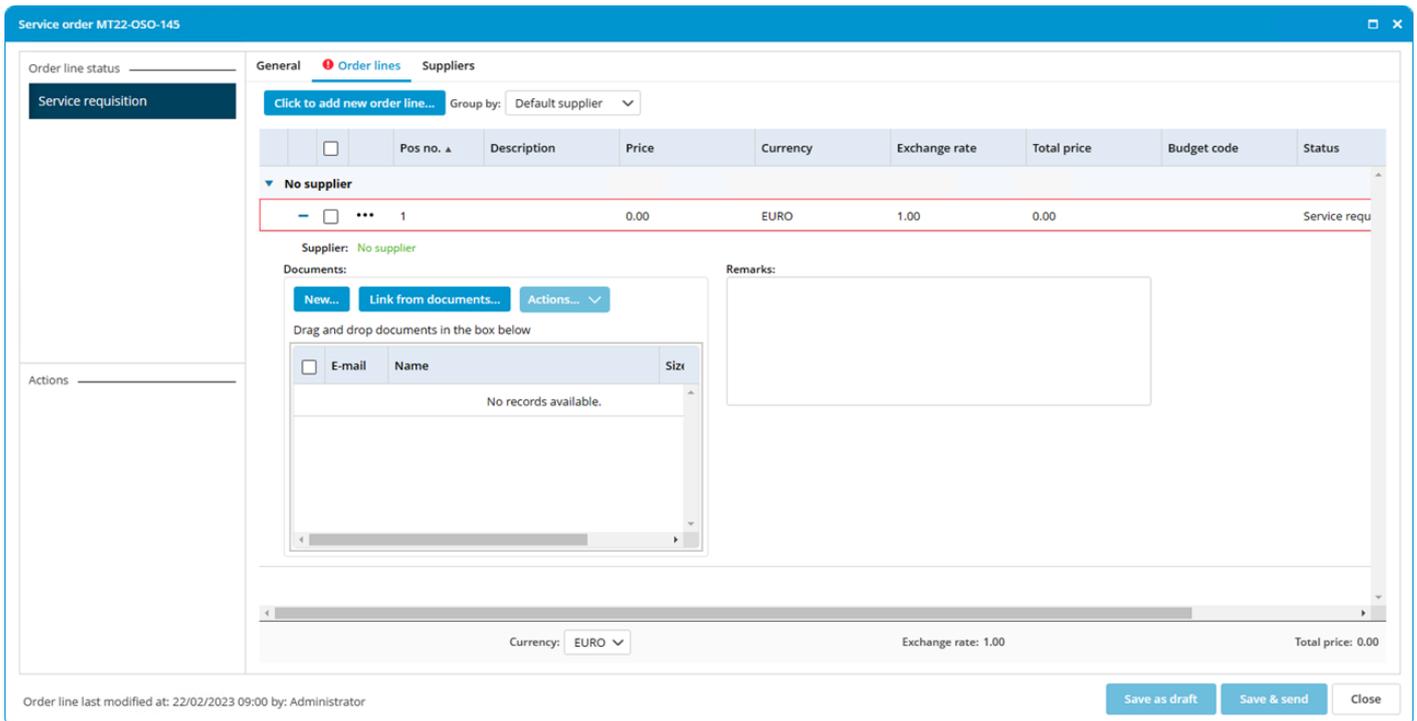


# How do I add documents to an order line?

You can add documents per order line.

1. Click on + in front of the order line.
2. Click on **New** to add a new document or click on Link from documents... to link a document within MXSuite.



The screenshot shows the 'Service requisition' window for order line MT22-OSO-145. The 'Order lines' tab is active, showing a table with one order line. Below the table, there are buttons for 'New...', 'Link from documents...', and 'Actions...'. A 'Documents' section is visible with a table header 'E-mail', 'Name', and 'Size', and a message 'No records available.' A 'Remarks' text area is also present. At the bottom, there are buttons for 'Save as draft', 'Save & send', and 'Close'.

Pos no.	Description	Price	Currency	Exchange rate	Total price	Budget code	Status
1		0.00	EURO	1.00	0.00		Service requ

Supplier: No supplier

Documents:

E-mail	Name	Size
No records available.		

Remarks:

Currency: EURO Exchange rate: 1.00 Total price: 0.00

If the option Email is selected, the document will be included when the order will be emailed to the supplier.

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