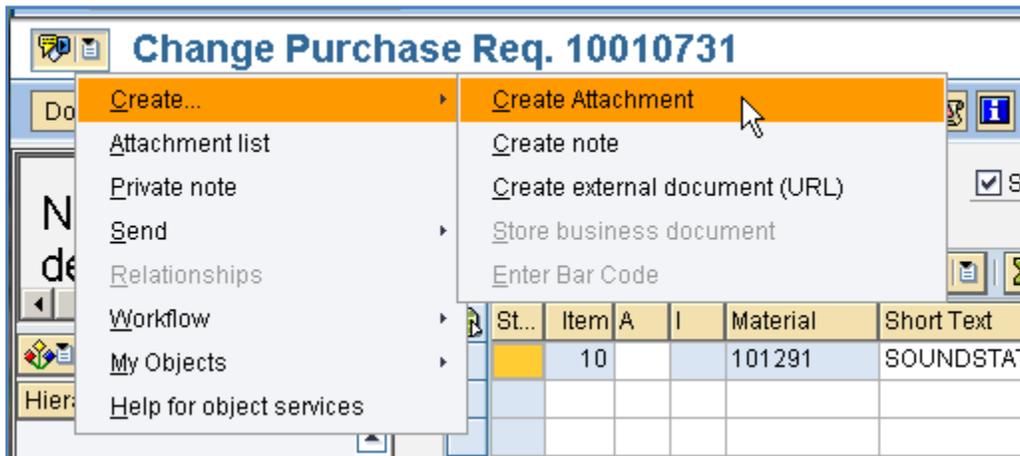


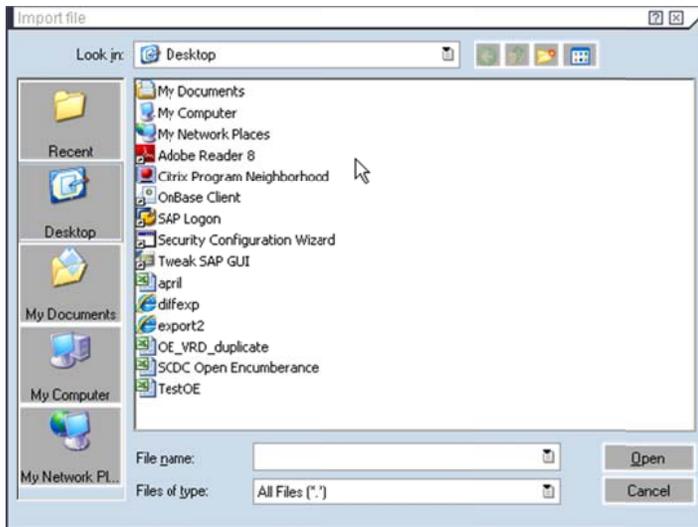
Attaching Documents to Purchase Requisitions, Purchase Orders, Goods Receipts, Etc.

1. To attach documents to a Purchase Requisition, Purchase Order or Goods Receipt, click on the right side of the Services for Object Icon . In all three cases, the icon is in the upper left corner of the initial screen of the transaction.
2. Click on Create → Create Attachment

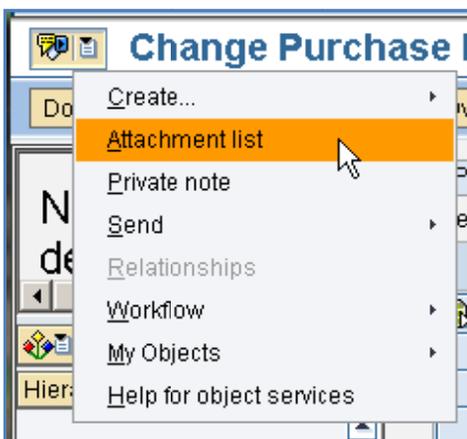


*** You can also attach notes which allow you to add text documentation to a transaction. To add a note, choose Create → Create Note.

3. The document you wish to attach should be stored locally. You can scan documents to your machine if you have scanning capabilities or you can save emails locally to your computer. When you search, you will need to look for the drive that says C\$ which represents your local computer. Search for the document(s) you wish to attach to the transaction. Select the document and click Open.



4. Your document(s) are now attached to your purchasing document.
5. To view the attachments for the transaction, click on the right side of the Services for Object Icon 



6. Click on Attachment list.
7. The list of attached documents, the creator name and the date the document was attached will be displayed.

Service: Attachment list

AttachmentFor0010010731

	Title	Creator Name	Created On
	NACR_101291	PAMELA FAMBRO	07/28/2011
	Approval NACR 101291	PAMELA FAMBRO	

8. To view a document, click on the document icon to the far left in the list. Documents can be downloaded and printed from here as well.