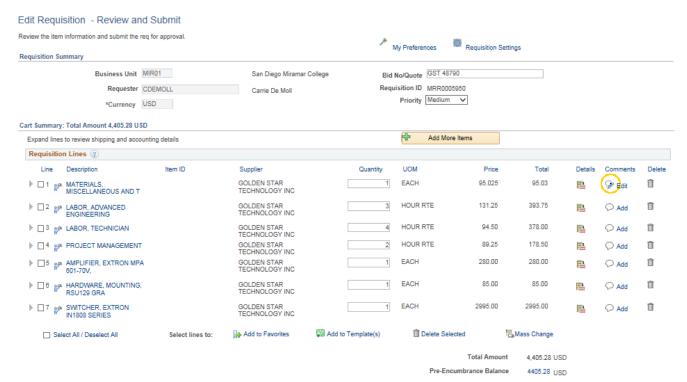
DIRECTIONS FOR ATTACHING QUOTES

1. Create a requisition. When you get to the Review and Submit page, go across line # 1 until you reach the Comments column. Click on the icon highlighted below.



2. On the next screen, click Add Attachments

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Business Unit MIR01	Requisition Date 02/11/20	19			
Requisition ID MRR000595	Status Pending				
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3. Click browse to locate the file you wish to upload. Then click upload.

File Attac	hment		×
			Help
	1	Browse	
Upload	Cancel		

When attachment is visible. Check box for Send to Supplier.

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Requisition Date 02/11/20	19				
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4. Click OK.