INCLUDING SCANNED INVOICES

This is include a scanned copy of a paper invoice when viewing a reconciled or new invoice on Net-chef.

1. You either have to download and save the file if it was sent to you via email or scan the document with your scanner/printer. (This can be done with your phone, see instructions below for executing this from a phone.)

2. While viewing a new or reconciled order on the computer, choose *Attach Files* on the top right of the screen.

3. It will bring up the following window and you will click on the three dots to search for the document on your computer. Once you select the document, you will see the document path show up in the text window. From there you will click the *Add* button on the far right.

4. Once you add the file, you will see it show up below in the File Window, and you can click *Save and Close*.

5. You will know the file has been uploaded when you see a *(1)* next to *Attach Files* in the top right of the screen.

Uploading With A Phone

1. If you want to/can use your phone to scan documents into a pdf (most phones can download an app for this function or have it built into the phone).

2. When you log on to the Crunchtime Reconciler App, it will give you a list of your current Vendor Orders. It will look like this:

3. When you click on a specific Vendor Order, you will be able to add an attachment by simply taking a picture of the invoice by clicking on the camera icon *Attachments* option on the bottom of the screen.
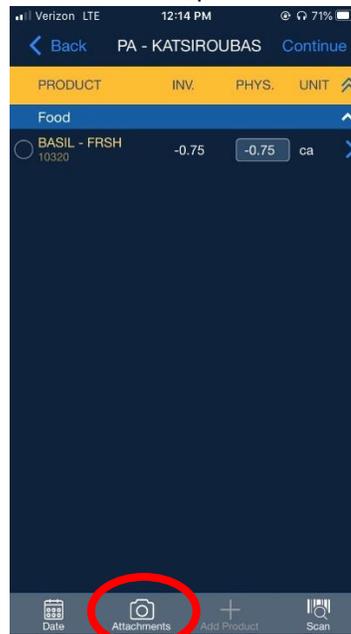
NOTE: If you do this with your phone, you should take separate pictures of each page. They need to be clear and legible in order for infosync to be able to read them. If they seem to be blurry, do not do this on your phone, rather use the scanner.