

Oracle: Custom CRE AE Attachment Query (D&C Only)

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[REST \(Real Estate Systems Training\)](#)



Document Revision History

Date	Version	Description	Prepared By
01/08/2021	1.0	Draft and Publish	Mikel Anne Aldrich

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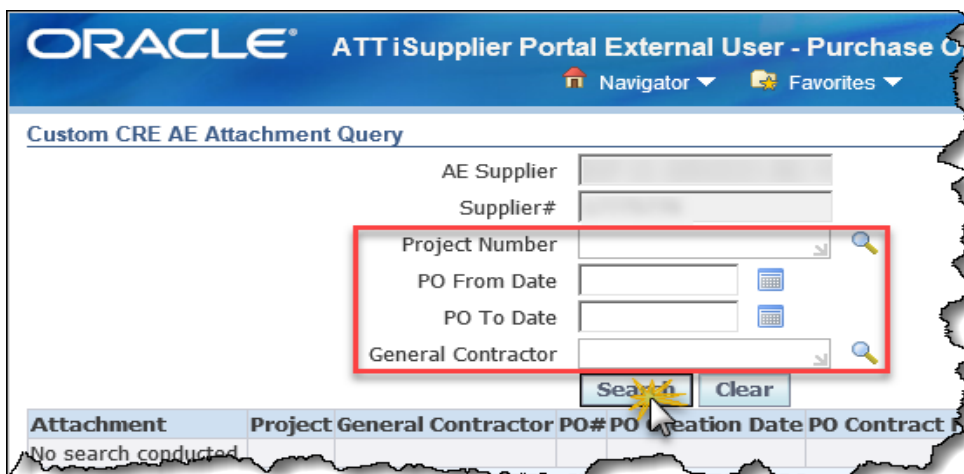
Custom CRE AE Attachment Query

This job aid walks through the steps to search and view an AE attachment that a Buyer has shared with an AE Supplier.

1. From the **Oracle Applications Home Page**, expand the **ATT iSupplier Portal External User – Purchase Order Change Request Entry** folder and select **Custom CRE AE Attachment Query**.



2. The system displays the **Custom CRE AE Attachment Query** form. You have the option to use the available search fields (**Project Number**, **PO From Date**, **PO To Date**, **General Contractor**) to narrow your search results, but these fields are not required.
3. Click **Search**.



4. The system displays the results. Click **View** to the left of the project you want to view.

The screenshot shows a search results page with a table containing columns: Attachment, Project, General Contractor, PO#, PO Creation Date, PO Contract From, PO Contract To, RFQ, PO Desc, and PO AMT. Each row has a 'View' link in the 'Attachment' column. A mouse cursor is clicking on the 'View' link of the third row. Above the table are 'Search' and 'Clear' buttons. The footer contains 'Home Logout Preferences', 'Privacy Statement', and 'Copyright (c) 2008, Oracle. All rights reserved.'

5. The system displays the **Attachment Details** section. Each tab contains information and attachments available. Click  in the **Attachments** column for the project you want to view.

The screenshot shows the 'Attachment Details' section with tabs: RFQ, RFQ Lines, PO, PO Lines, Bid, Bid Lines, and PO CO. A red box highlights these tabs. Below is a table with columns: Seq Category, Title, Description, and Document Attachment. The table has two rows: '20 To Supplier' and '21 Miscellaneous'. The 'Document Attachment' column contains icons. A mouse cursor is clicking on the attachment icon for the '21 Miscellaneous' row. Below the table is a 'Return to PO Details' link. The footer contains 'Home Logout Preferences', 'Privacy Statement', and 'Copyright (c) 2008, Oracle. All rights reserved.'

- The system displays all attachments available to view for the category you selected above. Click the hyperlink in the **Title** column to view the attachment.

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
	Short Text		To Supplier		05-Jun-2020	One-Time		
Contract	File		Miscellaneous		09-Jun-2020	One-Time		

[Return to Custom CRE AE Attachment Query](#)

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- If selecting a **Short Text** attachment, the system displays it. Click **Return to Attachments**, if needed.

View Attachment

Attachment Summary Information

Title **REMCRE-PROJECT**
 Description **Project #**
 Category **To Supplier**
TIP Title should be less than 30 characters. For notes to AP Team, only use the site name in the Title.

Attachment Text

Project #

TIP Select text radio button to add notes to AP team.
TIP File name should not exceed 50 characters.

[Return to Attachments](#)

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- If selecting a **File** attachment, select **Open** or **Save**.

Do you want to open or save **PMA Copy - Contract.pdf (86.7 KB)** from **scmuat2.it.att.com**?

Open Save Cancel