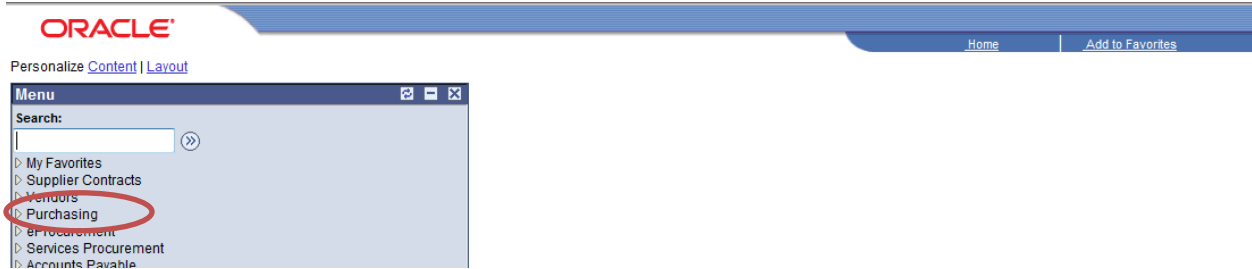


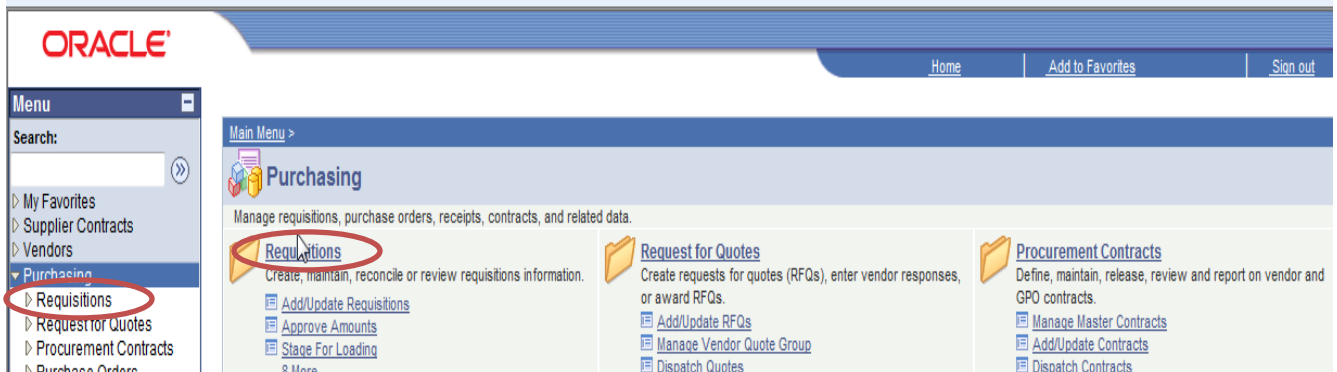
INSTRUCTIONS FOR UPLOADING/ADDING ATTACHMENTS TO REQUISITIONS IN CFS

Log into CFS

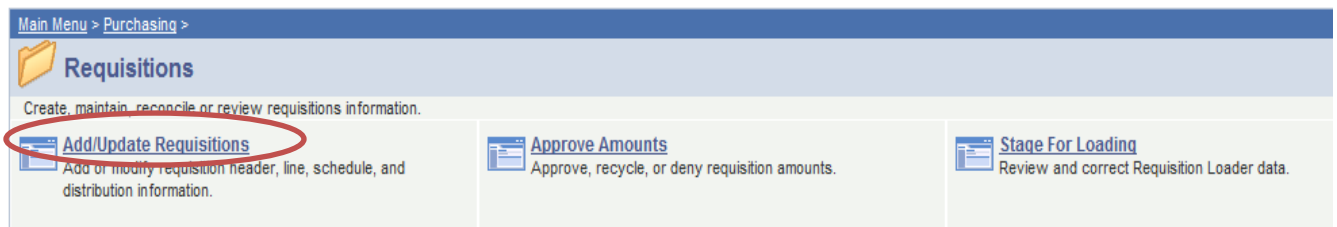
Click on Purchasing



Click on Requisitions



Click on Add/Update Requisitions



Click Add Button

Requisitions

Find an Existing Value

Add a New Value

Business Unit: SACST

Requisition ID: NEXT

Add

To Add Attachment – Click on “Add Comments”

Maintain Requisitions

Requisition

Business Unit: SACST Status: Open
Requisition ID: NEXT Budget Status: Not Chk'd
[Copy From](#) Hold From Further Processing

▼ Header

*Requester: [Requisition Defaults](#)
*Requisition Date: 10/11/2011 [Requester Info](#) **[Add Comments](#)**
Origin: ONL On-Line Entry [Requisition Activities](#)

1. Type the following note “Documents Attached” in comments box below
2. Click “Send to vendor – Shown at Receipt Shown at Voucher”
3. Click “Attach” at bottom of page (see below)

Header Comments

Business Unit: SACST Requisition Date: 10/06/2011
Requisition ID: NEXT Status: Open

*Sort Method: *Sort Sequence:

Comments Find | View All First 1 of 1 Last

[Copy Standard Comments](#) Comment Status: Active

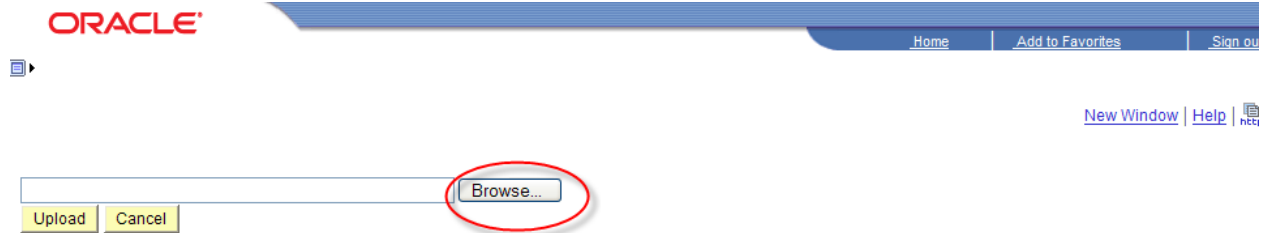
Documents Attached 1.

Send to Vendor **Shown at Receipt** **Shown at Voucher** 2.

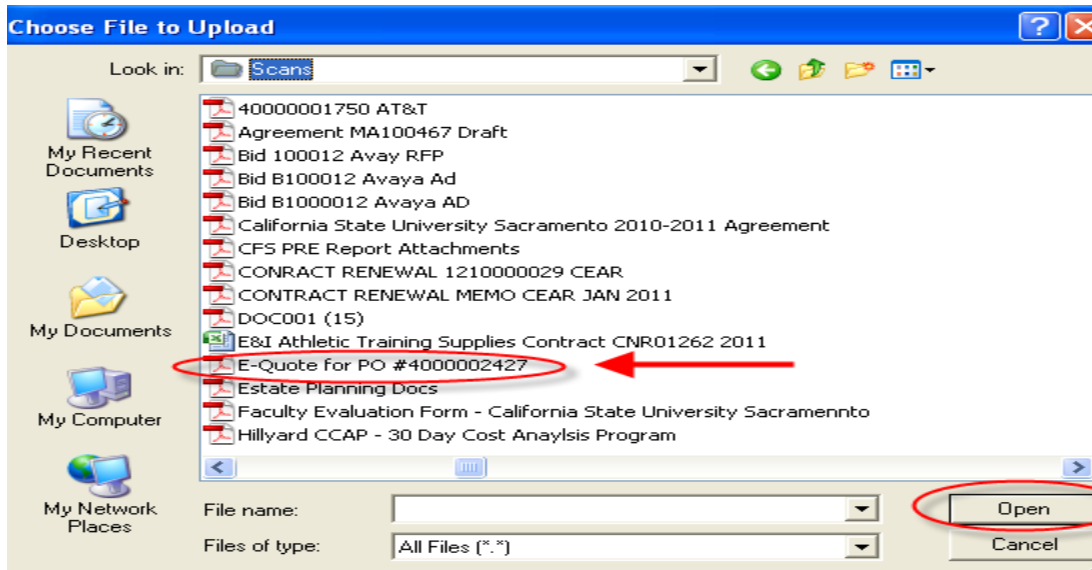
Associated Document
Attachment 3. Email

From -> REQ SACST-NEXT

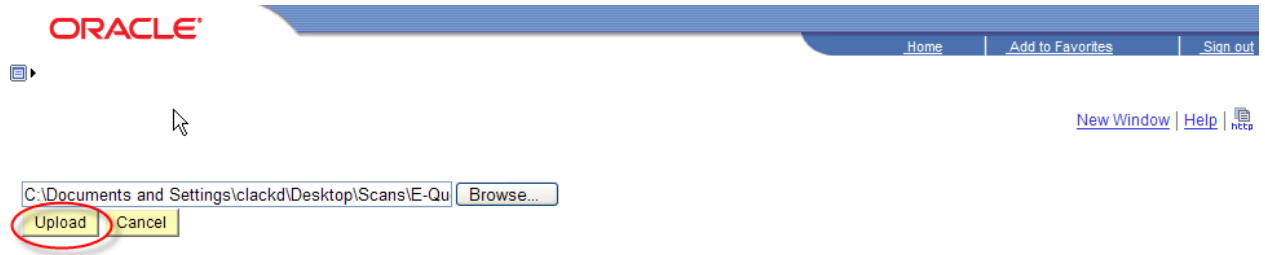
After clicking “Attach” – click on “Browse”
Browse for the document you would like to attach to the requisition.



Choose document to be uploaded
Click Open button

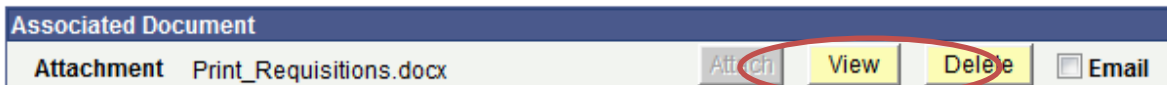


Click "Upload" button



1. Note: The "VIEW" button is now active and yellow.
2. Only 1(one) document may be uploaded, therefore, you may need to combine documents prior to uploading in CFS.

Send to Vendor Shown at Receipt Shown at Voucher



Your document has now been uploaded (attached) to the requisition.
Click "OK" to return and complete the rest of your requisition processing