

HOW TO ADD AN ATTACHMENT TO A REQUISITION

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



icon in the top menu of the Requisition Information screen

Requisition * 729691

DEPARTMENT * 874F - FINE ARTS

Requested 07/06/2022

Required

Vendor 41001318

Vendor Address DANIEL OFFICE PRODUCTS
PO BOX 630729

HOUSTON TX 77263-0729

Enable Full Account View

The following screen will appear.

Attachment Information

Requisition Number 729691

Add Attachment

Attachment Group * REQUISITION


File Name *

Title *

Upload

| Attachment Group | Title |
|------------------|--------------|
| REQUISITION | order 464197 |
| VENDOR_TAX_FORMS | W9 2021 |

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

Requisition Number 729691

Add Attachment

Attachment Group * REQUISITION

File Name *


Upload


Title *

| Attachment Group | Title |
|------------------|--------------|
| REQUISITION | order 464197 |
| VENDOR_TAX_FORMS | W9 2021 |

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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  icon 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.