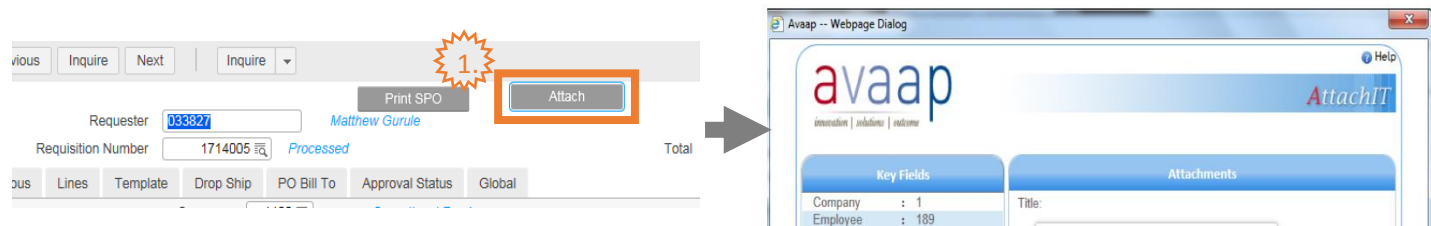
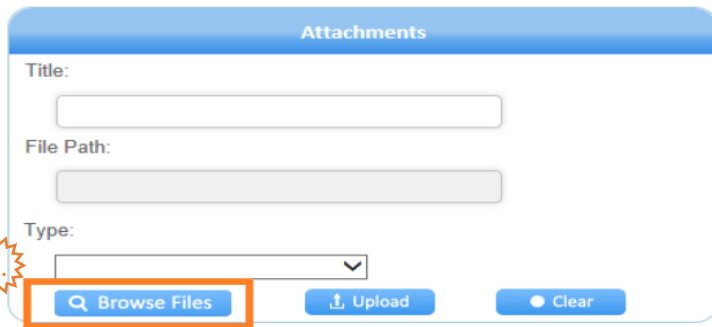


AttachIT: Uploading a File

1. In Lawson, there will be a button that says “Attach” – near the top right corner. To open the Attach It program, click this button. A new screen will load that looks similar to this:



2. Click on “Browse Files” button. →
*Please upload your documents in PDF format.



3. A new window will open. Here you can access any file on your computer. Select the file you are required to upload. Once you have selected the file, the file name will appear in the “file name” box. (As seen in the screen shot on the left.) Click “Open”.



4. Next, this screen will load & ask you to give your file a title. →

NAME YOUR FILE:

For a quote or proposal:

Requisition # + Q → Example: 1234567Q

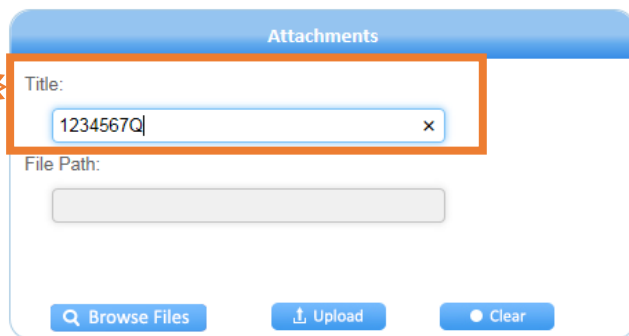
For a contract or PSA:

Requisition # + C → Example: 1234567C

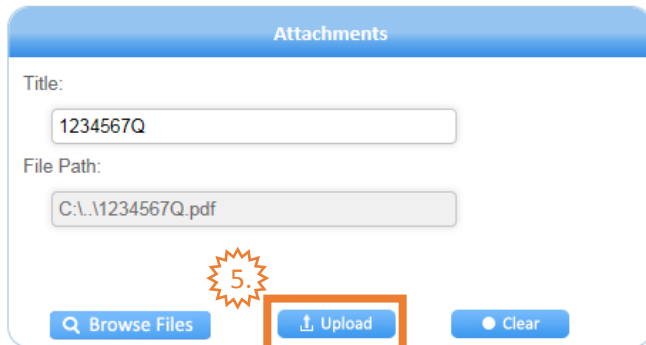
*Quote or Proposal means is any supporting documentation from the vendor that contains pricing, item descriptions, item numbers, shipping cost, etc. This supporting documentation can be a price quote proposal, on-line vendor shopping cart list, price estimate, etc.

*DO NOT USE SPECIAL CHARACTERS OR SPACES WHEN NAMING YOUR FILES

*If you have multiple quotes, scan them into 1 document & upload only 1 document. NOTE: If you upload a 2nd documents with the same name, the new document will override (delete) the 1st document.



5. Click “Upload”. →



6. If your upload has been successful, you will see your file listed & a message will appear at the bottom of the screen that says “File Uploaded Successfully” as seen here → → → →

Title	File Type	Attached Date	Form
1234567Q	pdf	04/26/2017	RQ

6.

Status: File Uploaded Successfully