

# Open/Save Attachments on a Purchase Order

September 29, 2015

## Step 1: Click on "All Purchase Orders"

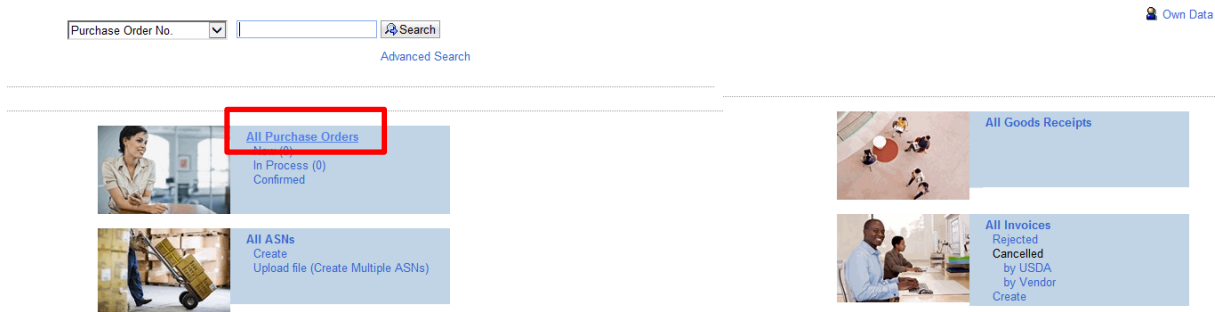


Figure 1.

## Step 2: Click on the Purchase Order Number link that you would like to open:

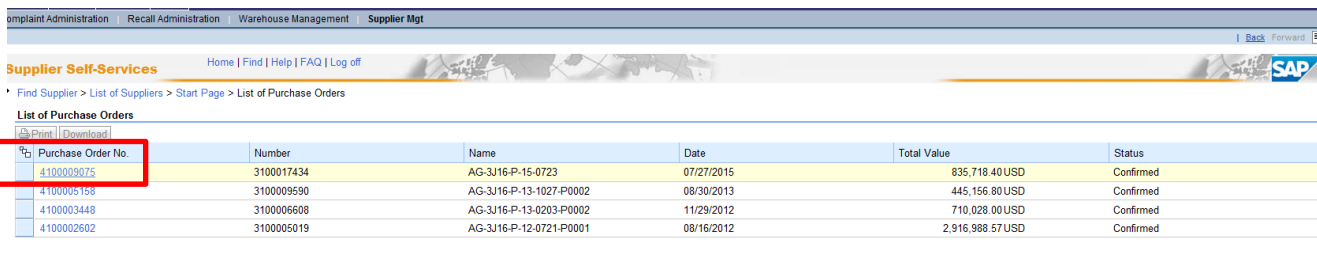


Figure 2.

## Step 3: Scroll down to "Attachments", and click on the attachment link that you would like to open:

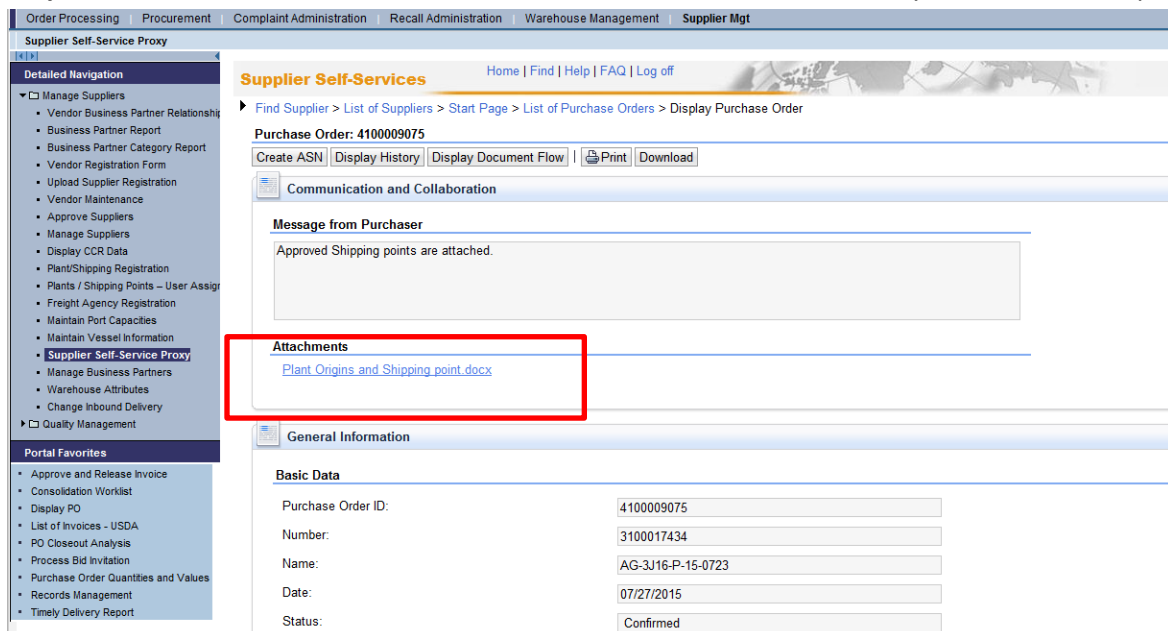


Figure 3.

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**Step 4:** A pop-up will appear at the bottom of the screen, Click on “Open”

The screenshot displays a web application interface for managing a Purchase Order. The top section, titled "Purchase Order: 4100009075", includes navigation links like "Create ASN", "Display History", and "Display Document Flow", along with "Print" and "Download" buttons. Below this is a "Communication and Collaboration" section with a "Message from Purchaser" area containing the text "Approved Shipping points are attached." and an "Attachments" section listing "Plant Origins and Shipping point.docx". The "General Information" section is divided into "Basic Data" and "Terms of Payment/Delivery". The "Basic Data" fields include Purchase Order ID (4100009075), Number (3100017434), Name (AG-3J16-P-15-0723), Date (07/27/2015), Status (Confirmed), and a "Follow-On Documents" flow diagram showing "Shipping Notif." and "Invoice". The "Terms of Payment" section shows "Payment in Days", and the "Terms of Delivery" section shows "Incoterm". A pop-up dialog box at the bottom asks, "Do you want to open or save Plant Origins and Shipping point.docx from portal.wbscm.usda.gov?". The "Open" button in this dialog is highlighted with a red rectangle.

Purchase Order: 4100009075

Create ASN | Display History | Display Document Flow | Print | Download

Communication and Collaboration

Message from Purchaser

Approved Shipping points are attached.

Attachments

Plant Origins and Shipping point.docx

General Information

Basic Data

Purchase Order ID: 4100009075

Number: 3100017434

Name: AG-3J16-P-15-0723

Date: 07/27/2015

Status: Confirmed

Follow-On Documents:

Shipping Notif. Invoice

Terms of Payment

Payment in Days

Terms of Delivery

Incoterm

Do you want to open or save Plant Origins and Shipping point.docx from portal.wbscm.usda.gov?

Open Save Cancel

Figure 4.