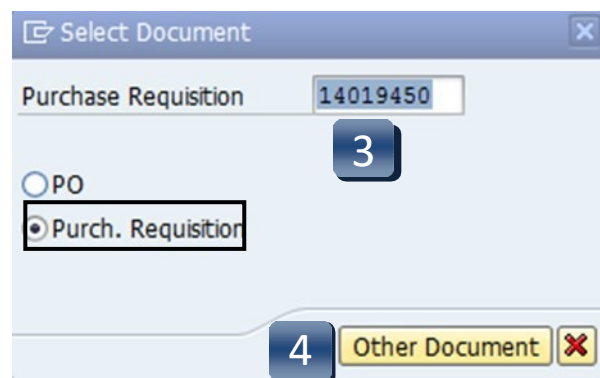
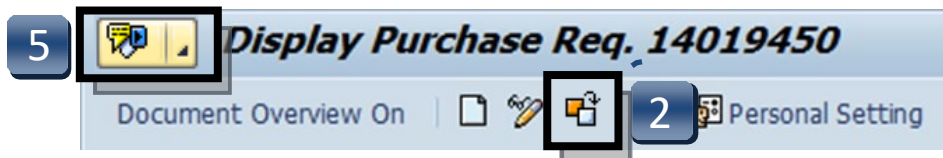


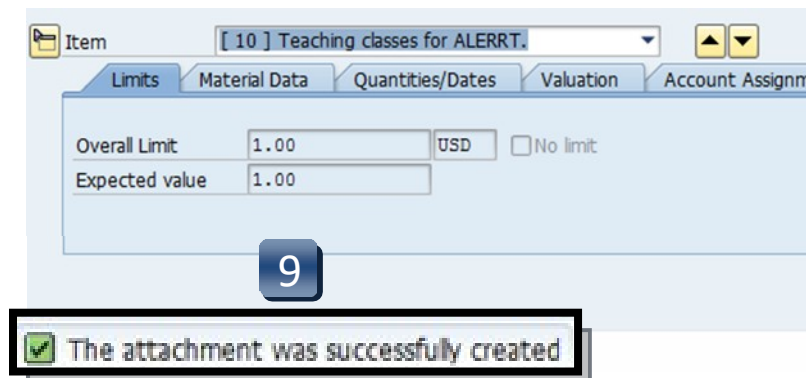
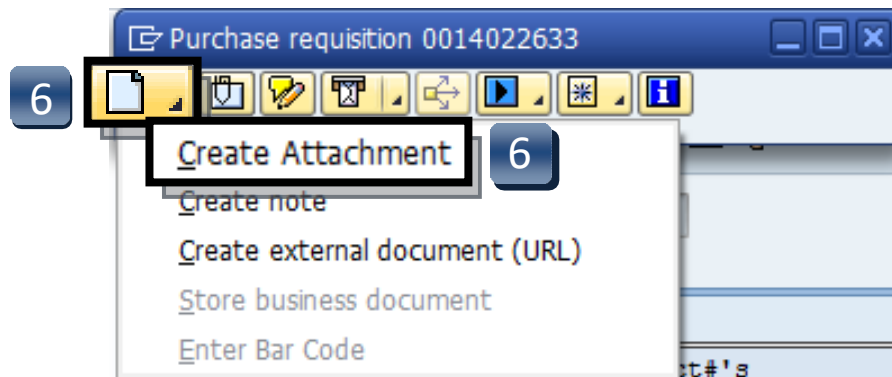
Attach Document to Requisition - GUI

- STEP 1:** Enter transaction code **ME53N** in main menu search field. Press **Enter** on your keyboard. The last requisition accessed will appear.
- STEP 2:** Select **Other Purchase Requisition**.
- STEP 3:** Select Document box appears. Enter requisition number in **Purchase Requisition** field. Make sure **Purch. Requisition** is selected.
- STEP 4:** Click **Other Document** button. Requisition will appear.
- STEP 5:** In upper left corner, next to the words Display Purchase Req., select **Services for Object** button.



Attach Document to Requisition - GUI

- STEP 6:** Select **Create**, then **Create Attachment** from drop-down menu.
- STEP 7:** **Import File** box will appear. Select file from wherever you have it saved.
- STEP 8:** Click **Open**.
- STEP 9:** Attachment has been saved to the requisition. SAP will generate a system message at the bottom left corner of the screen:



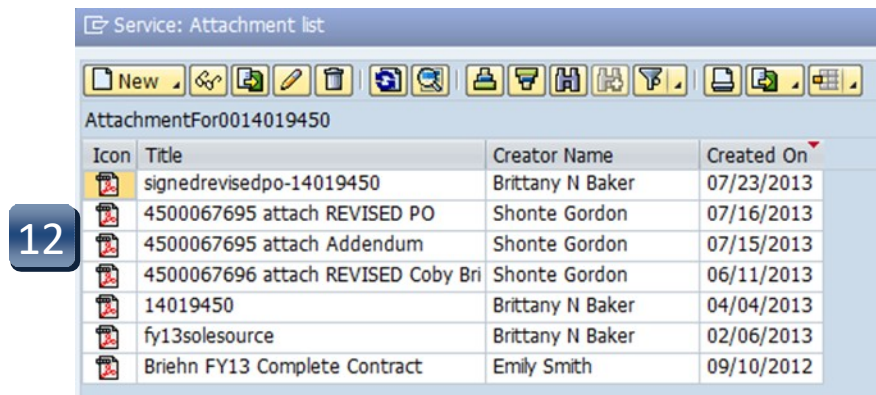
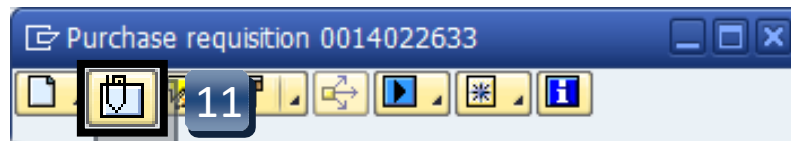
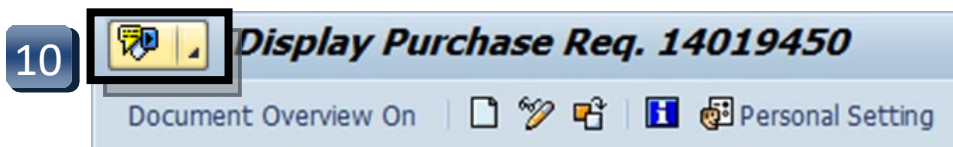
Attach Document to Requisition - GUI

STEP 10: To view list of attachments for the requisition, repeat **STEP 5**.
(Select **Services for Object** button.)

STEP 11: Select **Attachment list** button.

STEP 12: Attachment list will appear with your new attachment.

STEP 13: Click **green check** or **red x** button to close window.



Icon	Title	Creator Name	Created On
	signedrevisedpo-14019450	Brittany N Baker	07/23/2013
	4500067695 attach REVISED PO	Shonte Gordon	07/16/2013
	4500067695 attach Addendum	Shonte Gordon	07/15/2013
	4500067696 attach REVISED Coby Bri	Shonte Gordon	06/11/2013
	14019450	Brittany N Baker	04/04/2013
	fy13solesource	Brittany N Baker	02/06/2013
	Briehn FY13 Complete Contract	Emily Smith	09/10/2012