

Changes to the Vendor Invoice Submission Page (VISP)



March 21, 2019

Summary of the Changes

- The size limit of files being uploaded has increased from 1.5MB to 3MB.
- You can check the status and date/time-stamp of your invoice upload before submitting another invoice.

File Size Limit for Documents Uploaded to VISP

You can now upload files to VISP as large as 3MB. Previously the file size limit was 1.5MB.

UNC Vendor Invoice Submission Page

Vendor Invoice File Upload

Business Unit:	UNCCH
Vendor ID:	0000000021
PO ID:	2000376875
Invoice:	111
Invoice Date:	03/13/2019

Browse to Select Invoice file(s) and then click Upload.

Note: Maximum file size is 3 MB

Tip: To reduce size of larger PDF files, use Adobe Acrobat Pro, or a similar free tool.

Large MS Word or MS Excel files can also be saved to a reduced-size PDF. For help, consult your desktop support team.

Changes to the Vendor Invoice Submission Page (VISP)



Check the Status and Date/Time-Stamp of Your Upload

Each time you upload a document to VISP, you must click the Invoice Complete button to complete the process. This hasn't changed, but what happens after you click the button has changed. Previously, when you clicked the button, you were automatically taken back to the main VISP page so you could upload another invoice.

Now, VISP will show you the status of your upload along with a date and timestamp. If you'd like, you can write down the date and time or take a picture of the status screen for your records. When you're ready to submit another invoice, click the new **Submit Another Invoice** link to return to the main VISP page.

UNC Vendor Invoice Submission Page

Vendor Invoice File Upload

Business Unit:	UNCCH
Vendor ID:	0000000021
PO ID:	2000376875
Invoice:	111
Invoice Date:	03/13/2019
Invoice Complete:	YES
Invoice Complete Time:	03/13/2019 16:15:19 EDT

File Uploaded for Invoice: 111

File Name	File Type	Size (KB)	Upload Time
CBM Regression Testing - 2-25-2019.docx	docx	334.22	03/13/2019 16:12:52 EDT

[Submit Another Invoice](#) | Vendor Invoice File Upload | [Quit](#)