

MHC attaching documents in SmartOffice PO20

All documentation currently filed with a Purchase Order, as of July 1, 2021, is to be attached and stored in Lawson

In SmartOffice Purchase Order Entry-PO20 bring up your PO and click Image

Purchase Order Entry - TST9/PO20.1

Actions ▾ Related ▾ Tools ▾ + ✎ 🗑️ ⏪ 📄 ⏩ 🖨️ 📄 Inquire ▾

Company Buyer PO Date PO Total **48.87**

PO Revision **Unreleased**

Vendor **WILCOX PAPER Min order \$100** Currency **USD**

Purchase From

Ship To **Materials Management Warehouse**

Delivery Date Position To

Image

To add attachments, click the **Attach** Button

PURCHASE ORDER NUMBER 7084411
This number must appear on all invoices, packages, cartons, bills of lading, and packing slips.

Ship Via:
FOB:
Freight Terms:
Due Days:

Date: 06/23/2021

Vendor: 160918347
WILCOX PAPER Min order \$100

Ship To:

Contact: Phone:

Document Info

Index Fields

DocID: 606
Creation Date: 06/23/2021
Upload User: drill: security sectest01
Page Count:
Company #: 9000
PO #: 7084411
PO Code:
PO Revision:

Notes and Attachments

Add Note Attach

View All

- drill: security sectest01 6/23/2021 10:04:36 AM WC-U-911934839-10-1-2021.pdf
- drill: security sectest01 6/23/2021 10:04:24 AM Vendor Responsibility Determination Checklist of Websites 5-17-21.doc
- drill: security sectest01 6/23/2021 10:04:14 AM QN+CGHSS-JGO-23.1 5-4-21.pdf
- drill: security sectest01 6/23/2021 10:04:04 AM Procurement Record Checklist 5-17-21.pdf

LINE	QTY	UOM	DESCRIPTION	UNIT PRICE	EXTENDED PRICE

View Run

MHC attaching documents in SmartOffice PO20

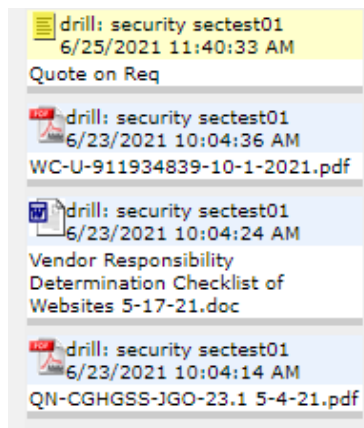
Click **Choose File** to navigate to file location to attach, you can also type a note in the description area.

Click **Save**

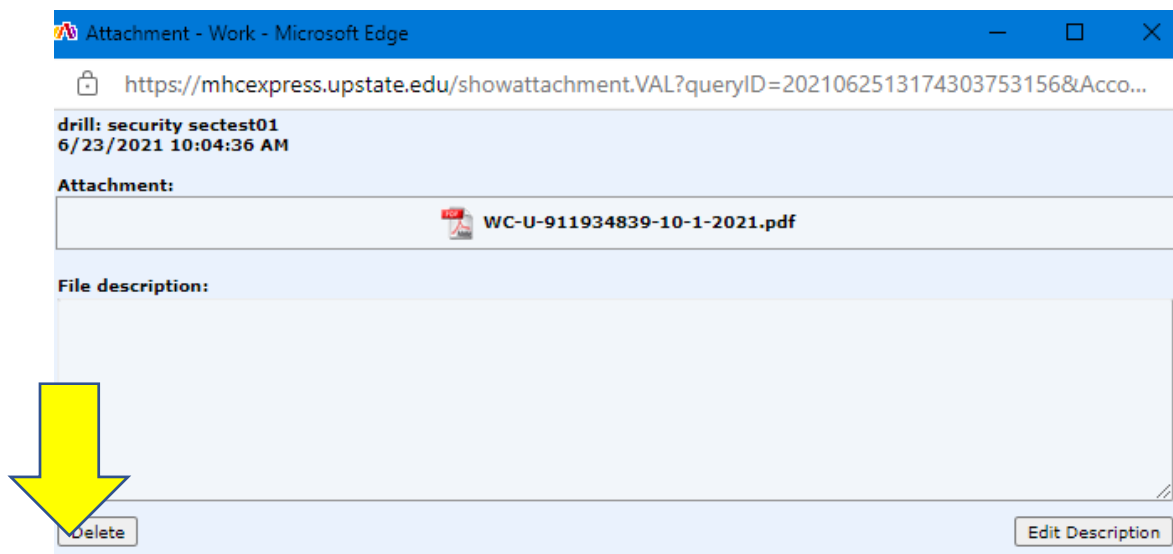
Attach File
Browse to the file you wish to attach:
 No file chosen
Enter description for this file:

Files can be added one at a time

To Delete an Attachment or Note click on the item to delete



Click **Delete** in the pop-up window



MHC attaching documents in SmartOffice PO20

To see a list of all the attachments for the PO click **View All**

PURCHASE ORDER NUMBER
7084411
This number must appear on all invoices, packages, cartons, bills of lading, and packing slips.

Date: 06/23/2021

Ship Via:
FOB:
Freight Terms:
Due Days:

Vendor: 160918347
WILCOX PAPER Min order \$100

Ship To:

Contact:
Phone:

LINE	QTY	UOM	DESCRIPTION	UNIT PRICE	EXTENDED PRICE

Document Info

Index Fields

DocID: 606
Creation Date: 06/23/2021
Upload User: drill: security sectest01
Page Count:
Company #: 9000
PO #: 7084411
PO Code:
PO Revision:
Vendor #:
Notes and Attachments
Add Note Attach
View All
drill: security sectest01
6/23/2021 10:04:36 AM
34839-10-1-2021.pdf
drill: security sectest01
6/23/2021 10:04:24 AM
Responsibility Checklist of
5-17-21.doc
drill: security sectest01
6/23/2021 10:04:14 AM
S-JGO-23.1 S-4-21.pdf
drill: security sectest01
6/23/2021 10:04:04 AM
Procurement Record Checklist 5-
17-21.pdf

Use **Ctrl + F** to search the list

Image Express - Document Information - Work - Microsoft Edge

https://mhcxpress.upstate.edu/DISPLAYNOTES.VAL?queryID=2021062408265104681346&si=606&sAcct=Purchase_Orders

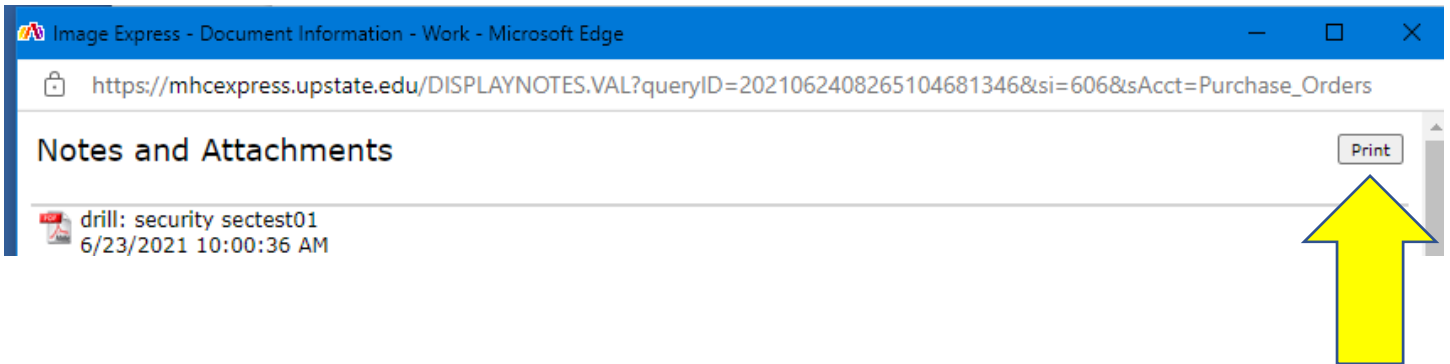
Notes and Attachments

139 | 1/2

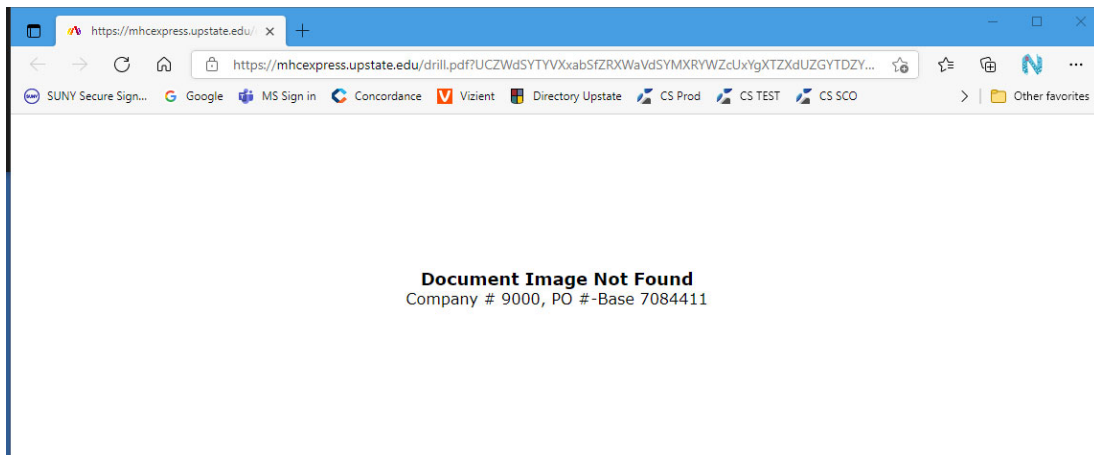
- drill: security sectest01
6/23/2021 10:00:36 AM
Attachment: Certificate of Good Standing.pdf
- drill: security sectest01
6/23/2021 10:00:44 AM
Attachment: signed.pdf
- drill: security sectest01
6/23/2021 10:00:53 AM
Attachment: SFL 139 form, Public Officers, & EO 177 fillable, withinstructio....pdf
- drill: security sectest01
6/23/2021 10:01:10 AM
Attachment: Signed.pdf

MHC attaching documents in SmartOffice PO20

You can print the list by clicking **Print**

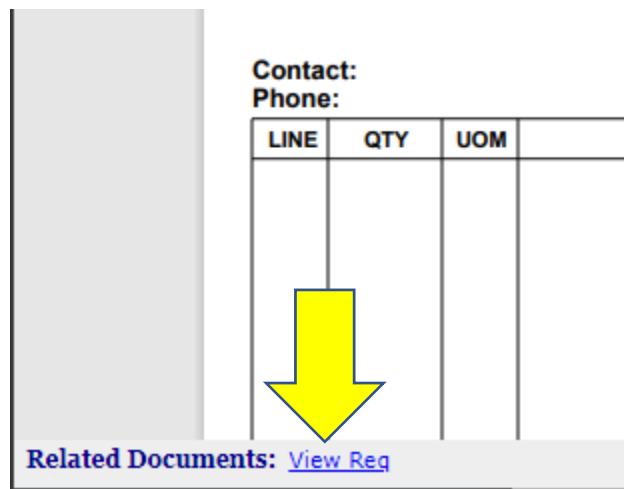


If this screen shows you will need to check back (maximum of 20 minutes)



To View Documents attached to the Requisition go to the lower left "Related Documents:"

Click **View Req**



MHC attaching documents in SmartOffice PO20

Use the X to close the window

