How to Attach a Receipt/Packing Slip to a Voucher
Attaching Receipts and Packing Slips to Vouchers

• The funding source you use may require you to attach additional documentation to your payment vouchers, including receipts, packing slips, bills of lading, etc.
• 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

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Supplier</th>
<th>Created Date/Time</th>
<th>PO Status</th>
<th>Requisition Number</th>
<th>PO Owner</th>
<th>Shipment Status</th>
<th>Matching Status</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>UDS0005889</td>
<td>W B MASON CO INC</td>
<td>9/22/2021 4:21:17 PM</td>
<td>Completed</td>
<td>149020471</td>
<td>Margot McCabe</td>
<td>Sent To Supplier</td>
<td>Fully Matched</td>
<td>185.66 USD</td>
</tr>
</tbody>
</table>
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.
1. Add a comment to the comment field.
2. Click the Choose File button to search for the receipt/packing slip that you would like to upload.
1. The file you select will be uploaded.
2. Enter a name for the file.
3. Click the check mark to save your comment and attachment to the PO.

Do not tag (check) anyone at the comment step unless you require them to take some action. Tagging as an FYI step is strongly discouraged 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 any associated comments.
Resources

Procurement Services
procurement@udel.edu
See also, “Approving Vouchers in UD Exchange”