ATTACHING DOCUMENTS TO REQUISITIONS

Requisition users now have the ability to attach documents (quotes, shopping carts, etc.) to their requisitions.

The button will not be visible when you begin to enter a requisition.

1. Enter the requisition information.

2. Hit **Save** at the top (do not submit yet)

3. The button will become visible. It is located next to the submit button at the top of the requisition.

4. Click on the Document button

5. Select the file to upload

6. Select type of forms (supporting forms or vendor documents)

7. There is a space to give a better description or instructions

8. Click on Upload File button

9. The system will notify you if upload is successful

10. Close

11. Submit the requisition for approval.