

HOW TO ADD COMMENTS, NOTES, & ATTACHMENTS

- After finalizing your cart, you will be able to add comments, notes, and attachments to your Gateway order.
 - The **Notes and Attachments** section can be found under the accounting information.

Accounting Codes			
Department	Account String	Sub Account	Cost Type
MTRL MATERIALS RESEARCH LAB	MTRL-DCGTUN-8-442480-45032	3 S&E	no value

Notes and Attachments	?	Equipment Management
Internal Notes and Attachments		Equipment Information
Internal Note	<i>no note</i>	Inventory Equipment?
Internal Attachments		Custody Code
add attachment...		Title Vests with?
		Add-On to Property No.
		Location
Supplier Notes & Attachments		Fabrication Information
External Note	<i>no note</i>	Fabrication?
External Attachments		Fabrication Name
add attachment...		Fabrication Property No.
Supplier Account Number	<i>no value</i>	Fabrication ID No.
		Trade-In
		Trade-in?
		Trade-In Value
		Trade-in Property No.

- To leave notes or comments for UCSB staff (internal use), please be sure to click **“Edit”** for **Internal Notes and Attachments**. For any correspondence with the vendor (external use), be sure to click **“Edit”** for **Supplier Notes & Attachments**.
 - In this window, you can enter quote and/or representative information, reference numbers, etc.

Internal Notes and Attachments ? X

Internal Note

expand | clear

- To upload any attachments, such as quotes, click **“add attachment”**:

Internal Attachments ? X

Attachment Type

- File
- Link/URL

Attachment Details

File Name

File No file chosen

- Click **“Save”**.