

How to Properly Enter Requisition Comments and Upload Attachments

Preparers and approvers must understand a few key points to prevent errors, ensure suppliers receive only that documentation intended for them, and foster efficiency for review of system transactions.

Click <Send to Supplier> if you want the text entered into comment box to print on the PO.

Comments

Find First 1 of 1 Last

Use Standard Comments Entered On: 12/07/2015 10:46:51AM

1 See attached.

Send to Supplier Show at Receipt Show at Voucher

Add Attachments

Attached File	User/Date Time	View	Send to Supplier
1 PSIS.docx	RCAP0012015-12-07-10.47.25.253	View	<input type="checkbox"/>
2 State ment_of_Work.docx	RCAP0012015-12-07-11.00.41.749	View	<input checked="" type="checkbox"/>

Attachments must have text within their associated comment box. Always enter “see attached (name of form/document)” when uploading attachments. EFS looks for a pair: one text comment and one attachment. If there is no text with an attachment, the approver is usually unable to view the attachments. It may also cause “no matching buffer” errors when the PO is created.

Attachments may ONLY contain these types of files: PDF, XLS, XLSX, DOC or DOCX. Approvers can only view these file types. Use of file types other than those listed has caused system processing to fail, preventing all POs from being dispatched.

To send the attachment to the supplier, click <Send to Supplier> in two places—the checkbox by the comment text box and the checkbox next to the attachment—if you want the associated attachment to be sent to the supplier. If both are not checked, the attachment will not be sent to the supplier.

Only one attachment per comment text box. If there is more than one, only the *first* attachment will be sent to the supplier (if the “send to supplier” box is checked on the first row). Attaching more than one item per comment box causes errors, like the approver being unable to view attachments. In this example, the supplier would NOT be sent the second attachment despite “send to supplier” being checked.