Attaching a document to a Requisition in Oracle.

• After entering a requisition, save the record. You will see the attachment icon on the toolbar of OracleApplications.



• Click on the icon above and you will see a screen appear as shown below.

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• Enter the word "Miscellaneous" in the Category field.

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- Click on the "Source" tab and click on the field "Data Type".
- Click on the List of Value (3 dots) when the cursor is on the field.
- Select the Data Type "File".



- As soon as you click on the value "File" in the List of value window, you will see the following screen.
- Do not click on any of the buttons yet!!!

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Seq Category Data 10 Miscellaneous File	Type File or URL		
			Top Ten List
Entity Name: REQ Line	Open Document		 AutoCreate Documents Purchase Order Summary Purchase Orders Requisition Summary Control Purchasing Periods Professional Buyer Work Center: Supplier Set
□Include <u>B</u> elated Documents	Publish to Catalog D	ocument Catalog	Has the file been uploaded successfully?

• Look for a screen that looks as shown below on IE (Internet Explorer) or the browser that you are using. Look for the Browser header or the tab header "GFM Upload Page."

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• Browse the directories and select the file that you would like to upload as shown in the screen below.

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• Once you select the file and click on the "Open," you will see the confirmation screen as shown below.

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• Click on the "Submit" button and you will get a confirmation page as shown below.

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About this Page		Copyright (c) 2006, Oracle. All rights reserved.

• Close the screen by clicking on "Close Window" on the right corner of the confirmation page.

 Go back to the Oracle screen as shown below and click on the "Yes" button in the decision pop-up window.

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• Once you click on the "Yes" button, you will see the attached file on the Oracle screen as shown below.

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Include Related Documente + Budget Inquiry + View Purchasing Dr PO Online Error Re	Eublish to Catalog	Document Catalog			Open

• Close that screen and save the requisition for approval.