

Supplemental Information Templates

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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.
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