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.

Tex	
Shipping Cost	
Shipping Documents	
Special Handling	
Discount	
Allowance	
Charge	
Additional Reference Documents and Dates	
Comment	
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.

total size of all attachm	ents cannot exceed 10MB	
hoose File No file chose	Add Attachme	ent
Start Date:		
End Date:		
eader 🔻		