



Adding Attachments to Requisitions

You can add an attachment to the entire cart or to an individual item line. Many departments use them to attach details of quotes or dispensations that they have obtained prior to raising the requisition.



Attachments to suppliers (i.e. Category: To Supplier) can only be used for non-catalog orders. Supplier attachments for Marketplace orders will not be transmitted with the order

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

Line	Item Description	Unit	Quantity	Price	Amount (GBP)	Attachments
1	fire wardens jacket	EA	10	2.35 GBP	23.50	
2	Officeteam Essentials Box File, Green, Foolscap, 206100040	Each	1	91.14 GBP	91.14	

To add an attachment to the entire cart click on **Add Attachment....** or if you want to add to an individual item line click on its icon. Either way the following screen displays.

Shop Requisitions Receiving

Shopping Cart >

Add Attachment

Add Desktop File/ Text/ URL

Cancel Add Another Apply

Attachment Summary Information

Title

Description

Category Internal to Requisition

Internal to Requisition
Miscellaneous
To Approver
To Buyer
To Receiver
To Supplier

Define Attachment

Type File
URL
Text

Browse...

Cancel Add Another Apply

- **Description**; summarise what the attachment relates to.
- **Category**; amend accordingly as to who the attachment is for.

iProc Quick Reference Guide Adding attachments to Requisitions

- Then attach either a file or simply add a URL or complete the text box. Please note that for marketplace orders attached files and URLs *will not* transmit to the supplier with the order.
- You can add more than one attachment if required. Once completed click **Apply**.
 - If attached at item line, a paperclip icon will display in the attachments column and an un-editable line in the cart attachments.
 - If attached at cart level an editable line will display.

Requisition Information: Edit Lines
* Indicates required field Apply

Delivery Billing Accounts **Attachments**

Requisition Cart Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
Undefined	Short Text				20-Jan-2014				

Requisition Line Attachments

Line	Item Description	Unit	Quantity	Price	Amount (GBP)	Attachments
1	FIRE WARDENS JACKET	EA	10	2.35 GBP	23.50	
2	OfficeTeam Essentials Box File, Blue, Foolsap, 208100061	Each	1	8.61 GBP	8.61	

✓ TIP Click on an Attachment icon to add or update attachments for a particular line.

Apply