

## Add Electronic Attachments

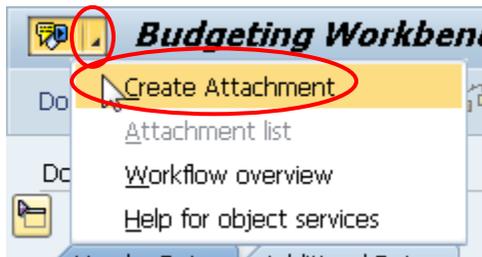
Transaction Code: ZFMBBT

### Location(s):

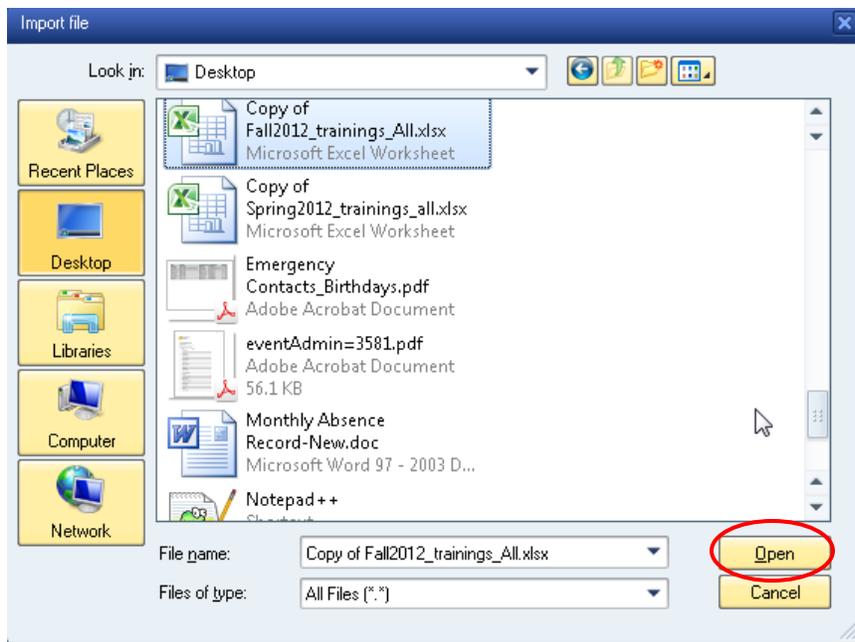
#### SAP GUI

**Purpose:** All supporting documentation are to be scanned and attached electronically for approver and Office of Comptroller review.

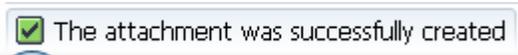
1. Click the drop-down button for the Services for Object button.
2. Click Create Attachment.



3. Navigate to the location of the attachment.
4. Select the file.
5. Click Open.

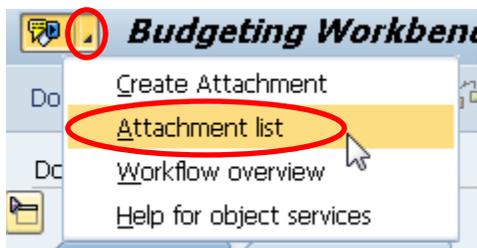


**Note:** A confirmation message will appear at the bottom of the screen.



## Display Attachment(s)

1. Click the drop-down button for the Services for Object button.
2. Click Attachment list.



3. Select an attachment.
4. Click Display.

