


## Tips Of The Week

### Adding Attachments When Creating a New Vendor

When creating a new vendor do not click the save button  on the document before attaching any files.

Suggested practice when creating a new vendor:

1. Create the document
2. Attach the files

Notes and Attachments					
	Posted Timestamp	Author	* Note Text	Attached File	Actions
add:			Attaching W-9 for New Vendor	<input type="text" value="C:\Users\W-9 for New Vendor.docx"/> <input type="button" value="Browse..."/> <input type="button" value="CANCEL"/>	<input type="button" value="add"/>

3. (Optional) Save the document
4. Submit the document

**Note:** If you save the vendor eDoc before you attach the W-9 or WH-1, you will need to close and reopen the vendor eDoc, add the attachments, and submit.