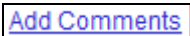
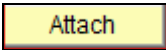

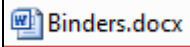
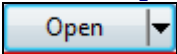

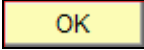
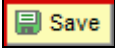

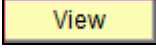

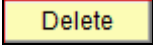
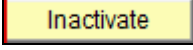
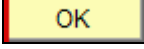
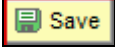


## Attaching a Document to a Requisition

Step	Action
1.	<p>Click in the <b>Add Comments</b> or <b>Edit Comments</b> Link.</p> <p><i>NOTE: Once comments are added to the Requisition, the Add Comment Link changes to Edit Comments.</i></p> <p>In this example, comments were previously added to the Requisition. Therefore, the comments link has already changed to Edit Comments.</p> 
2.	<p>Enter the desired information into the <b>Comment Status</b> field. Enter "<b>SEE ATTACHED DOCUMENT FOR SPECIFICATION INFORMATION</b>".</p>
3.	<p>Click in the <b>Attach Button</b> to attach a document.</p> <p><i>NOTE: The View and Delete buttons are grayed out meaning they are inactive.</i></p> 
4.	<p>Enter the file name with the directory in the blank field; OR Click the <b>Browse Button</b> to look for the file in your directory.</p> <p><i>NOTE: The following document types can be attached to the Requisition: Excel, Word, PDF, Notepad</i></p> <p>If you want to attach Internet Information, you must cut and paste the information to a word document before attaching.</p> 
5.	<p>Select the document you wish to attach.</p> <p>Click the <b>Binders</b> option.</p> 
6.	<p>Click the <b>Open</b> button.</p> 
7.	<p>Click in the <b>Upload Button</b> to attach the document.</p> 
8.	<p>The Attach button is now inactive, and the View and Delete buttons are active. The name of the attached document is displayed to the left of the Attach button.</p> <p><i>NOTE: Although PeopleSoft allows you to attach a document to a requisition, the document will not print when the Requisition is printed. You must print the attachment separately and attach it to a hard copy of the requisition.</i></p>

Step	Action
9.	Click the <b>OK</b> button. 
10.	Click the <b>Save</b> button to save the attached document to the requisition. 
11.	To view the attached document, click the <b>Edit Comments Link</b> . 
12.	Click the <b>View</b> button to view the attachment. This action opens a new window and displays the attachment.  <i>NOTE: No changes can be made to the attached document within PeopleSoft. If changes to the attached document are required, you must make the changes prior to attaching it to the Requisition.</i> 
13.	Click <b>X</b> to close the attachment. 
14.	Click the <b>Delete</b> button to delete the attached document. 
15.	Click the <b>Inactivate</b> button. 
16.	Click the <b>OK</b> button. 
17.	The attached document will not be removed if you do not save the requisition. The requisition must be saved to complete the delete process.  Click the <b>Save</b> button. 
18.	Once the Document is saved, the link displays once again as <b>Add Comments</b> instead of <b>Edit Comments</b> .  New comments can be added by clicking the <b>Add Comments</b> link.
19.	This completes <i>Attaching a Document to a Requisition</i> . <b>End of Procedure.</b>