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
To Add Attachment – Click on “Add Comments”

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)

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

Choose File to Upload

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.

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