

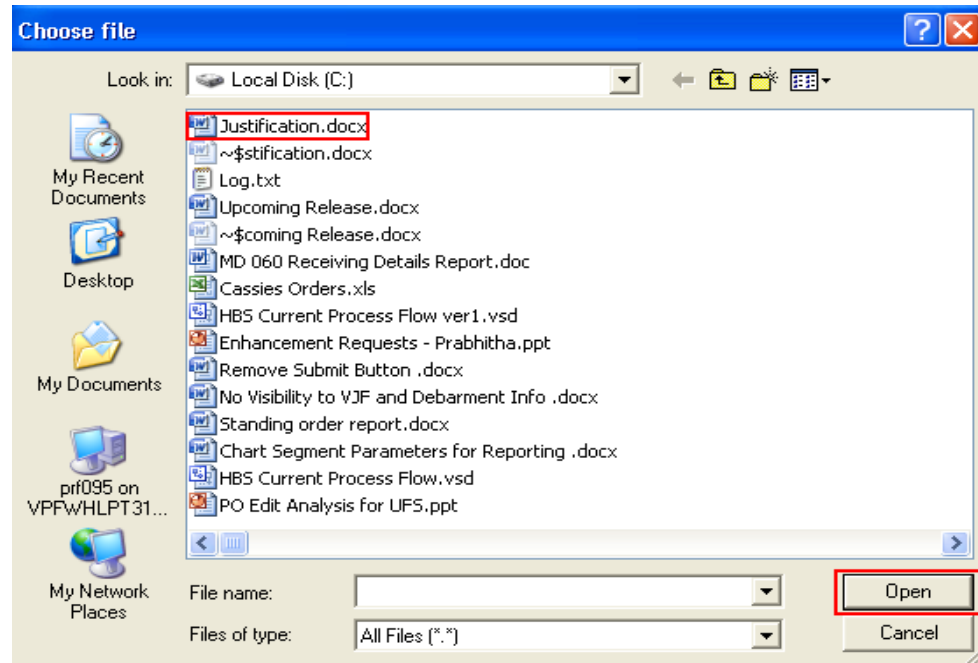
Procedure for Shoppers to add Attachments to Requisitions in HCOM

Shoppers will now have the ability to add attachments to their requisitions. The option to add attachments appear in the **Checkout: Review Approver List** screen as shown below.

Please follow these steps to add attachments to your requisitions.

1. Click **Add Attachments** button. Screen will be displayed as shown below. There are 3 options for attachments – File , URL , Text.
 - a. **Attaching a File:** Use this option to attach a file to the requisition. Please note, the max size limit for each file is 6megs.
 - (i) Enter a description for the attachment in the **Description** field. The max size of the description field is 255 characters.
 - (ii) Category will default to Internal to Requisition.

- (iii) Select **File** option and click **Browse** button. Screen will be displayed as shown below. Select the file you wish to attach and click **Open**.



Please Note: The max size limit for each file is 6megs.

- (iv) Click **Apply**.

A screenshot of the ORACLE iProcurement 'Add Attachment' form. The top navigation bar includes 'ORACLE iProcurement' and links for 'Shopping Cart', 'Home', 'Logout', 'Preferences', and 'Help'. Below this is a sub-navigation bar with 'Shop', 'Requisitions', 'Receiving', 'Payment Request', and 'Reporting'. The main section is titled 'Add Attachment' and has three buttons: 'Cancel', 'Add Another', and 'Apply' (highlighted with a red box). Under 'Attachment Summary Information', there is a required field for 'Description' with the value 'Justification file' and a 'Category' dropdown set to 'Internal to Requisition'. The 'Define Attachment' section has a 'Type' dropdown set to 'File', a text field containing 'C:\Justification.docx', and a 'Browse...' button. There are also radio buttons for 'URL' and 'Text'. A 'Name' field is at the bottom with a note: '(Optional: provide a name to Text attachment)'.

- (v) The selected file will be attached to the requisition as shown below.
- (vi) Select **Update** icon to update the attachment or **Delete** icon to delete the attachment.

ORACLE iProcurement

Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving Payment Request Reporting

Requisition Information **Approvers** Review & Submit

Confirmation

Attachment "Justification.docx" has been added successfully but not saved. Complete your work to save your attachment.

Checkout: Review Approver List

Based on your approval authority, this requisition does not require approval by others. Save Submit Back Step 2 of 3 Next

Change First Approver

Approver Name Delete

No results found.

Add Approver

Note to Approver

Note To Supplier

Attachments

Add Attachments

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Justification.docx	File	Justification	Internal to Requisition	50494489	19-Oct-2010	One-Time		

- b. Attaching a URL:** Use this option to attach a URL to the requisition.
- (i) Enter a description for the attachment in the **Description** field.
 - (ii) Category will default to **Internal to Requisition**.
 - (iii) Select **URL** option and enter the URL you wish to attach.
 - (iv) Click **Apply**.

ORACLE iProcurement

Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving Payment Request Reporting

Add Attachment Cancel Add Another Apply

Attachment Summary Information

* Indicates required field

* Description

Category

Define Attachment

Type ☐ File ☒ URL ☐ Text

Name

(Optional: provide a name to Text attachment)

- (v) The selected URL will be attached to the requisition as shown below.

ORACLE iProcurement

Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving Payment Request Reporting

Requisition Information Approvers Review & Submit

Confirmation

Attachment "http://www.harvard.edu/" has been added successfully but not saved. Complete your work to save your attachment.

Checkout: Review Approver List

Based on your approval authority, this requisition does not require approval by others. [Save](#) [Submit](#) [Back](#) [Step 2 of 3](#) [Next](#)

[Change First Approver](#)

Approver Name [Delete](#)

No results found.

[Add Approver](#)

Note to Approver

Note To Supplier

Attachments

[Add Attachments](#)

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Link to Harvard University Home Page(http://www.harv...)	Web Page	Link to Harvard University Home Page	Internal to Requisition	50494489	19-Oct-2010	One-Time	Update	Delete
Justification.docx	File	Justification	Internal to Requisition	50494489	19-Oct-2010	One-Time	Update	Delete

- c. **Attaching a text:** Use this option to attach text messages to the requisition.
- (i) Enter a description for the attachment in the **Description** field.
 - (ii) Category will default to **Internal to Requisition**.
 - (iii) Select **Text** option and enter the text in the field as shown below. Max size of the text field is 4000 characters.
 - (iv) Click **Apply**.

ORACLE iProcurement

Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving Payment Request Reporting

Add Attachment [Cancel](#) [Add Another](#) [Apply](#)

Attachment Summary Information

* Indicates required field

* Description

Category

Define Attachment

Type ☐ File ☐ URL ☒ Text

Name

(Optional: provide a name to Text attachment)

(v) The text attachment gets attached to the requisition as shown below.

ORACLE iProcurement

Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving Payment Request Reporting

Requisition Information Approvers Review & Submit

Confirmation

Attachment "Text" has been added successfully but not saved. Complete your work to save your attachment.

Checkout: Review Approver List

Based on your approval authority, this requisition does not require approval by others. [Save](#) [Submit](#) [Back](#) Step 2 of 3 [Next](#)

[Change First Approver](#)

Approver Name [Delete](#)

No results found.

[Add Approver](#)

Note to Approver

Note To Supplier

Attachments

[Add Attachments](#)

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Undefined	Short Text	Text attachment	Internal to Requisition	50494489	19-Oct-2010	One-Time	Update	Delete
Link to Harvard University Home Page(http://www.harv...)	Web Page	Link to Harvard University Home Page	Internal to Requisition	50494489	19-Oct-2010	One-Time	Update	Delete
Justification.docx	File	Justification	Internal to Requisition	50494489	19-Oct-2010	One-Time	Update	Delete

2. Click Next button and complete check out.

3. Click **Submit** to submit the Requisition.

ORACLE iProcurement

Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving Payment Request Reporting

Requisition Information Approvers Review & Submit

Checkout: Review and Submit Requisition

[Save](#) [Printable Page](#) [Back](#) Step 3 of 3 [Submit](#)

Requisition 4015840: Total 10.00 USD

Created By Cantillo, Donna Spongberg
Creation Date 14-Sep-2010 12:41:09
Description Testing attachments
Note to Approver

Lines

Details	Line	Description	Cost Center	Unit	Quantity	Price	Amount (USD)
Show	1	Testing attachments	48112	Each	1	10 USD	10.00
		Total					10.00

Procedure for Approvers to access and view attachments in HCOM

During the approval process, Approvers will now have the ability to access and view attachments. Please review the attachments before approving the requisitions.

Please follow these steps to access and view attachments during the requisition approval process.

1. Click subject line of the requisition notification to open it.

ORACLE iProcurement

Shopping Cart Home Logout Preferences Help

Requisitions | Notifications | Approvals

Worklist for Jones, Frank H

View Open Notifications Go

Select Notifications: Open Delegate Close Switch User

Select All Select None

Select From	Type	Subject	Sent	Due
<input type="checkbox"/> Cantillo, Donna Sponberg	HU Requisition	Purchase Requisition 4015797 for Cantillo, Donna Sponberg (35,000.00 USD)	19-Oct-2010	
<input type="checkbox"/> Cantillo, Donna Sponberg	HU Requisition	Purchase Requisition 3517919 has been rejected	06-Mar-2009	

TIP Vacation Rules - Redirect or auto-respond to notifications.

TIP Worklist Access - Specify which users can view and act upon your notifications.

2. Requisition approval screen will be displayed as shown below. Click each link to open the attachment.

ORACLE iProcurement

Shopping Cart Home Logout Preferences Help

Requisitions | Notifications | Approvals

Requisitions: Notifications >

Purchase Requisition 4015797 for Cantillo, Donna Sponberg (35,000.00 USD)

Worklist for Jones, Frank H

Approve Approve And Forward Forward Reject Delegate Request Information

From Cantillo, Donna Sponberg
To Jones, Frank H
Sent 19-Oct-2010 17:27:39
ID 11895539

Description Attachments
Requisition Total 35,000.00 USD
Estimated Tax 0.00 USD
Attachments Justification.docx Harvard Website(www.harvard.edu) Undefined

Line	Description	Supplier	Category	Charge Account	Line / Distribution Level Notes	Unit	Quantity	Price (USD)	Amount (USD)
1	Purchase of office supplies	B GOOD	NonCat	520.48112.6640.000001.730009.0000.00000	/	Each	1	35000	35,000.00

Approval Sequence

Num	Name	Action	Action Date	Note
3	Jones, Frank H	Pending		
2	Cantillo, Donna Sponberg	Forwarded	19-Oct-2010 17:27:38	
1	Cantillo, Donna Sponberg	Submitted	19-Oct-2010 17:27:35	

Related Applications

View Requisition Details

Edit Requisition

Response

Forward To All Employees and Users

Note