

How to add PDF attachment to your invoice

Update Save Exit Next

^{**} Indicates required field

Add to Header ▾

Tax

Shipping Cost

Shipping Documents

Comment

Attachment

Subtotal: 110.65 EUR
Total Tax: 0.00 EUR
Total Gross Amount: 110.65 EUR
Total Net Amount: 110.65 EUR
Amount Due: 110.65 EUR

Supplier VAT

Supplier VAT/Tax ID: BBBBBB

ISR reference number:

Add to Header ▾

Tax

Shipping Cost

Shipping Documents

Comment

Attachment

No.	Include	Type
100	<input checked="" type="checkbox"/>	MATERIAL

Pricing Details

Price Unit:

Unit Conversion:

Line Item Actions ▾ Delete

Edit

Add

Pricing Details

Comments

Attachment

*Attachments

The total size of all attachments cannot exceed 10MB

Choose File No file chosen

Add Attachment

ISR reference number:

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.