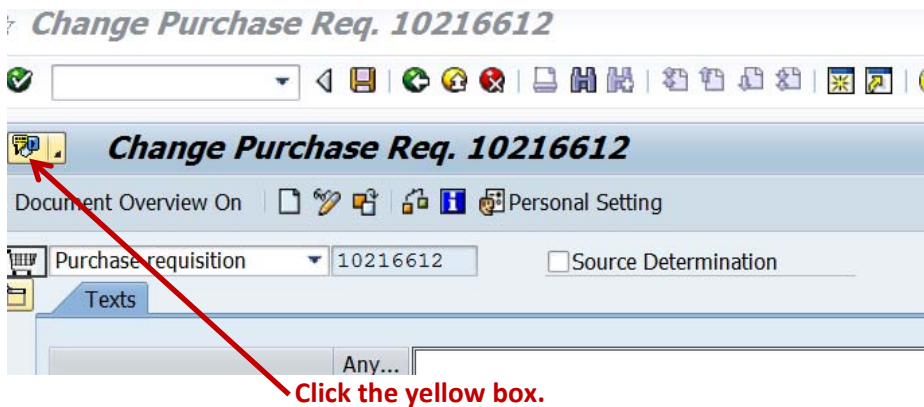
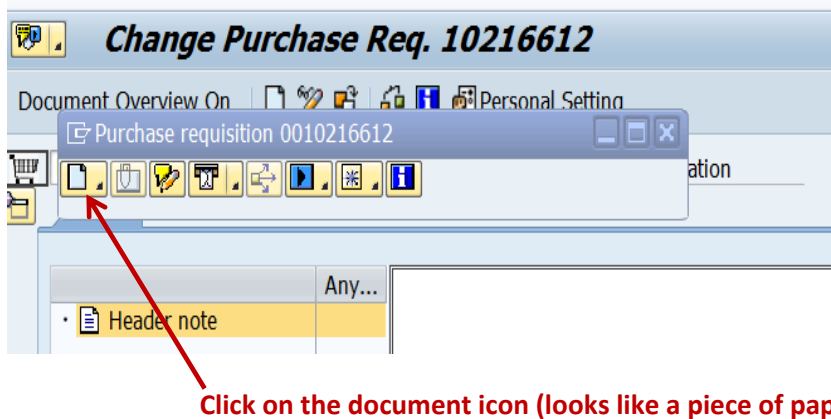


OKCPS
How to Upload or Review an Attachment to an
Existing Purchase Requisition
(revised 2/2019)

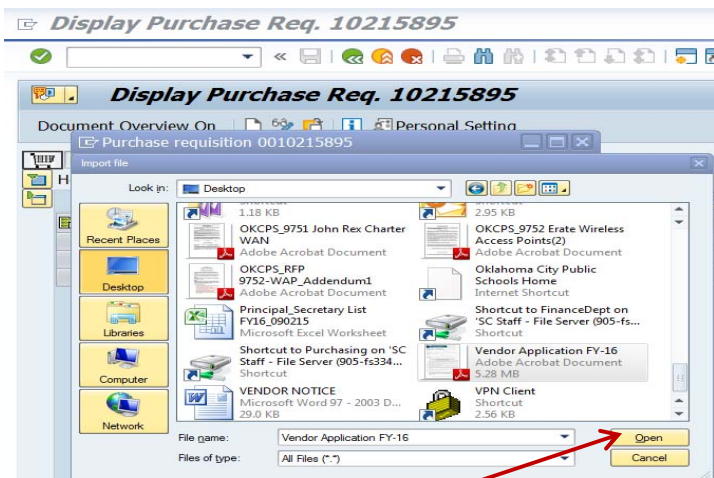
1. After reviewing quotes, emails, etc., download electronic items to desktop or file folder and save as a PDF. Scan hard copies as PDFs and save to desktop or file folder.
2. Open SAP function “ME52N” (Change PR).



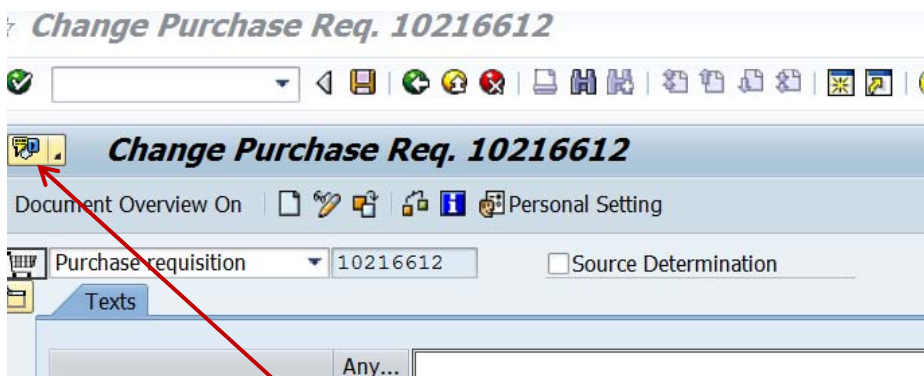
3. The smaller screen will appear:



4. A drop down screen will appear - Select “Create Attachment”.

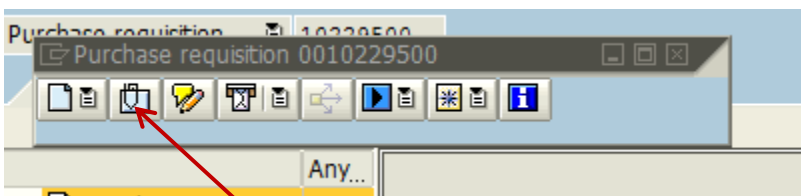


5. Select document location (such as Desktop), click on item to be included in the "File Name:" box - then click **"Open"**
6. The item will attach to the PR (*a confirmation statement will appear at the bottom of the screen*).
7. To review the item (quote, email, etc.) or to confirm that the item was attached, follow the same steps as if attaching the document.



Click the yellow box.

8. This time, the second block (*a piece of paper with a paper clip*) will appear and can be selected.



Click the box.

9. The screen below will appear. **Click on the item and it will open.**
10. Note: Load items (quotes, etc.) as separate documents and name them appropriately for recall purposes.