

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-QSO-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.