

Attaching Documents in eSHOP

STEP 1

Scan the document to your computer. A couple suggestions to help keep the file size small:

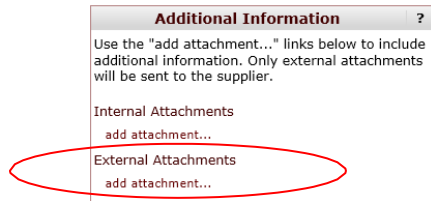
- **Resolution:** Set your scanner to scan at 250 or 300 dpi.
- **Color:** Choose to scan your document as “black and white” or “grayscale”, even if there is no color on your document.

STEP 2

Save the file on your computer as a PDF. The suggested naming convention would be “vendorname.quotenumber.pdf”. For example, Fisher.53264.pdf.

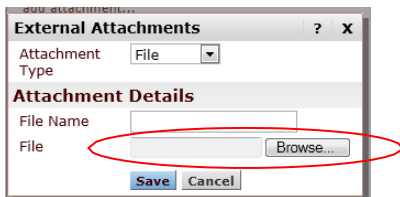
STEP 3

In eSHOP click on “add attachment”. For this example, an external attachment is being added to the non-catalog form.



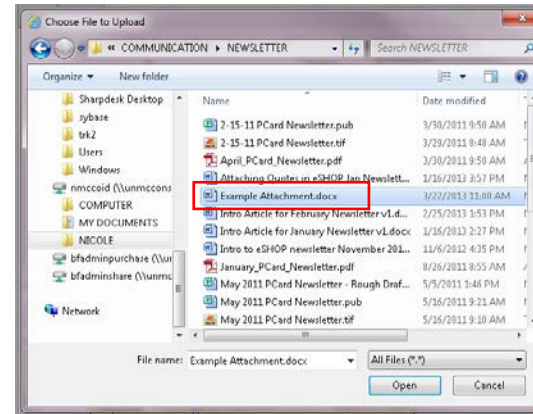
STEP 4

Leave the Attachment Type as File and choose Browse to find the file on your computer.



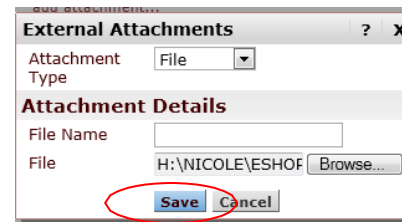
STEP 5

Navigate to where the scanned file is on your computer. Select the file to be attached and click open or double-click to add the file to the pop up box.



STEP 6

Click Save and the file has been attached.



The screen will then show that you have attached a file and give you the option to remove. Double-click the attachment to view.

