
SUPPLY ORDERING ADDING ATTACHMENTS



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THE WAY IT SHOULD BE.®

Add Attachment on Checkout

From the Checkout screen, Select the file you would like to attach, provide a short description of the file, and then click Submit to make the attachment be a part of the supply order.

Allowed file types are as follows: .pdf, .txt, .doc, .docx, .xls, .xlsx, .tiff, .png, .jpg, .eps

Shopping Cart

Please verify your order and click the **Checkout** button to continue. To remove an item from the cart, you can click the **Remove from Cart** link or change the quantity to zero and then click **Update Cart**. To change quantities, enter the desired quantities and click the **Update Cart** button.

		Qty
KASPRON(6-09) Admin Only Environmental (25 per Pkg)	View Sample Remove from Cart	<input type="text" value="1"/>

Would you like to add an attachment?

After you Submit the attachment, the uploaded file will display to the left of the Short Description field. If your file was successfully uploaded, a message below the Short Description field will display "File Uploaded Successfully!" Note: there is a limit of 5 files per supply order with no maximum file size.

 **Shopping Cart** X

Please verify your order and click the **Checkout** button to continue. To remove an item from the cart, you can click the **Remove from Cart** link or change the quantity to zero and then click **Update Cart**. To change quantities, enter the desired quantities and click the **Update Cart** button.

KASPRON(6-09) Admin Only Environmental (25 per Pkg)	Qty View Sample Remove from Cart <input type="text" value="1"/>
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Uploaded Files: [PTO](#)

Would you like to add an attachment?

File Uploaded Successfully!

Order Confirmation Screen Changes

On the Order Confirmation screen the Order ID has been added to the top and the Attachments listed. You can click on the attachment from here for it to give you the option to Open or Save the file. This will allow for easier verification of what file is attached.

✓ Order Confirmation
Order ID #7534

Your order has been completed successfully. A summary of your order is printed below and you should receive email confirmation shortly.

Order submitted on 11/29/2016 11:41 AM EST

Ordered By: Joseph Gillum
Organization: NWAN MOTORS REBRANDING

Order Contents

Brochure Holder - 2 Slot 5.5 x 8.5	Qty 1
Qty per Pkg: 1	
Claims Guide - Ancillary Products	Qty 1
Qty per Pkg: 1	

ATTENTION OF: SHIP TO: DATE NEEDED:
John Smith 123 Main Street 12/6/2016

Strongsville, OH 44133

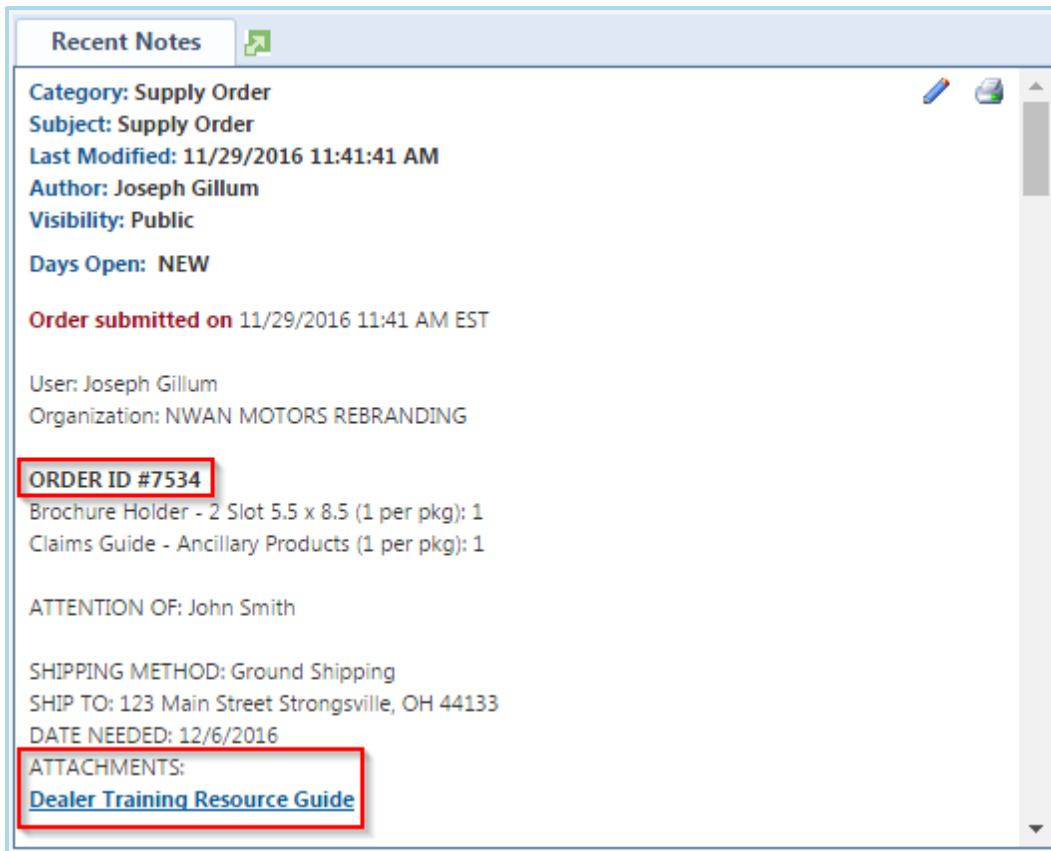
ATTACHMENTS:
[Dealer Training Resource Guide](#)

Additional Comments

Please print the attachment in booklet format. Use cardstock for the cover and regular paper for the inside.

Supply Order Note Updates

The Recent Notes section has also been updated to include the order ID #, a list of any attachments, and a link to the attachment itself. This information will be saved indefinitely in the Recent Note history.



Recent Notes

Category: Supply Order **Subject:** Supply Order **Last Modified:** 11/29/2016 11:41:41 AM **Author:** Joseph Gillum **Visibility:** Public **Days Open:** NEW

Order submitted on 11/29/2016 11:41 AM EST

User: Joseph Gillum
Organization: NWAN MOTORS REBRANDING

ORDER ID #7534
Brochure Holder - 2 Slot 5.5 x 8.5 (1 per pkg): 1
Claims Guide - Ancillary Products (1 per pkg): 1

ATTENTION OF: John Smith

SHIPPING METHOD: Ground Shipping
SHIP TO: 123 Main Street Strongsville, OH 44133
DATE NEEDED: 12/6/2016

ATTACHMENTS:

[Dealer Training Resource Guide](#)

You can click on the link within the note to open the attachment itself. You will be prompted with a pop-up window to make a selection to Open or Save the file.

The screenshot shows the 'Organization Details' page for 'NWAN MOTORS REBRANDING'. The page includes fields for Name, Street Address, City, State, Zip, Status, and Dealer Group. A 'Recent Notes' section shows an order submitted on 11/29/2016. The 'Attachments' section lists a file named '20161129113913AM.pdf'. A 'File Attachment' dialog box is open, prompting the user to choose what to do with the file: 'Open with' (selected, set to 'Adobe Acrobat Reader DC (default)'), 'Save File', or 'Do this automatically for files like this from now on.' The 'OK' button is visible at the bottom of the dialog.

Our Mission

Our mission is to be a professional, passionate organization, driven to be adaptable and responsive to our partners' needs. We provide industry leading products, services and support that will assist our clients in exceeding their goals. Our continued growth is built on a foundation of innovative solutions that our partners can rely on, by experts they can trust.



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