

HOWTOADD COMMENTS, NOTES & ATTACHMENTS

1. 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 | Fur |
| CNSI CALIF NANO SYSTEMS INSTITUTE | CNSI-HPLA01-8-447800- 59270 | <i>no value</i> | <i>no value</i> | Private G Co |

| Notes and Attachments | Equipment Management |
|--|--|
| Internal Notes and Attachments <input type="button" value="edit"/> <p>Internal Note <i>no note</i></p> <p>Internal Attachments add attachment...</p> | Equipment Information <input type="button" value="edit"/> <p>Inventory <i>no value</i></p> <p>Equipment?</p> <p>Custody Code <i>no value</i></p> <p>Title Vests with? <i>no value</i></p> <p>Add-On to Property No. <i>no value</i></p> <p>Location <i>no value</i></p> |
| Supplier Notes & Attachments <input type="button" value="edit"/> <p>External Note <i>no note</i></p> <p>External Attachments add attachment...</p> <p>Supplier Account Number <i>no value</i></p> | Fabrication Information <input type="button" value="edit"/> <p>Fabrication? <i>no value</i></p> <p>Fabrication Name <i>no value</i></p> |

2. 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.

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

4. Click **“Save”**.