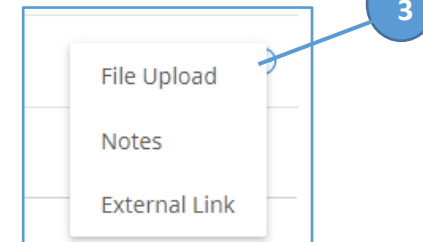
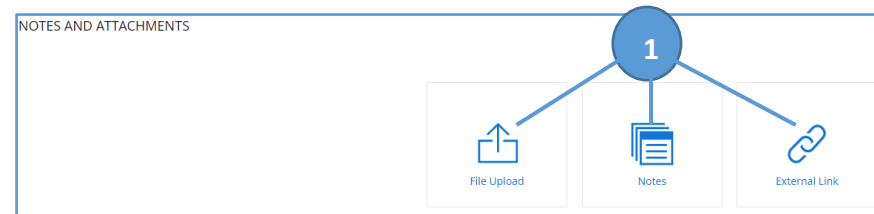


## Adding Notes and Attachments

Contract Administrators can add notes and attachments either during the contract draft phase or after a contract agreement has been executed.

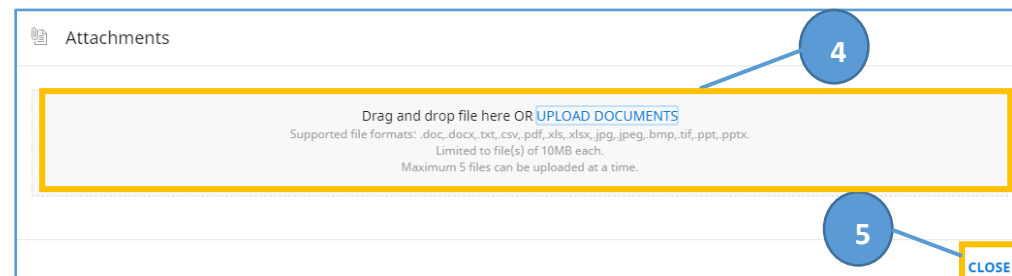
### Attachment Options

1. To add a note or attachment for the first time, click on the **File Upload**, **Notes** or **External Link** icons that display in the Notes and Attachments section.
  - **File Upload:** Select files to upload or drag and drop them.
  - **Notes:** Manually enter a note to attach or cut and paste text from an external document.
  - **External Link:** Enter a link to an online website or external document.
2. To add a note or attachment after other notes and attachments have previously been added, click the **plus** icon.
3. Select **File Upload**, **Notes** or **External Link** from the displayed dropdown menu.



### Uploading Files

4. To upload a file, click **File Upload** and drag and drop a file from your computer into the area surrounding the screen text.
  - Alternately, select the blue **UPLOAD DOCUMENTS** link to search for files to upload.
5. Click **Close** after all files are uploaded.



## Adding Notes

6. To add notes, click **Notes** and enter a name for your note in the **Name** field.
7. Enter the content of the note in the **Description** field or cut and paste from an external document.
  - Description has a 2,000 character limit.
8. Click **Save**.

The screenshot shows a form titled 'Notes'. At the top right is a circular callout '6' pointing to the 'Notes' header. Below the header is a 'Name' field with a red horizontal line and the text 'Please enter name' below it. A circular callout '7' points to the 'Description' field. At the bottom right, there are two buttons: 'CANCEL' and 'SAVE'. A circular callout '8' points to the 'SAVE' button.

## External Links

9. To add external links, click **External Links** and enter a name for your link in the **Name** field.
10. Enter the link URL in the **URL** field.
11. Click **Save**.

The screenshot shows a form titled 'External Link'. At the top right is a circular callout '9' pointing to the 'External Link' header. Below the header is a 'Name' field with a red horizontal line and the text 'Please enter name' below it. Below that is a 'URL' field. A circular callout '10' points to the 'URL' field. At the bottom right, there are two buttons: 'CANCEL' and 'SAVE'. A circular callout '11' points to the 'SAVE' button.

## Deleting Attachments

12. To remove an attachment, click on the checkbox to the left of the document's name to be removed.
13. A **Trash** icon appears. Select the Trash icon. The system asks for confirmation before deleting the attachment.

The screenshot shows a table titled 'NOTES AND ATTACHMENTS'. At the top right is a circular callout '13' pointing to a trash icon. In the first row of the table, there is a checkbox with a checkmark, and a circular callout '12' points to it. The table has columns for Name, Classification, Type, Access to Supplier, Added, Added By, and File Size.

<input type="checkbox"/>	Name	Classification	Type	Access to Supplier	Added	Added By	File Size
<input checked="" type="checkbox"/>	Live event	Choose your option	External Link	<input type="checkbox"/>	4/17/2018	Kathy Mills	-
<input type="checkbox"/>	Calendar 2015.docx	Choose your option	File	<input type="checkbox"/>	4/17/2018	Kathy Mills	22.00 KB

### Notes

When using **File Upload**:

- Only 5 files can be uploaded at one time, but an unlimited number of files can be uploaded. Repeat the process as many times as needed to upload your complete file set.
- Files that can be uploaded: .doc, .docx, .txt, .csv, .pdf, .xls, .xlsx, .jpg, .jpeg, .bmp, .tif, .ppt, .pptx
- Maximum file size is 10 MB per file.