

# ATTACHING IMAGES IN VISA INTELLINK

## BASICS

Note the image needs to be a detailed receipt showing the items purchased.

### Examples

- ❖ Food purchases the itemized list should be included as well as the charge slip which will show the full charge including the tip.
- ❖ For Airline purchases the itinerary showing detail and cost amounts should be included not the boarding tickets.
- ❖ For Hotels the detail check out. (If food is on the summary bill a receipt of the actual meal should be attached)

Accepted formats:

IMAGES	NON-Image Files
GIF	PDF
JPG	
JPEG	
TIF	
PNG	

There are 3 ways to Attach Images:

1-one at a time to a particular transaction at the transaction level



2-upload using “Manage Receipt Images” allows you to attach one receipt to multiple transactions as well as a single image to a single transaction.

[Manage Receipt Images](#)

3-email the image and then link it using the Image Library



**FEEL FREE TO USE WHICHEVER METHOD BEST SUITS YOUR NEEDS AND PREFERENCE.**

## #1- How to attach a receipt to one particular invoice at the transaction level

In either the Account Statement or Expense Report View

Expense Report Module			
Tran Date	Supplier	Amount Incl	
10/18/2013	Kfc #484 20604849	43.76	<input checked="" type="checkbox"/>
10/20/2013	Student Planner	1,100.00	<input checked="" type="checkbox"/>
10/20/2013	Target 00014712	6.12	<input checked="" type="checkbox"/> 
10/23/2013	Butterfly Pavilion & I	198.50	<input checked="" type="checkbox"/>
10/31/2013	Animoto	5.00	<input checked="" type="checkbox"/>
10/31/2013	Target 00014712	44.75	<input checked="" type="checkbox"/>
11/04/2013	Staplescontractcommercial	-4.06	<input checked="" type="checkbox"/>
11/05/2013	Ups*1zt5553f0396510873	12.58	<input checked="" type="checkbox"/>
11/09/2013	Tapestock Online.Com	69.79	<input checked="" type="checkbox"/>
11/09/2013	Total 00014712	870.00	

Click the red “X” next to the transaction

After you click this screen will appear.  
(Pop ups should be enabled)

Click the paperclip

Transaction: Details

Debit Adjustment: 01/24/2016  
Amount: \$3.32 USD  
Foreign Transaction Fee

Expense Report Details  
#3510 01/05/2016  
Jan 3-FEb2 2016

Summary Coding Approval Advanced

* GL Codes	CC Codes	Amount Incl	Tax Code
Line 1		3.32	
Line 2			
Line 3			
Line 4			
More...		Balance	0.00

Receipt 

Debit Adjustment Foreign Transaction Fee

 Close  Reset  Save

## #1- How to attach a receipt to one particular invoice at the transaction level—page 2



Click the Upload button and locate the document on your computer.

Once it is uploaded you can close the box and when you return to the screen above the paperclip will be green indicating a successful link.

Select Save and you are done.

## #2 – How to upload images through Manage Receipt Images

On the bottom of both the Expense Statement and the Account Statement you will see a link titled (Manage Receipt Images)

10/31/2013	Target 00014712	44.75	X	!
11/04/2013	Staplescontractcommercial	-4.06	X	!
11/05/2013	Ups*1zt5553f0396510873	12.58	✓	!
11/09/2013	Tapestock Online.Com	69.79	■	✓
11/09/2013	Target 00014134	278.68	■	✓

[Manage Receipt Images](#)  
[View Statement Report](#)

This link will bring you to the Upload screen. Select Upload and

[Manage Receipt Images](#)      [Linked Images](#)      **Image Library**

**Upload**      [Upload via Email](#)

tag the receipt  
on your  
computer.

Then this screen will appear, just check off all the transactions found on this image. Remember to hit Save at the bottom. You can use this to upload a single image for one or multiple transactions. Helpful when you have a receipt that is divided into several transactions or if you just want to attach all your images one after the other.

[Manage Receipt Images](#)      [Linked Images](#)      [Image Library](#)

Manage Receipt Links



Transactions				
Reference	Date	Image Count	Amount	
Debit Adjustment Foreign Tra...	01/05/2016	2	0.22	
Debit Adjustment Foreign Tra...	01/05/2016	2	0.50	
Debit Adjustment Foreign Tra...	01/05/2016	2	0.38	
Debit Adjustment Foreign Tra...	01/06/2016	2	0.07	
Debit Adjustment Foreign Tra...	01/06/2016	2	11.05	
Debit Adjustment Foreign Tra...	01/06/2016	2	0.04	
Debit Adjustment Foreign Tra...	01/07/2016	2	0.47	
Debit Adjustment Foreign Tra...	01/07/2016	2	0.18	
Debit Adjustment Foreign Tra...	01/07/2016	2	0.36	
Debit Adjustment Foreign Tra...	01/07/2016	2	1.50	
Debit Adjustment Foreign Tra...	01/08/2016	2	0.16	

**Save**      **Cancel**

## #3 – Attaching using Email and the Image Library

Under the Image Upload Option (use the Manage receipts link to get here the quickest)-select Upload via Email to find your unique email address to mail your receipts to.

The screenshot shows the Visa IntelliLink Spend Management dashboard. On the left, there's a sidebar with 'Image Library' and two buttons: 'Upload' and 'Upload via Email'. The 'Upload via Email' button is highlighted with an orange box. On the right, a modal window titled 'VISA Upload via Email' displays the instructions: 'To upload receipts to your account via email, please send your receipt to the email address below:' followed by an email address 'cplu.e.v5jly.scmq41@uat.receipt-upload.com'. A note below recommends saving this email address to a contact list or address book. The entire 'Upload via Email' section is also highlighted with an orange box.

As you incur the expense you can email the receipt and it will land in the Image library for you to link to the correct transaction. (Suggestion: you should also email it to yourself in the event a glitch occurs)

When you are ready to allocate and attach the images, use the Manage receipts Link and click on your Image Library.

The screenshot shows the 'Manage Receipt Images' page. At the top, there are tabs for 'Linked Images' (selected) and 'Image Library'. Below the tabs are two buttons: 'Upload' and 'Upload via Email'. The 'Upload via Email' button is highlighted with an orange box.

When you click the library all your images will appear. Click on the one you want and you will see “Manage Receipt Links” (you also have the ability to delete if you need to).

The screenshot shows a modal window for a file named '2017 Happy new.jpg'. At the bottom of the modal are four icons: a pencil for edit, a magnifying glass for search, a circular arrow for refresh, and a trash can for delete. Below these icons are two buttons: 'Manage Receipt Links' and 'Delete' (with a red X icon). The 'Manage Receipt Links' button is highlighted with an orange box.

After Clicking on the “Manage Receipts Link” a box will come up with all your transactions without an image. Just click the box in front and SAVE on the bottom.

Manage Receipt Images

Manage Receipt Links

HAPPY NEW YEAR  
**2017**

Transactions				
	Reference	Date	Image Count	Amount
<input type="checkbox"/>	Credit Adjustment Foreign Tran...	05/03/2017	0	1.14
<input type="checkbox"/>	Credit Adjustment Foreign Tran...	05/11/2017	0	3.51
<input type="checkbox"/>	Credit Adjustment Foreign Tran...	05/11/2017	0	3.51
<input type="checkbox"/>	Credit Adjustment Foreign Tran...	05/11/2017	0	3.61
<input checked="" type="checkbox"/>	Credit Adjustment Foreign Tran...	05/11/2017	0	3.51
<input type="checkbox"/>	Credit Adjustment Foreign Tran...	05/11/2017	0	3.61
<input type="checkbox"/>	Credit Adjustment Foreign Tran...	05/11/2017	0	3.51
<input type="checkbox"/>	Credit Adjustment Foreign Tran...	05/11/2017	0	3.61
<input type="checkbox"/>	Credit Adjustment Foreign Tran...	05/11/2017	0	4.29
<input type="checkbox"/>	Credit Adjustment Foreign Tran...	05/11/2017	0	3.61
<input type="checkbox"/>	Credit Adjustment Foreign Tran...	05/11/2017	0	0.56

**Save** **Cancel**