



Requisitions

In Blanket/Project Requisition Search, Requisitioners Have Ability to Add Attachments When Stage is PO

In the **Blanket/Project Requisition Search** function on the Project Requisition Overview tab, requisitioners have the ability to add attachments to requisitions that have been released and have a Stage of PO. The  icon is now displayed in the Project Requisition Overview Attachments panel when the Stage is PO and can be used to upload a new attachment. Once the file is uploaded, requisitioners click the **Submit** button to save the tab.

Working with new attachments is the only modification requisitioners can make on this tab when the Stage is PO. Once requisitioners have clicked the Submit button, the trash can icon () is no longer displayed for the attachment that was uploaded. Requisitioners can view any previously saved attachments but cannot delete them.

Stage is PO.

Project Requisition Overview

Fiscal Year: 2014
Stage: PO

Vendor: _____
Status: Sent - Not Printed

Phone: _____

Project Requisition Overview

Cannot maintain this requisition because it has been released and you are not a buyer for the requisition.
This Project Requisition cannot be edited.



Project Requisition Overview Header


Fiscal Year: * 2014
Vendor: * _____
Order From: * _____
Contract: _____
Category: * Art Supplies
Requestor: * _____
Ship-To Location: * _____
Description: * CONFIRMATION ONLY PROJECT
Ship-To Receiving Group: * Human Resources
Justification: _____

Characters remaining: 975 (1000 max)
Characters remaining: 256 (256 max)

Description	Total Amount	Released Amount	Balance Amount	Account Numbers
CONFIRMATION ONLY PROJECT	10.00	10.00	0.00	199-11-6399-47-001-99-000 - 100.05

Project Requisition Overview Attachments

File	Description
08055.png	
08121.png	

 Add Attachment

Submit

Approve and Return Return

Requisitioners can only upload new attachments.

Figure 36: Blanket/Project Requisition Search function, Project Requisition Overview tab when Stage is PO