

M@arketplace Quick Reference Guide: *Viewing Invoice Images*

The invoice image should be available approximately *15-20 minutes* after the invoice has been entered into CU Marketplace as a voucher.

Note: The invoice image software is a shared resource with a limited number of licenses available. The invoice's image will remain open 2 minutes for viewing before a time-out prompt appears. It is recommended to allow the time-out to occur to open up the license for others. If needed, invoice images can be saved or printed.

The screenshot shows the M@arketplace interface. At the top, the user 'Heather Hoyer' is logged in. The 'Attachments (5)' tab is selected and circled in red. A callout box points to the search bar at the top right, stating: 'Use the Quick Search to locate your voucher. Choose **Voucher Number** from the dropdown, enter your voucher # (begins with an 'S'), and click **Search**.' Another callout box points to the 'Attachments (5)' tab, stating: 'The **Attachments** page contains the **Invoice Image** link (once available).' Below this, a table lists attachments, with 'Invoice Image' highlighted. A third callout box points to the 'Note/Attachments' section, stating: 'The **Invoice Image** link also appears under the **Note/Attachments** section as an external attachment (once available).' The 'Note/Attachments' section is circled in red, and the 'Invoice Image' link is highlighted in yellow.

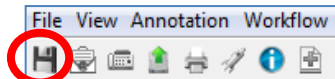
Use the Quick Search to locate your voucher. Choose **Voucher Number** from the dropdown, enter your voucher # (begins with an 'S'), and click **Search**.

The **Attachments** page contains the **Invoice Image** link (once available).

The **Invoice Image** link also appears under the **Note/Attachments** section as an external attachment (once available).

To Save the Image:

1. Click the **Save** icon from the WebNow toolbar.
2. The Export window will appear.
3. Click **Browse** and select the appropriate folder/drive.
4. Use the checkboxes to select the appropriate pages.
5. Click **OK**. The document will save with a default name.



To Print the Image:

1. Click the **Print** icon from the WebNow toolbar.
2. The Print Options window will appear.
3. Use the **Profile** dropdown to select **Default** and click **OK**.
4. The Print window will appear.
5. Select the appropriate printer and click **OK**.

