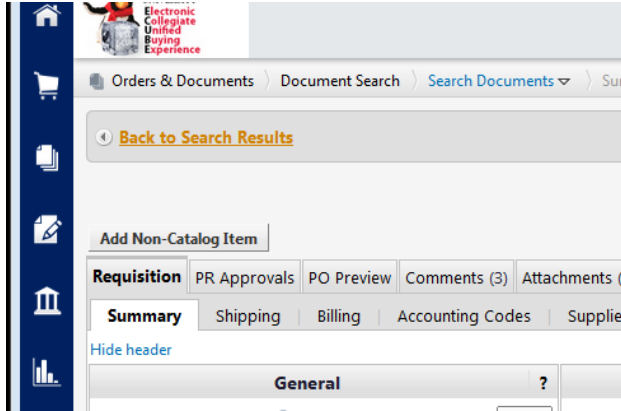# Attaching Files in eCUBE

Here are the directions for adding a document to any requisition, PO, etc.on eCUBE.

1. Go to the Order and Documents ICON ( ); 3rd from the top, below the Shopping Cart on the eCUBE Homepage.

2. Hover over the ICON, Document Search, then Hover and Click Search Documents
3. Select from Drop down Menu "All, Requisitions, Purchase Orders, Invoices, Receipts, or Form Requests)
4. Type in "Proper Information or Number " (Make sure a gray box is around that field with an X)

5. Click Go
6. Click the Correct Selection
7. Click the "Comments" Tab on that Requisition/Selection
8. Click "Add Comment" Blue Button
9. Check the Box(es) on Who you want to send it to
10. Type in the "dialog Box" "Add any details including; quote, estimate, etc"
11. Go to the Section below " Attach file to this document"
12. Attachment Type Section; must be "File"
13. Leave File Name Section area blank
14. Click Browse to find the correct file attachment (Only attach JPG or PDF Files-All others will be rejected)
15. After the file is attached, click "Add Comment" Blue button and it will automatic generate the File Name and attach it.

Revised: AVS 08/04/2015