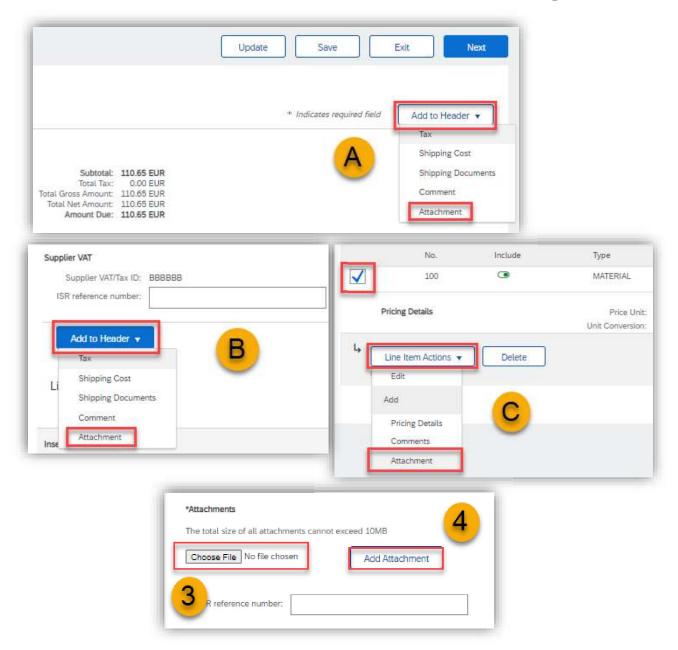
## How to add PDF attachment to your invoice



Certain Novartis approvers require PDF attachment with additional information to approve your invoice.

Please follow these steps:

- 1) During the invoice creation click on Add to header (From the top (A), middle (B) or the bottom of the page (C)).
- 2) Click on Attachment.
- 3) Choose your file from the computer.
- 4) Click on Add Attachment.

Note: Only PDF format is available. Use only letters and digits in the name of the PDF file. Always use different name of the PDF file than invoice number. Never use the same name of the PDF file as invoice.