

Attaching Customer PO Documents

Customer PO documents can be attached directly to the PO record.

To attach a document:

1. Select the **options menu (:)** on the PO line
2. Choose **Upload new Document / Select existing Document**
3. Upload the Customer PO file and select **Proceed**

The document will appear in the **Documents** tab and will be hyperlinked on the PO line item.

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