ATTACHING DOCUMENTATION TO YOUR REQUISITION:

After entering all information in your requisition:

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Select Browse button on add File attachment screen and select file that has been saved on your computer to add. (I have a folder on my computer for all information I use as attachments)

Highlight file and select open:

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NOTE: Remember your file will be in the drive you saved it under as long as it says client and then the drive letter

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****YOU NEED TO CHECK OFF THE EMAIL ATTACHMENT BOX IF YOU WANT THE INFORMATION TO BE SENT ALONG WITH YOUR COMPLETED PURCHASE ORDER TO THE VENDOR. *****

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