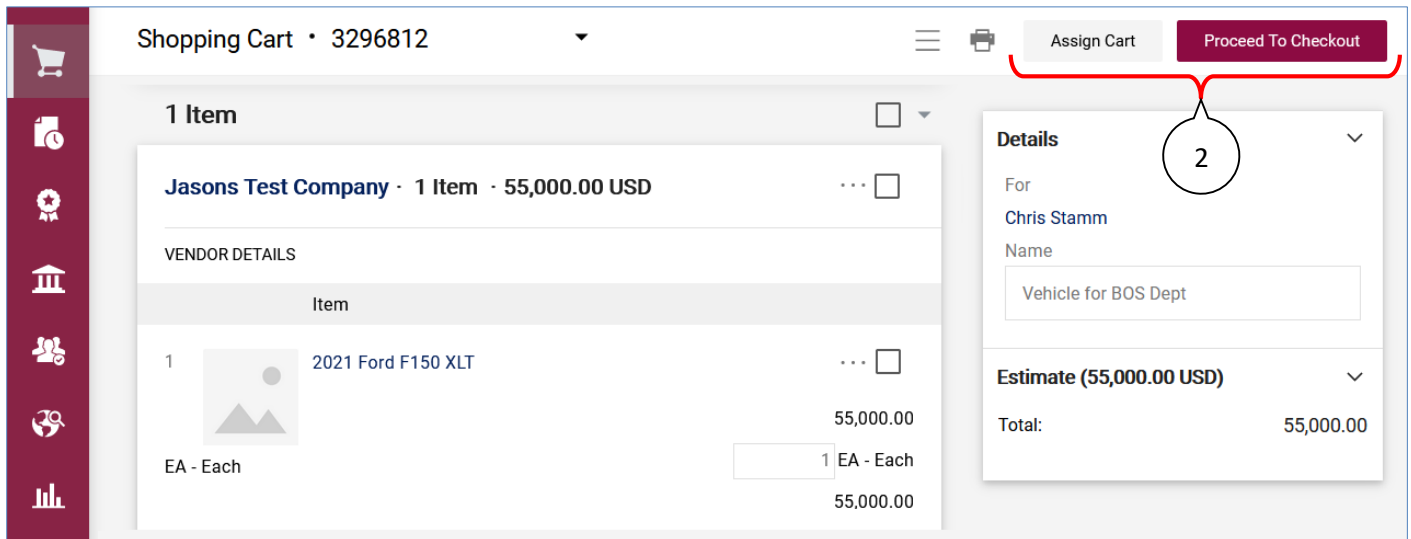


Pre-approvals

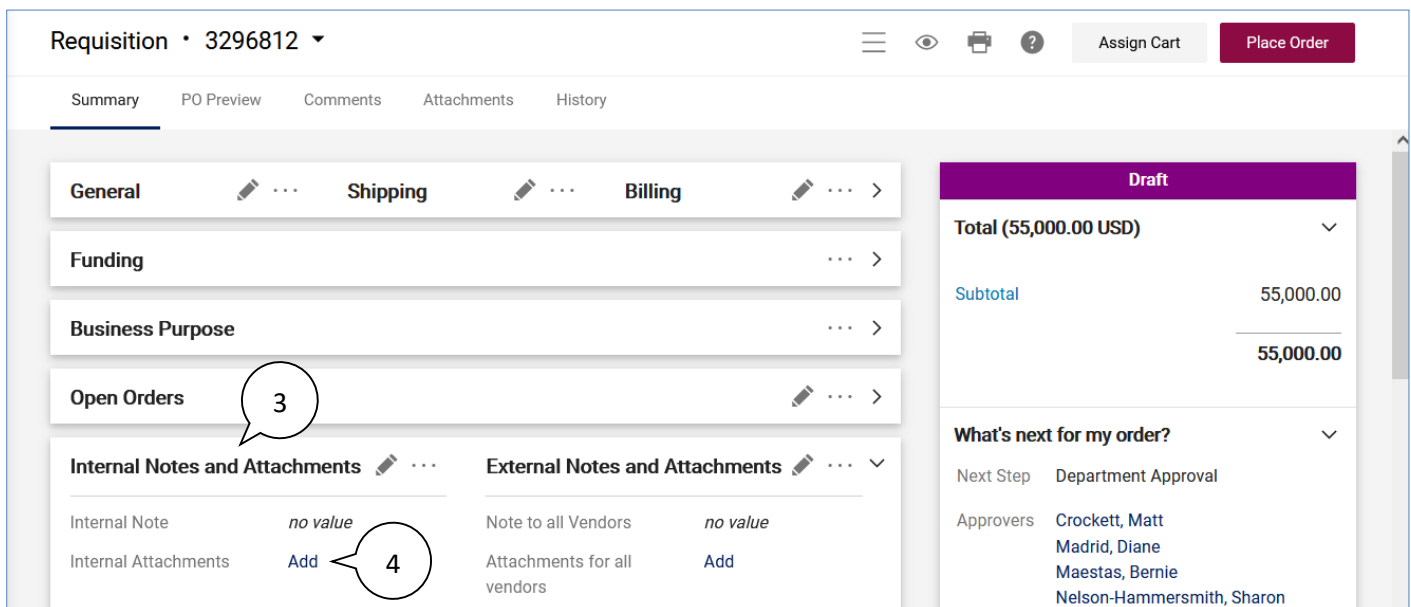
Attaching required Pre-Approval forms to a Requisition.

1. Add the item to your **Shopping Cart**.

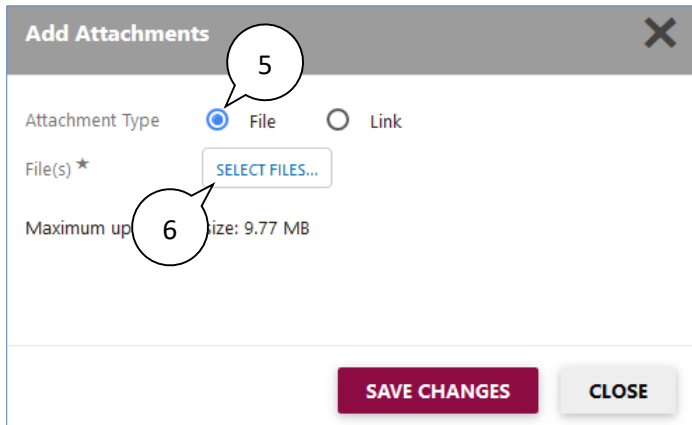


2. Click **Proceed to Checkout**.

The **Requisition** screen will be displayed.

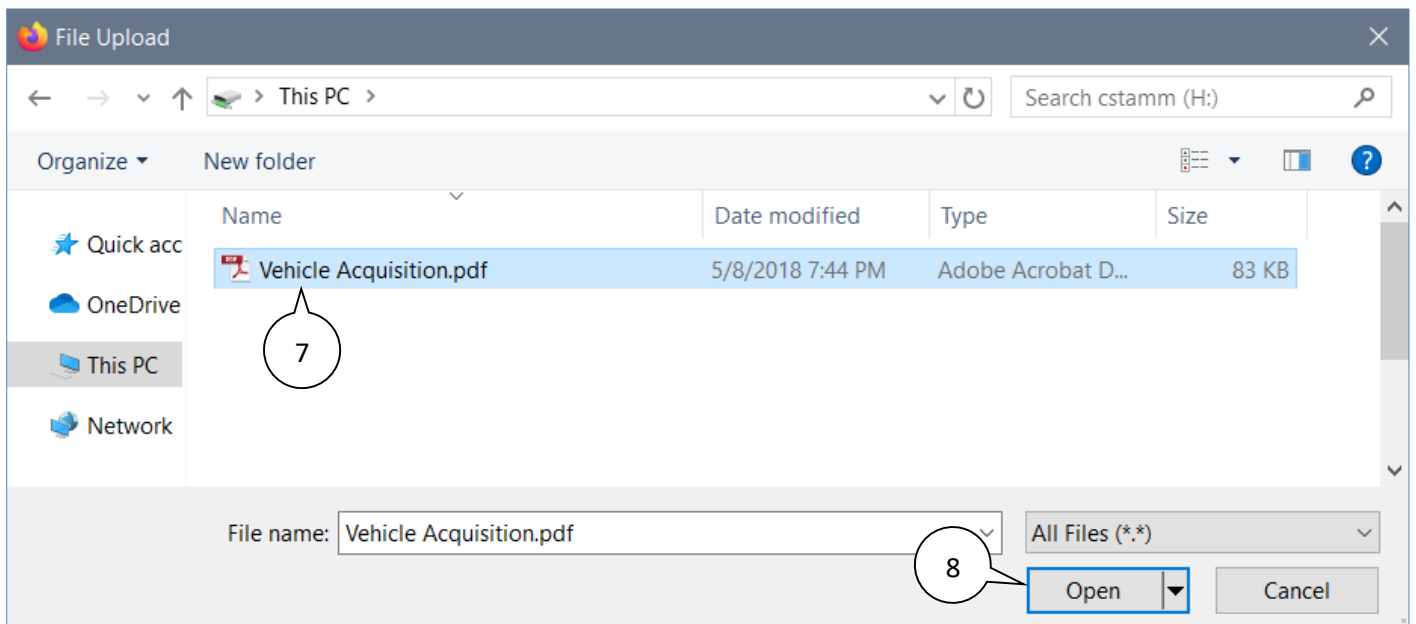


3. Scroll down to the **Internal Notes and Attachments** section.
4. Next to **Internal Attachments** → Click **Add**.



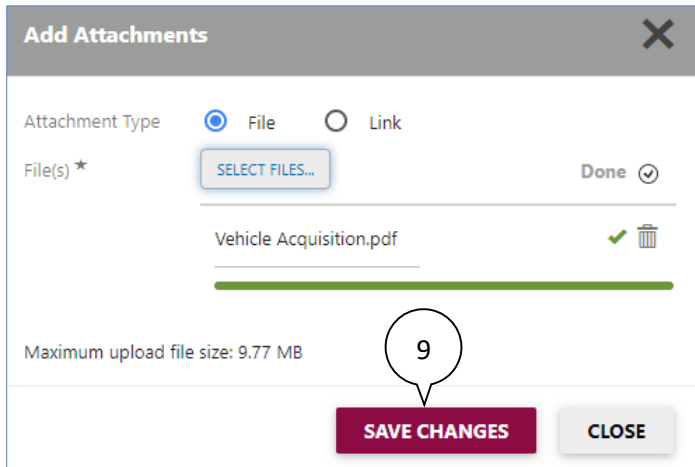
5. Click the **File** radio button.
6. Click on **Select files...**

The **File Upload** window is displayed.



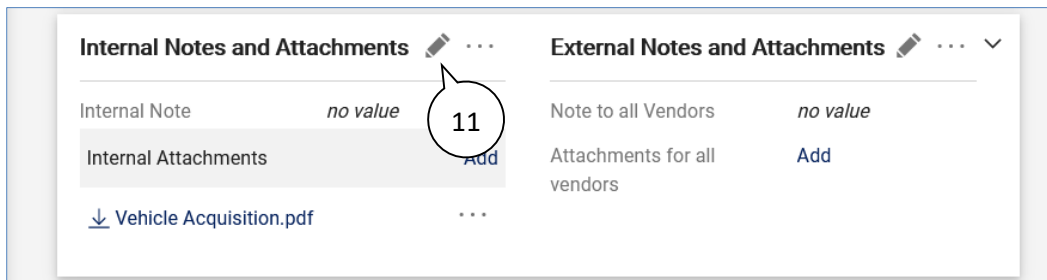
7. Browse to the file location → Click on the file name.
8. Click **Open**.

Your file will be uploaded and appear in the **Add Attachments** screen:



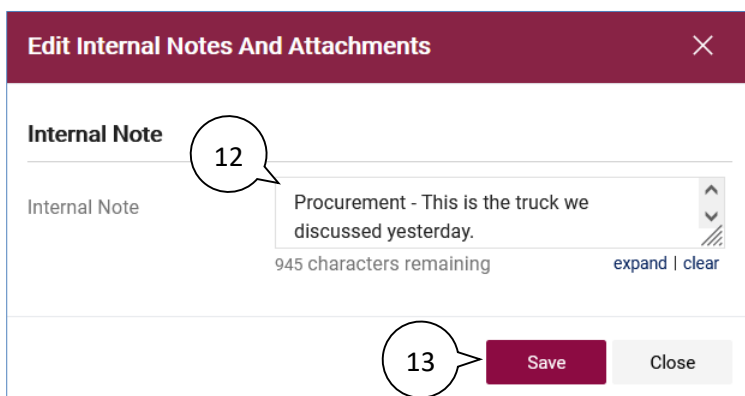
9. Click **Save Changes**.

You will be returned to the **Requisition** screen.



10. Go to the **Internal Notes and Attachments** section again → Click the **Edit**  icon.

The **Edit Internal Notes and Attachments** window will be displayed.



11. Enter an **Internal Note**.

12. Click **Save**.

You will be returned to the **Requisition** screen.

Requisition • 3296812

Summary PO Preview Comments Attachments 1 History

General Shipping Billing

Funding

Business Purpose

Open Orders

Internal Notes and Attachments External Notes and Attachmen...

1 Item

Assign Cart Place Order

Draft

Total (55,000.00 USD)

Subtotal 55,000.00

55,000.00

What's next for my order?

Next Step Department Approval

Approvers Crockett, Matt Madrid, Diane

13. Complete all appropriate sections of the requisition.

14. Click **Place Order** or **Assign Cart**.