How to Attach a Receipt/Packing Slip to a Voucher

Revised 6/1/2023
Attaching Receipts and Packing Slips to Vouchers

- The funding source you used to pay for your purchase may require you to attach additional documentation to your payment vouchers, including receipts, packing slips, bills of lading, etc. (e.g., sponsored research funds)

- This guide will illustrate how to attach additional documentation to a voucher.
In UD Exchange, go to **Orders > My Orders > My Purchase Orders**
Click the PO Number to open the PO
Select the **Vouchers** tab
Click the Voucher Number you want to add an attachment to.
Click the **Comments** tab
Click the **Plus Sign** to add a comment.
Add a comment to the **comment field**.

Click the **Choose File** button to search for the receipt/packing slip that you would like to upload.
The file you select will be uploaded.

- Enter a name for the file.
- Click the check mark to save your comment and the attachment to the voucher.

Do not select anyone’s name at the comment step unless you require them to take some action. Sending notifications as an FYI step when no action is required on their part is strongly discouraged in order to keep workflow moving.
You will see the record of your comment, including the attachment. You can also select the **Attachments** tab to view the attachment.
The **Attachments** tab displays the attachment without the associated comment.
Questions:
• procurement@udel.edu

Resources:
• Procurement Services Website
• Approving Vouchers in UD Exchange