

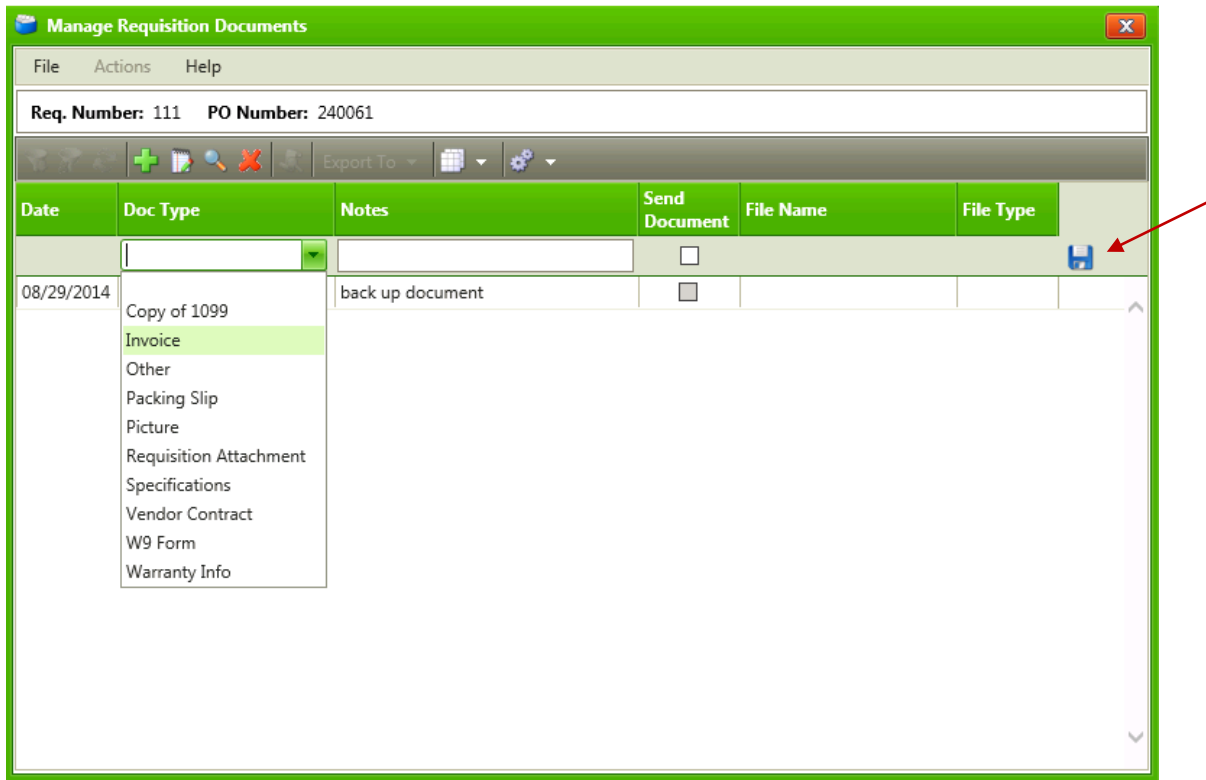
## Attaching Documents at the Requisition Level

To attach back-up documentation to requisitions:

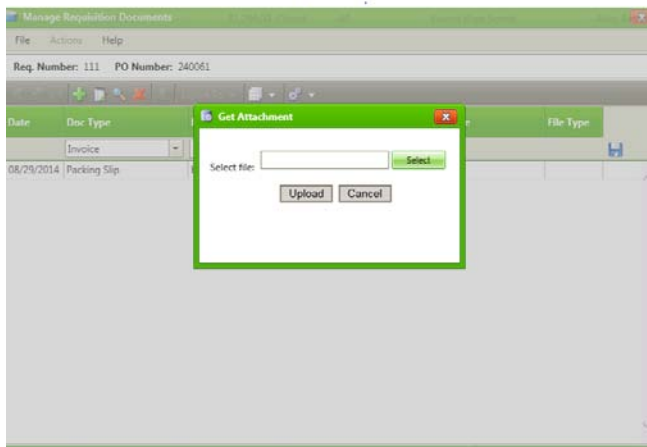
- Enter in required information, making sure to click the Save icon. Do not check the 'Submit for Approval' check box at this point, otherwise you will not be able to attach your documentation. Click OK.
- You will see the requisition just entered in the screen that is similar to the image below.
- Highlight the requisition that you want to add documentation for.
- Select **Actions | Manage Documents**

The screenshot shows a software interface with a green header bar labeled 'Control Panel'. Below the header is a menu bar with 'File', 'Actions', and 'Help'. The 'Actions' menu is open, showing options: 'Print PO Pay History', 'Approval Log', 'Manage Documents', and 'Shortcuts'. A red arrow points to 'Manage Documents'. To the right of the menu are fields for 'DAC:', 'Project:', and 'View:', each with a dropdown arrow. Below these are 'Apply' and 'Clear' buttons. A 'Show Account Detail' checkbox is at the bottom. Below the menu bar is a toolbar with various icons and an 'Export To' dropdown. The main area is a table with the following columns: Req. No., Req. Date, Req. App., Vendor Name, PO No., R, PO Date, Amount, Status, and Next Ap. The table contains 9 rows of data.

Req. No.	Req. Date	Req. App.	Vendor Name	PO No.	R	PO Date	Amount	Status	Next Ap
1	112 12/29/2013	Yes	ATHLETIC SUPPLY WAREHOUSE	240062	0	12/29/2013	\$884.00	Closed	AP
2	111 12/29/2013	Yes	ATHLETIC SUPPLY WAREHOUSE	240061	0	12/29/2013	\$1,296.00	Closed	AP
3	110 12/29/2013	Yes	ACME AUTOMOTIVE	240056	0	12/29/2013	\$5,400.00	Closed	AP
4	109 07/01/2013	Yes	ATHLETIC SUPPLY WAREHOUSE	240060	0	12/29/2013	\$2,588.44	Closed	AP
5	108 07/01/2013	Yes	ATHLETIC SUPPLY WAREHOUSE	240059	0	12/29/2013	\$853.20	Closed	AP
6	107 12/29/2013	Yes	BEST BUY - STORE 235	240063	0	12/29/2013	\$490.32	Closed	AP
7	106 12/29/2013	Yes	ATHLETIC SUPPLY WAREHOUSE	240058	0	12/29/2013	\$972.00	Closed	AP
8	105 12/29/2013	Yes	ATHLETIC SUPPLY WAREHOUSE	240057	0	12/29/2013	\$1,458.00	Closed	AP
9	103 12/19/2013	Yes	JANITORIAL SUPPLY COMPANY	240055	0	12/19/2013	\$153.39	Closed	AP



Pick the Document Type, add any additional notes, and then hit the blue disk to save. The ability to browse and pick which file you want to attach will be there.



Once the back-up documentation has been added to the requisition, you can submit the requisition for approval by selecting the requisition and clicking on **Actions | Shortcuts | Submit for Approval**

*\*In the event that you are unable to attach back-up documentation via iVisions, please forward a hard copy to Central Office purchasing with a note as to which requisition the information is for.*