How to attach a document to a PS Requisition.

1. Open the Requisition - Navigate to Purchasing > Requisitions > Add / update a Requisition > find an existing value (if you are in the middle of creating the Requisition, follow instructions from this point on)
2. Click the Line Comment bubble on the Description line, to the right of where you enter the Price, that open the comments box.
3. Below the box you will see a button labeled “Attach”.  Click the Attach button,
4. Navigate to the document and attach it, much like you would do an attachment to an e-mail note.
5. Be sure to Save again after doing the attachment.
6. Include something like the following in the Description field “see quote 12345 attached” or “see award form attached” so that we will know to look for the attachment.