

# Adding Attachments

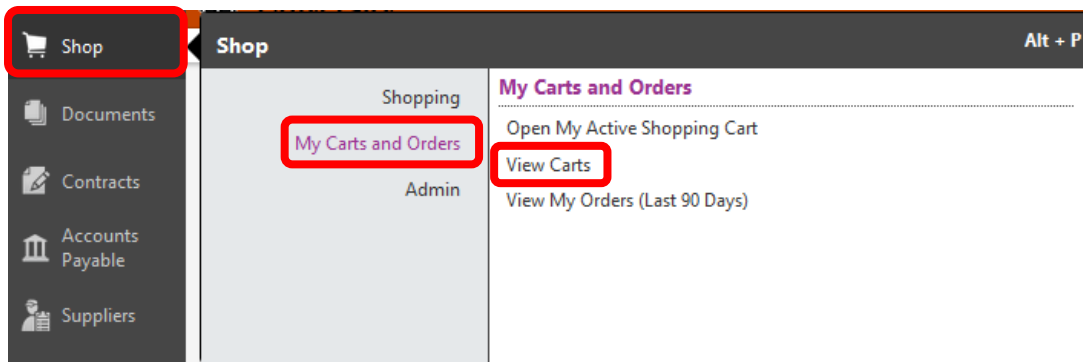
## Adding Internal/External Notes and Attachments

Users can include internal and external notes and attachments to their cart that can be viewed by purchase requisition approvers.

- ❖ **Internal Notes and Attachments:** Are for internal use only and are not seen by the supplier. **Notes** can be used to communicate information to other approvers or to record additional details, and **Attachments** can be used for back-up documentation.
- ❖ **External Notes and Attachments:** Are for External use, your **Note** will appear on the purchase order under the line item added, and your **Attachments** will be sent to the supplier with the purchase order as an attachment.

## Creating Internal Notes and Attachments

1. Login to BennyBuy using your ONID ID and password.
2. From the BennyBuy home page, navigate to your draft shopping carts by going to **Shop** and clicking on **My Carts and Orders**. Select **View Carts**.



3. Select the cart you wish to add internal notes and attachments to by clicking on the Shopping Cart Name.

Active Cart	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	Delete
	1898266	Cart 3	6/19/2017		0.00 USD	Delete
	1892047	Cart Example 1	6/14/2017		28.29 USD	Delete
	1901819	Form Cart	6/21/2017		10,000.00 USD	Delete

# Adding Attachments

- Once you can view your shopping cart and are ready to check out, click on **Proceed to Checkout** in the upper right hand corner of the page.

Shopping Cart for Joe Smith

Name this cart: Shopping Cart 7.1.17

3 Item(s) for a total of **28.29** USD  
subtotal: 28.29 USD  
estimated tax, shipping & handling: 0.00 USD

**Proceed to Checkout** or **Assign Cart**

Have you made changes? **Update**

Butler Animal Health Holding Co LLC

Product Description	Unit Price	Quantity	Total
Item added on Jun 27, 2017 <b>Accucare PF Latex Glove</b> Part Number 036090-8310050 Manufacturer Info 8310050 - (Medline Industries Inc)	16.31 USD SM, 100/BX change price...	1 <b>Update</b>	<b>16.31</b> USD

- Select **Internal Notes and Attachments** located on the menu to the left.

Requisition ▾

- General ✓
- Shipping ✓
- Billing ✓
- Accounting Codes ▾
- Internal Notes and Attach... ✓**

- To add an attachment, click **Add Attachments**.

Requisition: 1892047  
Cart Example 1

Status: Draft  
Document Total: 28.29 USD  
What's next for my order?

Requisition ▾

- General ✓
- Shipping ✓
- Billing ✓
- Accounting Codes ▾
- Internal Notes and Attach... ✓**
- Notes and Attachments to... ✓

**Internal Notes and Attachments (will not be sent to supplier)**

Document Actions ▾ History 🖨 ?

Internal Note *no note* edit

Internal Attachments

**Add Attachments** Size Attached on

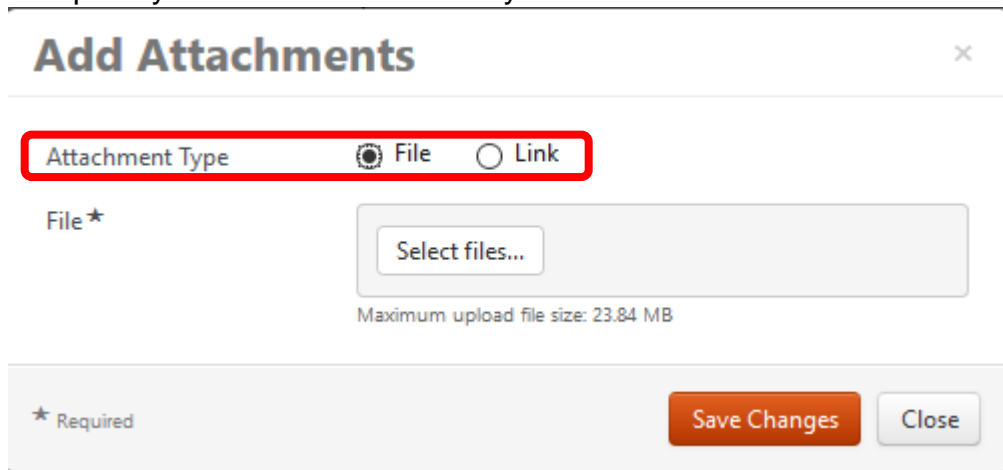
▼ Lines Selected Line Item Actions ▾

**Butler Animal Health Holding Co LLC**  
more info...

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Accucare PF Latex Glove more info...	036090-8310050	SM 100/BX	16.31	1 BX	16.31 USD

# Adding Attachments

- The **Add Attachments** pop-up window will appear. You can choose to add an attachment by selecting a file or entering a link. Click on the radio button next to the option you would like to use for your attachment.



**Add Attachments** [X]

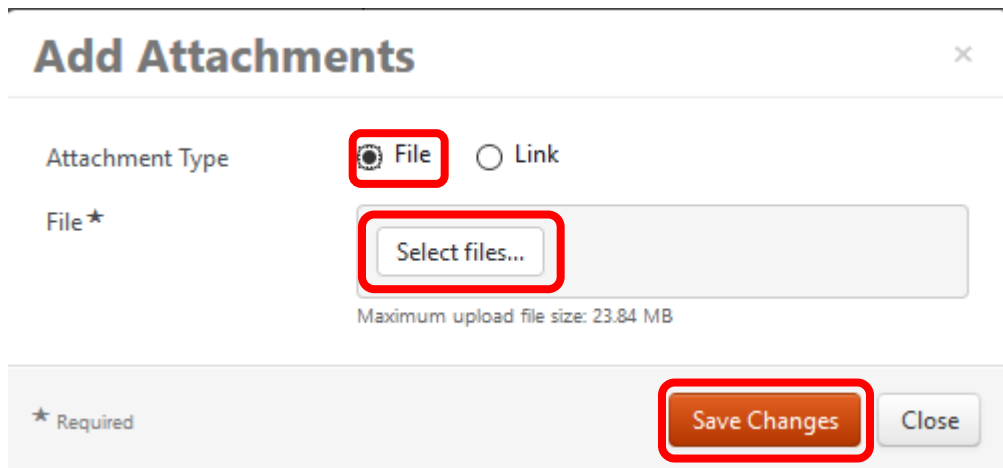
Attachment Type  File  Link

File <sup>\*</sup>

Maximum upload file size: 23.84 MB

<sup>\*</sup> Required

- To attach a file, make sure the radio button next to **Attachment Type** is selected. Click **Select Files** and locate the file on your local computer. Highlight the document name and click **Open**. When you return to the **Add Attachments** screen, your attachment should be highlighted in green. Click **Save Changes** to close.



**Add Attachments** [X]

Attachment Type  File  Link

File <sup>\*</sup>

Maximum upload file size: 23.84 MB

<sup>\*</sup> Required

# Adding Attachments

- ❖ If you wish to attach a link, select the radio button next to **Link**. Enter a **Page Name** in the corresponding text box and enter the URL into the URL text box. Click **Save Changes** to close.

**Add Attachments**

Attachment Type  File  Link

Page Name

URL

\* Required

Save Changes Close

9. Once you return back to the checkout homepage, your attachment should appear as a link underneath **Add Attachments**. Repeat these steps if you wish to add multiple files.

**Internal Notes and Attachments (will not be sent to supplier)** Document Actions History ?

Internal Note *no note* edit

Internal Attachments

Add Attachments

↓ UNTITLED.pptx 196.0 KB 6/21/2017 Remove

10. To add an **Internal Note**, scroll down to **Line Items** and click **Edit** next to the designated product description.

**Butler Animal Health Holding Co LLC**  
more info...

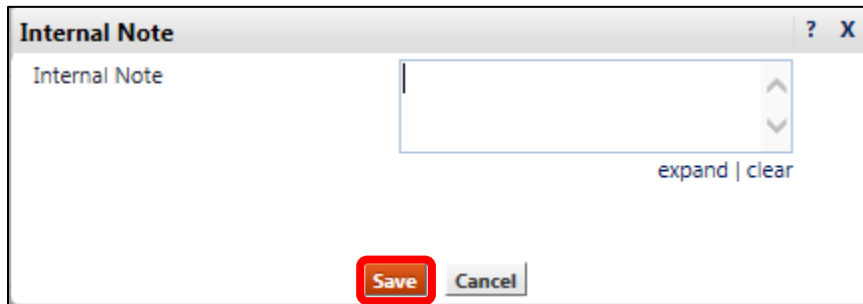
Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 Accucare PF Latex Glove <small>more info...</small>	036090-8310050	SM 100/BX	16.31	1 BX	16.31 USD	<input type="checkbox"/>

Internal Note *no note* **edit**

Supplier subtotal	16.31
Tax	0.00
Shipping	0.00
Handling	0.00
<b>Supplier total</b>	<b>16.31USD</b>

# Adding Attachments

11. The **Internal Note** dialogue box will appear. Insert your notes in the text box field and click **Save** to close.



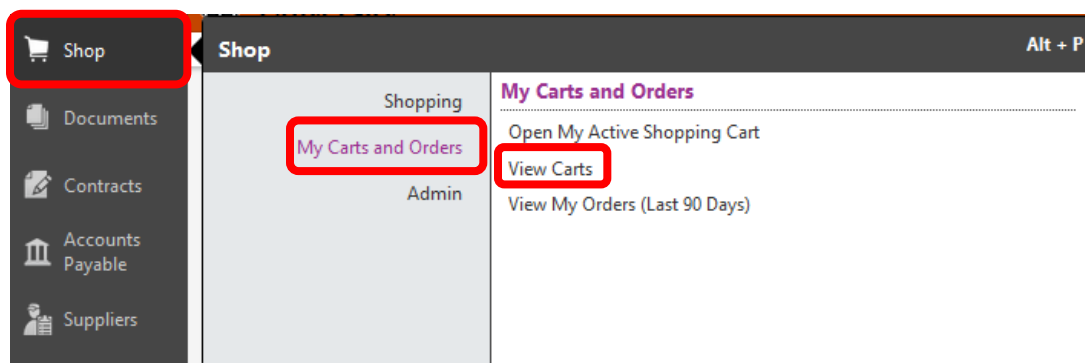
12. When you return back to the checkout homepage, your **Internal Note** should appear under the line item description. Click **Copy to Other Lines** if you wish to add the same note to each line item in your cart.

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 Accucare PF Latex Glove <small>more info...</small>	036090-8310050	SM 100/BX	16.31	1 BX	16.31 USD	<input type="checkbox"/>
Internal Note	Supplier quotation attached. copy to other lines	<input type="button" value="edit"/>				

## Adding External Notes and Attachments to a Cart

Similar to internal notes and attachments, users can also include external notes and attachments to their cart. External notes and attachments are used to attach files to purchase requisitions that the supplier can view once the purchase requisition is approved and sent to the supplier as a purchase order.

1. Login to BennyBuy using your ONID ID and password.
2. From the BennyBuy home page, navigate to your draft shopping carts by going to **Shop** and clicking on **My Carts and Orders**. Select **View Carts**.



# Adding Attachments

3. Select the cart you wish to add internal notes and attachments to by clicking on the **Shopping Cart Name**.

Active Cart	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	Delete
	1898266	Cart 3	6/19/2017		0.00 USD	Delete
	1892047	Cart Example 1	6/14/2017		28.29 USD	Delete
	1901819	Form Cart	6/21/2017		10,000.00 USD	Delete

4. Once you can view your shopping cart and are ready to check out, click on **Proceed to Checkout** in the upper right hand corner of the page.

Shopping Cart for Joe Smith

Name this cart: Shopping Cart 7.1.17

3 item(s) for a total of **28.29 USD**  
subtotal: 28.29 USD  
estimated tax, shipping & handling: 0.00 USD

**Proceed to Checkout** or **Assign Cart**

Have you made changes? **Update**

Butler Animal Health Holding Co LLC

Product Description	Unit Price	Quantity	Total
Item added on Jun 27, 2017 <b>Accucare PF Latex Glove</b> Part Number 036090-8310050 Manufacturer Info 8310050 - (Medline Industries Inc)	16.31 USD SM, 100/BX change price...	1 <b>Update</b>	<b>16.31 USD</b>

5. Select **Notes and Attachments to be Sent to Supplier** located on the menu to the left. To add an attachment, click **Add Attachments**.

**Requisition: 1892047**  
Cart Example 1

Status: **Draft**  
Document Total: **28.29 USD**  
What's next for my order?

Requisition ▾

- General ✓
- Shipping ✓
- Billing ✓
- Accounting Codes ✓
- Internal Notes and Attachm... ✓
- Notes and Attachments t... ✓**
- Supplier Information ✓

**Notes and Attachments to be sent to Supplier**

Note to all Suppliers  
Attachments for all suppliers  
**Add Attachments**

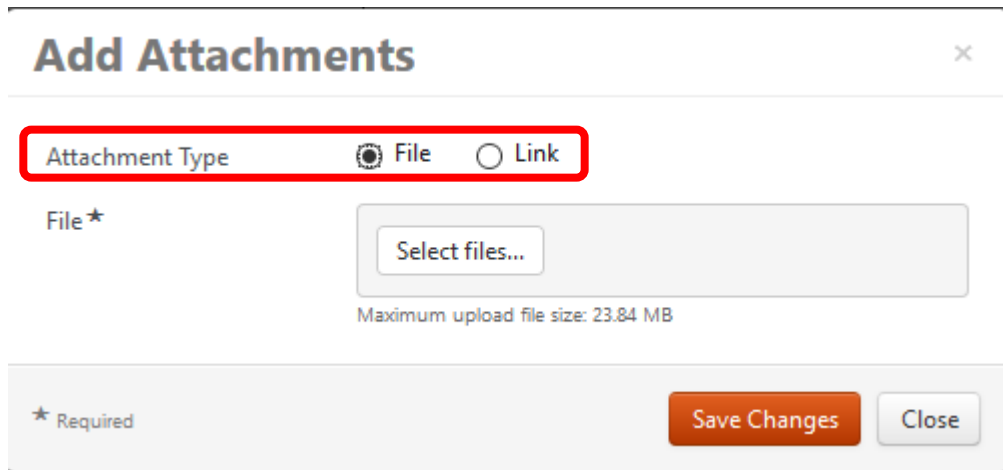
▼ **Lines**

**Butler Animal Health Holding Co LLC**  
more info...

Product Description
<b>1 Accucare PF Latex Glove</b> more info...

# Adding Attachments

6. The **Add Attachments** pop-up window will appear. You can choose to add an attachment by selecting a file or entering a link. Click on the radio button next to the option you would like to use for your attachment.



**Add Attachments** [X]

Attachment Type  File  Link

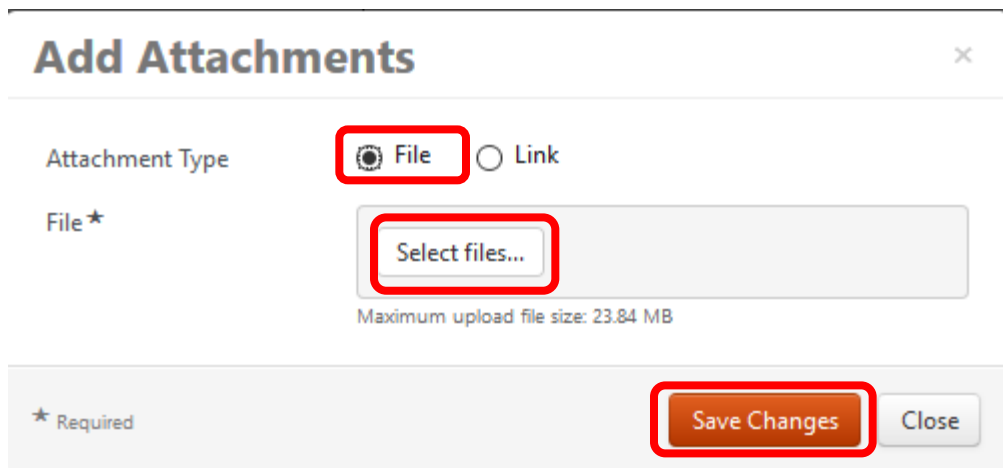
File <sup>\*</sup>

Select files...

Maximum upload file size: 23.84 MB

<sup>\*</sup> Required Save Changes Close

7. To attach a file, make sure the radio button next to **Attachment Type** is selected. Click **Select Files** and locate the file on your local computer. Highlight the document name and click **Open**. When you return to the **Add Attachments** screen, your attachment should be highlighted in green. Click **Save Changes** to close.



**Add Attachments** [X]

Attachment Type  File  Link

File <sup>\*</sup>

Select files...

Maximum upload file size: 23.84 MB

<sup>\*</sup> Required Save Changes Close

# Adding Attachments

- ❖ If you wish to attach a link, select the radio button next to **Link**. Enter a **Page Name** in the corresponding text box and enter the URL into the URL text box. Click **Save Changes** to close.

**Add Attachments**

Attachment Type  File  Link

Page Name

URL \*

\* Required

Save Changes Close

- Once you return back to the checkout homepage, your attachment should appear as a link underneath **Add Attachments**. Repeat these steps if you wish to add multiple files.

**Notes and Attachments to be sent to Supplier**

Document Actions History ?

Note to all Suppliers *no note* edit

Attachments for all suppliers

Add Attachments

	Size	Attached on	
<a href="#">UNTITLED.pptx</a>	196.0 KB	6/21/2017	Remove

- To add an **External Note** to the supplier, scroll down to **Line Items** and click **Edit** underneath the extended price.

**Butler Animal Health Holding Co LLC**

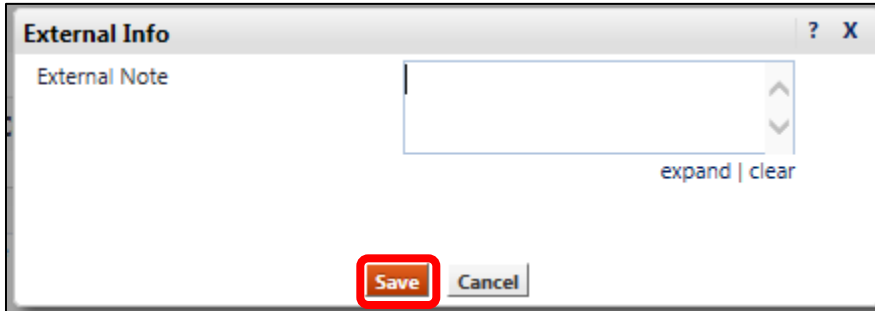
more info...

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1	Accucare PF Latex Glove <a href="#">more info...</a>	036090-8310050	SM 100/BX	16.31	1 BX	16.31 USD	<input type="checkbox"/>
		External Note	<i>no note</i>				<input type="checkbox"/> <a href="#">edit</a>



# Adding Attachments

10. The **External Note** dialogue box will appear. Insert your notes in the text box field and click **Save** to close.



11. When you return back to the checkout homepage, your **External Note** should appear under the line item extended price. Click **Copy to Other Lines** if you wish to add the same note to each line item in your cart.

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1	Accucare PF Latex Glove <small>more info...</small>	036090-8310050	SM 100/BX	16.31	1 BX	16.31 USD	<input type="checkbox"/>
		External Note	Supplier quotation is attached. copy to other lines				<input type="button" value="edit"/>