

ATTACHING DOCUMENTATION TO YOUR REQUISITION:

After entering all information in your requisition:

Select the File attachment tab:

The screenshot shows the 'Requisition - New Requisition' window. The 'File Attachments' tab is selected and highlighted with a yellow arrow. The window contains the following fields:

Field	Value
Req Number:	
Vendor ID:	4198
Vendor Name:	W.B. MASON COMPANY, INC.
Description:	
Requestor:	Gaster, Laura
Approval Path:	Purchase Orders
Transaction Date:	01/27/2022
Req Source:	Other
Contract/Bid Ref:	
Ship To Building:	Central Administration
Ship To Contact:	Laura Gaster
Req Amount:	131.92
Approval Status:	Not Submitted

The 'Requisition Detail' section shows a table with columns: Name, Size, Comment, Email Attachment, and buttons: Open, Add..., Delete, Scan.

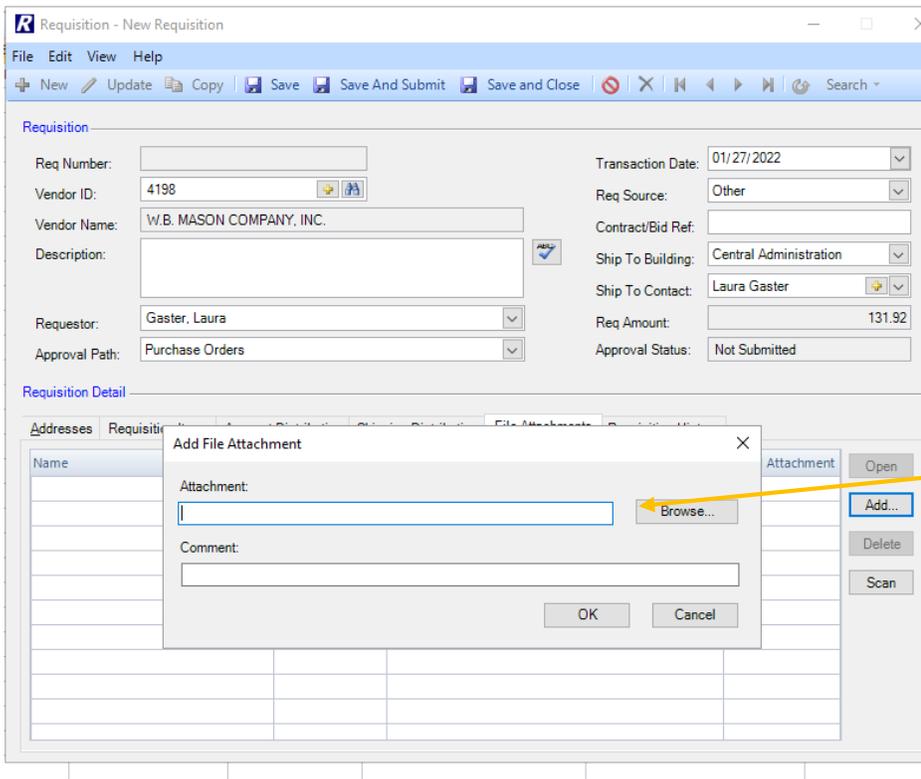
Select Add:

The screenshot shows the 'Requisition - New Requisition' window. The 'Add...' button in the 'File Attachments' tab is highlighted with a yellow arrow. The window contains the following fields:

Field	Value
Req Number:	
Vendor ID:	4198
Vendor Name:	W.B. MASON COMPANY, INC.
Description:	
Requestor:	Gaster, Laura
Approval Path:	Purchase Orders
Transaction Date:	01/27/2022
Req Source:	Other
Contract/Bid Ref:	
Ship To Building:	Central Administration
Ship To Contact:	Laura Gaster
Req Amount:	131.92
Approval Status:	Not Submitted

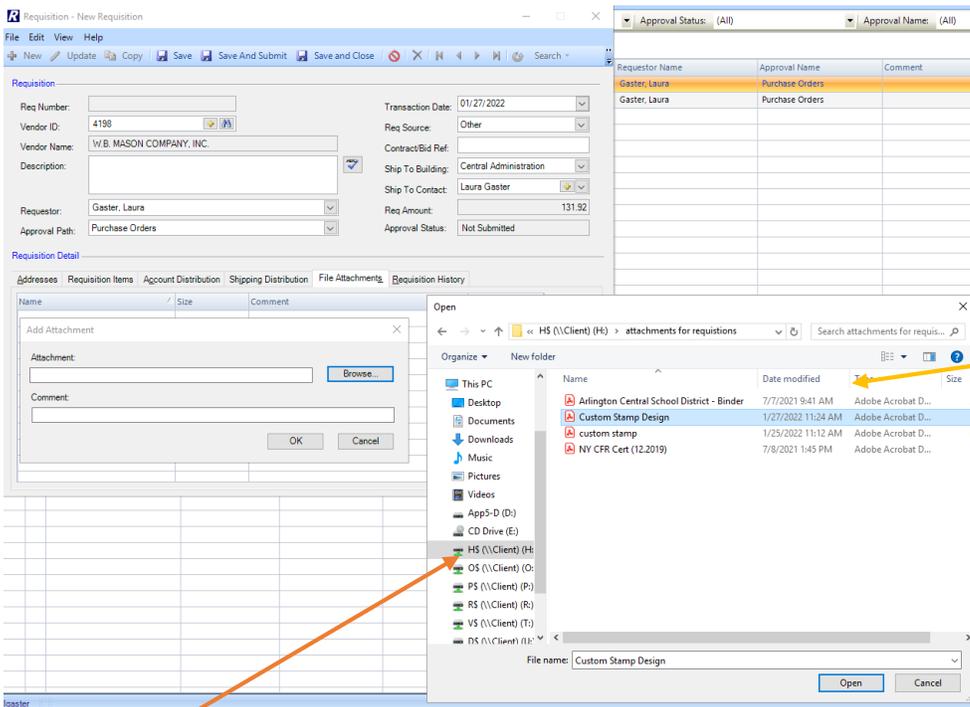
The 'Requisition Detail' section shows a table with columns: Name, Size, Comment, Email Attachment, and buttons: Open, Add..., Delete, Scan.

Add File Attachment Box appears:



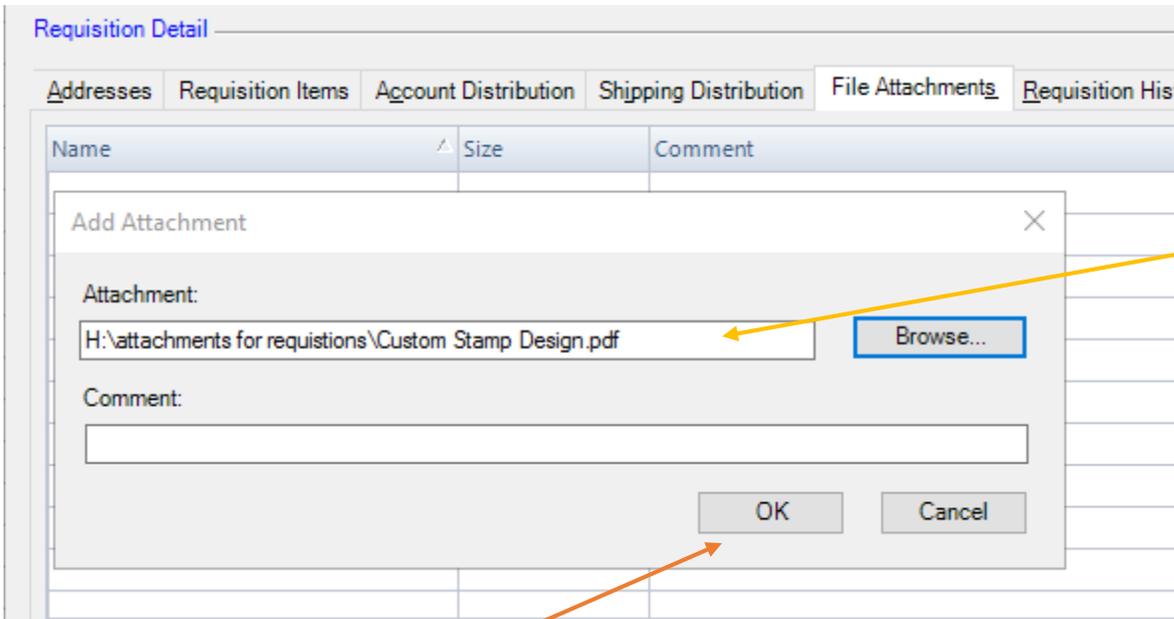
Select Browse button on add File attachment screen and select file that has been saved on your computer to add. (I have a folder on my computer for all information I use as attachments)

Highlight file and select open:



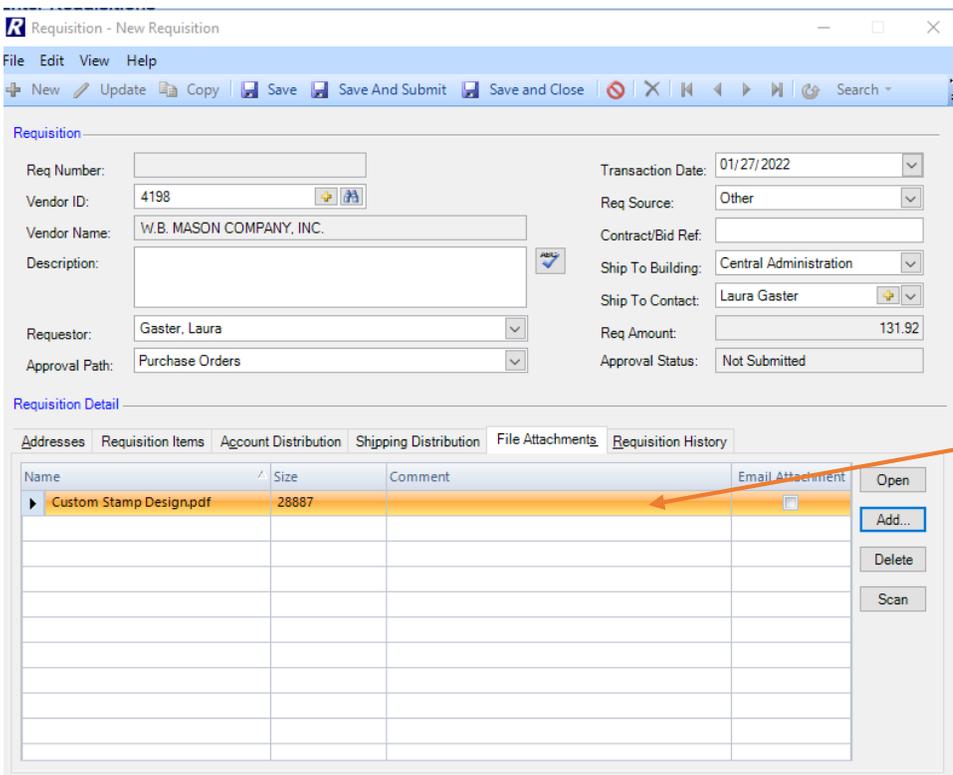
NOTE: Remember your file will be in the drive you saved it under as long as it says client and then the drive letter

File then appears in the attachment bar:



Once your file appears select the OK button.

You are returned to the file attachment screen with your file listed on the screen:



******YOU NEED TO CHECK OFF THE EMAIL ATTACHMENT BOX IF YOU WANT THE INFORMATION TO BE SENT ALONG WITH YOUR COMPLETED PURCHASE ORDER TO THE VENDOR. ******

Requisition - New Requisition

File Edit View Help

New Update Copy Save Save And Submit Save and Close X Search

Requisition

Req Number: [] Transaction Date: 01/27/2022

Vendor ID: 4198 Req Source: Other

Vendor Name: W.B. MASON COMPANY, INC. Contract/Bid Ref: []

Description: [] Ship To Building: Central Administration

Requestor: Gaster, Laura Ship To Contact: Laura Gaster

Approval Path: Purchase Orders Req Amount: 131.92

Approval Status: Not Submitted

Requisition Detail

Addresses Requisition Items Account Distribution Shipping Distribution File Attachments Requisition History

Name	Size	Comment	Email Attachment	Open
Custom Stamp Design.pdf	28867		<input checked="" type="checkbox"/>	Open
				Add...
				Delete
				Scan