

# Columbia University Finance Training

## Uploading Documents into the Procurement Documentation Application

This guide covers instructions for uploading Documentation for your ARC transactions using the Procurement Documentation Application.

### Uploading Documentation

1. Go to <https://forms.finance.columbia.edu/edm/>. The Procurement Document Application opens.

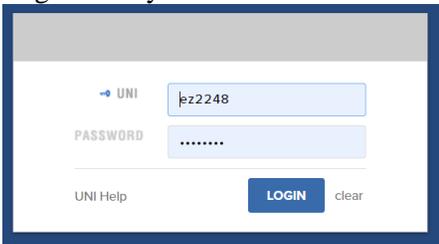


2. Select the module under which the transaction falls: **Purchasing** for requisition related documents, **Accounts Payable** for voucher-related documents, or **Journal Entries** for General Ledger documents. Vendors submitting Supplier Profiles select **Vendor Management**.

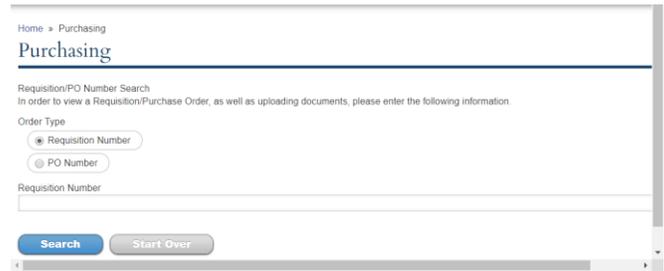
OR

From **ARC**, within your Requisition or Voucher, click **Procurement EDM** from. The relevant Upload screen for your transaction appears after you login to the Procurement Documentation Application. You can then skip to step 5.

3. Log in with your **UNI** and **Password**.

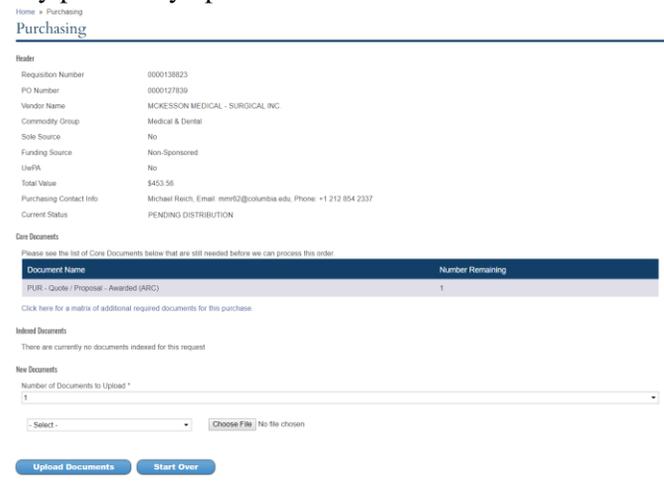


Depending on the module you selected, a Search screen or Upload screen appears. If you selected Purchasing or Accounts Payable, you will need to search for the Requisition, Purchase Order, or Voucher for which you are uploading documentation.



4. Enter the appropriate **Requisition Number**, **PO Number**, or **Voucher Number** from your ARC transaction and click **Search**.

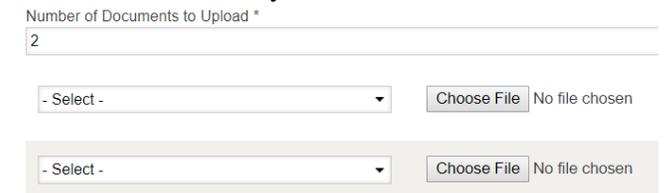
The Upload page for your transaction appears. The status of the transaction appears in the header and any previously uploaded documentation is listed.



5. Select the **Number of Documents to Upload**.



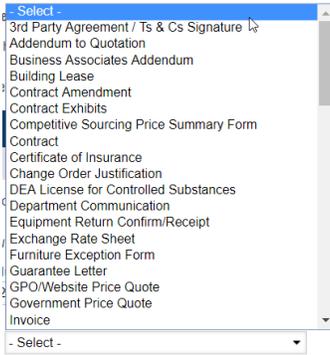
Dropdowns and buttons appear corresponding to the number you selected. Repeat steps 6 and 7 below for the number you selected.



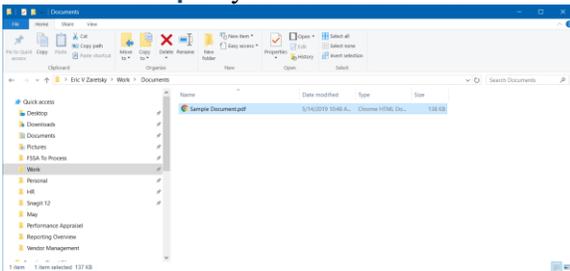
6. Select the **Document Type** you are uploading from the dropdown.

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7. Click **Choose File** and browse the search window to select and **Open** your document file.



8. Click **Upload Documents**.

### Getting Help

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>

Or, you can contact the Service Center by phone: (212) 854-2122