

## Axis Supplier Portal – Adding Attachments

You are able to add an Attachment when submitting one of the following through the Axis Supplier Portal:

- Invoice; or
- Quote.

Examples of attachments include, but are not limited to, Tax Invoices, supporting documents, and spreadsheets. Attachments can also be attached after an invoice has been submitted, by opening the invoice in the Axis portal and following the steps from point 2 below.

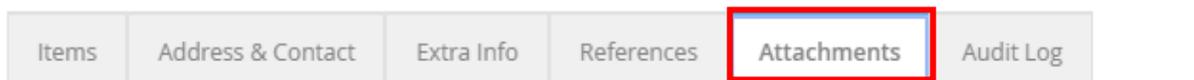
1. Before you can add an Attachment you must first save the document (invoice or quote) that you are creating:



2. Once saved, navigate to the Attachments tab and select the + icon

Terms and Conditions Accepted

Reason for Rejecting T&Cs



## Axis Supplier Portal – Adding Attachments

### 3. Create New attachment, browse to select attachment file, and add any comments

### Create New Attachment

Type

Any ▼

File Name \*

Browse

Comment

Cancel
Save

### Create New Attachment

Type

Any ▼

File Name

RFQ Attachment.docx

Browse

Comment

Please see attached drawings to accompany quote

Cancel
Save

Items	Address & Contact	Extra Info	References	Attachments	Audit Log
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File Name	File Type
<a href="#">RFQ Attachment.docx</a>	Microsoft Word