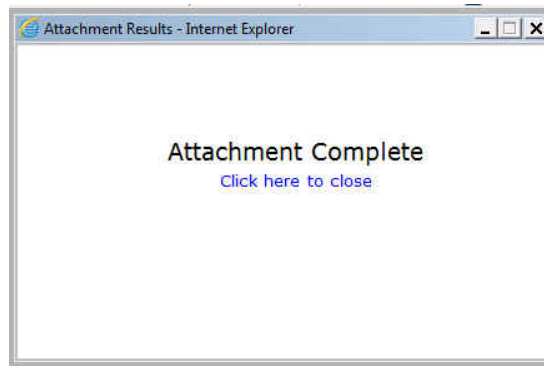
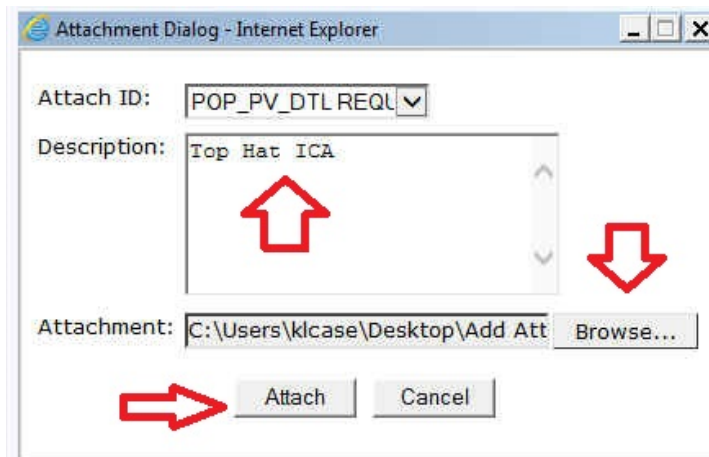
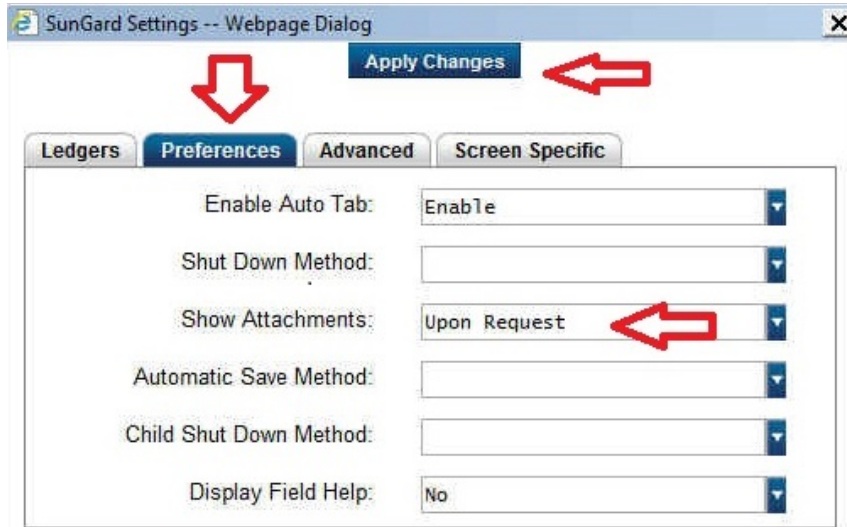


## Purchase Requests Attachments

Step	Action
1.	This tutorial demonstrates how to set up and use the <b>Attachment</b> feature in the Purchase Request (PR) module in BusinessPLUS. Please note that the Purchasing Department requires all documents to be attached electronically, directly to the PR. If you have a printed document, please use a scanner at your site and save this documents to the desk top on your computer.
2.	Activate your <b>Attachment</b> feature: Before entering your PR, make sure you have the <b>Attachment</b> feature set up in your Purchase Request screen. This will only need to be done once.
3.	Click <b>Purchase Request</b> link on BusinessPLUS Dashboard, then click <b>Settings</b> in upper right hand corner of this page.
4.	The <b>Settings</b> Dialog box will open, click <b>Preferences</b> tab.
5.	Go to <b>Show Attachments</b> , use the pull down arrow and choose <b>Upon Request</b> .
6.	Click <b>Apply Changes</b> , the dialog box will close.
7.	Close the PR screen, then re-open.
8.	Enter your PR as you normally would and when complete, click <b>[Enter]</b> .
9.	From sidebar on the left hand side of your screen, click the <b>Attachments</b> feature, click <b>Add Attachments</b> .
10.	The <b>Add Attachments</b> dialog box will open.
11.	Type a file description in the <b>Description</b> box. Ex. 1 <sup>st</sup> grade math books, Top Hat ICA, etc.
12.	Click <b>Browse</b> , then navigate to your desktop and find your document. Double click on the document. The file finder window will close and you will go back to your <b>Add Attachment dialog box</b> . The file name will be listed.
13.	Click <b>Attach</b> .  <i>Tip: Once you have attached a document to a PR, YOU cannot delete it. Only the IT Department is authorized to delete attachments. If you need an item deleted, call the IT Help Line at 789-3456. They will need the PR number as well as the file name.</i>
14.	Successful attachment will generate a message "Attachment Complete, <a href="#">Click here to close</a> ".  Click blue link ( <a href="#">Click here to close</a> )  Add additional attachments as needed.  <i>Tip: If you have a multi-page attachment, please scan into one PDF. This assists the Purchasing Department with the PR end processing.</i>
15.	PR is complete, approve normally in workflow



**This concludes the PR Attachment Job Aid.**