HOW TO ADD 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.

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**".