

UNIVERSITY OF DELAWARE **EXCHANGE**

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.



- Orders
 - Search
 - My Orders
 - Approvals
- Quick search
- My Requisitions
- My Purchase Orders
- My Vouchers
- My Receipts
- My Change Requests
- Draft Change Requests
- My Procurement Requests

Action Items

There are no Action Items to display.

My Resources

Product Release Library | procurement@udel.edu
Site Map

Quick Links

- UD Exchange How To Guides
- How Do I Buy ___ ???
- Commodity Code-Account Crosswalk
- Non-PO Payment Matrix
- Non-Catalog Item
- NEW Waiver of Bid Form
- Request Contract

In UD Exchange, go to **Orders > My Orders > My Purchase Orders**

Catalog & Forms Showcase (Under Development)

Procurement Forms

- Non-PO Payment Request
- Honorarium Payment Request
- Subaward Request
- NIIMBL Subaward Request
- RFX Request (Option 2)
- NSB Customer Setup
- NEW Waiver of Bid Request

My Draft Carts

Showing Results 1 - 1 of 1

NUMBER	CART	CART TYPE	DATE ↓	TOTAL
3705398	Test Pens	My Drafts Assigned to Others	2/9/2023	3.76 USD

My Purchase Orders

Quick Filters My Searches

Supplier

W B MASON CO INC

PO Status

Completed

Department

PROCUREMENT SERVICES (04750)

Prepared By

Pickering, Kristen

Voucher Status

Fully Invoiced

AP Status

Closed

Change Request Status

No Change Request

Commodity Code

44000000 (Office Equipment & Supplies)

Contract Type

Master Services Agreement (MSA)

Created Date: Last 90 days

Quick search



Add Filter

Clear All Filters

PO Owner: McCabe, Margot

1-1 of 1 Results

200 Per Page

PO Number	Supplier	Created Date/Time	PO Status	Requisition Number	PO Owner	Shipment Status	Matching Status	Total Amount
UDS0005889	W B MASON CO INC	9/22/2021 4:21:17 PM	Completed	149020471	Margot McCabe	Sent To Supplier	Fully Matched	185.68 USD

Click the PO Number to open the PO

Purchase Order • UDS0005889 Revision 1 (Closed)



4 of 6 Results ▾

Status Summary Revisions 2 Confirmations Shipments Change Requests Receipts **Vouchers 2** Comments 1 Attachments 1 History

General Information

PO/Reference No.

UDS0005889

Revision No.

1

Priority

Normal

Supplier Name

[W B MASON CO INC](#)

Address

113 INTERCHANGE BOULEVARD
NEWARK, Delaware 19711-3549 United States

Purchase Order Date

9/22/2021

Total

Shipping Information

Ship To

University of Delaware
Attn: Margot McCabe
Room: 104
222 SOUTH CHAPEL STREET
GENERAL SERVICES BUILDING
Newark, DE 19716
United States

ShipTo Address Code

NE40

Tax Flag



Delivery Options

Bill To

Accounts Payable
accountspayable@udel.edu
222 South Chapel Street
Newark, DE 19716
United States

BillTo Address Code

BillTo

Billing Options

Accounting Date

no value

Payment Terms

Select the **Vouchers** tab

Completed

Details ▾

Supplier Status
Sent To SupplierSupplier
W B MASON CO INC

Total (185.68 USD) ▾

Subtotal 185.68

185.68

Related Documents ▾

[Requisitions: 149020471](#) [Vouchers: I0014761](#) 

Purchase Order • UDS0005889 Revision 1 (Closed)



4 of 6 Results ▾



Status Summary Revisions **2** Confirmations Shipments Change Requests Receipts **Vouchers 2** Comments **1** Attachments **1** History

Records found: 2, Totaling: 185.68 USD

Voucher No.	Supplier Voucher No.	Voucher Date	Due Date	Voucher Type	Payment Status	Voucher Total	Invoiced By
10014761	223696619	9/27/2021	9/27/2021	Voucher	Paid	47.99 USD	System
10014400	223629114	9/23/2021	9/23/2021	Voucher	Paid	137.69 USD	System

Click the **Voucher Number** you want to add an attachment to.

Line No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Voucher Qty/Cost	Status
1	Sarasa Retractable Gel Pen, Blue Ink, Medium, Dozen	ZEB46820	11.54 USD	2 DZ	23.08 USD	2 / 23.08 USD	Net Invoiced

Completed

Details ▾

Supplier Status
Sent To Supplier

Supplier
W B MASON CO INC

Total (185.68 USD) ▾

Subtotal 185.68

185.68

Related Documents ▾

Requisitions: [149020471](#)

Vouchers: [10014761](#)

Vouchers: [10014400](#)



Voucher • I0014400

Summary

Matching

Supplier Messages

Comments

Attachments

History

General

Voucher Type
VoucherPay Status
PaidVoucher Number
I0014400Supplier Invoice No.
223629114Supplier Name
W B MASON CO INCVoucher Date
9/23/2021

Discount Date

Click the **Comments** tab

Remit To

PO BOX 981101
BOSTON, Massachusetts 02298-1101United States
Address Id 2

Bill To

Accounts Payable
accountspayable@udel.edu
222 South Chapel Street
Newark, DE 19716
United States

Ship To

Note/Attachments

External Note
***** Seq: 1 | Payment Ref: 00047356 |
Payment Date: 2021-09-29Internal Note/Business
Justification
restocking after 18 month COVID absence and
hybrid workContract No.
[UD-MSA-0007](#)
[Change Contract](#)

External Attachments

Internal Attachments

Complete

W B MASON CO INC

Supplier Invoice No. 223629114

Total (137.69 USD)

Subtotal	137.69
Discount	0.00
Tax1	0.00
Tax2	0.00
Shipping	0.00
Handling	0.00
	137.69

Related Documents

[Purchase Order: UDS0005889](#)

Voucher • I0014400



Summary Matching Supplier Messages **Comments** Attachments History

Records Found: 0

Show comments for

Voucher

*No comments have been added***Click the Plus Sign to add a comment.****Complete****W B MASON CO INC** ▾

Supplier Invoice No. 223629114

Total (137.69 USD) ▾

Subtotal 137.69

Discount 0.00

Tax1 0.00

Tax2 0.00

Shipping 0.00

Handling 0.00

137.69**Related Documents** ▾[Purchase Order: UDS0005889](#)Powered by JAGGAER | [Privacy Policy](#)

Voucher • I0014400

[Summary](#) [Matching](#) [Supplier Messages](#) [Comments](#) [Attachments](#) [History](#)

Records Found: 0

ADD COMMENT

Received 9/23/2021. One item backordered|

959 characters remaining

[expand](#) | [clear](#)

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s) | [Add recipient](#)

- Kristen Pickering (Requisition prepared by) <kpick@udel.edu>
 Margot McCabe (Prepared for) <margotm@udel.edu>

Attach file (optional)

Attachment Type File Link/URL

File Name

File



Choose File

Upload your file

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.

Complete

W B MASON CO INC ▾

Supplier Invoice No. 223629114

Total (137.69 USD) ▾

Subtotal	137.69
Discount	0.00
Tax1	0.00
Tax2	0.00
Shipping	0.00
Handling	0.00

137.69

Related Documents ▾

[Purchase Order: UDS0005889](#) Powered by JAGGAER | [Privacy Policy](#)

Voucher • I0014400

Summary Matching

Records Found: 0

ADD COMMENT

Received 9/23/2021. One item backordered.

959 characters remaining

[expand](#) | [clear](#)

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s) | [Add recipient](#)

- Kristen Pickering (Requisition prepared by) <kpick@udel.edu>
- Margot McCabe (Prepared for) <margotm@udel.edu>

Attach file (optional)

Attachment Type File Link/URL

File Name

9_23_2021 Packing Slip

File

Choose File

WB Mason Packing Slip.pdf

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.

Complete

W B MASON CO INC

	14
	7.69
	0.00
	0.00
	0.00
Shipping	0.00
Handling	0.00
	137.69

Related Documents

[Purchase Order: UDS0005889](#)Powered by JAGGAER | [Privacy Policy](#)

Voucher • I0014400

Summary

Matching

Supplier Messages

Comments 1

Attachments 1

History

Records Found: 1

Show comments for

Voucher ▾



Margot McCabe - 12/6/2021 9:05:09 AM

Voucher - I0014400

Comment Added



Received 9/23/2021. One item backordered.

Attachment Added: [↓ 9_23_2021 Packing Slip](#)

You will see the record of your comment, including the attachment.
You can also select the **Attachments** tab to view the attachment.

Complete

W B MASON CO INC ▾

Supplier Invoice No.

223629114

Total (137.69 USD) ▾

Subtotal

137.69

Discount

0.00

Tax1

0.00

Tax2

0.00

Shipping

0.00

Handling

0.00

137.69

Related Documents ▾

[Purchase Order: UDS0005889](#)



Voucher • I0014400



Summary

Matching

Supplier Messages

Comments 1

Attachments 1

History

Attachments found: 1

Select Voucher Image

Attachment	Size	Type	Location	Visibility	Create Date ↓
↓ 9_23_2021 Packing Slip	281k	File	Document	Internal	12/6/2021 9:05 AM

The **Attachments** tab displays the attachment without the associated comment.

Complete

W B MASON CO INC ▾

Supplier Invoice No. 223629114

Total (137.69 USD) ▾

Subtotal	137.69
Discount	0.00
Tax1	0.00
Tax2	0.00
Shipping	0.00
Handling	0.00
	<hr/>
	137.69

Related Documents ▾

[Purchase Order: UDS0005889](#)Powered by JAGGAER | [Privacy Policy](#)

Questions:

- procurement@udel.edu

Resources:

- [Procurement Services Website](#)
- [Approving Vouchers in UD Exchange](#)

