

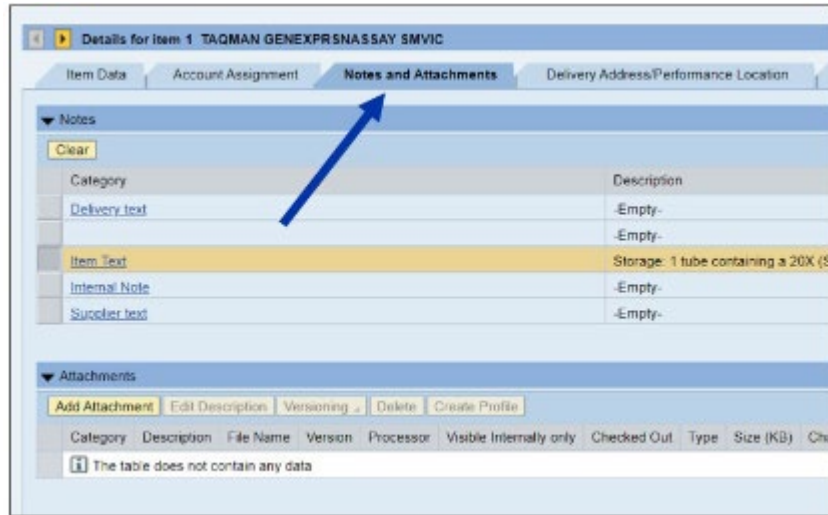
Adding Notes and Attachments to Shopping Carts

Role: Shopper or Approver

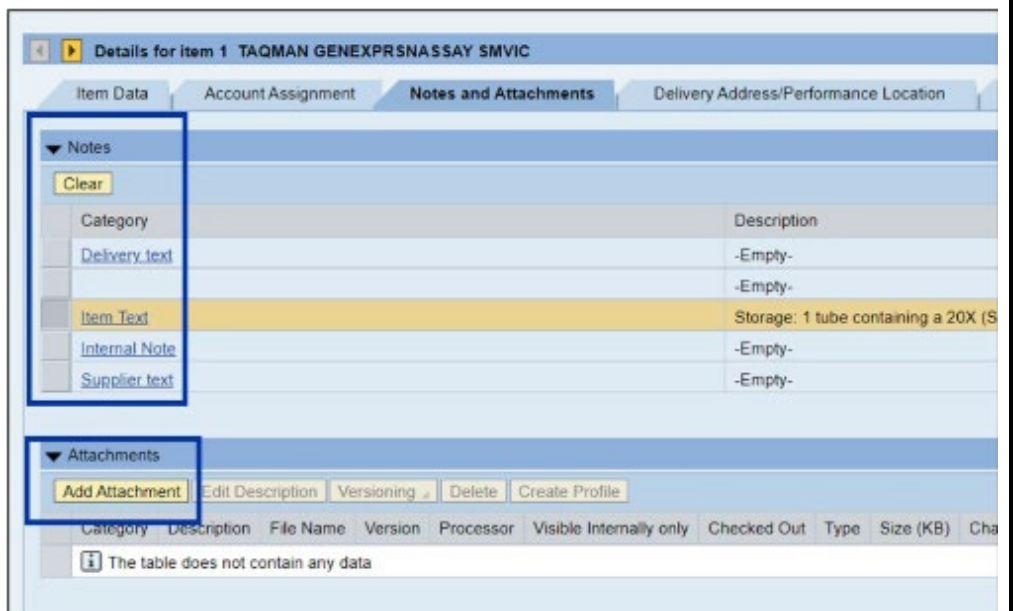
Frequency: As Needed

Steps

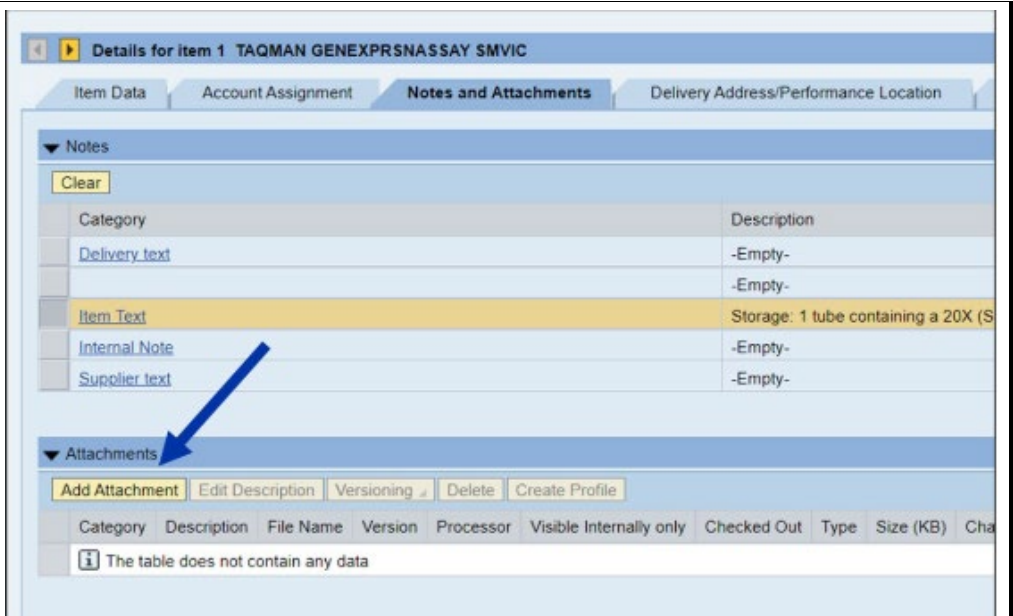
- 1. Click on the Notes and Attachments tab



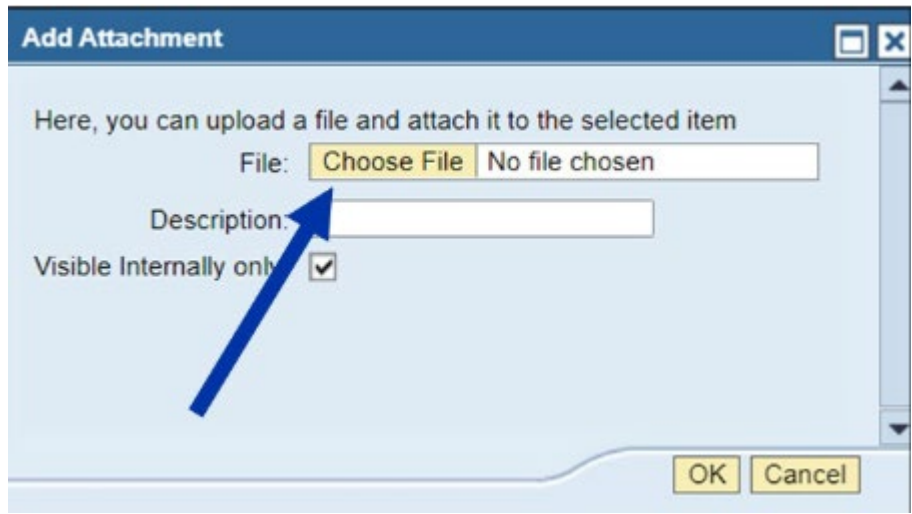
- 2. The supplier quote *must be attached* to the Shopping Cart. Other documents and notes can be added optionally from this tab.



3. Click **Add Attachment**

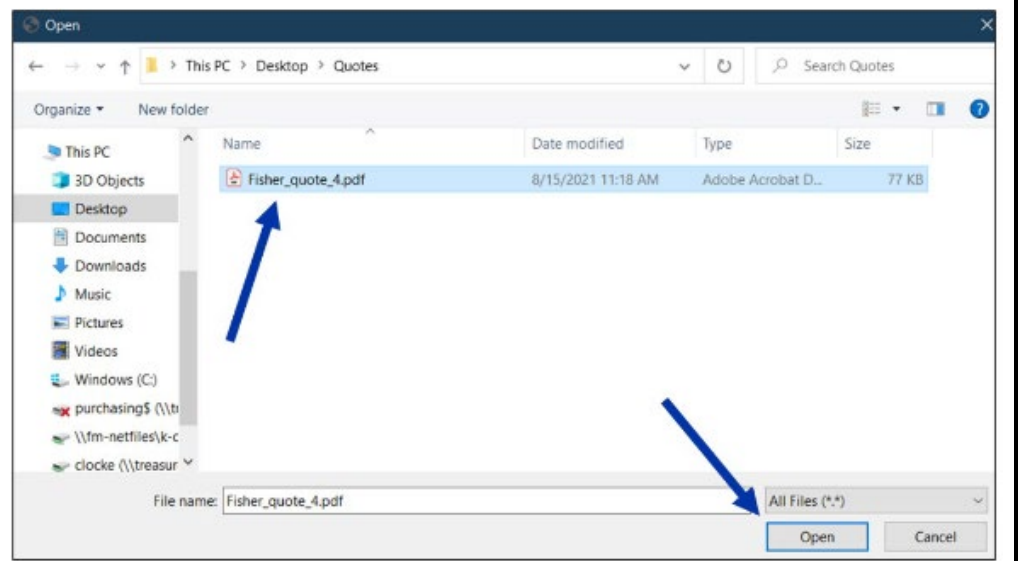


4. Click **Choose File** from the pop up window.



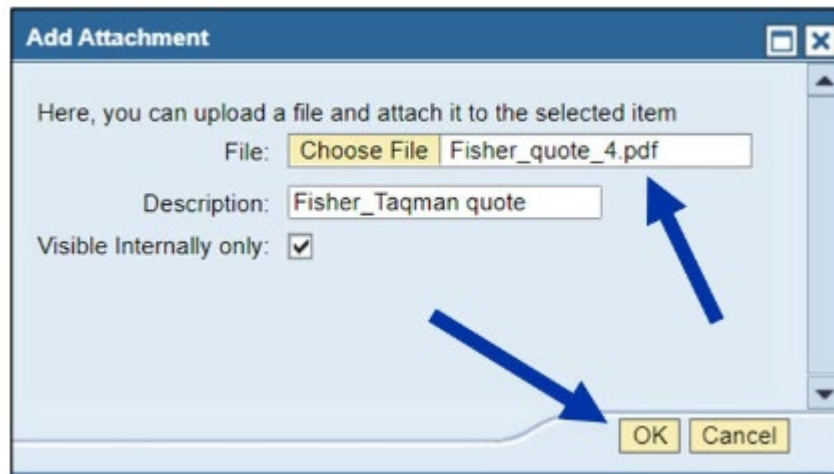
5. Navigate to, locate, and select the quote file to attach from your computer.

6. Click **Open**



7. Add a descriptive name for the quote and click **OK**.

8. **Note:** quotes only need attached to line 1.



9. Confirm that the quote successfully attached to the Shopping Cart.

