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Supplemental Information Templates

Settings > General Settings

Creating a Template Page for Supplemental Invoice Information

Vendors can sometimes include additional pages with their invoices containing needed invoice details and/or supporting documentation. The following steps will describe how to create template pages for invoice supplements and associate them with their primary template pages.

- Follow steps 4-14 from Adding Template Pages.
- Click **Settings**.
- On the **General Settings** tab, check the box for **Capture Distributions Only**.
- Select the template page from the dropdown menu on which this supporting document should be associated.
- Click **OK**.
- If any invoice information is needed on the selected page, follow the steps for identifying information in the Adding Template Pages section.
- Click **File**, **Save**.
- Name the template page.
- When presented with the **Page Selections** screen, add page selections that will assist the system in identifying this page as a supporting document. For example, review the document for the same page selections as the primary invoice template page and add an additional page selection to review for **page 2**. Making the **Page Selections** unique will increase the probability of the system correctly identifying the document.
- Click **OK**.
- When all work is complete, click **Save** from the **Edit Digital Invoice Capture Template** page.
- You are now finished, and your document should be associated with its parent invoice when it is processed.