

Department	
Responsibility/Role	
File Name	Adding Attachments_SPD
Revision	
Document Generation Date	4/30/2012 3:51:00 PM
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Last Changed by	
Status	

Adding Attachments

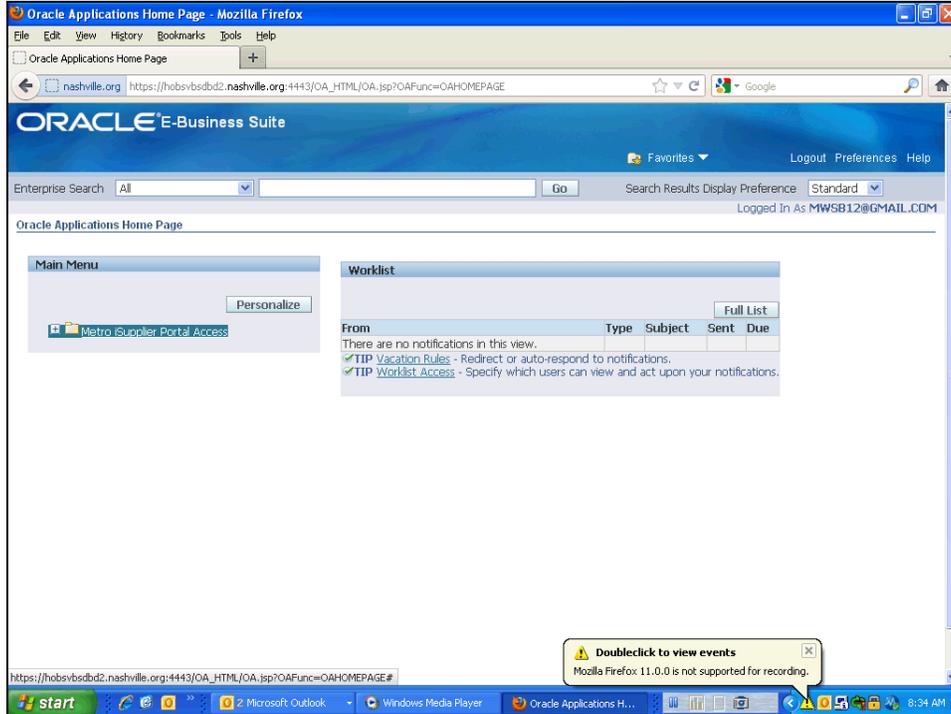
Trigger:

Required Field(s)	Comments

Output - Result(s)	Comments

Additional Information

Procedure



Step	Action
1.	You will need to click the "+" to expand the iSupplier Portal 
2.	Click the Home Page link. 
3.	Click Admin 
4.	Click Add Attachment 
5.	You will need to Title your attachment. 
6.	Enter your Title Example: Enter " Test ".
7.	You will need to add a Description of your attachment.

Step	Action
8.	Example: Enter " Test for training ".
9.	You will need to search for your saved document. Click Browse 
10.	Select the attachment
11.	Click the Open button. 
12.	Click the Apply button. 
13.	End of Procedure.