Actions > Manage Documents – Attaching Documents in TCM

When requesting a new vendor in iVisions (000-Request New Vendor), you must attach the W-9, Vendor Application, and Determination of Independent Contractor (if applicable) documents to the requisition.

Once you have completed the Proposed Vendor tab, go to <u>Actions</u> > <u>Manage Documents</u> (*NOT Manage Vendor Documents*). Tyler Content Manager (TCM) will open in a new window:



Once you see your document in the TCM window, click the **SAVE** button:

You can now close the TCM window.

🐝 Content Manager - Work - Microsoft Edge Ô https://tcm.clackesd.k12.or.us:8404/wlwv/viewer/index.html?query=99e107c98e658e041435acd73 11 Content Manager a* 🖡 \oplus **B** ₫ ⇒ IAI +0 õ Î \sim Doc Save document to Content Manager (Ctrl+Alt+S) Filter Q • 🚺 -Requisition Number Description Date DocType RegAttach Request for Taxpa W-9 Alfantian bi Go to www.ins.pro/FormW9 to to learn acceler in highly knowled an and NORTHWEST SCHOOL EQUIPMENT INC 2. Defines user designated of the torus of others from scene

If you forgot to attach documents before you saved and closed your requisition, you can simply select the requisition in the Control Panel by clicking on it once. Then go to <u>Actions</u> > <u>Manage Documents</u> and follow the steps above.

🚰 Control Panel		
File	Actions Help	
Req Nu	Return Requisition	DAC
PO Nur	Void PO	Project
Vandar	Close PO	View
vendor	Open PO	view
Sho	Copy Requisition/PO	Show Acco
	Copy Requisition/PO to Next Year	ه.
	PO History	- * •
I	Print Preview	Req. Date
	Print PO Pay History	
1	Approval Log	05/08/2023
2	Manage Documents	05/08/2023
3	Manage Vendor Documents	04/27/2023
4	Update Board Report Criteria for Highlighted Records	05/05/2023
5	PO Board Report	05/05/2023
6	Filter to Selected Percende	05/05/2023
7	Filter to Selected Records	05/05/2023
8	Shortcuts	05/05/2023
9	21869 OREGON ON-SITE CONCRETE	05/05/2023

If you need to check on your attachments or view a previously attached document, just select the item in the document list:

