

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.

Service order MT22-OSO-145

Order line status: Service requisition

General **Order lines** Suppliers

Click to add new order line... Group by: Default supplier

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

Supplier: No supplier

Documents:

New... Link from documents... Actions... ▼

Drag and drop documents in the box below

E-mail	Name	Size
No records available.		

Remarks:

Currency: EURO Exchange rate: 1.00 Total price: 0.00

Order line last modified at: 22/02/2023 09:00 by: Administrator

Save as draft Save & send Close

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

Revision #1

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