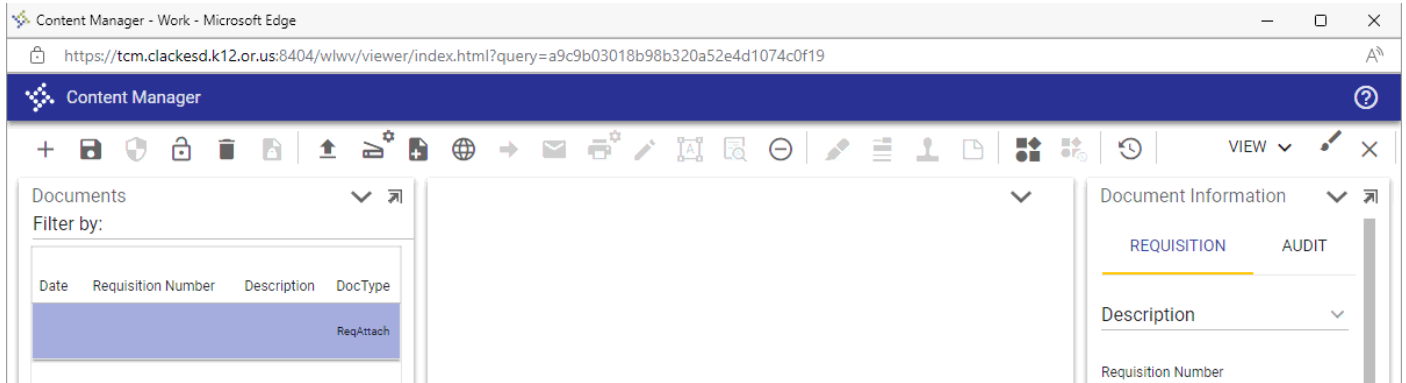


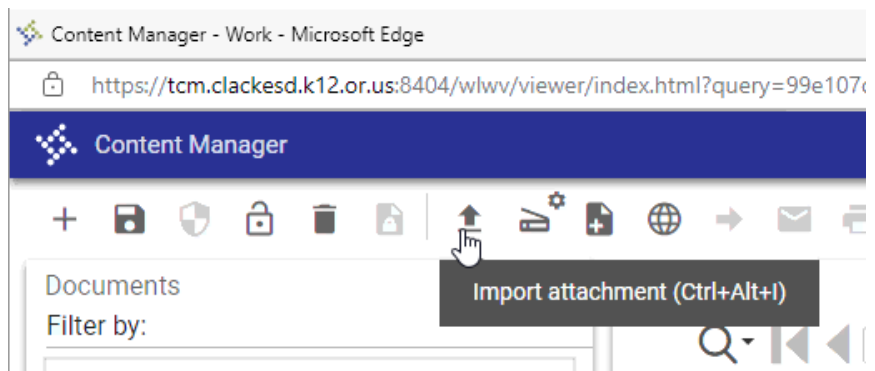
Actions > Manage Documents – Attaching Documents in TCM

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 **Actions > Manage Documents** (*NOT Manage Vendor Documents*). Tyler Content Manager (TCM) will open in a new window:

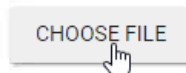


Click the **Import Attachment** button:

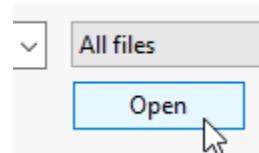


Click the **Choose File** button:

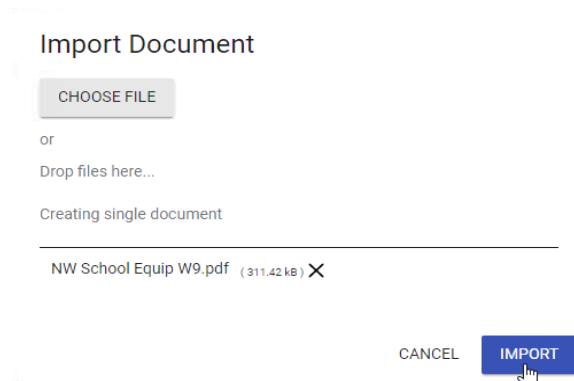
Import Document



Navigate to your file, select it, and click the **Open** button:

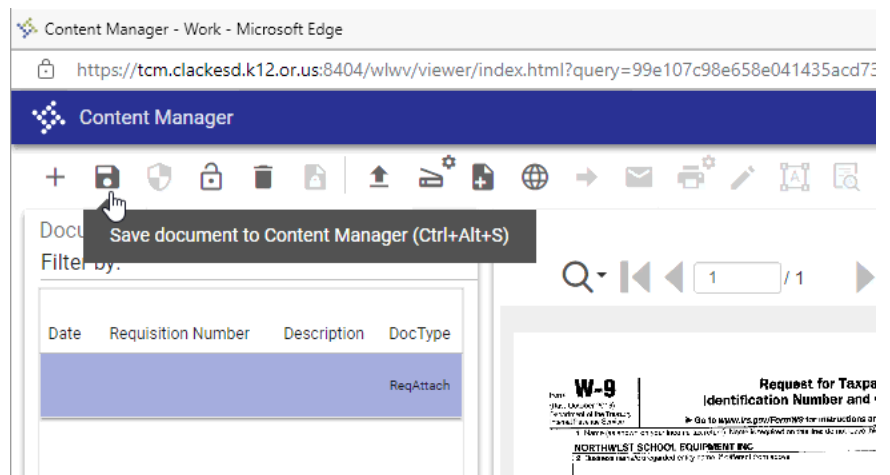


Click the **IMPORT** button:

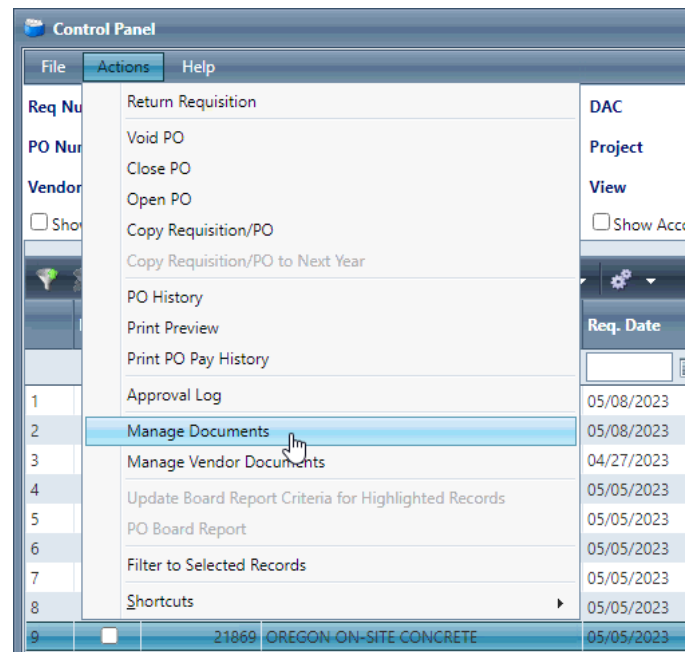


Once you see your document in the TCM window, click the **SAVE** button:

You can now close the TCM window.



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 **Actions > Manage Documents** and follow the steps above.



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

