

## Adding an Attachment to an Invoice or Credit Note

In some markets, it is required to attach a PDF file of the original invoice to your electronic submission via Ariba. You can attach an invoice using the following steps:



Add to Header ▾

Line Items

Insert Line Item Options

Tax Category:

In the invoice editing screen, scroll down. Above the **Line Items** display, click the **Add to Header** button.



Add to Header ▾

Tax  
Shipping Documents  
Special Handling  
Additional Reference Documents and Dates  
Comment  
Attachment

Choose **Attachment** from the drop-down menu.

Attachments

The total size of all attachments cannot exceed 100MB

Choose File | No file chosen

Add Attachment

Click on **Choose File** and choose the file you want to upload. Click **Add Attachment** to confirm the upload.

Add to Header ▾