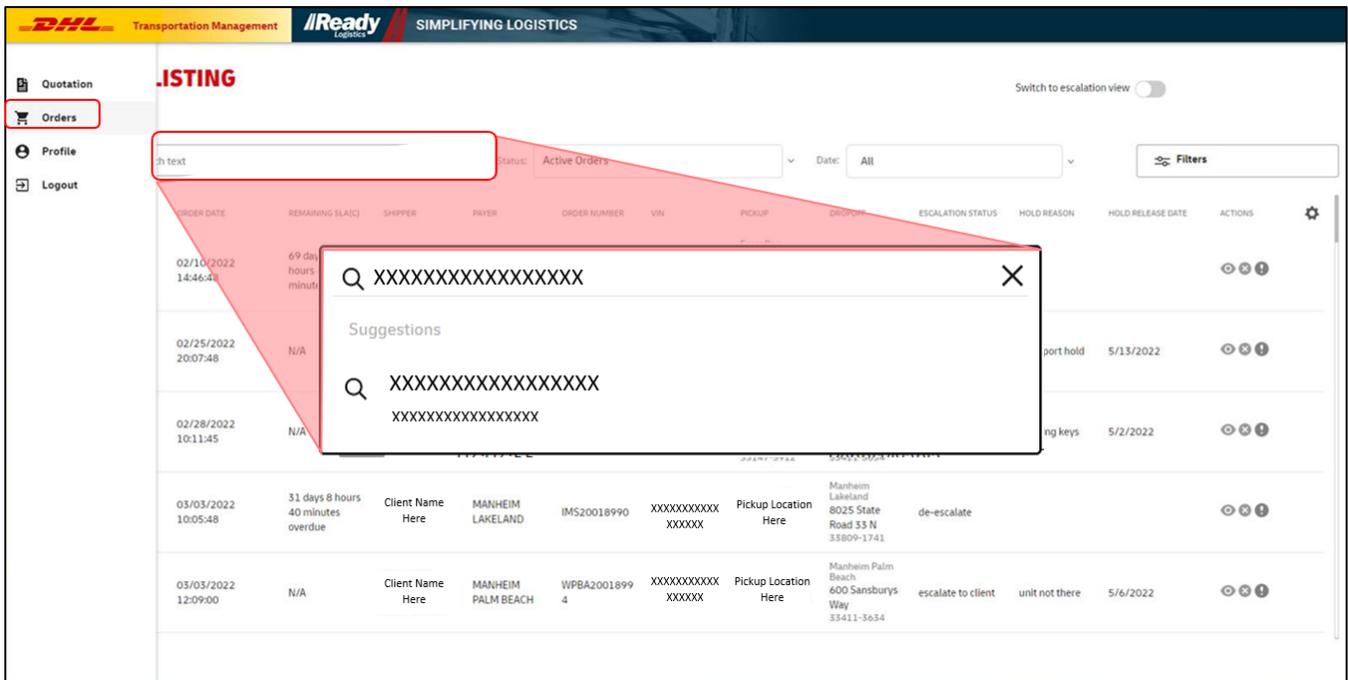# Adding Attachments to Orders
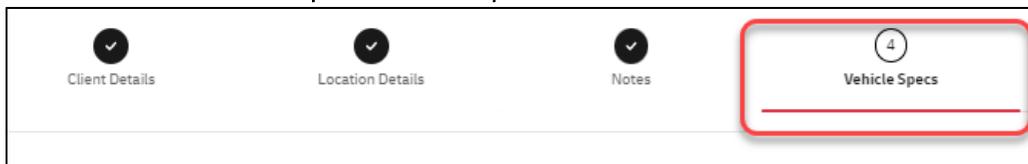
Order Listing Tab

1. Use the Search field to enter in the VIN number needing an attachment

2. Select the order by clicking anywhere on the row
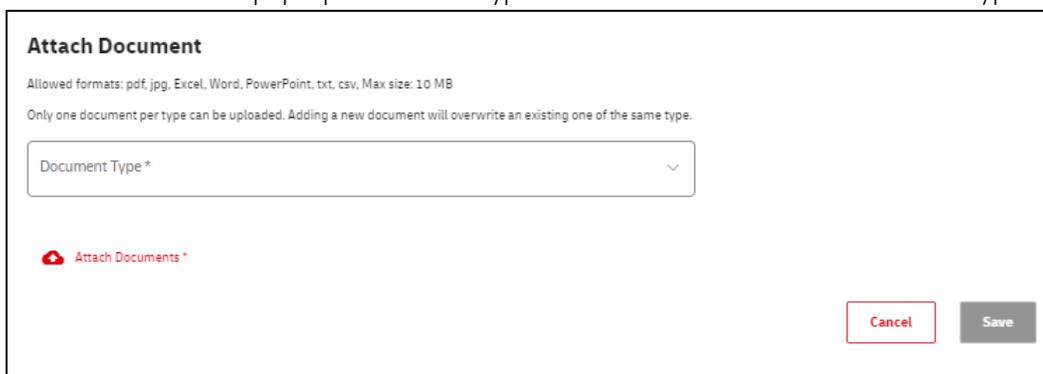

3. Once in the record move to **Step 4 – Vehicle Specs**

4. Proceed down to the **Document Requirements** section
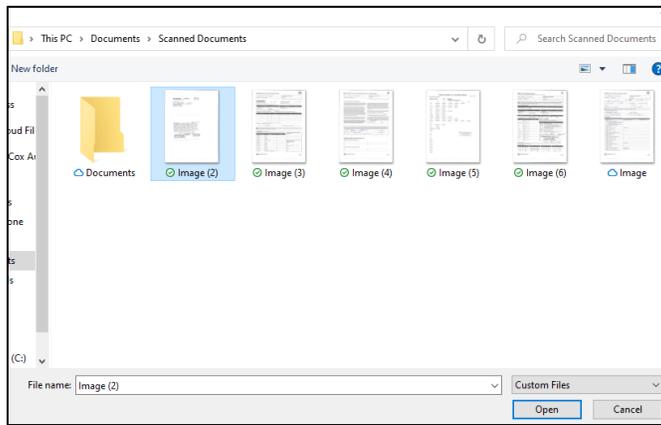

5. Select the 'Upload' link

6. In the **Attach Document** pop-up choose the type of attachment from the 'Document Type' dropdown

7. Select the 'Attach Documents' link

8. Choose document to upload from local files and select 'Open'

9. Select the 'Save' button to attach the document to the order

- Only one attachment per Document Type can be attached
- If a duplicate Document Type is attached, document being uploaded will override the previous attachment
- Types of attachments allowed:
  - o PDF
  - o JPG
  - o Excel
  - o Word
  - o PowerPoint
  - o Txt
  - o Csv
- 10 MB Max for attachments allowed