

How to Add an Attachment?



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STEP 1. Please select the „Add to Header” button and choose option „Attachment” from the dropdown menu.

IMPORTANT: Attachments should be added **ONLY ON “INVOICE HEADER” LEVEL**. Please don’t add them on “Line Item” section as in such cases Takeda will not be able to process your invoice.

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: 8000040441	Subtotal: 1,000.00 EUR
Invoice #:* <input type="text"/>	Total Tax: 0.00 EUR
Invoice Date: ⓘ 15 Jan 2019	Total Gross Amount: 1,000.00 EUR
Service Description: <input type="text"/>	Total Net Amount: 1,000.00 EUR
Supplier Tax ID: ATU65136400	Amount Due: 1,000.00 EUR
Remit To: 33 Donaufeldstrasse ▼	

View/Edit Addresses

STEP 2. When a new part of invoice header appears please press „Browse” and choose your file.

Attachments

The total size of all attachments cannot exceed 99MB

Browse... Add Attachment

Add to Header ▼

- Tax
- Shipping Cost
- Shipping Documents
- Special Handling
- Discount
- Additional Reference Documents and Dates
- Comment
- Attachment