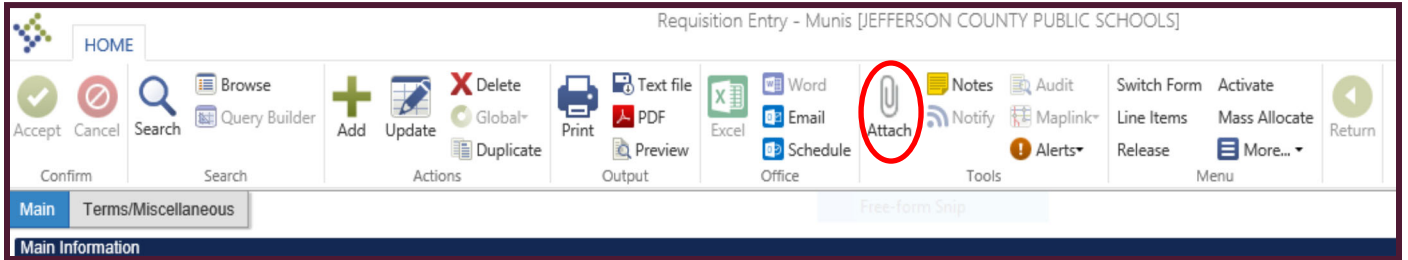


ATTACHING DOCUMENTS TO A REQUISITION

-Under Requisition Entry Screen you will need to Search your requisition number

-Up at the top of the toolbar you'll see a paperclip and it will say "Attach" - click to open

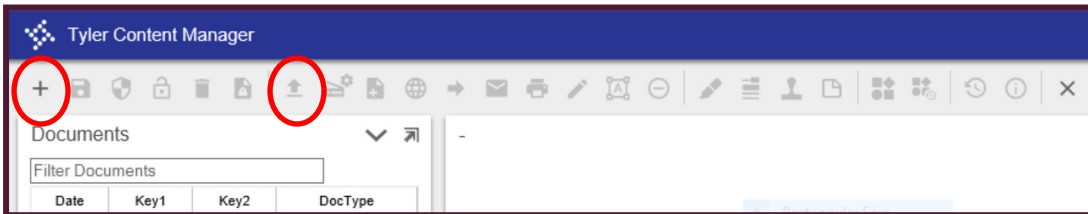


-Double click where it says Requisition Attachment (line that is highlighted in blue)

Attachment Type	Document Type	Read Only	Co
Requisition Attachment	Requisition Attachment		0

Document Title	TCM Document Type	Read Only	Co
Contract (R)	Contract/Agreement	✓	0
Contract Attachment	Contract Attachment		0
Contract/Agreement	Contract/Agreement	✓	0
PO Attachment	PO Attachment	✓	0

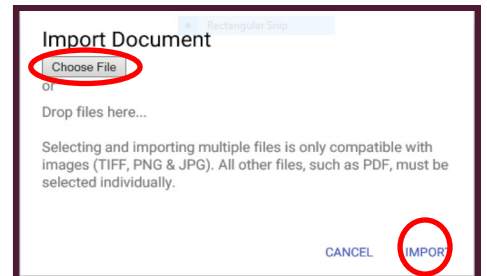
-On the top left of the tool bar click the "+" button



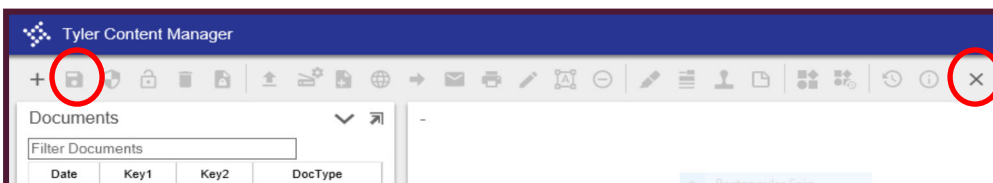
-To the right of that click the arrow up button

-Select Choose File and choose your file you want to upload

-Select Import



-Click the square at the top left of your tool bar (next to + button)



-Once saved, click "X" at the right side of the tool bar and you will be back on the Main Page of your requisition

- "?" or "1" should appear next to the paperclip on the top tool bar (this means the attachment was successful)

