Quick Reference Card

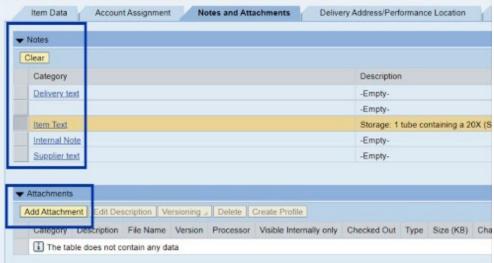
E-09

Adding Notes and Attachments to Shopping Carts

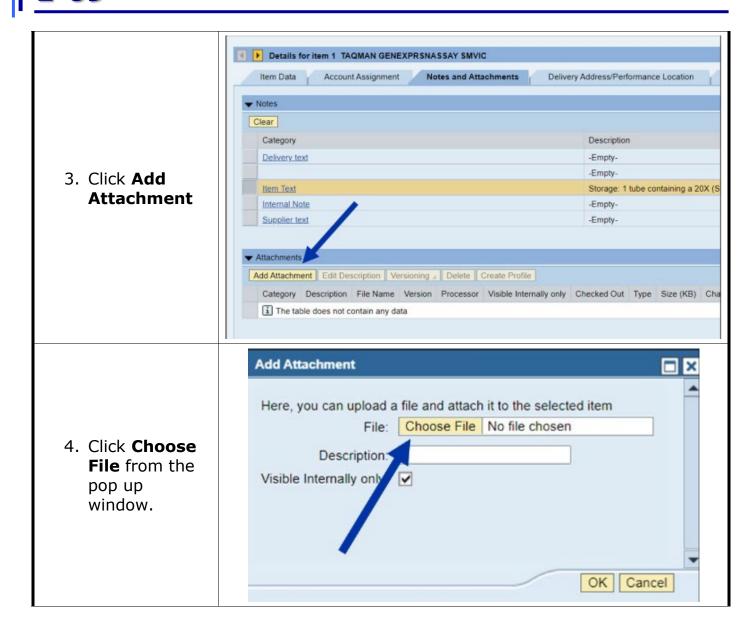
Role: Shopper or Approver Frequency: As Needed

Steps 1. Click on the Details for item 1 TAQMAN GENEXPRISNASSAY SMVIC Notes and **Attachments** → Notes tab Clear Category Delivery text -Empty Item Text Storage: 1 tube containing a 20X (S Internal Note Supplier text -Empty-→ Attachments Add Attachment | Edit Description | Versioning | | Delete | Create Profile Category Description File Name Version Processor Visible Internally only Checked Out Type Size (KB) Cha The table does not contain any data Details for item 1 TAQMAN GENEXPRSNASSAY SMVIC Item Data Account Assignment Notes and Attachments Delivery Address/Performance Location 2. The supplier ▼ Notes quote *must be* Clear attached to the Category Description Shopping Cart. Delivery text -Empty-Other Item Text Storage: 1 tube containing a 20X (S

documents and notes can be added optionally from this tab.



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Quick Reference Card

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