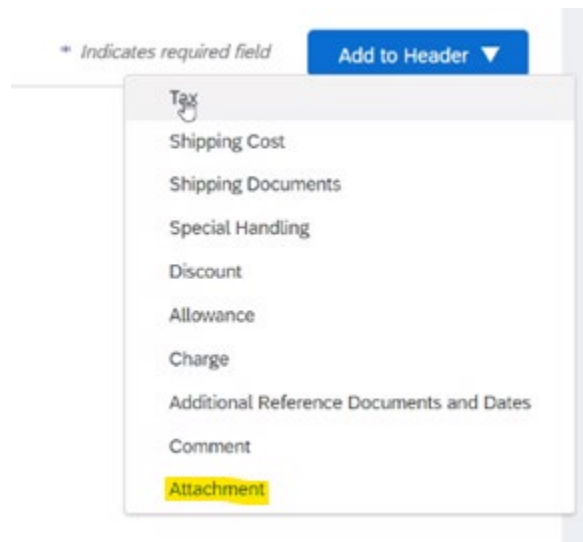We ask that invoice copies please always be attached.

Below are brief instructions on how to do so:
When loading invoices please use the add to header drop down in the upper right hand corner and choose attachment.

Then further down on the page you will select the choose file button to browse for the invoice and then click Add Attachment to add the invoice document(s) as a part of your submission process.