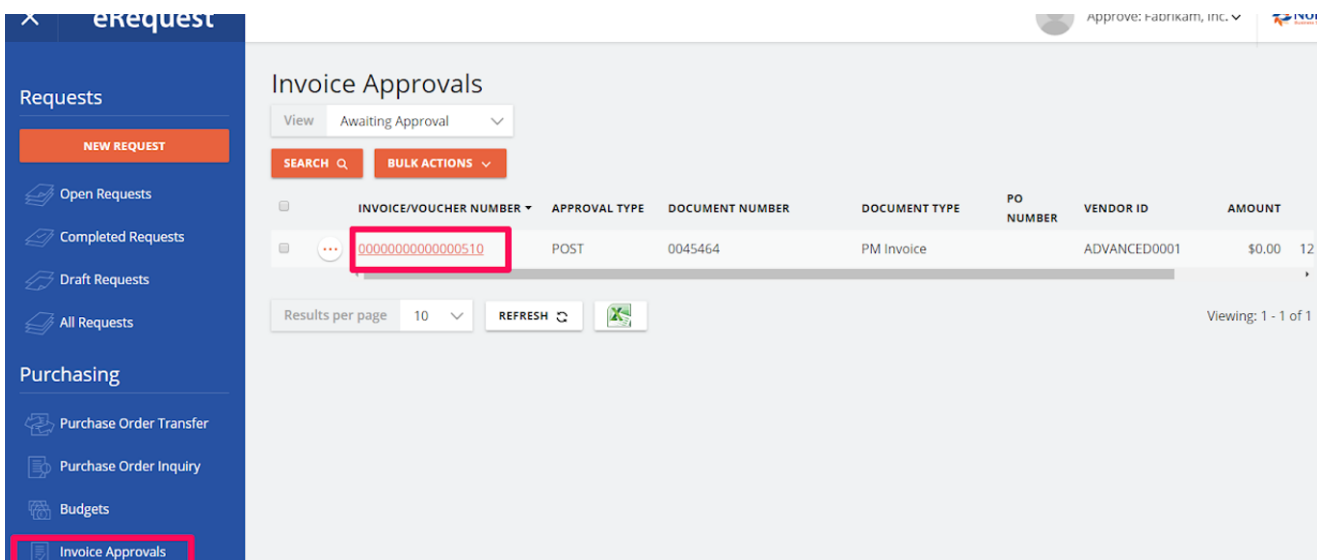


Viewing Drag and Drop files in eRequest

Last updated: August 26, 2022

- Locate an invoice via eRequest Invoice Approvals. E.g.:



The screenshot displays the eRequest application interface. On the left, a navigation sidebar is visible with sections for 'Requests' and 'Purchasing'. The 'Invoice Approvals' option is highlighted in the sidebar. The main content area is titled 'Invoice Approvals' and shows a table of pending approvals. The table has the following columns: INVOICE/VOUCHER NUMBER, APPROVAL TYPE, DOCUMENT NUMBER, DOCUMENT TYPE, PO NUMBER, VENDOR ID, and AMOUNT. A single row is displayed with the invoice number 00000000000000510 highlighted in a red box. The status is 'POST', document number is 0045464, document type is 'PM Invoice', vendor ID is 'ADVANCED0001', and amount is '\$0.00'. The interface also includes a search bar, bulk actions, and a refresh button.

- Click on the “View Invoice” button. All documents attached to the invoice will be displayed:

Invoice Detail

Invoice Approvals > Invoice Detail

SAVE **APPROVE** **REJECT** APPROVAL HISTORY PAYMENTS NOTES PO DETAILS **VIEW INVOICE**

Further Approval To: [none]

Receipt/Voucher: 00000000000000510 Vendor ID: ADVANCED0001

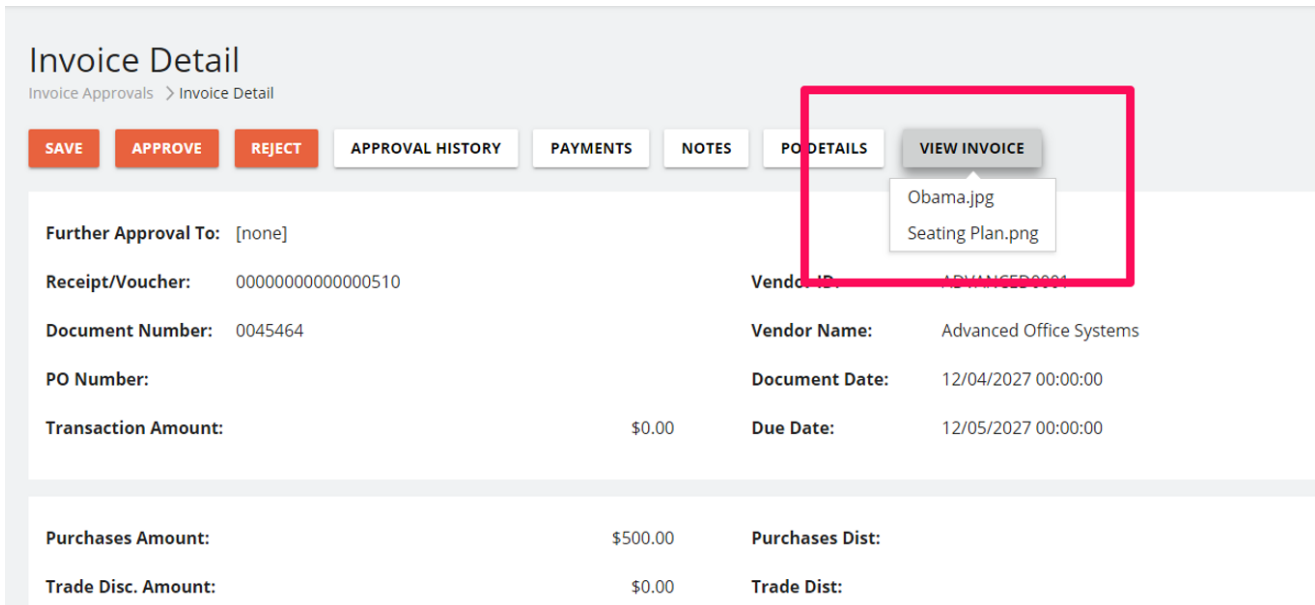
Document Number: 0045464 Vendor Name: Advanced Office Systems

PO Number: Document Date: 12/04/2027 00:00:00

Transaction Amount: \$0.00 Due Date: 12/05/2027 00:00:00

Purchases Amount: \$500.00 Purchases Dist:

Trade Disc. Amount: \$0.00 Trade Dist:



- Clicking on these files will perform different actions depending on the file type and the browser settings. This can include the following:
 - Open them in the web browser
 - Download them to your computer
 - Prompt you to open them in another program
- In the example above, clicking on the Obama.jpg will open a new browser page and display the image:

