

You may have a note or attachment to send to the supplier with the PO.

- These instructions are for orders to non-catalog supplier only. Punch-out suppliers are unlikely to see notes printed on the PO.
- External notes and attachments are to be added while the order is in requisition workflow, before a PO is issued.

1. On the *Proceed to Checkout* page, open the *External Notes and Attachments* tab.

**Requisitions: 125179452**  
2019-10-28 u0182453 01

Status: **Draft**  
Document Total: **1,000.00 USD**  
[What's next for my order?](#)

Requisitions <

- General ✓
- Shipping ✓
- Billing ✓
- Accounting Distribution ✓
- Internal Notes and Attachm... ✓
- External Notes and Attach...** ✓
- Additional Approvals ✓
- Supplier Information ✓
- Final Review ✓

2. To write a message that will be printed on the PO, click the *edit* button.

**External Notes and Attachments** Document Actions ▾ History Print ?

**Note to all Suppliers** no note

Attachments for all suppliers

**edit**

**Size** **Date**

Type and save your message.

**External Info**

Note to all Suppliers

Type your message here

978 characters remaining [expand](#) | [clear](#)

3. To add an attachment that will go with the PO to the supplier, click on *Add Attachments* and select a document you have saved on your computer.

- Please note that *External Attachments* can be viewed by both the supplier and all UShop users.

## External Notes and Attachments

Note to all Suppliers

Attachments for all suppliers

Add Attachments

4. External notes and attachments will display when changes are saved. You may also edit notes or delete attachments at this point.

The screenshot shows the 'External Notes and Attachments' interface. At the top, there is a header with 'External Notes and Attachments' and navigation links for 'Document Actions', 'History', and a help icon. Below the header, there is a section for 'Note to all Suppliers' and 'Attachments for all suppliers'. A text input field with the placeholder 'Type your message here...' is highlighted with a red box. To the right of the input field, there is an 'edit' link with a red arrow pointing to it. Below the input field, there is a table of attachments. The table has columns for 'Size' and 'Date'. One attachment is listed: '360+Final+Contrac...' with a size of '1002.0 KB' and a date of '12/16/2020'. The attachment name is highlighted with a red box. To the right of the attachment row, there is a 'Remove' link and a dropdown arrow, with a red arrow pointing to the 'Remove' link.

	Size	Date	
<a href="#">360+Final+Contrac...</a>	1002.0 KB	12/16/2020	Remove