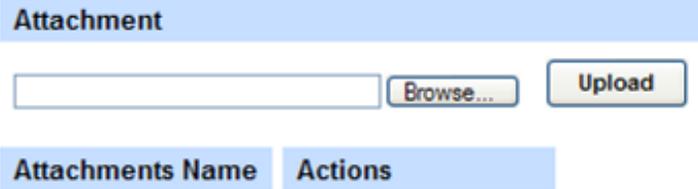
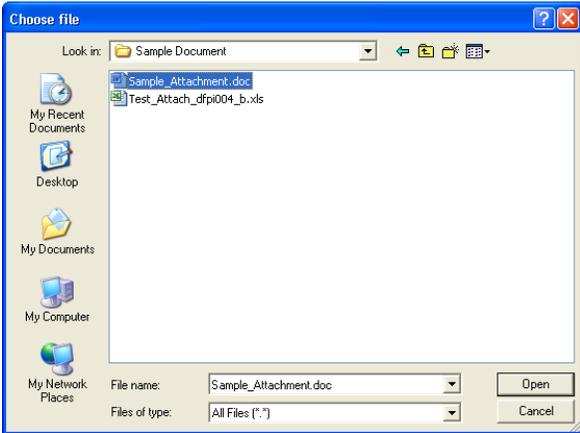
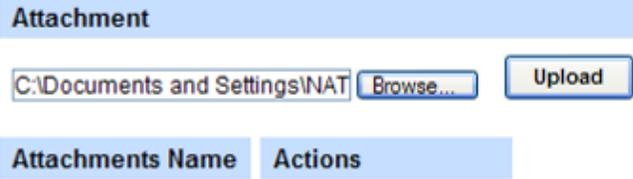


# Adding an Attachment

**Overview** There are two different method which a Vendor can add an attachment to a document. The most common way will be during the creation of the document when they will be able to add attachments by selecting the attachment tab. The other is when a document is being recalled to make corrections also through the attachments tab.

**Procedure** Follow the steps below to add an attachment.  
 (Note: This demo starts from the data capture screen of creating a document.)

Step	Action
1	Select the <b>Attachment</b> tab.  <p>Vendor - Invoice                      Contract &gt;&gt; Pay DoDAAC &gt;&gt; Document &gt;&gt; Routing &gt;&gt; Data Capture                      Header   Addresses   Discounts   Comments   Line Item   Misc. Amounts   <b>Attachments</b>   Preview Document</p>
2	Select the <b>Browse...</b> button  <p><b>Attachment</b></p> <p><input type="text"/> <b>Browse...</b> <b>Upload</b></p> <p><b>Attachments Name</b> <b>Actions</b></p>
3	Choose the file to attach and click the <b>Open</b> button  <p>Choose file                      Look in: Sample Document                      Sample_Attachment.doc                      Test_Attach_dfp004_b.xls                      File name: Sample_Attachment.doc                      Files of type: All Files (*.*)                      Open Cancel</p>
4	Click the <b>Upload</b> button.  <p><b>Attachment</b></p> <p>C:\Documents and Settings\NAT <b>Browse...</b> <b>Upload</b></p> <p><b>Attachments Name</b> <b>Actions</b></p>

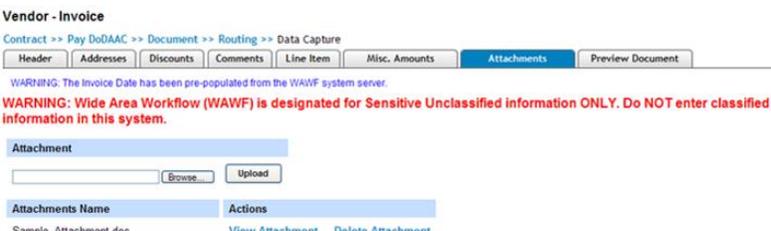
# Adding an Attachment

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*Continued on next page*

# Adding an Attachment

**Procedure** The steps below are continued from the previous page.  
(continued)

Step	Action				
5	<p>Add additional attachments or continue to work the document.</p>  <p><b>Vendor - Invoice</b></p> <p>Contract &gt;&gt; Pay DoDAAC &gt;&gt; Document &gt;&gt; Routing &gt;&gt; Data Capture</p> <p>Header   Addresses   Discounts   Comments   Line Item   Misc. Amounts   <b>Attachments</b>   Preview Document</p> <p><small>WARNING: The Invoice Date has been pre-populated from the WAWF system server.</small></p> <p><b>WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.</b></p> <p><b>Attachment</b></p> <p><input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/></p> <table border="1"> <thead> <tr> <th>Attachments Name</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Sample_Attachment.doc</td> <td><a href="#">View Attachment</a> <a href="#">Delete Attachment</a></td> </tr> </tbody> </table>	Attachments Name	Actions	Sample_Attachment.doc	<a href="#">View Attachment</a> <a href="#">Delete Attachment</a>
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Sample_Attachment.doc	<a href="#">View Attachment</a> <a href="#">Delete Attachment</a>				