

# How do I submit documents using the Imaging Document Submission (IDS) TCP Invoices eForm?

## Tell Me

1. Log in to the [IDS Travel & Complex Payments \(TCP\) Invoices eForm](#) from the ITS Imaging and Workflow Travel & Complex Payments area.
2. Complete the five fields in the Document Keys section.
3. Enter details you need to pass on to the TCP staff in the Notes field.

UNC CHARLOTTE  
ITS - Imaging Document Submission (IDS) Form  
Division of Academic Affairs

Initiator ID: 800686390 Dooley, Lia Date: 10/19/2018

**Document Keys:**

\*Department: TCP Travel and Complex Payments - Invoices ✓

\*Document Type: Travel Authorization ✓

Vendor/Traveler ID: 8000017106

Vendor/Traveler Name: Hughes, Julie  
LN, FN MI

Trip Start/Submitted Date: 10/01/2018  
MM/DD/YYYY

Notes:

4. Attach related documents as follows:



All IDS eForms must have an attachment.

- a. Scan the hard copy of the signed form and save it to your computer.



You can scan and save all attachments as one file.

- b. Scan any supporting documentation and save it to your computer.

**Attachments**

- c. Click the Attachments button.
- d. Click the Add button from the Manage Attachments pop-up box.
- e. Select the file you would like to upload. Then click the Open button.
- f. If scanned separately, select the Add button again and select the related supporting documentation and click the Open button.
- g. Click OK to attach your document(s).

**Manage Attachments**

	lue TA.pdf	835 KB
	Lue support.pdf	3,710 KB

Add OK Cancel

**Submit**


- h. Click Submit.



A form **Submission Confirmation** will pop-up on the IDS eForm screen and you will receive a **submission confirmation email**.

Form Submission Confirmation X

The Form has been submitted. Click the Start New Form button to submit an additional request.

  
[Start New Form](#)


Document Type 'Travel Authorization' Received Inbox x

**do.not.reply@uncc.edu** 10:40 AM (22 minutes ago)  
to me, bcc: imagenowhelp ▾

Your 'Travel Authorization' document was received and has been sent to TCP Travel and Complex Payments for processing.

Keys:  
Field 1: 800 [REDACTED]  
Field 2: L [REDACTED]  
Field 3:  
Field 4: 09/12/2018  
IDS ID: 321Z28N\_02J36DY2B000XP6

Notes:

 Reference the [TCP Imaging Document Submission TCP Invoices Manual](#) for additional form guidance.

### Related FAQs

- [What is delegated authority for travel reimbursements?](#)
- [What payment method do I use if I can't issue a PO?](#)
- [How should I pay for meals while traveling?](#)
- [How is travel status determined?](#)
- [How do I submit documents using the Imaging Document Submission \(IDS\) TCP Invoices eForm?](#)