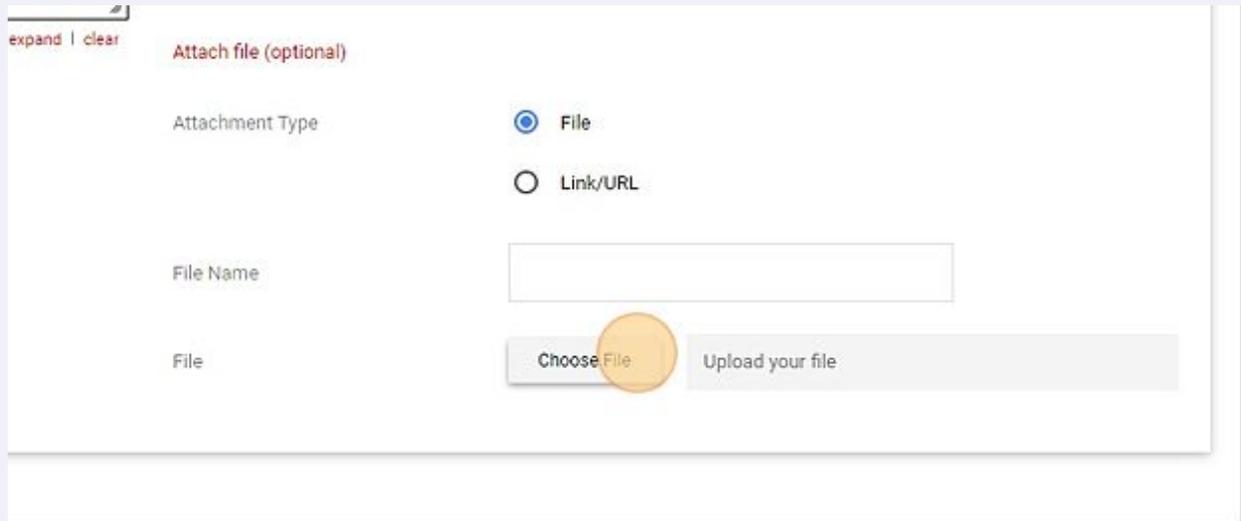
6

Enter a comment, such as "See Invoice".

The screenshot shows a software interface with a dark blue sidebar on the left containing navigation links: 'Contracts', 'Accounts Payable', 'Suppliers', 'Reporting', 'Administer', and 'Setup'. The main content area has a header 'Records found: 0' and a section titled 'ADD COMMENT'. This section contains a large text input field with a yellow circular button in the center. Below the input field is a character count '1000 characters remaining' and a link 'expand | clear'. To the right of the input field is a text area with the message: 'This will add a comment to the document. If you have already added a comment to this document, this comment has been added to the document.' Below this is a checkbox for 'Email notification(s) | Add' and a checkbox for 'Jessica Waddington'. At the bottom right, there are labels for 'Attach file (optional)', 'Attachment Type', and 'File Name'.

7

Click on the "Choose File" button to select the file from your computer to upload.



expand | clear

Attach file (optional)

Attachment Type

File

Link/URL

File Name

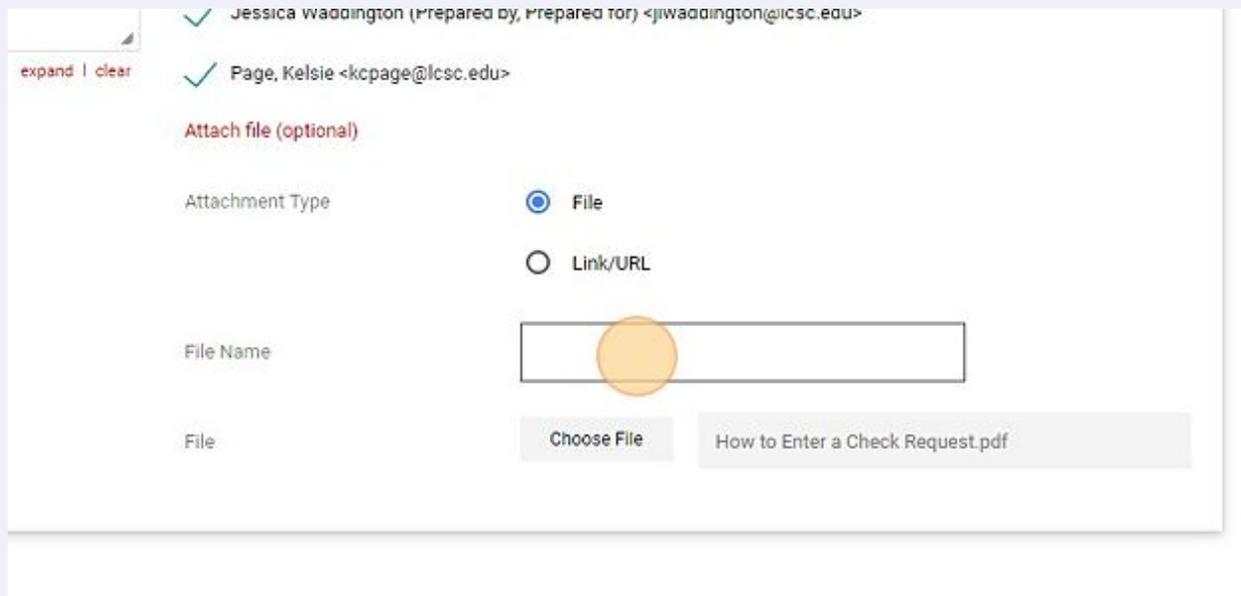
File

Choose File

Upload your file

8

Enter a file name, if desired. If nothing is entered, the name of the file that you selected for upload will be used.



expand | clear

✓ Jessica Waddington (Prepared by, Prepared for) <jwaddington@lcsc.edu>

✓ Page, Kelsie <kcpage@lcsc.edu>

Attach file (optional)

Attachment Type

File

Link/URL

File Name

File

Choose File

How to Enter a Check Request.pdf

9 Click "Add recipient" to select Account Payable staff to notify.

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

Email notification(s) | **Add recipient**

Jessica Waddington (Prepared by, Prepared for) <jlwaddington@lcsc.edu>

Attach file (optional)

Attachment Type

File

Link/URL

File Name

expand | clear

10 Enter the last name of the Account Payable staff.

User Search

Last Name

First Name

User Name

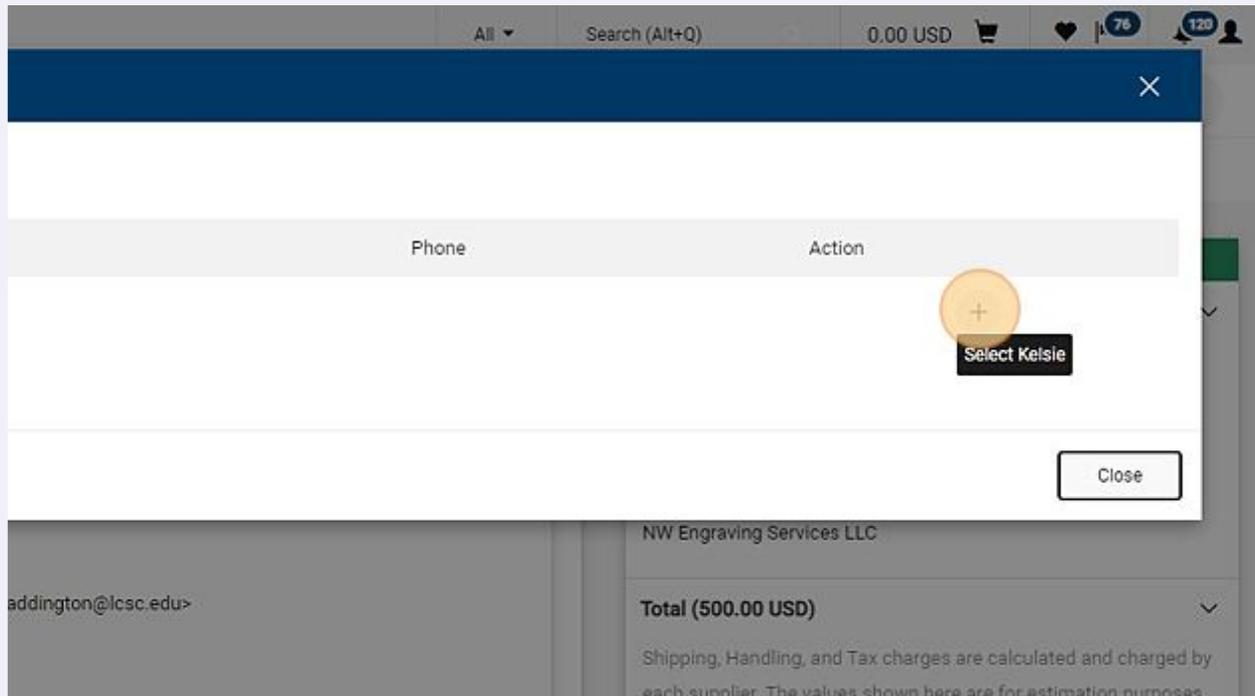
Email

Role

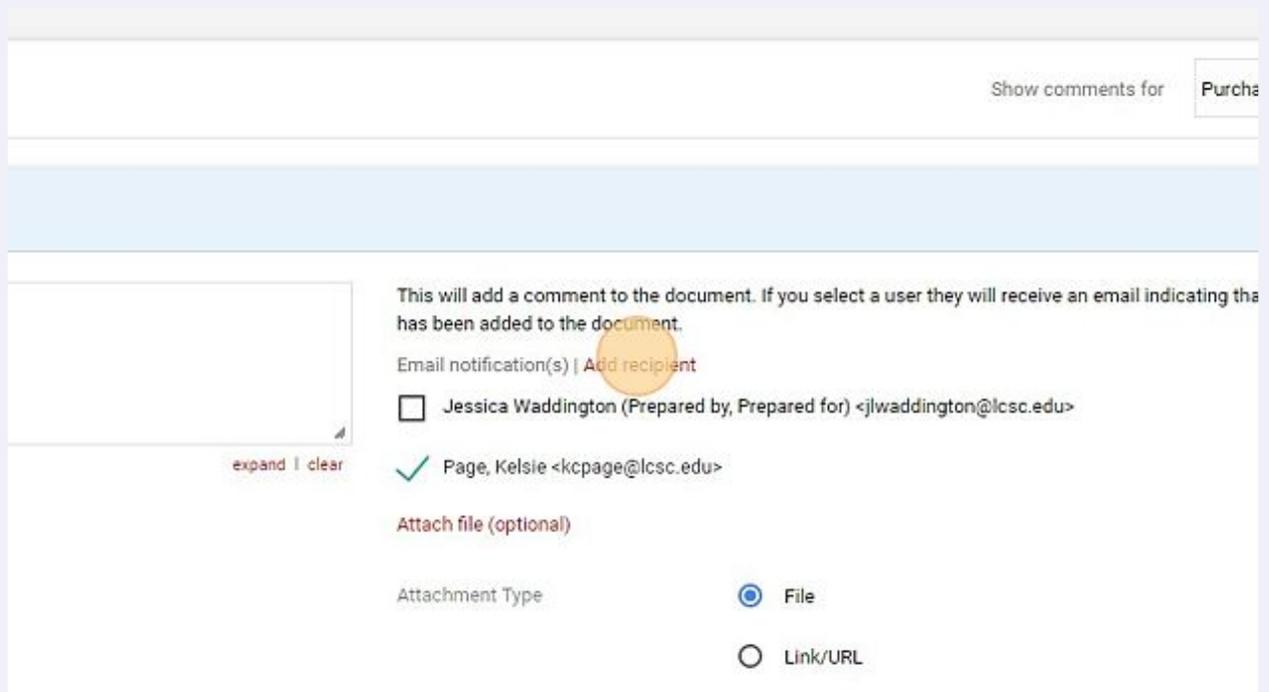
Results Per Page 10

expand | clear

11 Click on the + sign to select the user.

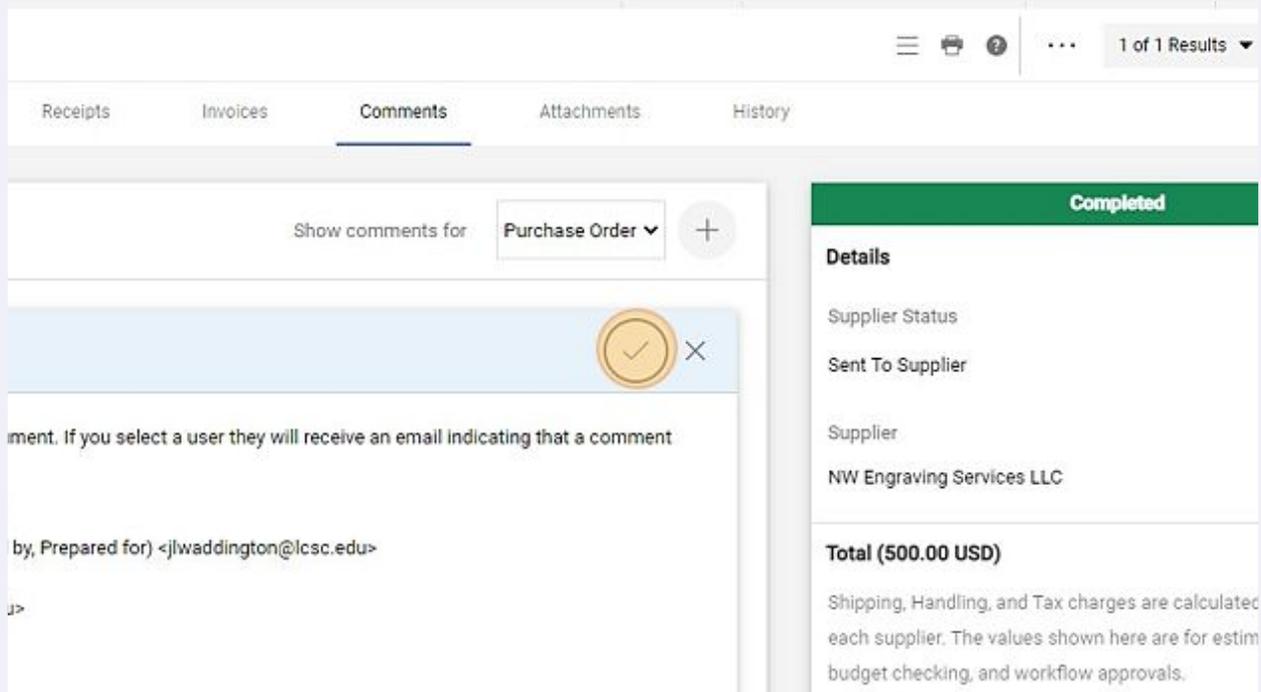


12 More than one person can be notified. Click "Add recipient" to add additional users, if desired.



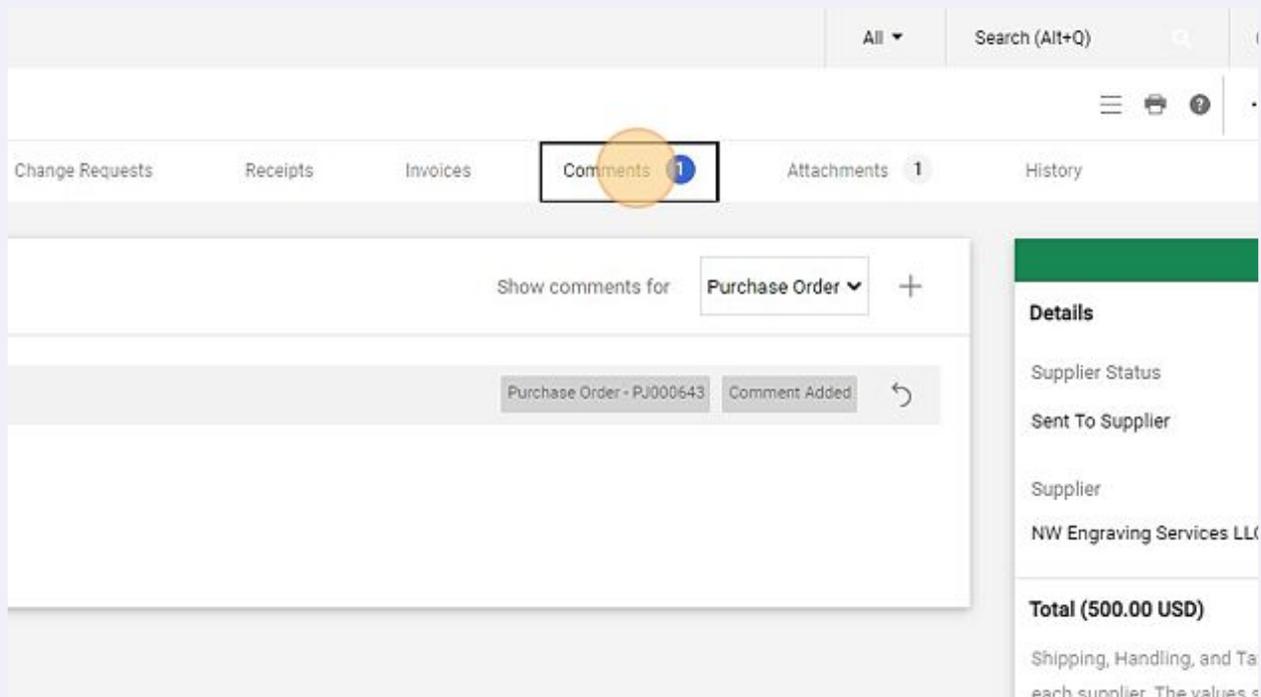
13

When the comments, attachment and users to be notified have been updated, click on the Check Mark icon to submit.



14

The comment will be saved in the Comments tab of the PO.



15 The invoice file you selected will be saved in the Attachments tab of the PO.

The screenshot displays a software interface for managing Purchase Orders (POs). At the top, there is a navigation bar with 'All', 'Search (Alt+Q)', '0.00 USD', and a heart icon. Below this, there are tabs for 'Receipts', 'Invoices', 'Comments 1', 'Attachments 1', and 'History'. The 'Attachments 1' tab is highlighted with a red circle. The main content area shows a 'Show comments for' dropdown set to 'Purchase Order' and a 'Purchase Order - PJ000643' comment added. On the right, a 'Completed' status bar is visible above a 'Details' section for 'Supplier Status', 'Sent To Supplier', and 'Supplier: NW Engraving Services LLC'. A 'Total (500.00 USD)' is also displayed.