

Attach Document to Requisition - Portal

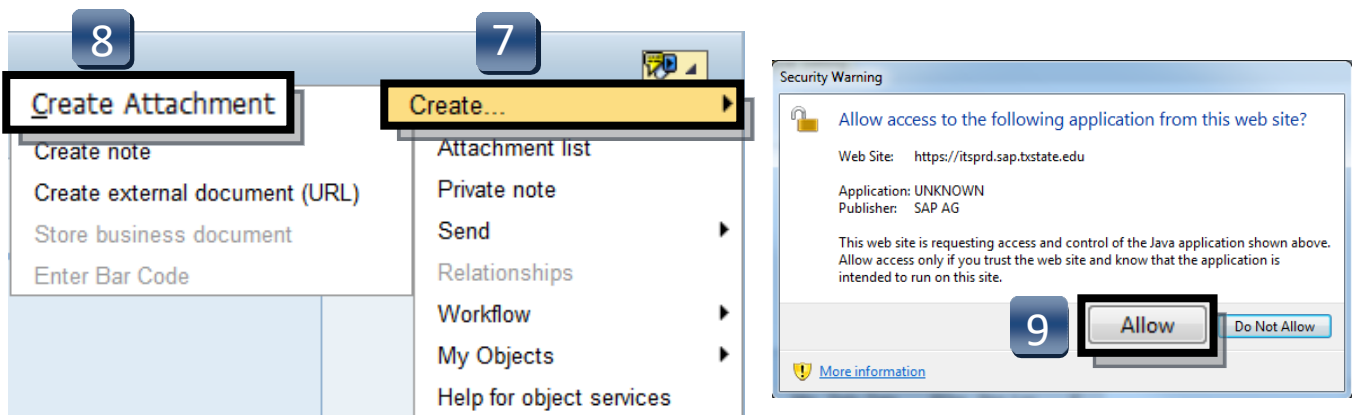
- STEP 1:** Enter transaction code **ME53N** in main menu search field. Press **Enter** on your keyboard. The last requisition accessed will appear.
- STEP 2:** **Select** Other Purchase Requisition.
- STEP 3:** Select Document menu appears. Enter requisition number in **Purchase Requisition** field.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



The screenshot shows the SAP Easy Access Menu interface. At the top, the title 'SAP Easy Access Menu' is displayed. Below it, there is a search field containing 'me53n' with a blue '1' callout. To the right of the search field are buttons for 'Log off' and 'System'. Below this is a header bar for 'Display Purchase Req. 10056853' with a blue '2' callout. The header bar contains buttons for 'Menu', 'Back', 'Exit', 'Cancel', 'System', 'Document Overview On', 'Create', and 'Display/Cha'. A button labeled 'Other Purchase Requisition' is highlighted with a black box. Below the header bar is a 'Select Document' dialog box. The dialog box has a title bar with a close button. It contains a 'Purchase Requisition' field with the value '14022633' and a blue '3' callout. Below this field are two radio buttons: 'Pur. Order' and 'Purch. Requisition', with the latter selected and highlighted by a black box. At the bottom of the dialog box, there is a button labeled 'Other Document' with a red 'X' icon and a blue '4' callout.

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- STEP 6:** Select **Run, Don't Block, 'not only for this session, but always.'**, and **Yes** in the Java Applet windows if they appear.
- STEP 7:** Select **Create...**
- STEP 8:** Select **Create Attachment**.
- STEP 9:** Select **Allow** if Security Warning pops up.
- STEP 10:** **Import File** box will appear. Select file from wherever you have it saved.
- STEP 11:** Click **Open**. Attachment has been saved to the requisition.



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- STEP 12:** To view list of attachments for the requisition, repeat **STEP 5**. (Select **Services for Object** button.)
- STEP 13:** Select **Attachment list** button.
- STEP 14:** Attachment list will appear with your new attachment.
- STEP 15:** Click **green check** or **red x** button to close window.

