



Lowe'sLink[®]
Spend Management
Self Service Attachments

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Agenda

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Expectations

- This guide is written with the expectation that the user is registered for Spend Management.
- If not registered, please refer to the *LowesLink® Registration and Requesting Access to Spend Management* document located at www.LowesLink.com > Existing Partner Information > Spend Management Expense Vendor Information > For New Vendors.
- Also, that the user is familiar with logging into LowesLink®, locating the Spend Management US & Canada link, and logging into Oracle.
- If unfamiliar with logging in, please refer to the ***Logging into LowesLink® and Spend Management*** document located at www.LowesLink.com > Existing Partner Information > Spend Management Expense Vendor Information > Job Aids.
- If having login issues, please refer to the ***Login Password Issues*** document located at www.LowesLink.com > Existing Partner Information > Spend Management Expense Vendor Information > Job Aids.

Volume / Size Eligible for Attachments

- Maximum of 5 attachments per invoice.
- Size = Less than or equal to 4 MB.
- File name should be less than or equal to 20 characters in length.

File Types Eligible for Attachments

.doc

.tif

.docx

.tiff

.jpg

.txt

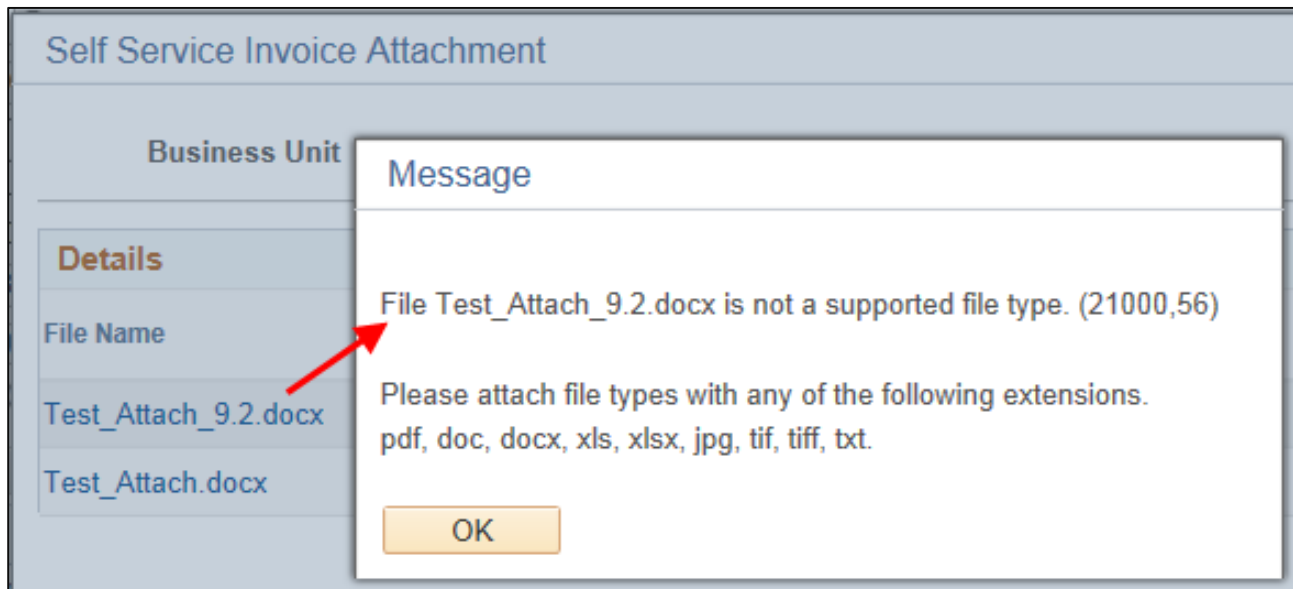
.pdf

.xls

.xlsx

Naming Convention of Files

- Do not include special characters (ie: '@' '#'):
 - The special characters will be automatically replaced with an underscore by the system.
- Periods can only be used in front of file type or an error message displays:
 - Correct Example: Test_Attach.tif
 - Incorrect Example: Test_Attach_9.2.tif



Add Attachments

- Within the Self-Service Invoice, click on “Attachments”.

Favorites ▾ Main Menu ▾ > eSettlements ▾ > Self-Service Invoice

ORACLE

Create Invoice

Invoice Entry

Invoice Header Information ?

*Supplier SetID

*Supplier

Location ▾

Supplier Street Address
City, State, Postal Code, Country

*Invoice ID

*Invoice Date

VAT Treatment Group

Voucher ID CBG33H

*Buyer

LOWE'S CUSTOMER SUPPORT CENTER
NORTH WILKESBORO, NC 28659 USA

Currency US Dollar

Requester

Add a New Invoice Line Copy from a Purchase Order Copy from a Packing Slip

Invoice Details ?

Personalize | Find | View All | First ◀ 1-5 of 72 ▶ Last

Item ID	Description	Quantity	UOM	Unit Price	*Merchandise Amt	Currency	Tax		
<input type="text"/>	Z-002 Example Item	1.0000	EA	60.19000	60.19	USD	<input checked="" type="checkbox"/>		

Select All Lines Clear All Lines

Settlement Information ?

Payment Terms N 030 DAYS

Payment Method Electronic Funds Transfer

Total Amount USD

Sales Tax Amount USD

Misc. Charge Amount USD

Gross Amount USD

Save and Submit Save for Later Attachments (0)

Select Add Attachment Option

Self Service Invoice Attachment X

Business Unit EXP01 Voucher ID

Details Personalize | Find | View All | First 1 of 1 Last

File Name	Description	User	Name	Date/Time Stamp	
View					

File Attachment Instructions:

- 1) Each attached file size should be less than or equal to 4MB.
- 2) Maximum of 5 attachments per invoice.
- 3) File types of pdf, doc, docx, xls, xlsx, jpg, tif, tiff, txt will only be supported.
- 4) File name should be less than or equal to 20 characters length.

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel

Add Attachments

Select Browse Option

Self Service Invoice Attachment

Business Unit EXP01 Voucher ID

Details Personalize | Find | View All | [?] | [Grid] | First 1 of 1 Last

File Name	Description	User	Name	Date/Time Stamp
View				

File Attachment Instructions:

- 1) Each attached file size should be less than or equal to 4MB.
- 2) Maximum of 5 attachments per invoice.
- 3) File types of pdf, doc, docx, xls, xlsx, jpg, tif, tiff, txt will only be supported.
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File Attachment [X]

Add Attachments

- Locate Attachment
- Select Attachment so it displays in the “File name” field
- Select Open

The screenshot shows a 'Choose File to Upload' dialog box overlaid on a 'Self Service Invoice Attachment' page. The dialog box has a title bar with a close button (X) and a search bar. The address bar shows the path 'Path to attachment ...'. The main area contains a file list with columns for 'Name' and 'Date modified'. The file 'A_Test Attachment.docx' is selected. Below the list, the 'File name' field contains 'A_Test Attachment.docx' and the file type is set to 'All Files (*.*)'. The 'Open' button is highlighted with a red arrow. A red arrow also points from the 'Open' button to the 'Browse...' button in the background application. Another red arrow points from the 'Browse...' button in the background application to the 'File name' field in the dialog box. The background application shows a 'Date/Time Stamp' field and several 'Browse...' buttons.

Navigate to where attachment is located.

Select the attachment so the name populates in the File name field below.

File name: A_Test Attachment.docx

Open Cancel

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Add Attachments

- Once file(s) attached, click the Upload button.
- There is a maximum limit of 5 attachments. There's only 4 spaces displayed so if 5 attachments are needed, add 4 attachments, click Upload, then click Add Attachment again to add the 5th one.

Self Service Invoice Attachment

Business Unit EXP01 Voucher ID

Details Personalize | Find | View All | [?] | [] First 1 of 1 Last

File Name	Description	User	Name	Date/Time Stamp
View				

File Attachment Instructions:

- 1) Each attached file size should be less than or equal to 4MB.
- 2) Maximum of 5 attachments per invoice.
- 3) File types of pdf, doc, docx, xls, xlsx, jpg, tif, tiff, txt will only be supported.
- 4) File name should be less than or equal to 20 characters length.

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel

File Attachment

F:\A_Test Attachment.docx Browse...

Browse...

Browse...

Browse...

Upload Cancel

Attachment Added

- Verify attachment(s).
- Click the OK button.
- Once upload completes, attachment can be viewed in Oracle as a hyperlink.

Self Service Invoice Attachment ✕

Business Unit EXP01 Voucher ID _____

Details Personalize | Find | View All | | First 1 of 1 Last

File Name	Description	User	Name	Date/Time Stamp
A_Test_Attachment.docx	<input type="text"/>			




File Attachment Instructions:


- 1) Each attached file size should be less than or equal to 4MB.
- 2) Maximum of 5 attachments per invoice.
- 3) File types of pdf, doc, docx, xls, xlsx, jpg, tif, tiff, txt will only be supported.
- 4) File name should be less than or equal to 20 characters length.

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Attachment Successful



“See Attachments (#)” Automatically Added to Comments


Settlement Information 	
Payment Terms	Supplier Terms Here (ie: N 030 DAYS)
Payment Method	Supplier Payment Method Here (ie: Electronic Funds Transfer)
Total Amount	<input type="text" value="4,333.68"/> USD 
Sales Tax Amount	<input type="text" value="357.53"/> USD
Misc. Charge Amount	<input type="text" value="0.00"/> USD 
Gross Amount	4,691.21 USD



Save and Submit With Attachment

- Click Save and Submit option.

Settlement Information ?	
Payment Terms	Supplier Terms Here (ie: N 030 DAYS)
Payment Method	Supplier Payment Method Here (ie: Electronic Funds Transfer)
Total Amount	<input type="text" value="4,333.68"/> USD 
Sales Tax Amount	<input type="text" value="357.53"/> USD
Misc. Charge Amount	<input type="text" value="0.00"/> USD 
Gross Amount	4,691.21 USD



Attachment Number Exceeded

- Note: The File Attachment screen allows more than 5 attachments to be uploaded but when the OK button is clicked on the Self Service Invoice Attachment screen, a message will display about exceeding the number of attachments allowed (see next slide).

Self Service Invoice Attachment

Business Unit EXP01 Voucher ID

Details Personalize | Find | View All | [?] | [] First 1 of 1 Last

File Name	Description	User	Name	Date/Time Stamp
View				

File Attachment Instructions:

- 1) Each attached file size should be less than or equal to 4MB.
- 2) Maximum of 5 attachments per invoice.
- 3) File types of pdf, doc, docx, xls, xlsx, jpg, tif, tiff, txt will only be supported.
- 4) File name should be less than or equal to 20 characters length.

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

File Attachment

F:\A_Test Attachment.docx

Attachment Number Exceeded

- When the OK button at the bottom left corner of the screen is clicked, this message displays.
- If this message displays, some of the attachments will have to be deleted.

Self Service Invoice Attachment

Business Unit EXP01 Voucher ID NEXT

Details Personalize | Find | View All |

File Name	Description	User	Name
A_Test_Attachment.docx	<input type="text"/>		
1_Test_Attachment.docx	<input type="text"/>		
2_Test_Attachment.docx			
3_Test_Attachment.docx			
4_Test_Attachment.docx			
5_Test_Attachment.docx			
6_Test_Attachment.docx	<input type="text"/>		

Message

You have exceeded the attachment limit. An Invoice can have maximum of 5 attachments. (21000,54)

File Attachment Instructions:

- 1) Each attached file size should be less than or equal to 4MB.
- 2) Maximum of 5 attachments per invoice.
- 3) File types of pdf, doc, docx, xls, xlsx, jpg, tif, tiff, txt will only be supported.
- 4) File name should be less than or equal to 20 characters length.

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Delete Attachments

- Determine which attachment(s) can be deleted.
- Click the minus sign (–) beside the attachment to be deleted.
- Delete Confirmation message displays.
- Click OK to delete the attachment.

Self Service Invoice Attachment

Business Unit EXP01 Voucher ID NEXT

Details Personalize | Find | View All | | First 1-6 of 6 Last

File Name	Description	User	Name	Date/Time Stamp	
A_Test_Attachment.docx					
1_Test_Attachment.docx					
2_Test_Attachment.docx					
3_Test_Attachment.docx					
4_Test_Attachment.docx					
5_Test_Attachment.docx					

Delete Confirmation

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

File Attachment Instructions:

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- 3) File types of pdf, doc, docx, xls, xlsx, jpg, tif, tiff, txt will only be supported.
- 4) File name should be less than or equal to 20 characters length.

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

For Assistance with Self Service Attachments:

Email ExpenseSSI@lowes.com

or

Call our Finance Resource Center at 336-658-2121,
select option 3 for LowesLink[®] then
select option 3 for Spend Management (Expense SSI)