

INV-09 Add Attachments to Approved Items

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Add Attachments to Approved Items in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers how to Add Attachments to Approved Items in NCFS.

Add Attachments to Approved Items

To Add Attachments to Approved Items in NCFS, please follow the steps below. There are 11 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

Step 2. On the **Home** page, click on the **Product Management** tab and click **Product Information Management** app.

Image

Good afternoon, Training Super User 1!



Step 3. On the **Product Information Management** page, click on **Tasks** icon and click **Manage Items**.

Image

Product Information Management ?

Time Interval Last 24 hours

Supplier Products

All Statuses ▼


No data available

Item Completeness

100% ▼

Publication Status



Items	0
Item Class	0
Catalogs	0



0 Low

Item Management

- Create Item
- **Manage Items**
- Browse Items
- Create Pack
- Create Item Structure
- Manage Catalogs
- Manage Trading Partner Items
- Manage Item Relationships
- Manage Delete Groups

Data Governance

- Manage New Item Requests
- Manage Change Orders
- Manage Item Rule Sets
- Analyze Item Rule Set Impact
- Manage Worklist

Data Consolidation

- Manage Item Batches
- Review Supplier Uploads

Step 4. Select the required **Root Item Class**. In this example, we choose **DHSS Item Class**.

Image








Product Information Management
Manage Items x

Manage Items ?

Root Item Class

Advanced Search

** Item
Starts with

** Description
Starts with

DAC Item Class
DAC Item Class

DHHS Item Class
DHHS Item Class

DNU_DAC Item Class
DNU_DAC Item Class

DPI Item Class
DPI Item Class

DPS Item Class
DPS Item Class

Root Item Class
Root Item Class

Done

Saved Search
Application Default v

Search
Reset
Save...
Add Fields

Step 5. On the **Advanced Search** section, enter the **Item** number and click the **Search** button.

In this example, we choose **3000880**.

Image

Product Information Management
Manage Items x

Manage Items ?

DHHS Item Class

Advanced Search

** Item
Starts with
3000880

** Description
Starts with

** Keyword

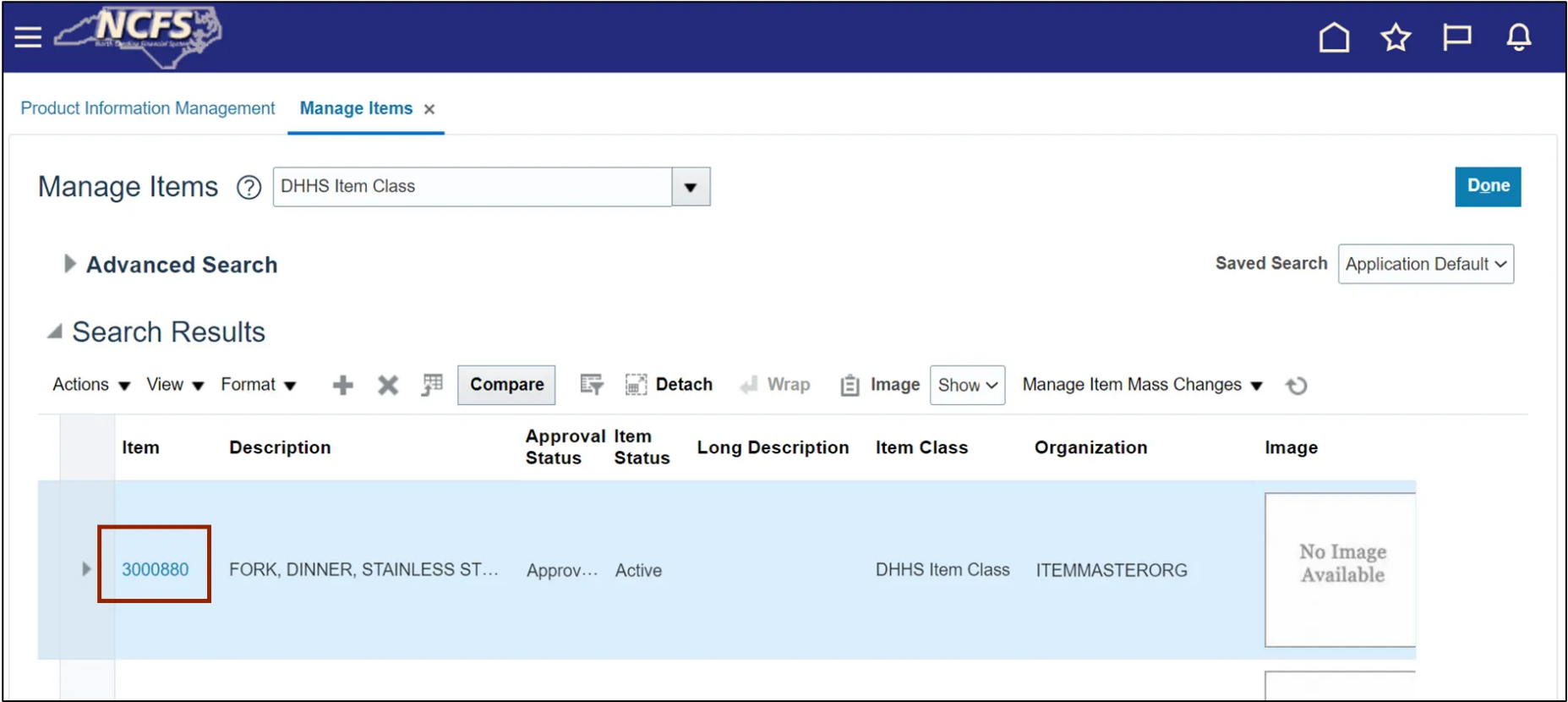
Done

Saved Search
Application Default v

Search
Reset
Save...
Add Fields

Step 6. Click the **Item Number** link in the **Item** column with **Organization** field as **ITEMMASTERORG**.

Image



Step 7. On the **Edit Item** page, navigate to **Attachments** tab.

Image





Product Information ManagementManage Items xItem: 3000880 (ITEMMASTERORG) x

Edit Item: 3000880 (ITEMMASTERORG) ? ★

 Social 

Actions ▼

Save ▼Cancel

No items to display

None +

Item3000880

* Description

FORK, DINNER, STAINLESS STEEL_TEST AUDIT

Item ClassDHHS Item Class

Approval StatusApproved

Completeness Score

Created ByConversion_User

Item Status

Active ▼

Lifecycle Phase

Production

User Item Type

Purchased Item

Pack Type

▼

Revision

0

Creation Date

11/17/22 4:31 AM

OverviewSpecificationsStructuresAttachmentsAssociationsRelationshipsCategoriesQualityHistory

ItemItem Revision

Actions ▼+ ×Default ▼

Title	Description	Category	Checked O By
No data to display.			

Details

No attachment selected.

Step 8. Click the **Add** icon and click the **Choose Files** option in the **Add Attachments** area.

Image

Edit Item: 3000880 (ITEMMASTERORG) ? ★



Actions ▼

Save ▼

Cancel

No items to display

None +

Item 3000880

* Description

FORK, DINNER, STAINLESS
STEEL_TEST AUDIT

Item Class DHHS Item Class

Approval Status Approved
Completeness Score

Created By Conversion_User

Item Status Active ▼

Lifecycle Phase Production

User Item Type Purchased Item

Pack Type ▼

Revision 0

Creation Date 11/17/22 4:31 AM

Overview Specifications Structures **Attachments** Associations Relationships Categories Quality History

Item Item Revision

Actions ▼



Default ▼



Title

Description

Category

Checked O
By

No data to display.

Add Attachments



Type File ▼

☐ Unzip all zip files after upload

Category Miscellaneous ▼

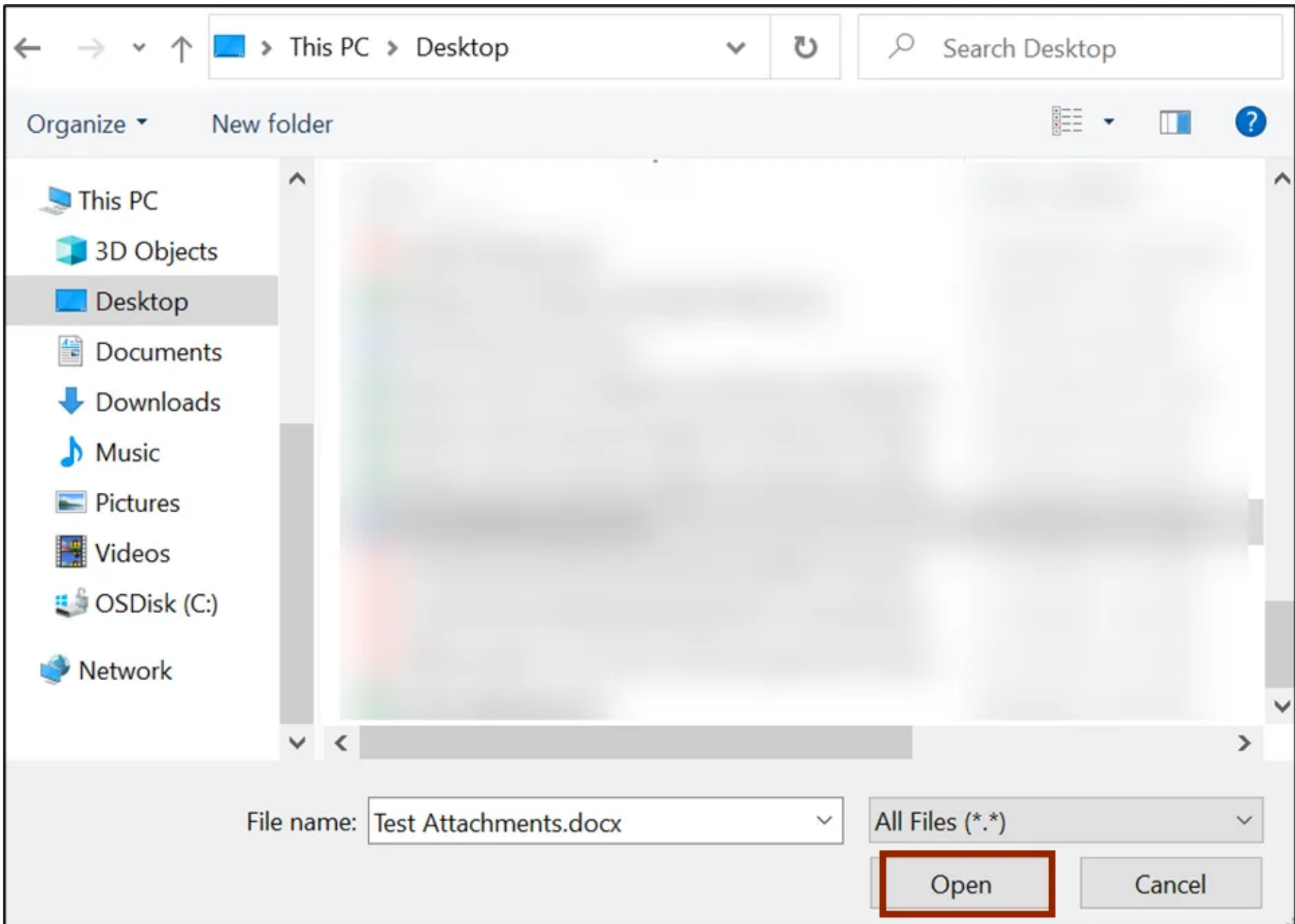


Choose Files

No file chosen

Step 9. Select one or multiple files from the local desktop or folder and click the **Open** button.

Image



Step 10. Review the uploaded files.

Image

Edit Item: 3000880 (ITEMMASTERORG) ? ★



Actions ▼

Save ▼

Cancel

No items to display

None +

Item 3000880

* Description FORK, DINNER, STAINLESS STEEL_TEST AUDIT

Item Class DHHS Item Class

Approval Status Approved
Completeness Score

Created By Conversion_User

Item Status Active ▼

Lifecycle Phase Production

User Item Type Purchased Item

Pack Type ▼

Revision 0

Creation Date 11/17/22 4:31 AM

Overview Specifications Structures **Attachments** Associations Relationships Categories Quality History

Item Item Revision

Actions ▼



Default ▼



Title

Description

Category

Checked O By



Test Attachment...

Miscellaneous

Add Attachments



Type File ▼

☐ Unzip all zip files after upload

Category Miscellaneous ▼



Choose Files

No file chosen

Step 11. Click the Save drop-down choice list and select **Save and Close**.

Image

The screenshot shows the NCFS (North Carolina Fiscal System) interface for editing an item. The top navigation bar includes the NCFS logo and a user profile 'KC'. The breadcrumb trail is 'Product Information Management > Manage Items > Item: 3000880 (ITEMMASTERORG)'. The main heading is 'Edit Item: 3000880 (ITEMMASTERORG)'. On the right, there is a 'Social' icon and an 'Actions' dropdown menu. The 'Save' button in the 'Actions' menu is highlighted with a red box, and its dropdown menu is open, showing 'Save and Close' as the selected option. The 'Save and Close' option is also highlighted with a red box. Below the 'Save' button is a 'Cancel' button. The main form area contains the following fields:

- Item: 3000880
- * Description: FORK, DINNER, STAINLESS STEEL_TEST AUDIT
- Item Class: DHHS Item Class
- Approval Status: Approved
- Completeness Score: None +
- Created By: Conversion_User
- Item Status: Active
- Lifecycle Phase: Production
- User Item Type: Purchased Item
- Pack Type: (dropdown menu)
- Revision: 0
- Creation Date: 11/17/22 4:31 AM

Wrap-Up

Add Attachments to Approved Items using the steps above.

Additional Resources

- Virtual Instructor-Led Training (vILT)
 - [INV101: Inventory Agency Manager](#)

- [INV105: Warehouse Management](#)
- [INV109: Inventory Item Maintenance](#)

First Published

Mon, 07/24/2023

Last Updated

Thu, 09/04/2025

[View PDF](#)