Viewing an Attachment

Once an attachment has been placed, it remains part of the permanent record of the requisition or purchase order.

1. In the **Attachments window**, you can see there’s an attachment for this requisition (R96531) because there is an item named “Quote Pearson R96531” listed under **View Attachments**. To see the attachment, click on the title of the document and the attachment will appear.

2. You can close the attachment by clicking on the red ‘X’ in the top right-hand corner.