

Adding an Attachment to a Vendor

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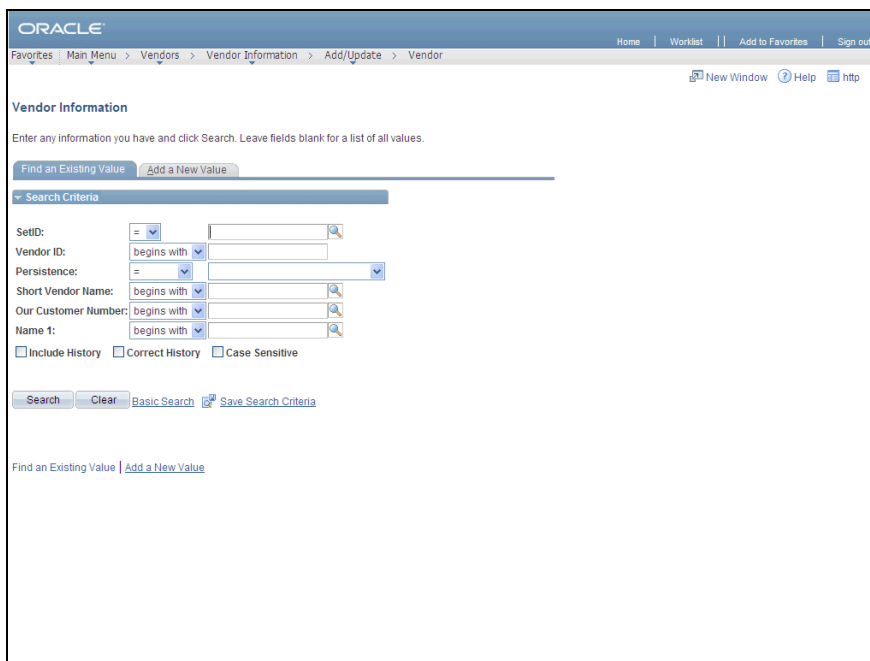


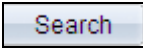
Core-CT enables users to add attachments to a vendor record using the **Attachments (0)** link on the **Identifying Information** page of the **Vendor** component. Multiple attachments can be added to a vendor record. Most common file types can be attached, e.g., Word documents, Excel files, pdfs, text files, and graphics (i.e., jpeg files).

In this example a user attaches a pdf file to a vendor record.

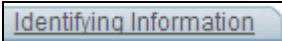
Procedure

Navigation: Vendors > Vendor Information > Add/Update > Vendor



Step	Action
1.	<p>SetID is a required field.</p> <p>Enter STATE into the SetID field.</p>
2.	Enter 000000001 into the Vendor ID field.
3.	<p>Click the Search button.</p> 

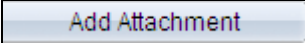


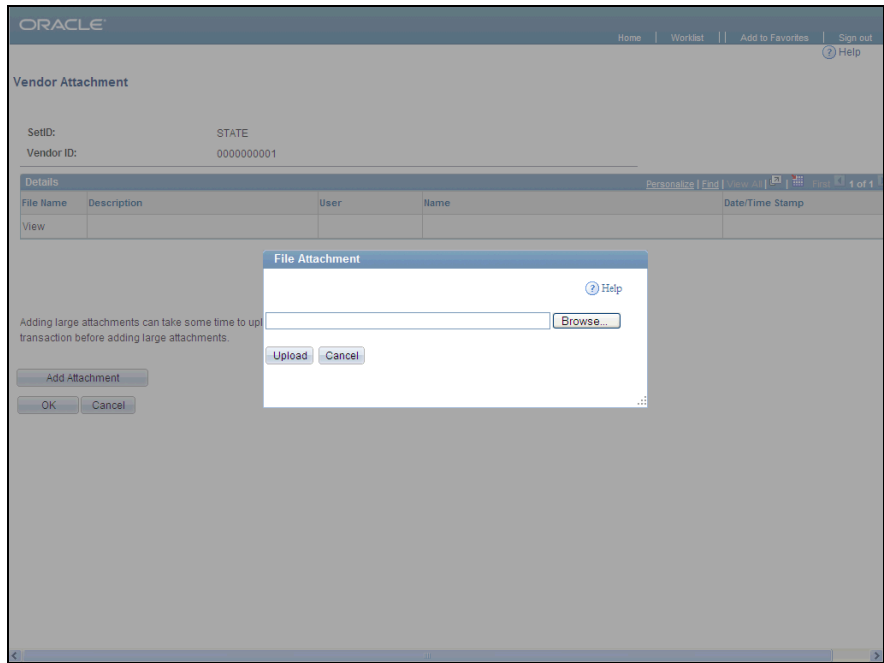
Step	Action
4.	<p>Click the Identifying Information tab.</p> 

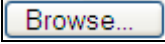
The screenshot shows the Oracle Vendor Information form. The 'Identifying Information' tab is active. Fields include SetID (STATE), Vendor ID (000000001), and Vendor Name 1 (TOWN OF ANDOVER). There are checkboxes for 'Corporate Vendor', 'InterUnit Vendor', 'Withholding', and 'Open For Ordering'. A link for 'Attachments (0)' is visible, indicating no files are currently attached.

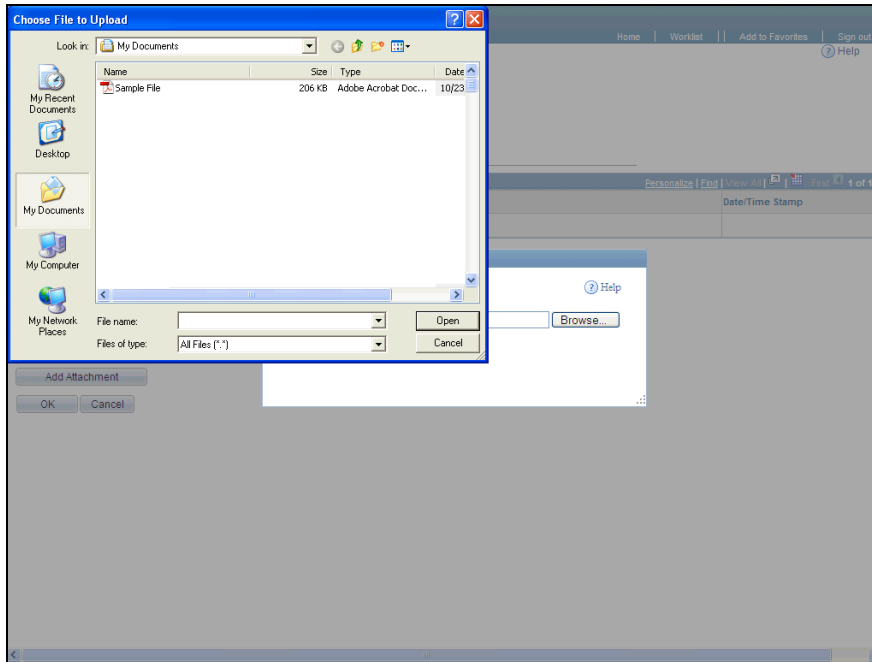
Step	Action
5.	<p>Currently there are no files attached to this vendor. The value enclosed within the parentheses (0) indicates the number of attachments associated with the vendor.</p> <p>Click the Attachments (0) link.</p> <p>Attachments (0)</p>

The screenshot shows the Oracle Vendor Attachment form. It displays the SetID (STATE) and Vendor ID (000000001). Below this is a table with columns for File Name, Description, User, Name, and Date/Time Stamp. The table is currently empty. At the bottom, there is an 'Add Attachment' button and 'OK' and 'Cancel' buttons.

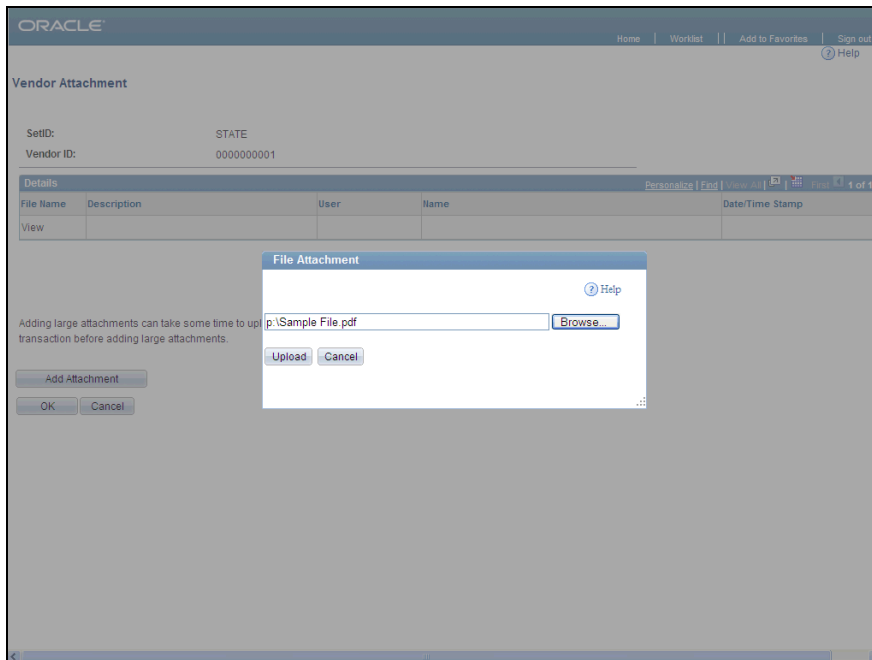
Step	Action
6.	Click the Add Attachment button. 

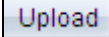


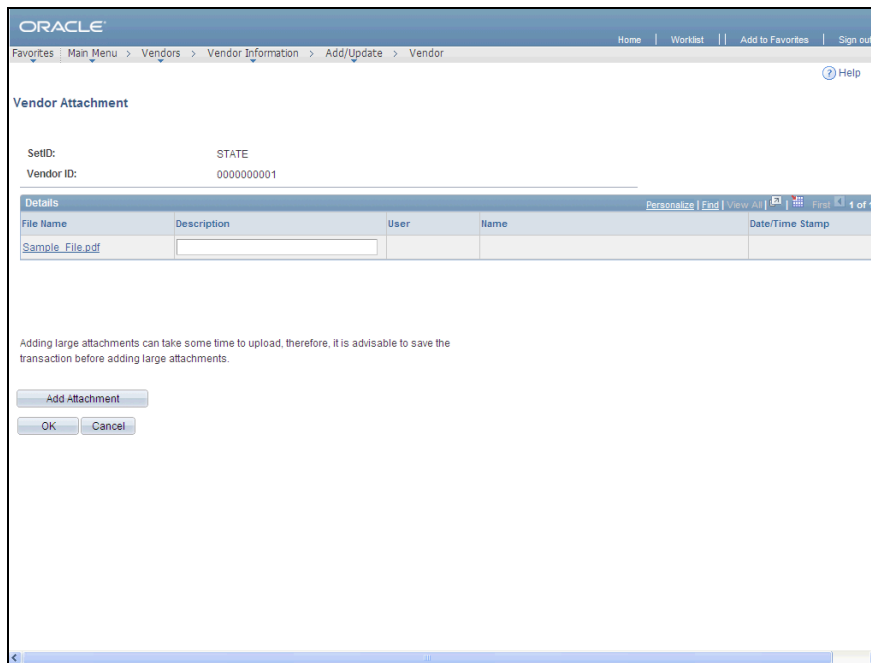
Step	Action
7.	Click the Browse... button. 

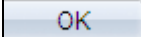


Step	Action
8.	Click the Sample File list item.
9.	Click the Open button. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Open</div>



Step	Action
10.	Click the Upload button. 



Step	Action
11.	Enter Sample File into the Description field.
12.	Click the OK button. 

ORACLE

Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Home | Worklist | Add to Favorites | Sign out

Summary | Identifying Information | Address | Contacts | Location | Custom

Help

SetID: STATE *Vendor Name 1: TOWN OF ANDOVER
 Vendor ID: 000000001 Vendor Name 2: TOWN TREASURER
 *Vendor Short Name: 066009786G 066009786G-001
 Withholding Entity Type: Non-profit
 Open For Ordering W-9 Code: 45301
 Offset Status: Never
 *Classification: Outside Party
 HCM Class:
 *Persistence: Regular
 *Vendor Status: Unapproved

Attachments (1)

Vendor Relationships
 Corporate Vendor
 Corporate SetID: STATE InterUnit Vendor ID:
 Corporate Vendor ID: 000000001 TOWN OF ANDOVER
 InterUnit Vendor

Create Bill-To Customer
 Create Bill To Customer

Additional ID Numbers
 Duplicate Invoice Settings
 Government Classifications
 Standard Industry Codes
 Additional Reporting Elements
 Comments

Summary | Identifying Information | Address | Contacts | Location | Custom

Step	Action
13.	The Attachments (1) link now indicates that one attachment is associated with the vendor.
14.	End of Procedure.