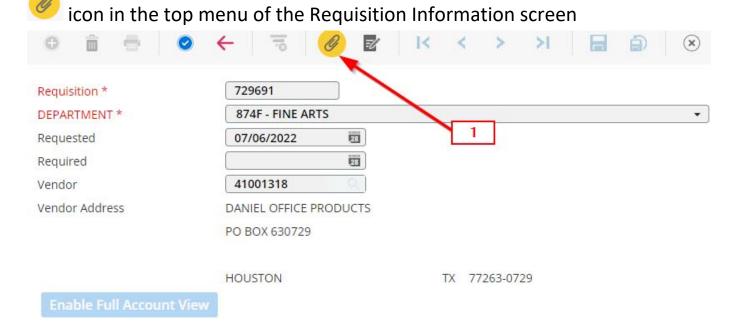
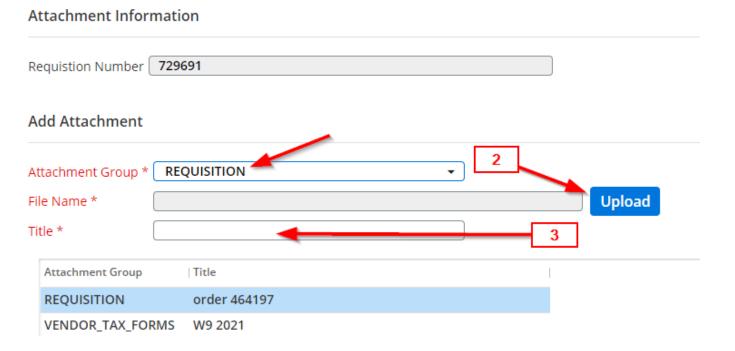
HOW TO ADD AN ATTACHMENT TO A REQUISITION

1. To ADD ATTACHMENTS to a requisition, click on the View Attachments



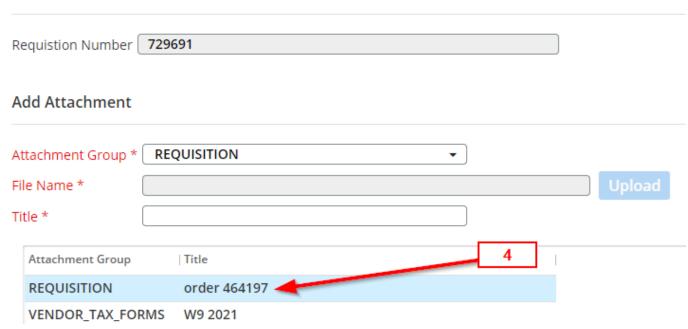
The following screen will appear.



- 2. Click on *UPLOAD* to search and locate the **pdf** document to be attached. When you locate the document, click on it to select it and the file name will appear in the File Name box.
- 3. Enter a title in the Title box.

Click on the button. A pop-up progress box will appear stating "updating attachment".

Attachment Information



4. The Title should appear in the Attachment Group box once the upload is complete.

Click on the back button to return to the Requisition Entry screen or click on in the top right of the screen to close the page.

You can attach multiple documents. You can also go back into the requisition and add an attachment at a later time by clicking on the icon.

*Always attach the documents in pdf.

You do not need to type "See Attachment Link" on the requisition. The attachment icon turns orange if there is an attachment.