



# Finance and Procurement ePro – Attaching Documents

## Introduction

Attaching supporting documentation / quotes / specifications can be attached to a requisition line item in any document format.

## Overview of Procedure

When creating a requisition documents may be attached to any Requisition item by selecting the comments icon.

**Create Requisition**

1. Define Requisition | 2. Add Items and Services | **3. Review and Submit**

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: UN1AD Adelaide University | \*Currency: AUD | Requester: 1221079 Monaghan, Leah | Priority: Medium

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Special request because I can		1.0000	Each	1,000.00000	1,000.00

Total Amount: 1,000.00 AUD

Comments: Send to Vendor, Show at Receipt, Shown at Voucher, Approval Justification

Buttons: Save & submit, Save and Submit Later, Cancel requisition, Find More Items

Previously entered comments will be displayed and an 'Add Attachment' option is now available. This will allow for you to select a document to attach. Multiple documents can be attached. Most document formats are acceptable (email, excel, .doc, .pdf). Please ensure that you add your document from the desktop (to ensure the document attaches properly) and use a short filename (e.g., 12-15 characters).

**Line Comments**

Business Unit: UNIAD      Requisition Date: 15/07/2015  
Requisition ID: NEXT      Status: Pending      Line: 1

**Comments** Find First 1 of 1 Last

Use Standard Comments Entered On: 15/07/2015 10:55:38AM

1 | << I can record any free text here, or I can attach a document later. >>

Send to Vendor       Show at Receipt       Show at Voucher

**Add Attachments**

OK Cancel

Two tips for attaching documents:

- Save the file to your Desktop. Trying to attach from a Network address may not always work.
- Give the file a short name – long names could cause issues when attaching.

## 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](mailto:finprosupport@adelaide.edu.au)