
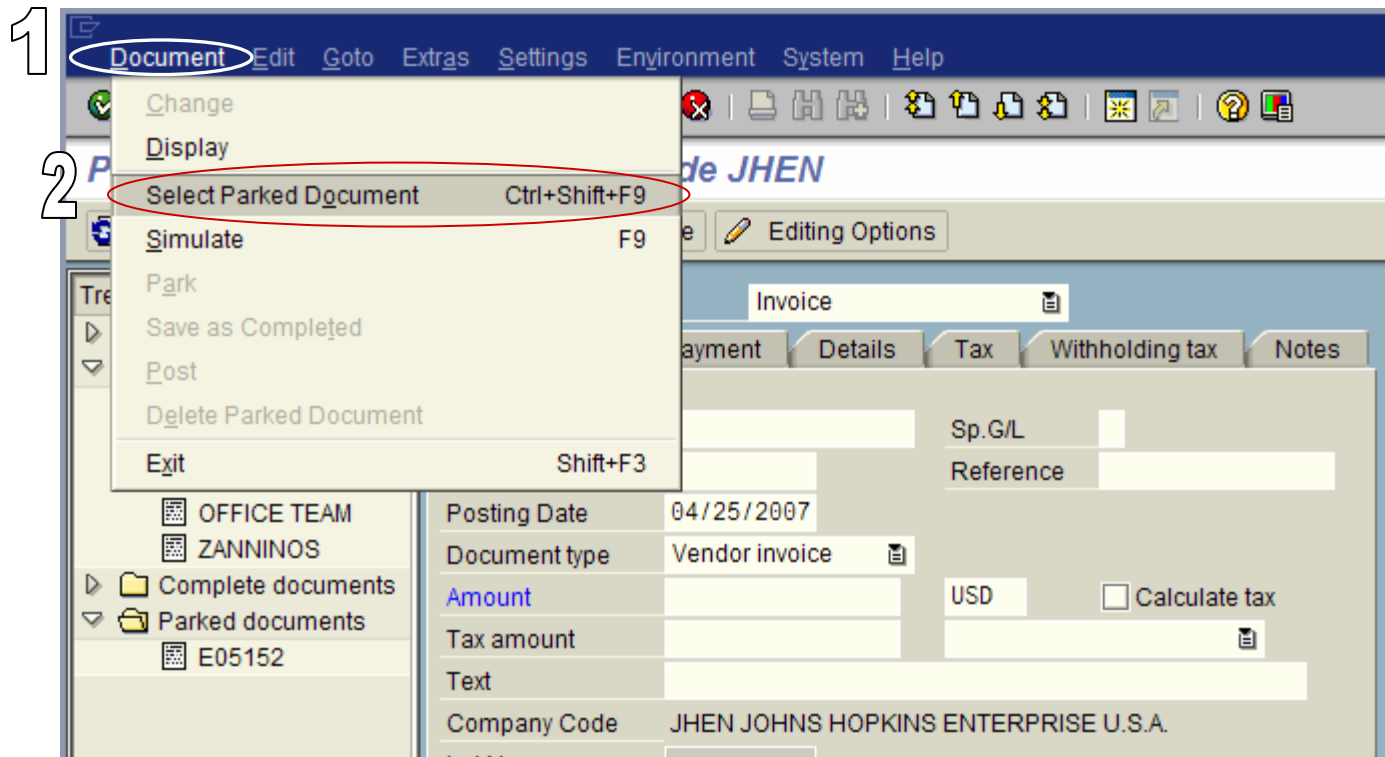


Attaching a Scanned Document

Attach a Scanned Document

- Save  the Online Payment Request.
- Retrieve the saved (parked) document
 1. Click **Document**
 2. Click **Select Parked Document**



Attaching a Scanned Document

Complete documents
Parked documents
E05152

Amount
Tax amount

Selection of Parked Documents

Company code JHEN
Doc. Number 1900196112
Fiscal year 2007

Continue Cancel

Retrieving the Document

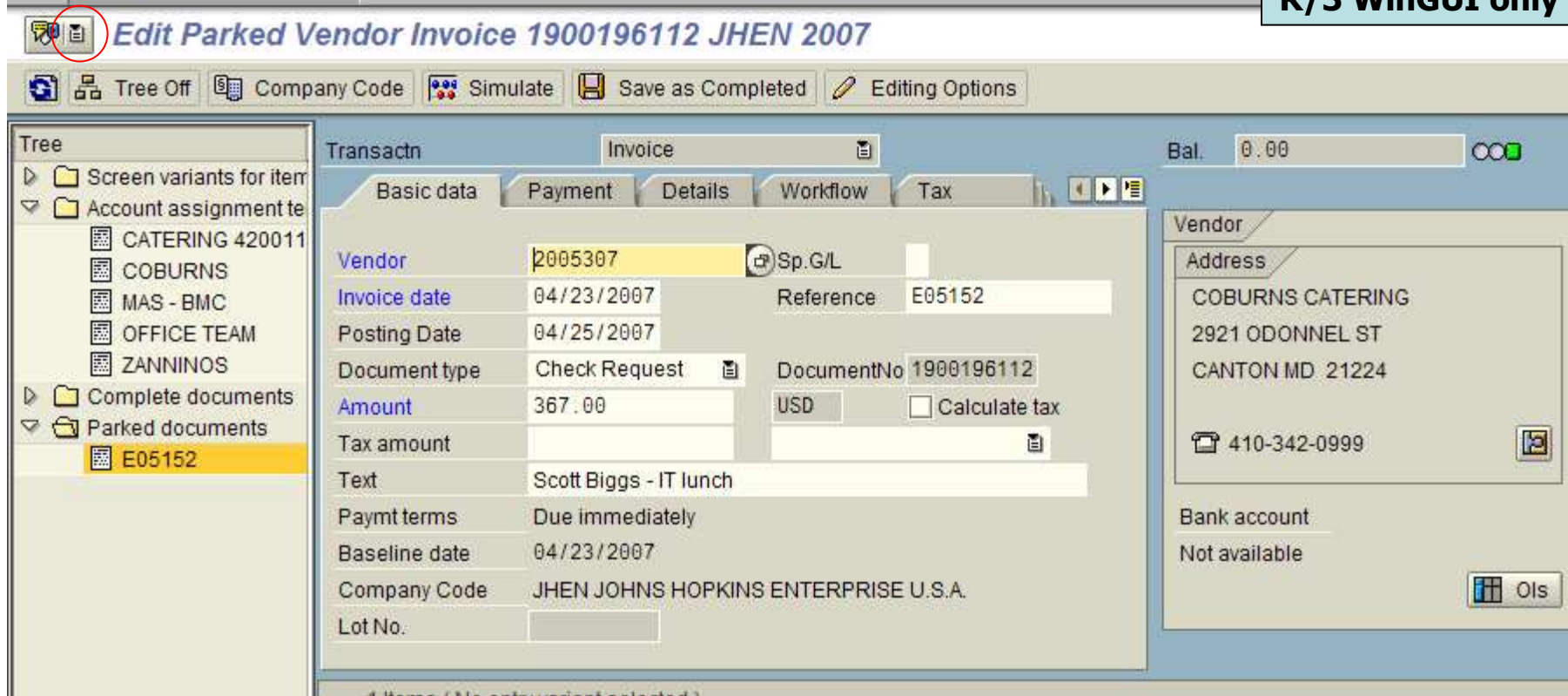
1. The last document number accessed or created under your login will be displayed in Doc. Number.
 - Overwrite document id, if needed, with the appropriate document id that the scanned file is to be attached to.
2. Click to edit the parked document

Attaching a Scanned Document

Click the right side  icon

1

R/3 WinGUI only



Edit Parked Vendor Invoice 1900196112 JHEN 2007

Tree Off Company Code Simulate Save as Completed Editing Options

Transactn Invoice Bal. 0.00

Basic data Payment Details Workflow Tax

Vendor 2005307 Sp.G/L

Invoice date 04/23/2007 Reference E05152

Posting Date 04/25/2007

Document type Check Request DocumentNo 1900196112

Amount 367.00 USD Calculate tax

Tax amount

Text Scott Biggs - IT lunch

Paymt terms Due immediately

Baseline date 04/23/2007

Company Code JHEN JOHNS HOPKINS ENTERPRISE U.S.A.

Lot No.

Vendor Address

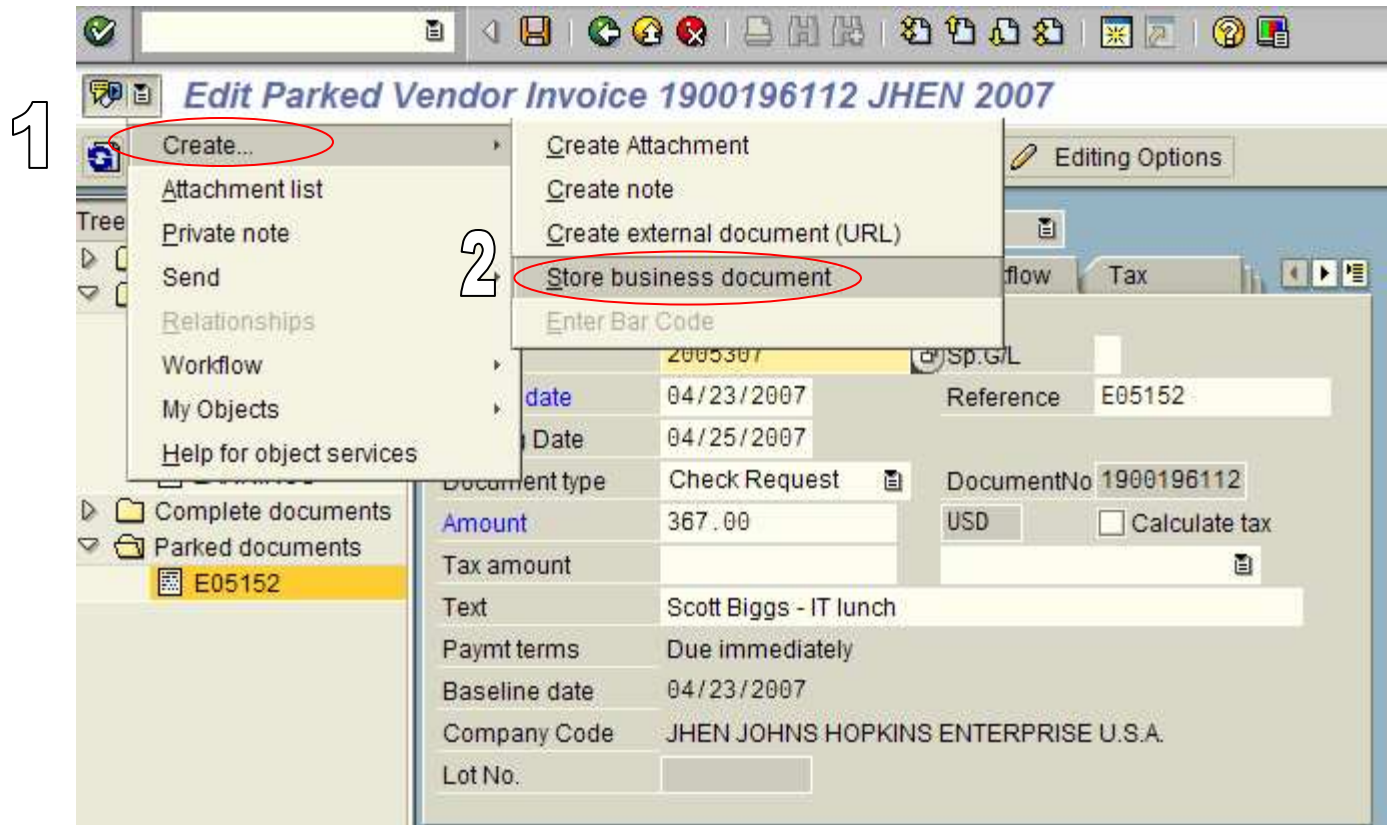
COBURNS CATERING
2921 O'DONNELL ST
CANTON MD 21224

410-342-0999

Bank account Not available

OIs

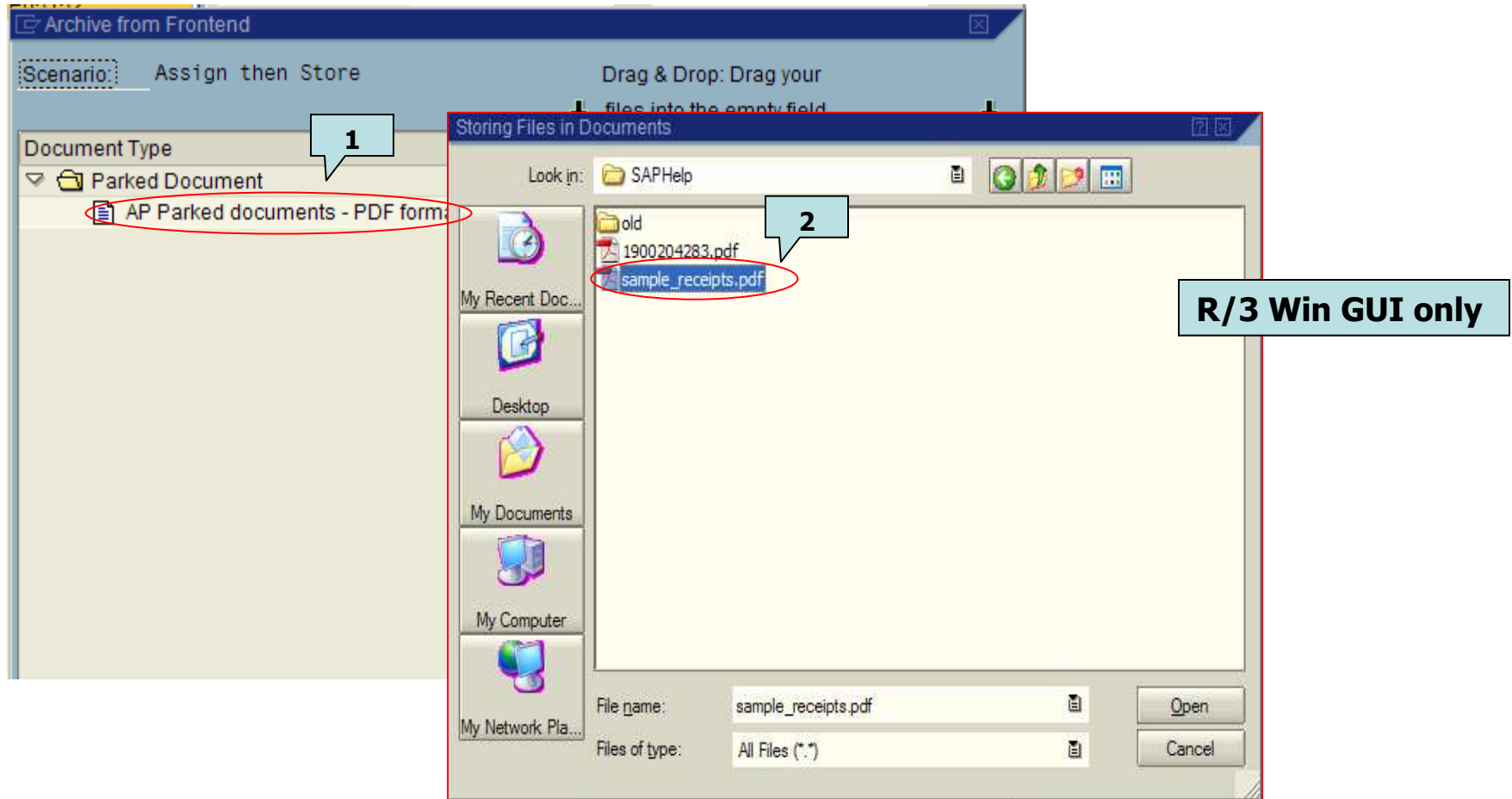
Attaching a Scanned Document



R/3 WinGUI only

1. Click **Create**
2. Click **Store business document**

Attaching a Scanned Document



1. Double click **AP Parked documents - PDF format**
2. Locate your scanned PDF file and double click
Click the continue icon

Attaching a Scanned Document - WIN GUI View

Park Vendor Invoice: Company Code JHEN

Tree On | Company Code | Simulate | **Save as Completed** | Editing Options

Transactn Invoice Bal. 0.00

Basic data | Payment | Details | Tax | Withholding tax | Notes

BaselineDt 06/01/2007 Pmnt terms Days
Due on 06/01/2007 Days
Discount USD Days net
Disc.base USD To be calculd Fixed
Pmt Method 8 Pmnt Meth.Sup. 04 Pmnt block Free for payment
Inv.ref.
Part. bank House bank
Reason cde


Vendor
Address
FISHER SCIENTIFIC LLC
PO BOX 3648
BOSTON MA 02241-3648
800-395-5442
Bank account
Not available

2 Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Amount in doc.curr.	Cost center	Text	Ld
✓	641405	WIRELESS PHONE	Debit	200.00	101	T-Mobile, Inv #AV1245	
✓	641404	ANSWERING SERVICE	Debit	25.00	101	T-Mobile, Inv #AV1245	

R/3 WinGUI only

Submit Document to Workflow

1. Click  Save as Completed to submit the document to workflow for approval.

Attaching a Scanned Document - WIN GUI View

1. Click the right side  icon
2. Click **Attachment list**

1

R/3 Win GUI only




The screenshot shows the SAP R/3 Win GUI interface for editing a parked vendor invoice. The title bar reads "Edit Parked Vendor Invoice 1900196112 JHEN 2007". A menu is open on the left, with "Attachment list" highlighted in red. The main window contains several tabs: "Invoice", "Payment", "Details", "Workflow", and "Tax". The "Invoice" tab is active, showing fields for "Sp.G/L", "Reference", "Date", "Document type", "Amount", "Tax amount", "Text", "Paymt terms", "Baseline date", "Company Code", and "Lot No.". The "Vendor" panel on the right shows the address "COBURNS CATERING, 2921 ODONNELL ST, CANTON MD. 21224" and a phone number "410-342-0999". The balance is shown as "Bal. 0.00".

Field	Value
Sp.G/L	
Reference	E05152
Date	04/23/2007
Document type	Check Request
Amount	367.00
Tax amount	
Text	Scott Biggs - IT lunch
Paymt terms	Due immediately
Baseline date	04/23/2007
Company Code	JHEN JOHNS HOPKINS ENTERPRISE U.S.A.
Lot No.	

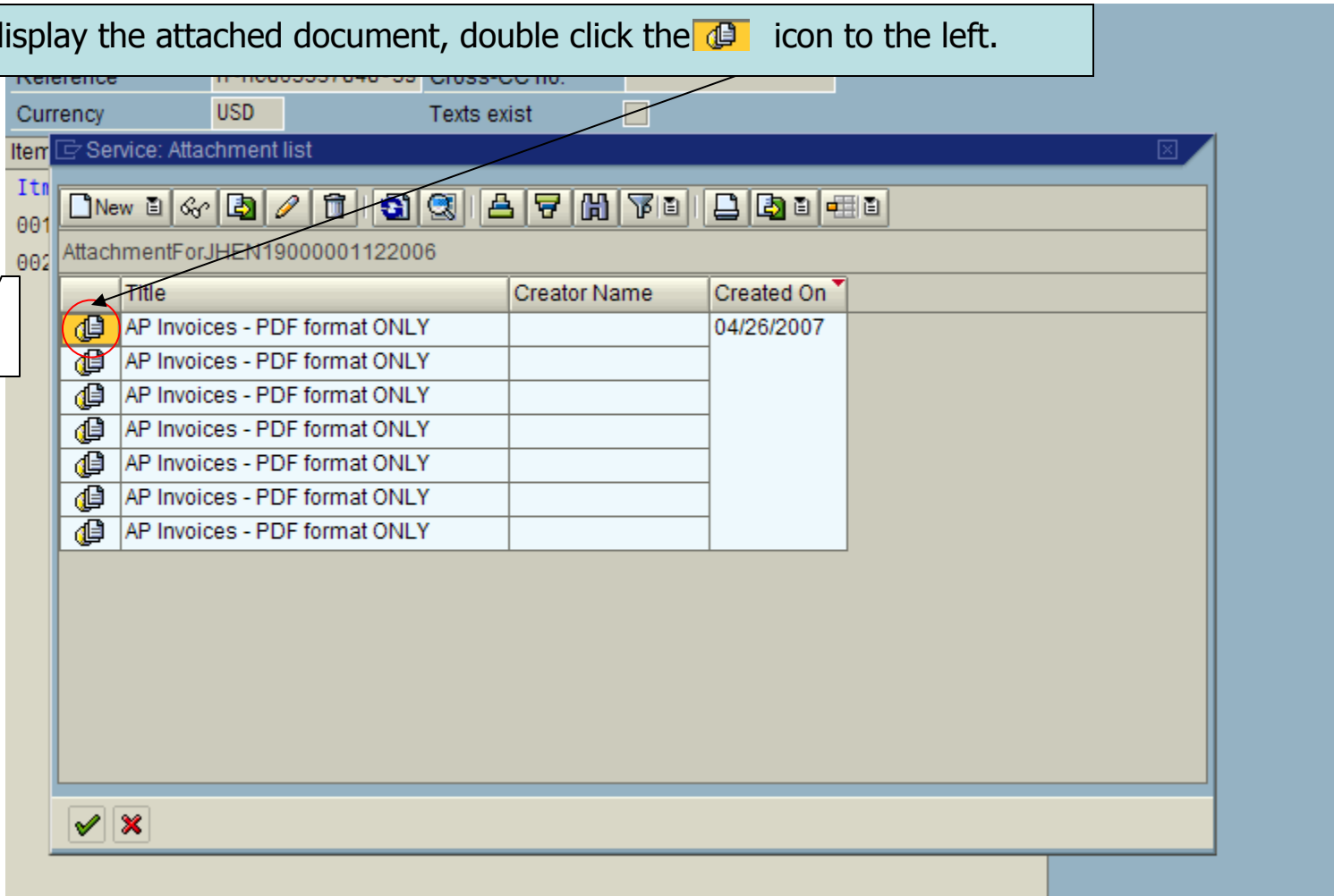
Vendor Information:

- Address: COBURNS CATERING, 2921 ODONNELL ST, CANTON MD. 21224
- Phone: 410-342-0999
- Bank account: Not available








Attaching a Scanned Document

To display the attached document, double click the  icon to the left.

1



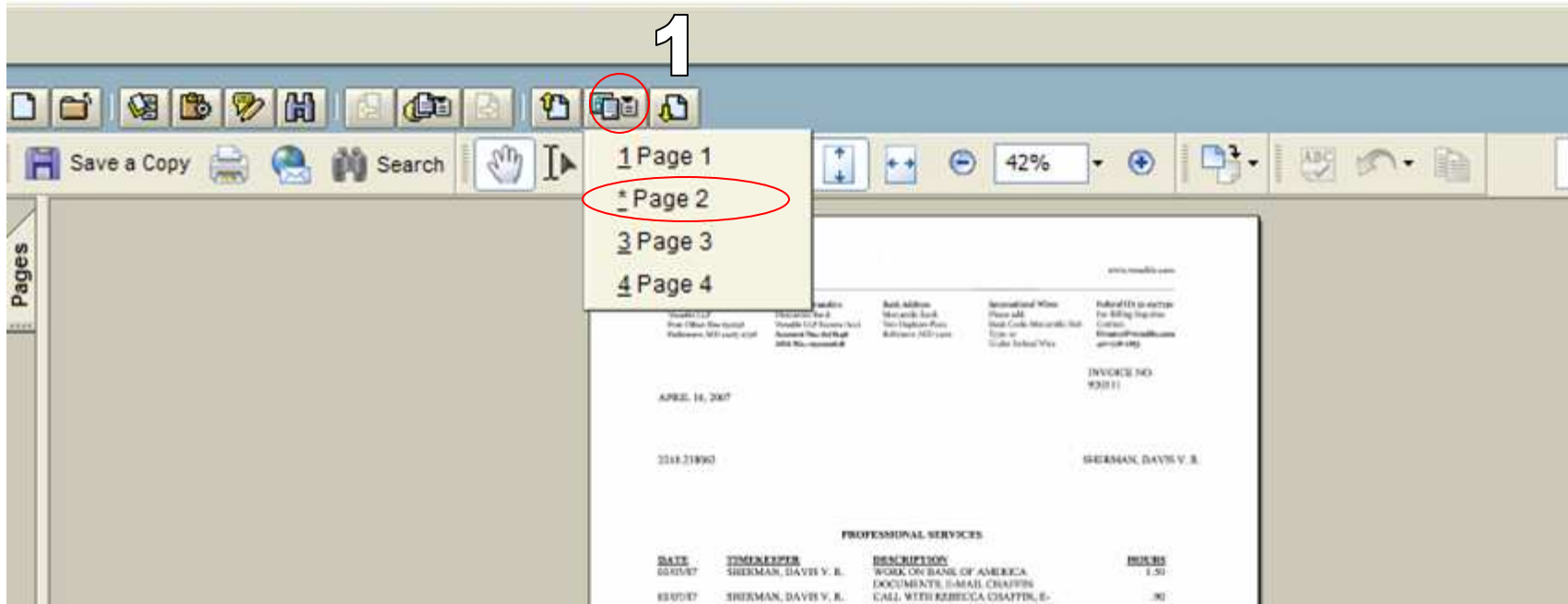
The screenshot shows a software window titled "Service: Attachment list". The window has a toolbar with various icons including "New", "Open", "Save", "Print", and "Refresh". Below the toolbar is a table with the following data:




Title	Creator Name	Created On
 AP Invoices - PDF format ONLY		04/26/2007
 AP Invoices - PDF format ONLY		
 AP Invoices - PDF format ONLY		
 AP Invoices - PDF format ONLY		
 AP Invoices - PDF format ONLY		
 AP Invoices - PDF format ONLY		
 AP Invoices - PDF format ONLY		

The first row of the table is highlighted, and a callout box points to the document icon in the first column of this row. A large number "1" is positioned to the left of the callout box.

Attaching a Scanned Document

Document Viewer AP Parked documents - PDF format only



-  To display the next page.
-  To display the previous page.
-  To display a list of all pages. The * indicates the current page displayed.

Attaching a Scanned Document

Document Viewer Edit Goto System Help

Document Viewer AP Parked documents - PDF format only

Save a Copy Search Select 42%

Pages

VENABLE LLP
www.venable.com

Payment by Check Venable LLP Four Olden Lane Hight Bethesda, MD 20814	U.S. Mail Inquiries Venable LLP Venable LLP Attention: New York ADA: New York	Bank address Moravich Bank Two Empire Plaza Bethesda, MD 20814	International Wire Phone: 301 Bank Code: Moravich Bank Type of Under Federal Wire	Federal Direct Deposit For Billing Inquiries Contact: Finance@venable.com (301) 595-4800
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APRIL 16, 2007

2348 218061 SHERMAN, DAVIS V. R.

PROFESSIONAL SERVICES

DATE	TIMEKEEPER	DESCRIPTION	HOURS
03/05/07	SHERMAN, DAVIS V. R.	WORK ON BANK OF AMERICA DOCUMENTS; E-MAIL CHAFFIN	1.50
03/07/07	SHERMAN, DAVIS V. R.	CALL WITH REBECCA CHAFFIN; E-MAILS WITH RELATED DOCUMENTS	.80
03/08/07	SHERMAN, DAVIS V. R.	CALL FROM JIM BAKER; E-MAILS WITH CHAFFIN	.20
03/09/07	SHERMAN, DAVIS V. R.	E-MAIL CHAFFIN REGARDING LINE OF CREDIT OPEN POINTS; E-MAIL BAKER REGARDING OPEN ITEM LINE OF CREDIT	.20

- Click exit  icon to return to the document.