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.

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- 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)

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- 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.