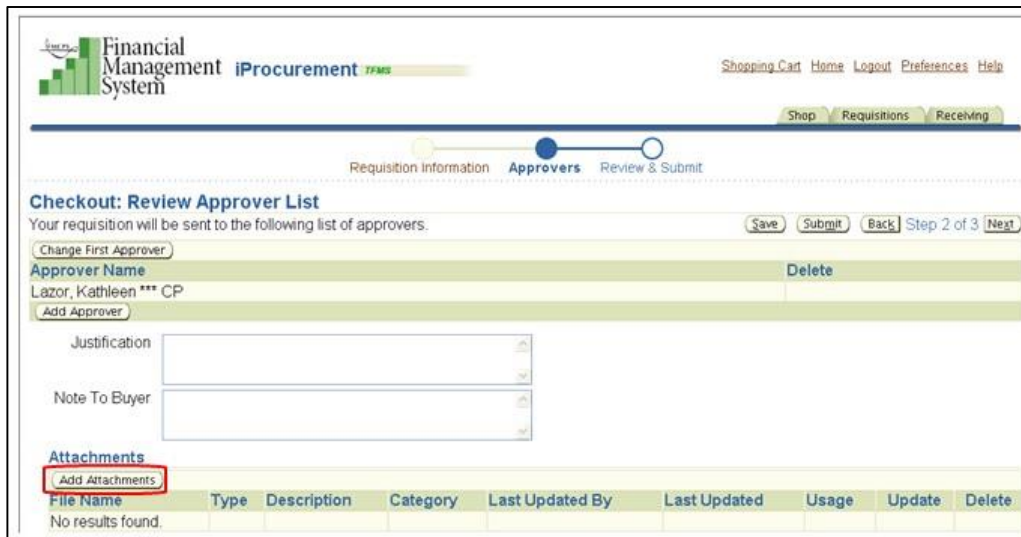


If important information or instructions need to be communicated regarding an order, one or more attachments can be added to a requisition during step 2 of the checkout process. Attachments do not automatically open when the order is going through the approval process. To alert the workflow approvers of an attachment, add a message in the Justification and Note to Buyer fields. A few examples of when to use an attachment are as follows:

- Pricing from suppliers if the dollar amount threshold requires quotes for buyer review
- Informing a supplier of a delivery date that ordered items need to be received
- Providing a copy of a catalog page of the items being ordered to assist the account manager, additional workflow approvers, and the buyer

➤ **To add an attachment to a requisition during checkout:**

1. Complete the requisition for your order up to step 2 of the checkout process.



Checkout: Review Approver List
 Your requisition will be sent to the following list of approvers.

Change First Approver

Approver Name	Delete
Lazor, Kathleen *** CP	

Add Approver

Justification

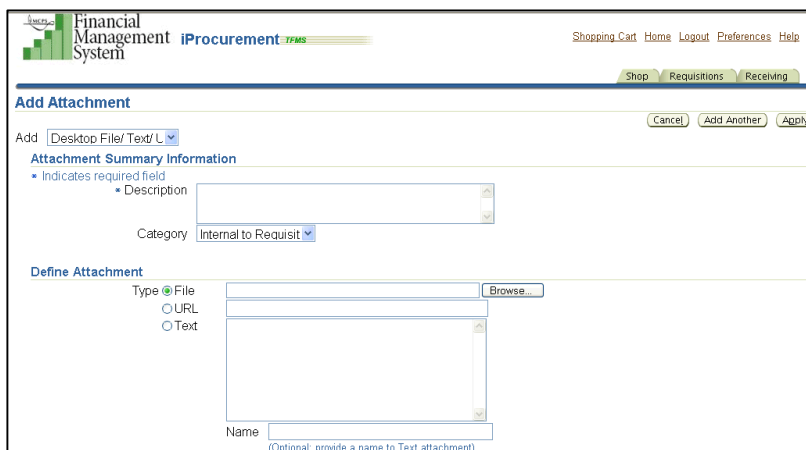
Note To Buyer

Attachments

Add Attachments

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

2. Click the **Add Attachments** button.



Add Attachment

Add

Attachment Summary Information

Indicates required field

Description

Category

Define Attachment

Type File URL Text

Name

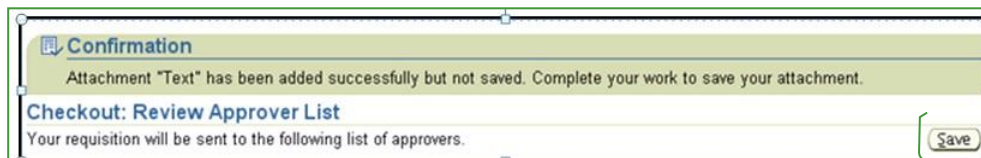
(Optional: provide a name to Text attachment)

3. Complete the fields on the Add Attachment screen:

In this field:	Do this:
Add	Leave as is.
Description	Type a brief description of the attachment. <div data-bbox="516 317 1466 466" style="border: 1px solid black; padding: 5px;"> <p>Attachment Summary Information</p> <ul style="list-style-type: none"> * Indicates required field * Description <input type="text" value="Text attachment note to supplier to ship 7/25/20xx"/> </div>
Category	Select the intended audience of the attachment. <div data-bbox="516 537 774 678" style="border: 1px solid black; padding: 5px;"> <p>Category <input type="text" value="Internal to Requist"/></p> <ul style="list-style-type: none"> Internal to Requisition Miscellaneous To Approver To Buyer To Receiver To Supplier </div>
Type	Indicate the nature of the attachment, selecting the type and providing details: <ul style="list-style-type: none"> • File – Click the Browse button to choose the attachment. • URL – Copy and paste the website address. • Text – Copy and paste the text in the Description field.
Name	Optionally, type a name for the attachment.

4. Click the **Apply** button.

A confirmation is displayed indicating that the attachment has been added, but *not* saved.



5. Click the **Save** button.

If you do not save, the attachment will not appear on the purchase order and will not be communicated to your intended audience.

6. To add another attachment, click the **Add Another** button and repeat the preceding steps.



7. After adding any attachments, type information in the **Justification** field and the **Note To Buyer** field to alert the approvers of the attachments.

Checkout: Review Approver List

Your requisition will be sent to the following list of approvers.

[Change First Approver](#)

Approver Name

Lazor, Kathleen *** CP

[Add Approver](#)

Justification

Note To Buyer