



ADD ATTACHMENTS TO APPROVED ITEMS

INV

QUICK REFERENCE GUIDE INV-09

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:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click on the **Product Management** tab and click **Product Information Management app**.

Good afternoon, Training Super User 1!

< Receivables Supply Chain Planning **Product Management** Payables General Account >


QUICK ACTIONS

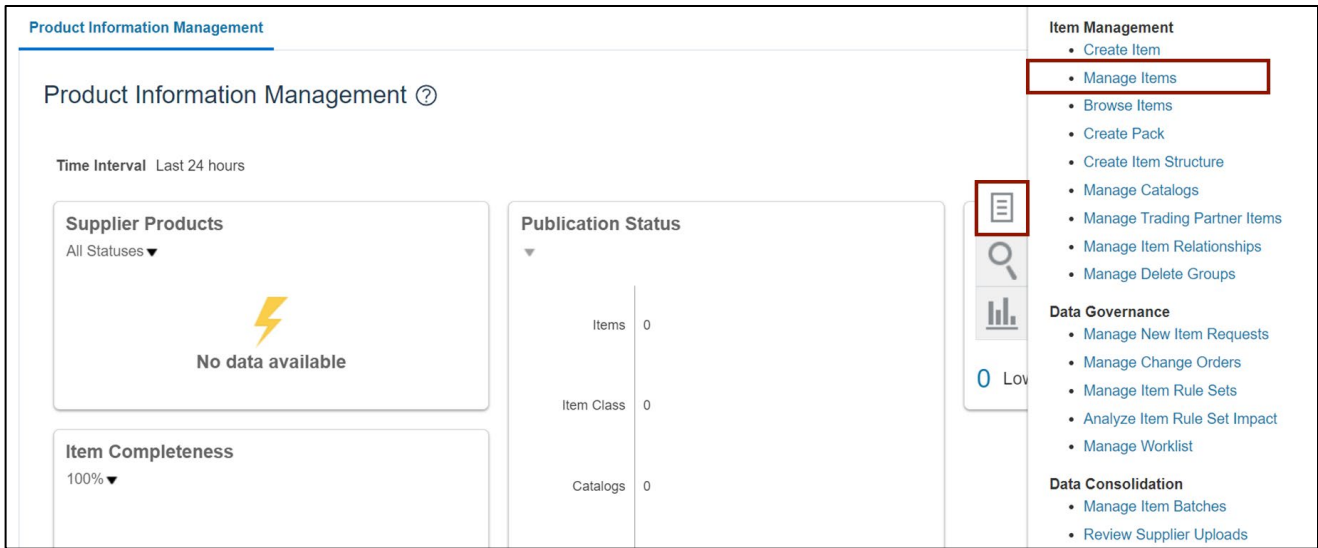
- Manage Commercial Items
- Manage Configurator Models

Show More

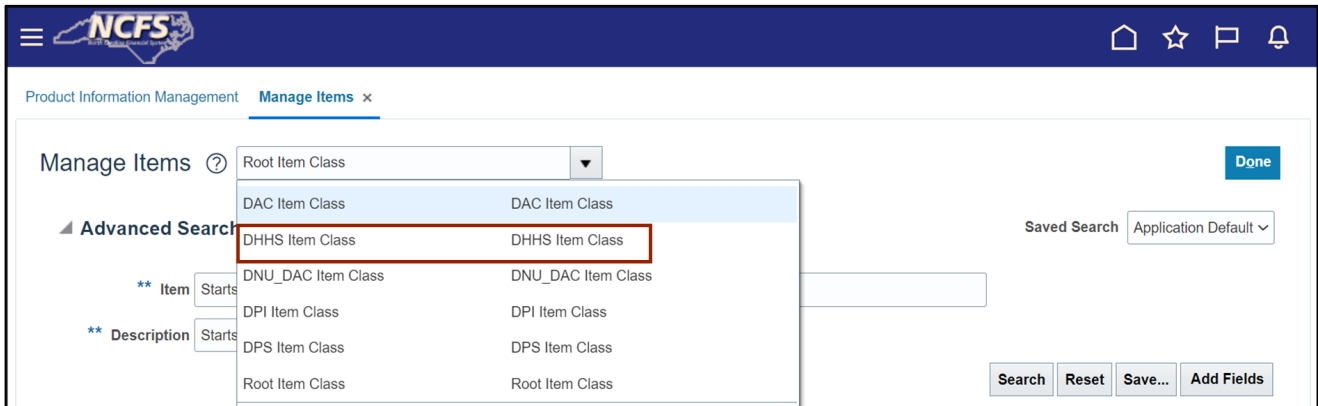
APPS

- Product Information Management**
- Configurator Models

- On the **Product Information Management** page, click on **Tasks** [] icon and click **Manage Items**.

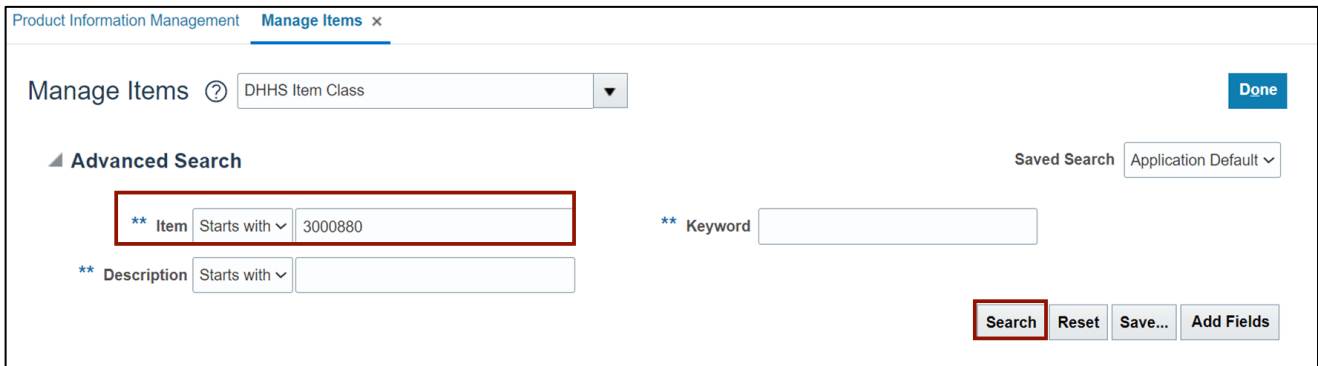


- Select the required **Root Item class**. In this example, we choose **DHSS Item Class**.



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

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



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

The screenshot shows the 'Manage Items' page in Product Information Management. The search results table has the following columns: Item, Description, Approval Status, Item Status, Long Description, Item Class, Organization, and Image. The first row is highlighted, with the item number '3000880' in the 'Item' column circled in red. The 'Organization' field for this item is 'ITEMMASTERORG'.

Item	Description	Approval Status	Item Status	Long Description	Item Class	Organization	Image
3000880	FORK, DINNER, STAINLESS ST...	Approv...	Active		DHHS Item Class	ITEMMASTERORG	No Image Available

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

The screenshot shows the 'Edit Item' page for item 3000880. The 'Attachments' tab is highlighted with a red box. The page displays various item details and a navigation menu at the bottom.

Item: 3000880

Description: FORK, DINNER, STAINLESS STEEL_TEST AUDIT

Item Class: DHHS Item Class

Approval Status: Approved

Created By: Conversion_User

Item Status: Active

Lifecycle Phase: Production

User Item Type: Purchased Item

Revision: 0

Creation Date: 11/17/22 4:31 AM

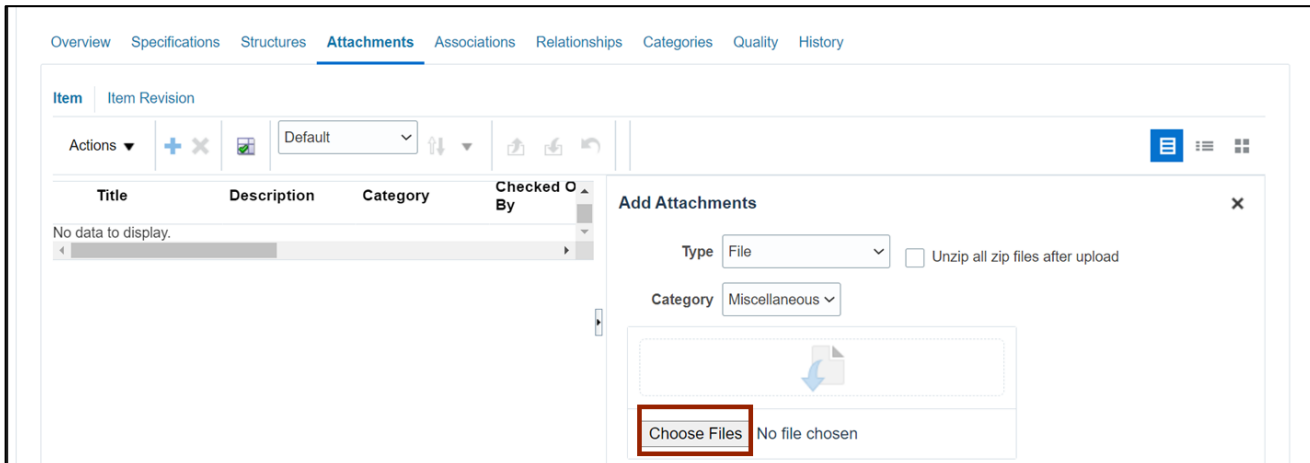
Navigation tabs: Overview, Specifications, Structures, **Attachments**, Associations, Relationships, Categories, Quality, History

Item Revision table (No data to display):

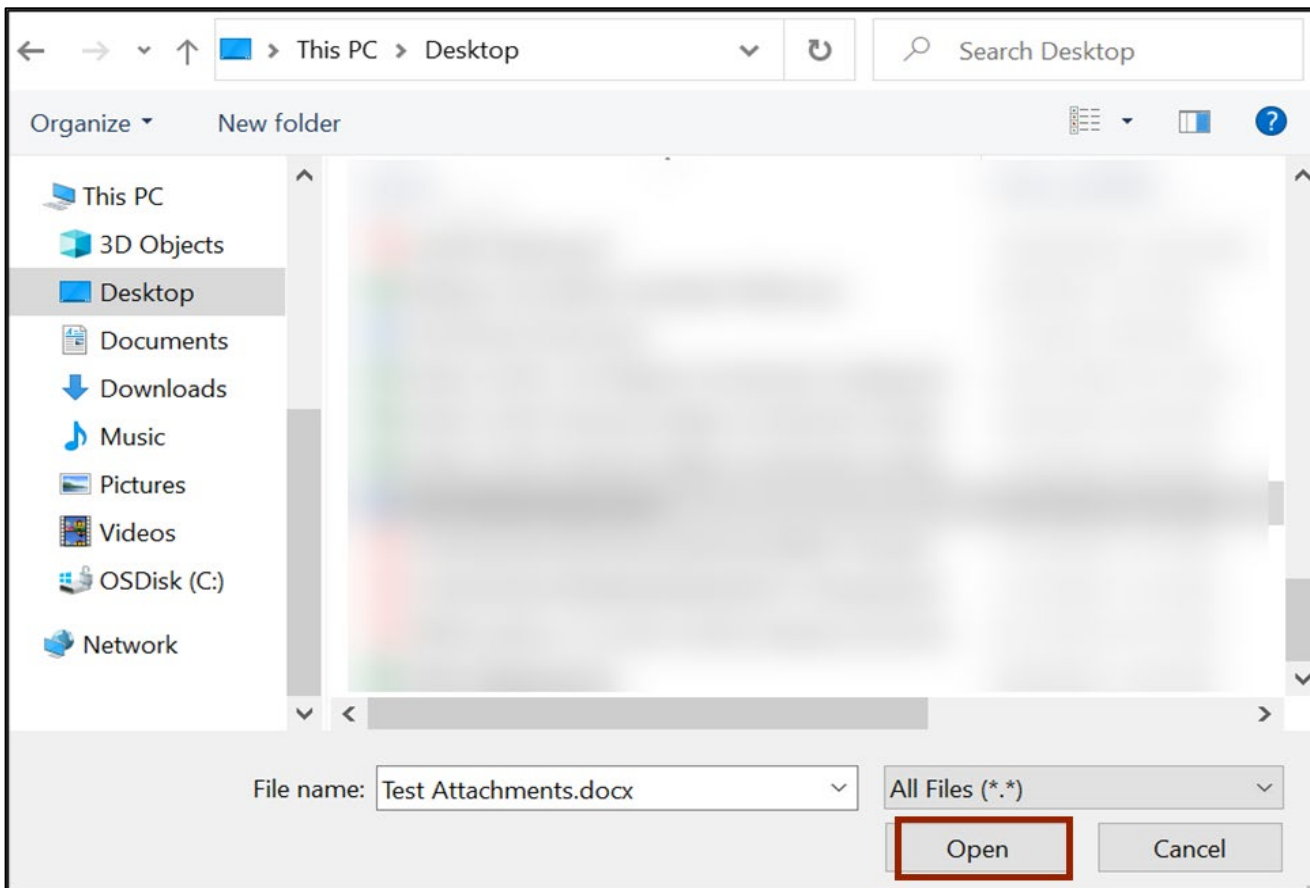
Title	Description	Category	Checked O By
No data to display.			

Details: No attachment selected.

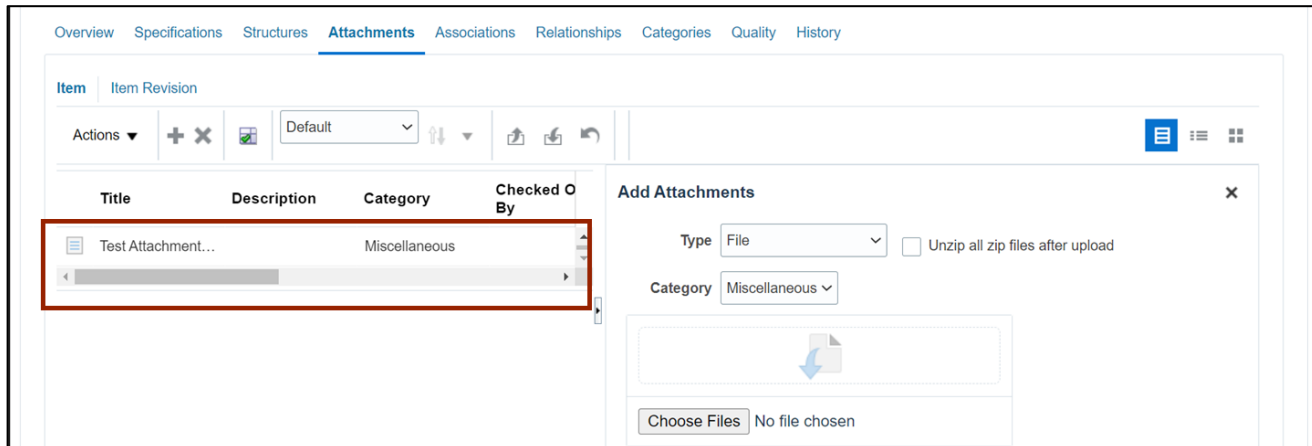
8. Click the **Add [+]** icon and click the **Choose Files** option in the **Add Attachments** area.



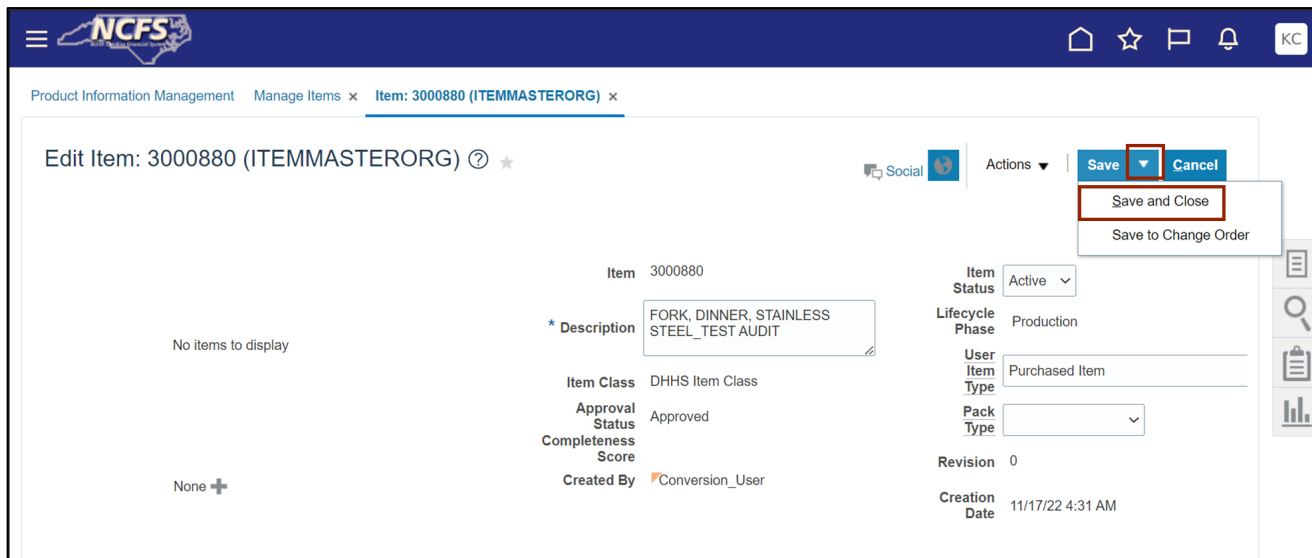
9. Select one or multiple files from the local desktop or folder and click the **Open** button.



10. Review the uploaded files.



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



Wrap-Up

Add Attachments to Approved Items using the steps above.

Additional Resources

Virtual Instructor-Led Training (vILT)

- Inventory Agency Manager (ILT)
- Warehouse Management (ILT)
- Inventory Item Maintenance (ILT)