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- I. **SUBJECT:** How to create an Attachment to a Sales Order in JD Edwards

- II. **PURPOSE:** The below describes steps on how to insert an attachment (.pdf or .doc) within a sales order, both during order entry and after to an existing order. This attachment would be used for purposes of proof or as a supporting document, such as an email.

- III. **PERSONNEL AFFECTED:** Customer Relations Coordinators (both OEM & Aftermarket)

- IV. **RESPONSIBILITIES:** Because of the possible large size of the .pdf or .doc (word document), it is recommended that you be selective and use common sense when inserting an attachment. Documents of a substantial large .pdf or .doc will inevitably take up unnecessary system storage and can affect system performance.

- V. **INSTRUCTION:**

- 1. Inserting a line attachments during Order Entry:

While you are in the process of entering a new order, select the line you would like to add the attachment to,

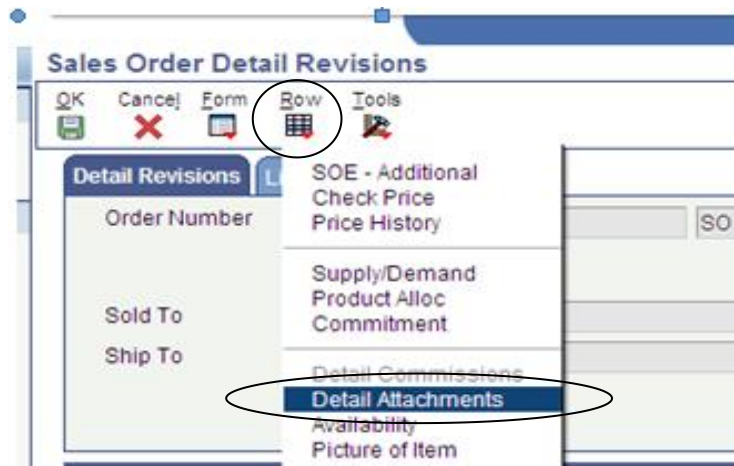
Next Status	Line Number	Purchase Order Line Number	Quantity Ordered	Item Number	Requested Date	Branch/Plant	Scheduled Pick
	1.000						

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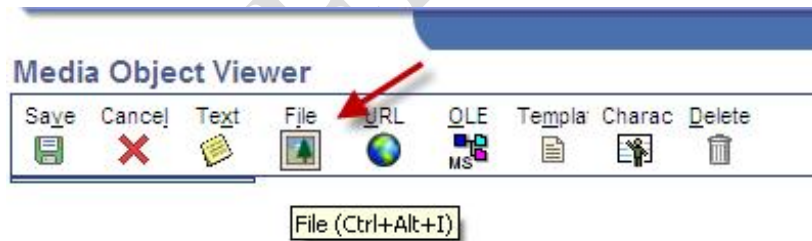
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2. Click on Row and then Detail Attachments



3. In the Media Object Viewer, click on 'File'



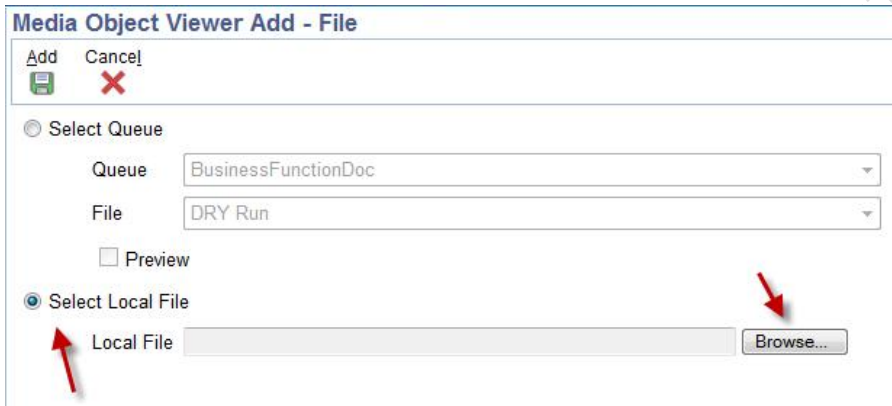
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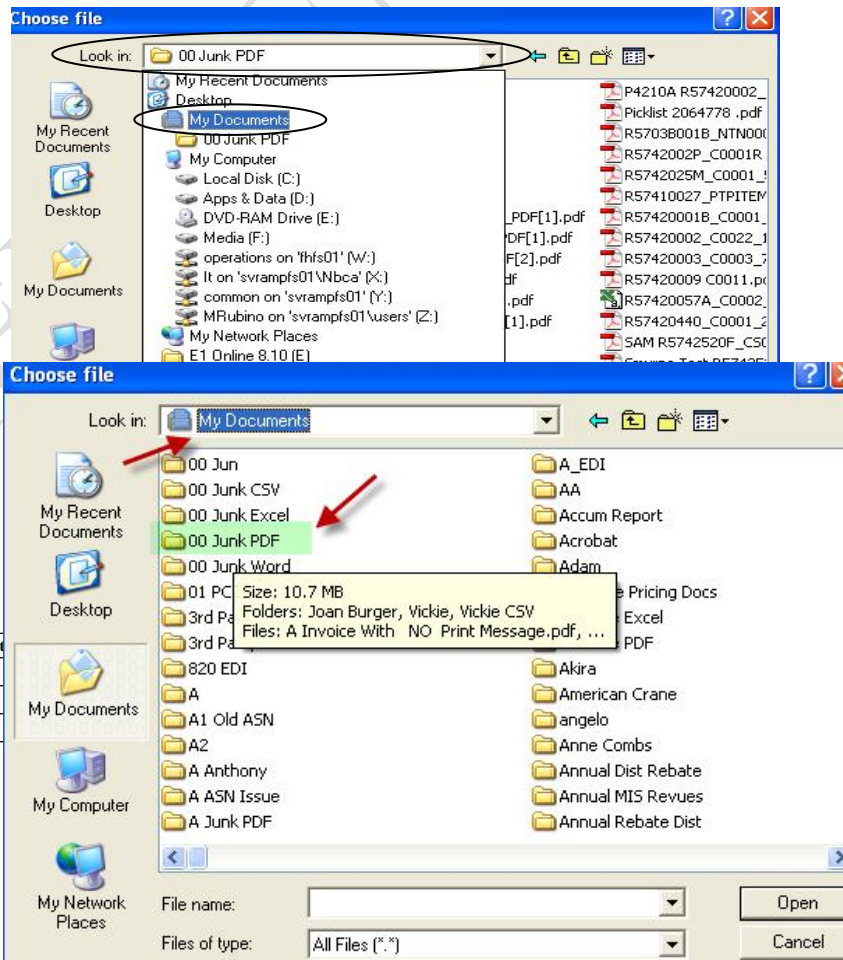
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4. Once you are in the Media Object Viewer, click on:

- a. Select Local File 
- b. Browse 



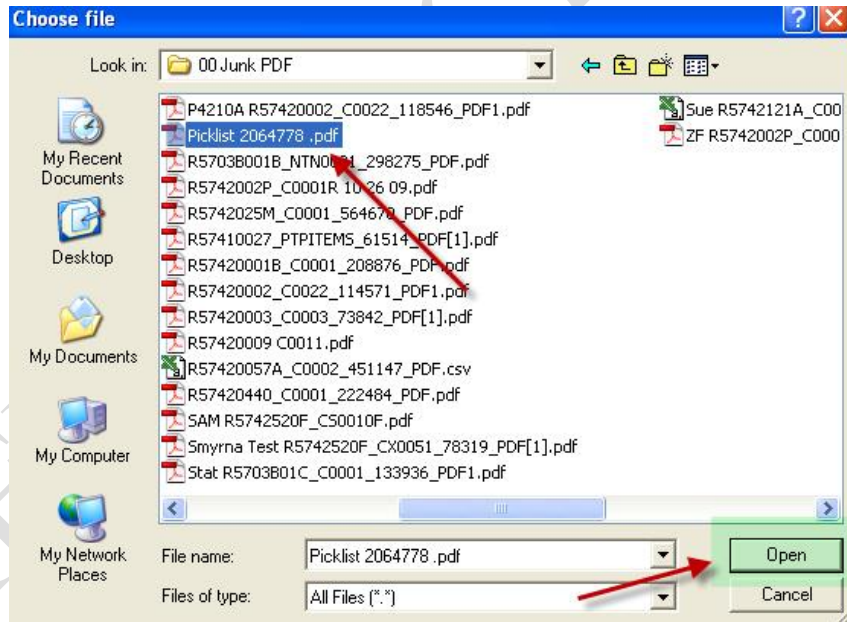
5. Select the Drive and Folder where your document is stored



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6. Select Document to attach and click 'Open'

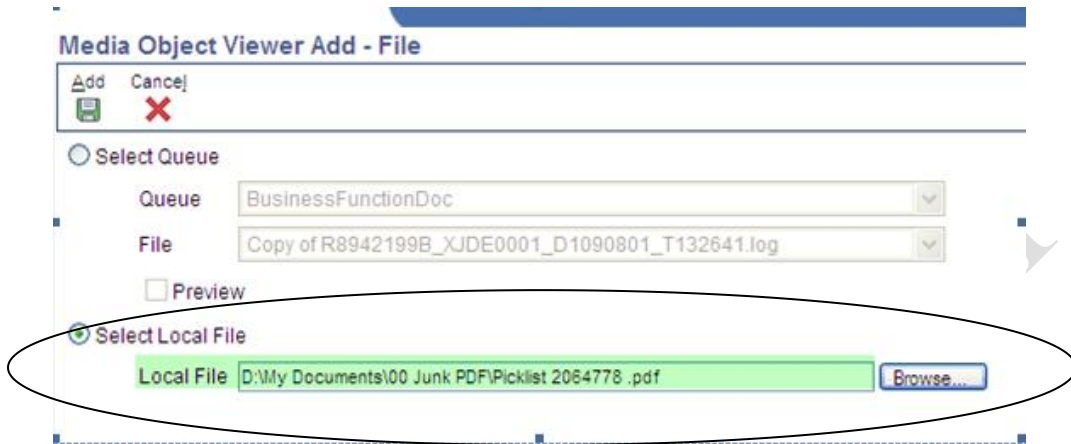


7. Selected Document will display in the 'Select Local File' box.

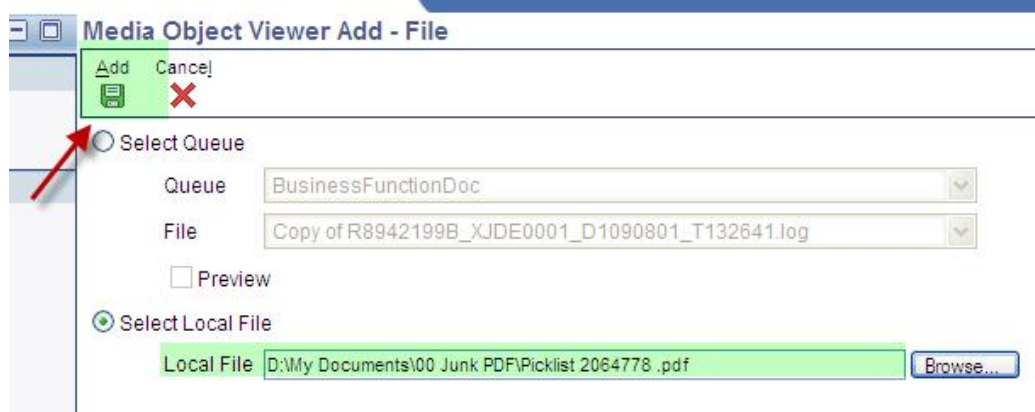
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8. Click on 'Add'



Your Selected Document will be displayed

Media Object Viewer

Save Cancel Text File URL OLE Template Charac Delete

Read Only

The media object displayed below is for viewing purpose only. If you make any changes (including typing text, pasting graphics, etc.), they will not be saved.

Picklist 2064778 .pdf

NTN Bearing Corporation of America

NTN BEARING CORPORATION, DES PLAINES DC CTR - 024 (R.P.20) DES PLAINES IL 60018

PICK LIST (Repeat)

3064778 12/15/09

SALES ORDER	ORDER TYPE	SALES REP NO	SALES PLANT	CO OPERATOR	ENTERED BY	BRANCH PLANT	ORGANIZATIO	SALES REGION	PREPARED	CARRIER	PREPARE	TERMS	SPECIAL
071101	SO						Cenri Regn 20	12642					

LINE NO	NTN ITEM NO.	CUSTOMER PART NO.	RELEASE CO.	QUANTITY TO REQ	COMMITTED PICK LOCATION	PICK QTY	PREPARE DATE	DELIVER BY DATE	EXTENDED PRICE
3 000	3721-4201-0001	126163		1.240	0001	20091202	12/15/09	12/15/09	1,480.04

ORDER NOTES:

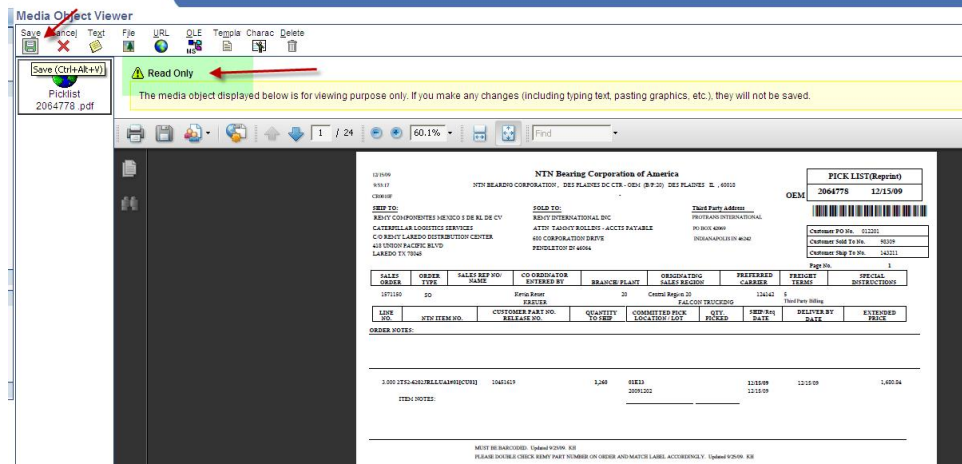
ITEM NOTES:


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9. Click on 'Save' to attach the document to the order line and return to point of order entry or inquiry.



- a. The paper clip symbol will be shown to identify an attachment 



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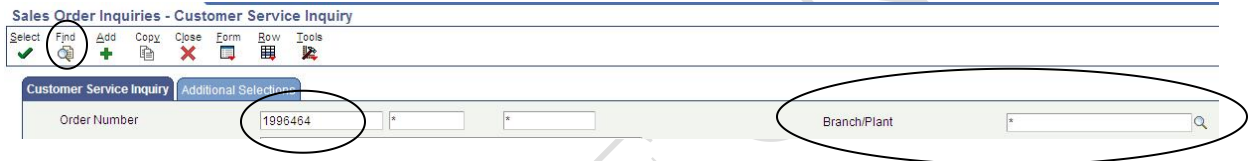
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10. Proceed with Sales Order Entry or Inquiry.

11. To insert an attachment to an existing Sales Order:

- a. Enter the Sales Order number, or PO number for the order you want to add the attachment to, enter an asterisk (*) in the Branch/Plant field and click on 'Find'.

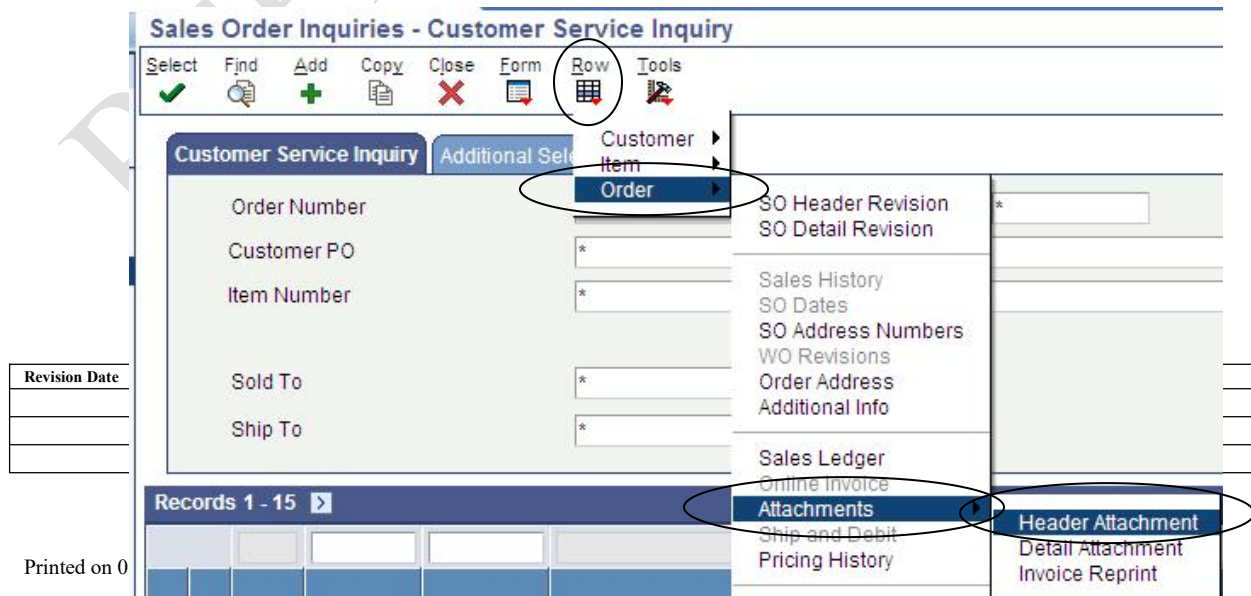


12. The order will be pulled up.

- a. Select any line listed from the order you wish to add the attachment to.

Records 1 - 2										
	Extended Amount	Order Number	Line Number	Hd Cd	Quantity	Request Date	Promised Delivery	Promised Ship Date	Scheduled Pick	2nd Item Number
<input checked="" type="checkbox"/>	6,445.60	3110916	2.000		70	03/27/2015	03/27/2015	03/20/2015	03/16/2015	JM736149[MB05]

- b. Go to 'Row' and select 'Order', then 'Attachments', then 'Header Attachment'



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c. Continue from Step 3 above.

VI. **RECORDS:** N/A

VII. **RELATED DOCUMENTS:** N/A

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