

## Adding attachment to requisitions

### Edit requisition

**Search Requisitions**

To locate requisitions, edit the criteria below and click the Search button.

Business Unit	FAM01	Requisition Name		Budget Status	
Requisition ID		Request State	All but Complete		
Date From	05/01/2015	Date To	05/28/2015		
Requester	SAUNDRA.WILLISJ	Entered By		PO ID	

Search Clear Show Advanced Search

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**Requisitions**

To view the lifespan and line items for a requisition, click the Expand triangle icon.  
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
0000148495	0000148495	FAM01	05/20/2015	Pending	Not Chk'd	6,348.36 USD	Edit

Requester: Coleman Willis-Johnson, Sandra Entered By: Coleman Willis-Johnson, Sandra Priority: Medium

Go to comments, click edit

https://famf9trn.mycms.com/req/famf9trn/EMPLOYEE/ERPA/PV\_MAIN\_MENU/PV\_PROCURE\_REQ\_GBL?Page=PV\_REQ\_CHECKOUT&Action

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Home Worklist Add to Favorites

User: Fall, Stephany on Database: FAMF9TRN

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### Requisition - Review and Submit

Review the item information and submit the req for approval.

My Preferences Requisition Settings

Requisition Summary

Business Unit	FAM01	FLORIDA A&M UNIVERSITY	Requisition Name	0000148495
Requester	SAUNDRA.WILLISJOHNSON	Coleman Willis-Johnson, Sandra	Requisition ID	0000148495
*Currency	USD		Priority	Medium

Custom Fields

Summary: Total Amount 6,348.36 USD

Click here to review shipping and accounting details

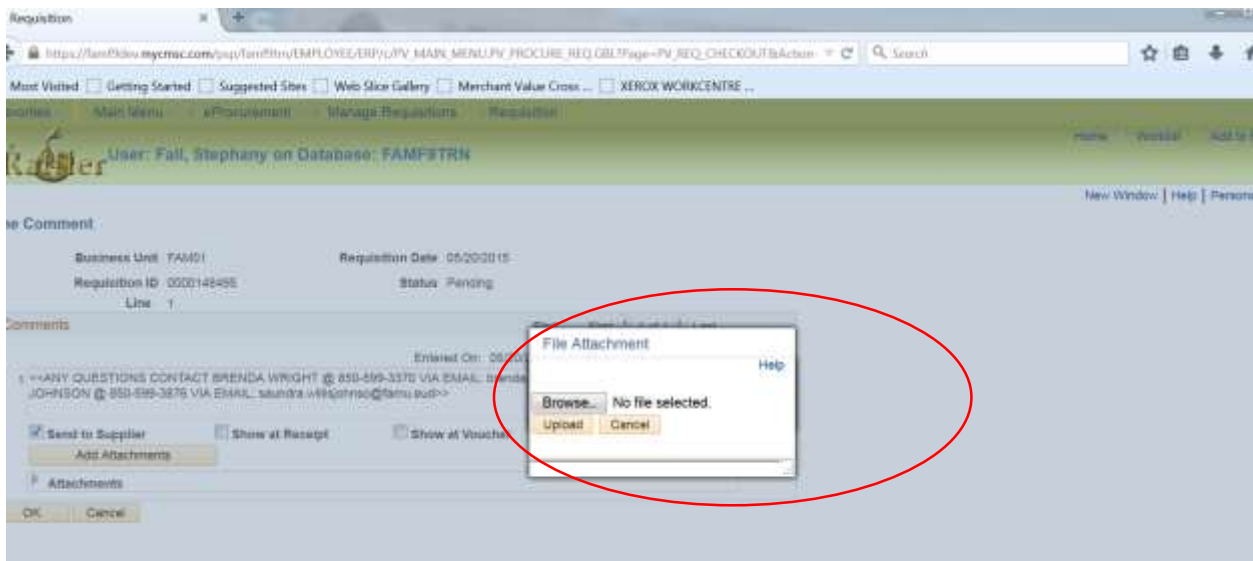
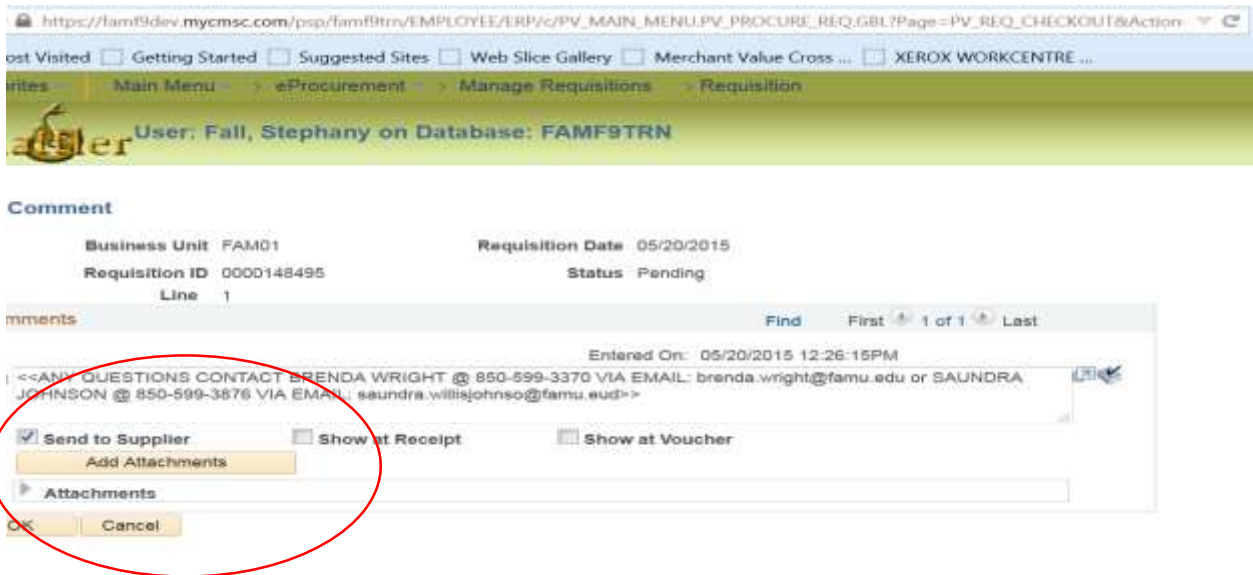
Add More Items

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	SUBSCRIPTION FOR ELSEVIER JOUR		EBSCO INDUSTRIES, INC.	1.0000	Each	6348.3600	6348.36		Edit	

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

Click on attachment



Go to your browse and upload attachment