

Attaching Documents

Introduction

When you create a Requisition you may need to attach supporting documents. This could include a signed contract page, an email, a quote from the provider or approval from your financial delegate. Multiple documents can be attached to your requisition.

Tips to uploading documents:

- The file names must be less than 50 characters and not contain special characters such as & * ?
- Documents types such as PDFs, emails, xlsx, docx files can be attached. If you're unable to add a different type of document, save it as a PDF before uploading.
- If the document is too large it may not upload; try reducing the size of the file.

Procedure

1. A document can be attached to your requisition in the **Checkout - Review and Submit** page
2. In the Requisition Lines area, click on the **Add** icon in Comments and Attachments. Ensure you click Add in the line relevant to the item that you are attaching the document for

Cart Summary: Total Amount 176.03 AUD

Expand lines to review shipping and accounting details + Add More Items

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments/ Attachments	Delete
▶ <input type="checkbox"/> 1	FIRST AID KIT VEHICLES PERSONA		Complete Office Supplies Pty Ltd	1.0000	Each	35.0300	35.03			
▶ <input type="checkbox"/> 2	Seagate Backup Plus Portable D		Staples Australia Limited	1.0000	Each	141.0000	141.00			

Select All / Deselect All Select lines to: + Add to Favorites + Add to Template(s) Delete Selected Mass Change

Total Amount 176.03 AUD

3. A pop up window will appear, add a brief comment about the attachment.

Click **Add Attachments**

Line Comment

Business Unit: UNIAD Requisition Date: 08/05/2017
Status: Pending

Line: 1

Comments: Find First 1 of 1 Last

Entered On:

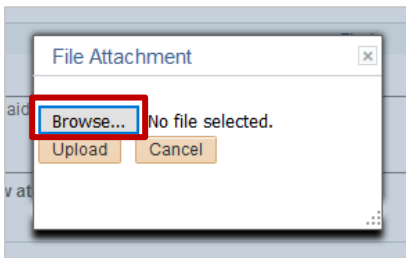
1

Send to Supplier Show at Receipt Show at Voucher

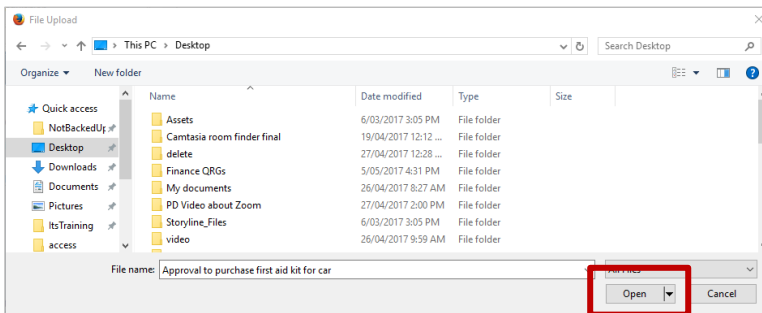
Add Attachments

OK Cancel

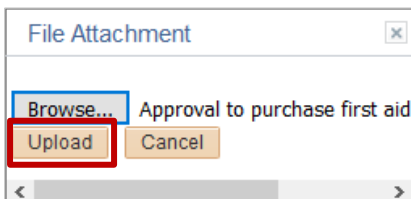
4. **Browse** to find your document – it is preferable to add attachments from your desktop, not a shared drive



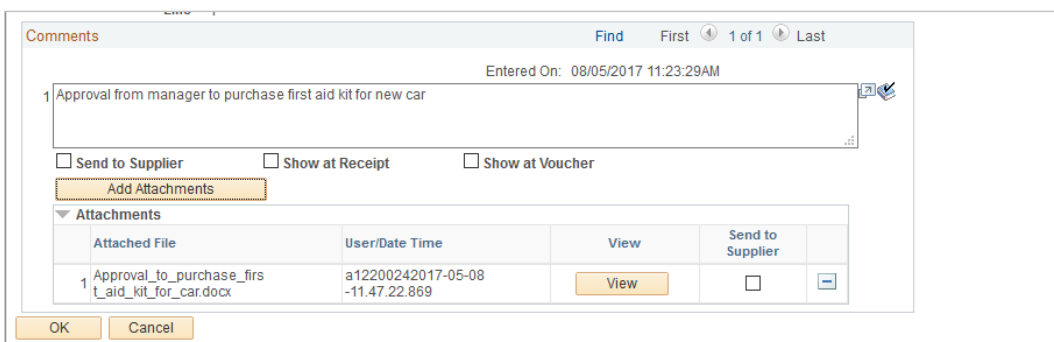
5. Select the document and click **Open**



6. In the pop up window click **Upload** - if the document doesn't upload check the length of the name, it may need to be shortened.

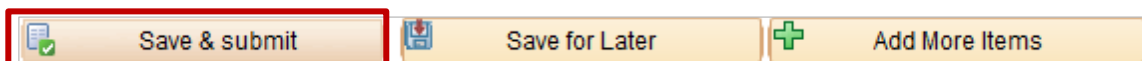


7. Review the file name to ensure you have selected the correct one. Click **OK**



Note: You can review your attachments from the **Checkout - Review and Submit** page by clicking on the **Add** icon

8. If you have completed your requisition and attached the relevant document/s click **Save & Submit**



Contact Us

For further support or questions, please contact the Finance and Procurement Support Team.
Telephone: +61 8 8313 3414 Email finprosupport@adelaide.edu.au