

# How to send documents to stakeholders from e-Builder

Select the **Documents** tab, locate and select the documents you wish to send. Press **Send**.

The screenshot shows the e-Builder interface with the 'Documents' tab selected. The 'Documents \ KnowledgeCenter' folder is expanded, and a list of documents is displayed. The 'Send' link for the first document, 'Build a worklist view (Invoice Expirations) - Oracle 2019.docx', is circled in red.

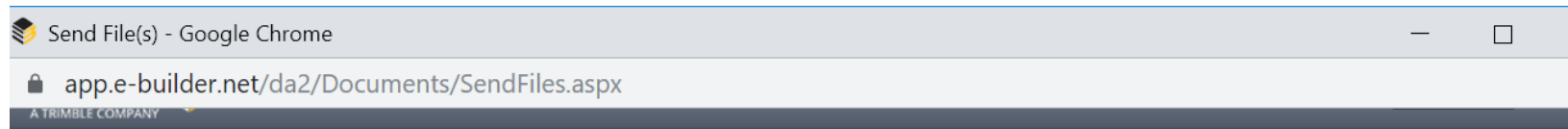
Name	Date Uploaded	Upload
Build a worklist view (Invoice Expirations) - Oracle 2019.docx (version 1)	06.19.19 08:00AM	Tanish N
Supplier Instructions for Oracle Portal - Sample Email.docx (version 1)	07.31.19 03:05PM	Stacey Crowhu
Supplier Instructions for Invoicing - Sample Email.docx (version 1)	07.31.19 03:05PM	Stacey Crowhu
e-Builder Vendor FAQ Slides.pdf (version 1)	07.31.19 03:06PM	Stacey Crowhu

You can also send a single document by clicking the **Send** link under the document name.

This is a close-up view of the document list from the previous screenshot. The 'Send' link for the first document, 'Build a worklist view (Invoice Expirations) - Oracle 2019.docx', is circled in red.

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e-Builder Vendor FAQ Slides.pdf (version 1)	07.31.19 03:06PM	Stacey Crowhu
Capitalization Guidelines on Capital Project Expenditures.docx (version 1)	08.01.19 07:14AM	Stacey Crowhu
Owner Purchase Order (OPO) Requisition Attachment.docx (version 1)	08.13.19 11:22AM	Stacey Crowhu

A new screen will appear for you to draft your message. You will see the documents you attached at the bottom. Select **Links to Download** in the dropdown menu to use less email storage. Press **Send**.



## Send File(s)

### Send Method

Check Spelling

Send

Cancel

\* How would you like to send the files?

- Email
- Fax
- Notify

### Email Information

\* Send Files As

Attachments

\* To:    [Lookup](#)

CC

Enter Email

[Lookup](#)

Show List of Intended Recipients in Email

\* Subject

Message

Attached Files (3)

Exception Files (0)

0 MB

File Name*	PDF	Native File
Supplier Instructions for Oracle Portal - Sample Email.docx	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier Instructions for Invoicing - Sample Email.docx	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Build a worklist view (Invoice Expirations) - Oracle 2019.docx	<input type="checkbox"/>	<input checked="" type="checkbox"/>