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.

Viewing Reconciled Order																				
Prod #	Product Name	М #	Order Qua	Unit Price (\$)	Invo Qua	Phy Qua	Con	Unit	Inve Unit	Cont Price (\$)	Invo Price (\$)	Invo Exte Value (\$)	Tax Value	Tax Code	Gross Exte Value (\$)	Storage Location	Qualitat Judgment	Catch Weight	Confirm Quantity	Confirm Price (\$)
42219	BUD LIGHT KEG		1 KEG	105.0	1.00	1.00	1.0000	KEG	KEG	105.0	110.0	110.00	0.00	N/A	110.00	Beer Cooler			1	105.0000
42058	BUD LIGHT SPIKED SE		1 Cas	27.80	1.00	1.00	24.00	Case(CAN	27.80	29.00	29.00	0.00	N/A	29.00	Beer Cooler			1	27.8000
41827	BUD LT ALUM BTL		2 Cas	28.85	2.00	2.00	24.00	Case(BTL	28.85	27.60	55.20	0.00	N/A	55.20	Beer Cooler			2	28.8500
P2022	KEG CREDIT \$50		1 EA	50.00	-4.00	-4.00	1.0000	EA	EA	50.00	50.00	-200.00	0.00	N/A	-200.00	Beer Cooler			1	50.0000
P1660	KEG DEPOSIT \$50		1 EA	50.00	2.00	2.00	1.0000	EA	EA	50.00	50.00	100.00	0.00	N/A	100.00	Beer Cooler			1	50.0000
P2183	WORMTOWN FRESH PA		1 KEG	1.0000	1.00	1.00	1.0000	KEG	KEG	1.0000	73.00	73.00	0.00	N/A	73.00	Beer Cooler			1	1.0000
	Invoice Subtotal:											167.20	0.00		167.20					

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.

Attach Files									
Vendor:	QUALITY BEVERAGE LP	Invoice D	ate:	09/23/2020					
Purchase Order Number:	VO2072	Invoice N	umber:	567859		_			
C:\fakepath\Test Invoice.pdf									
File Name	File Size (KB)	User	Attachm	ent Date	File Description	⁰ tions			
		Save and Close	lose			/			

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

Attach Files									
Vendor:	QUALITY BEVERAGE LP	Invoice D							
Purchase Order Number: VO2072 Invoice Number: 567859									
		File Description:			Add				
File Name	File Size (KB)	User	Attachment Date	File Description	Actions				
Test Invoice.pdf	172	AZALL	10/23/2020		8				
Save and Close 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:

	12:12 PM	71% Abby Zall 0238 Westborough
VENDOR ORDER	PO #	*
10/16/2020		^
PA - KATSIROUBAS	VO3039	0
10/18/2020		^
QUALITY BEVERAGE LP	VO3116	0
ATLAS DISTRIBUTORS	VO3117	0
10/19/2020		^
PA - KATSIROUBAS	VO3126	0
10/20/2020		~
PFG SPRINGFIELD	VO3142	0
PFG SPRINGFIELD	VO3211	0
10/21/2020		^
PA - KATSIROUBAS	VO3282	0
10/23/2020		^
PA - KATSIROUBAS	VO3326	0

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.