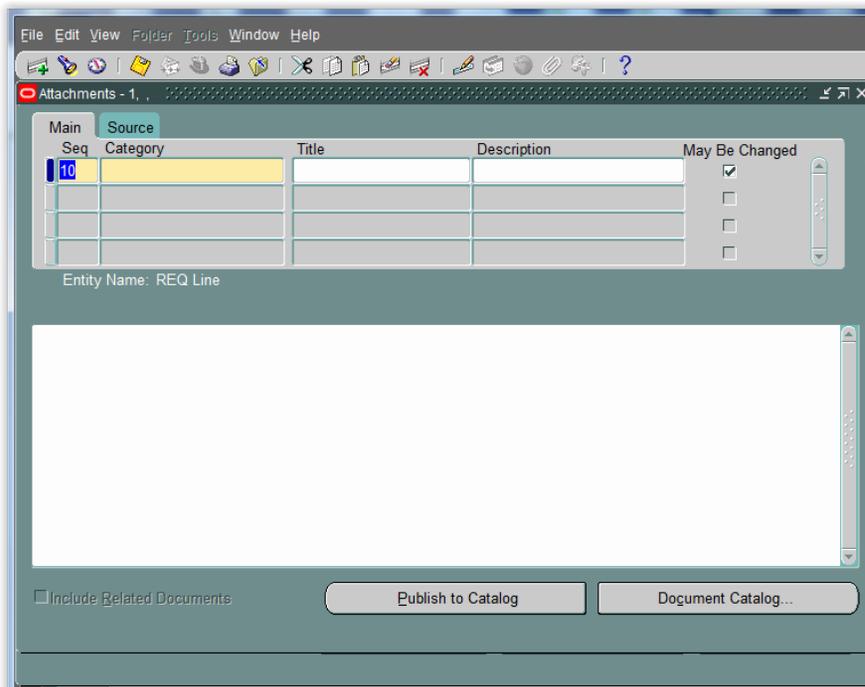


Attaching a document to a Requisition in Oracle.

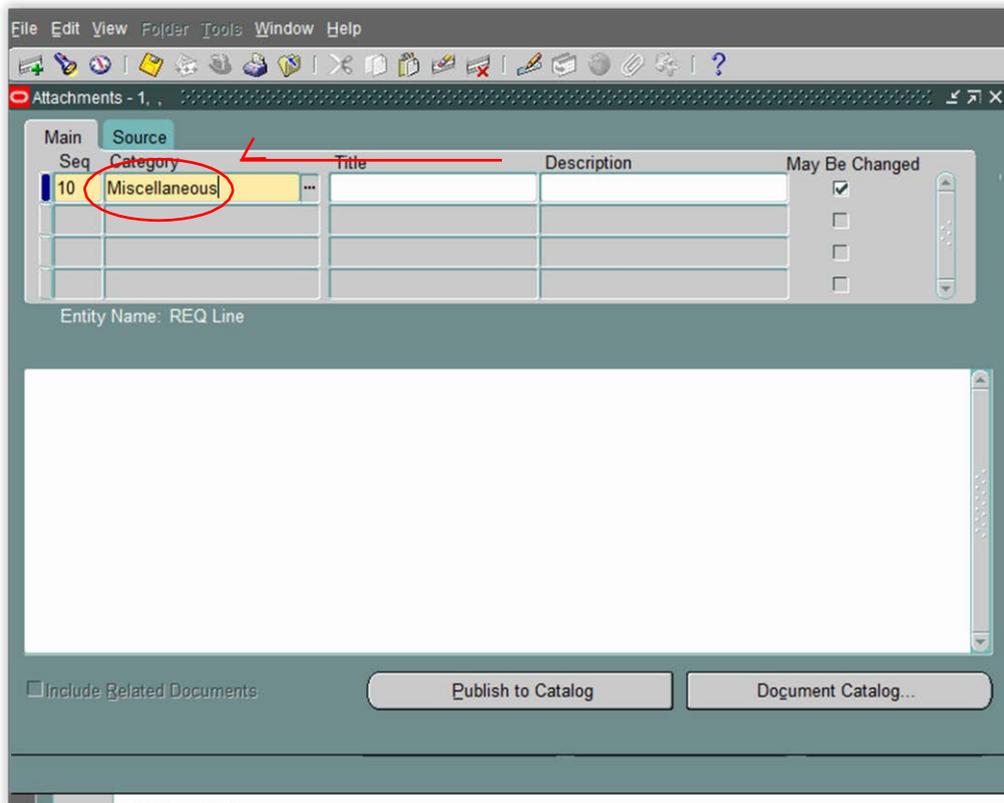
- After entering a requisition, save the record. You will see the attachment icon on the toolbar of OracleApplications.



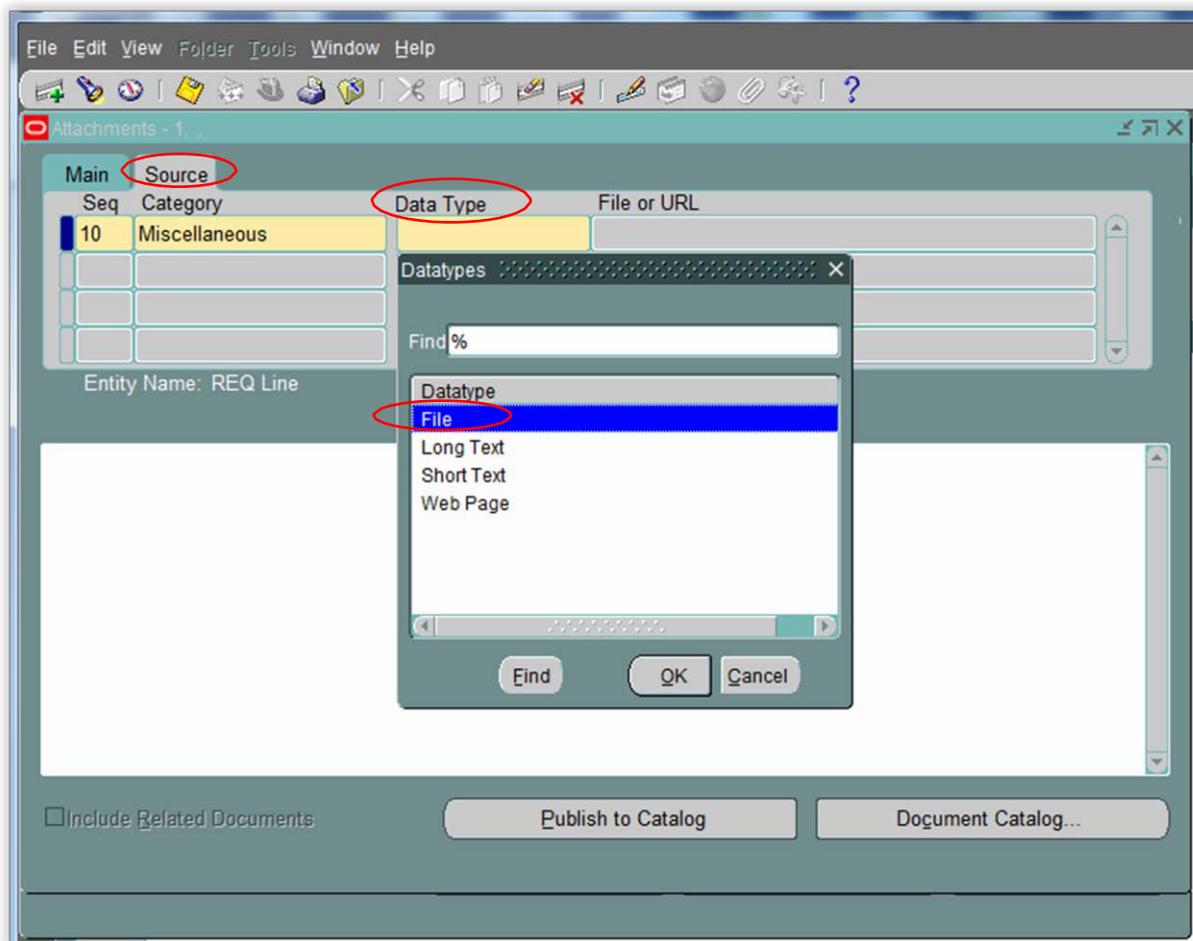
- Click on the icon above and you will see a screen appear as shown below.



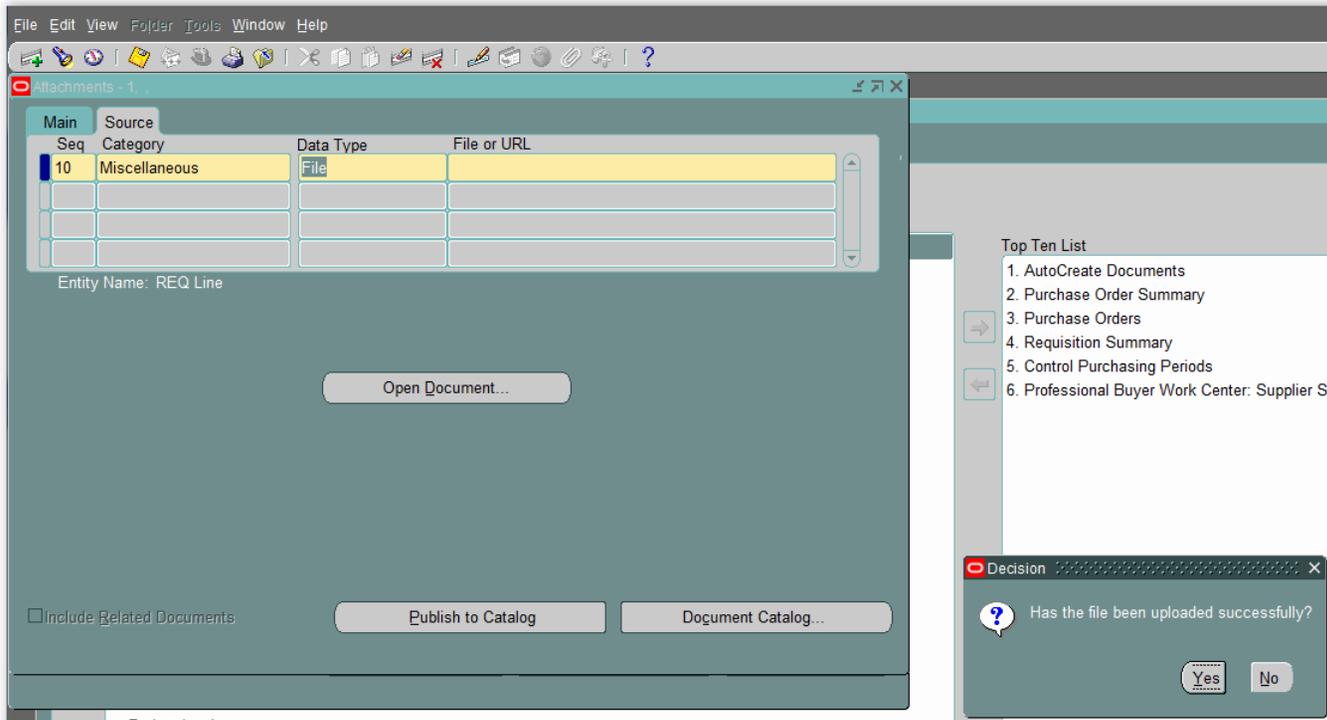
- Enter the word “Miscellaneous” in the Category field.



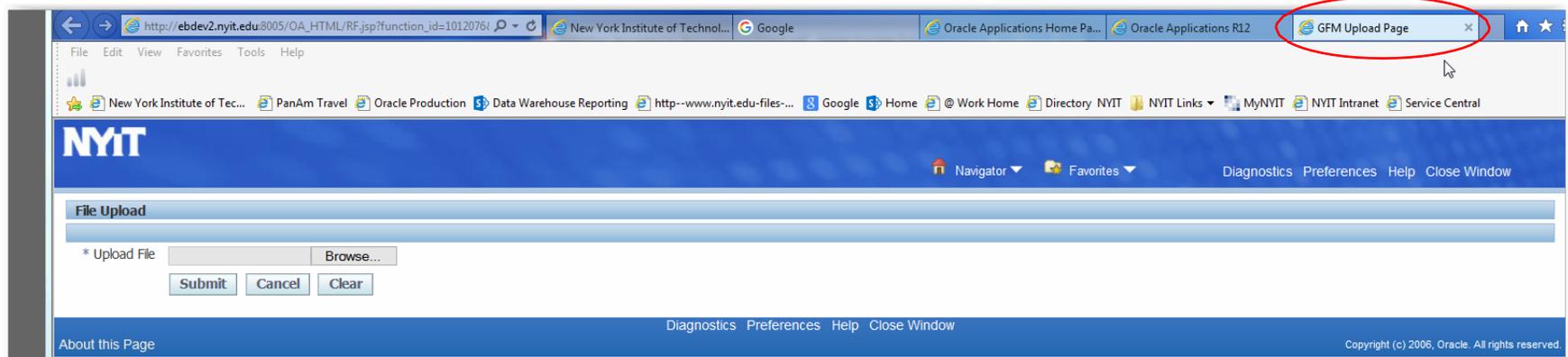
- Click on the “Source” tab and click on the field “Data Type”.
- Click on the List of Value (3 dots) when the cursor is on the field.
- Select the Data Type “File”.



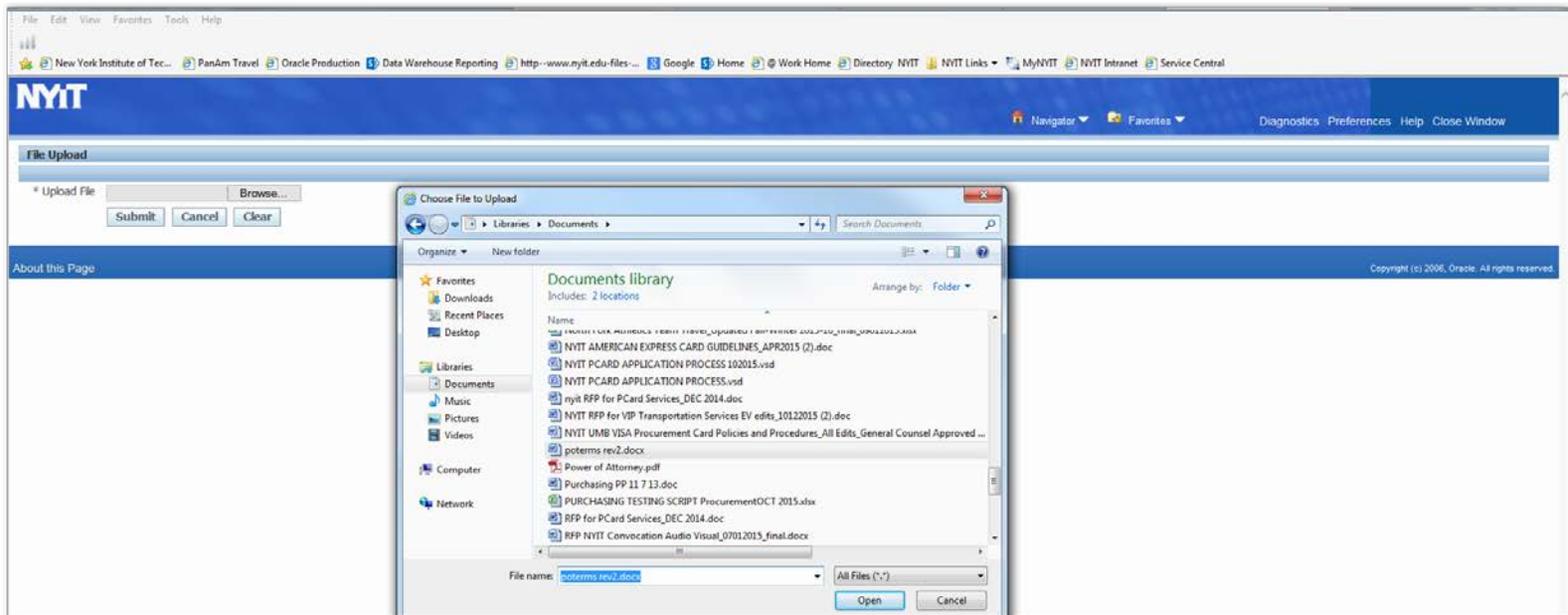
- As soon as you click on the value “File” in the List of value window, you will see the following screen.
- **Do not click on any of the buttons yet!!!**



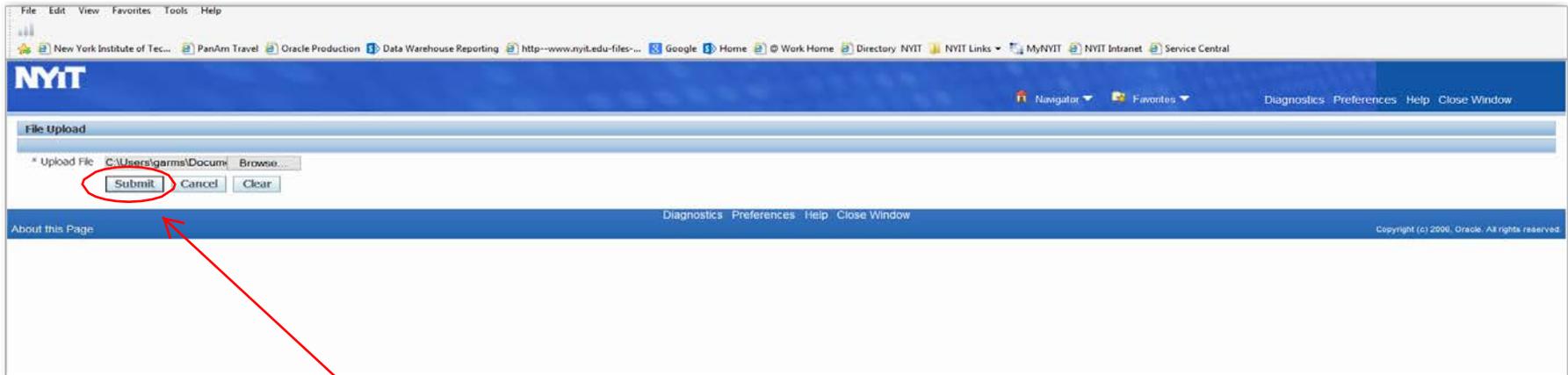
- Look for a screen that looks as shown below on IE (Internet Explorer) or the browser that you are using. Look for the Browser header or the tab header “GFM Upload Page.”



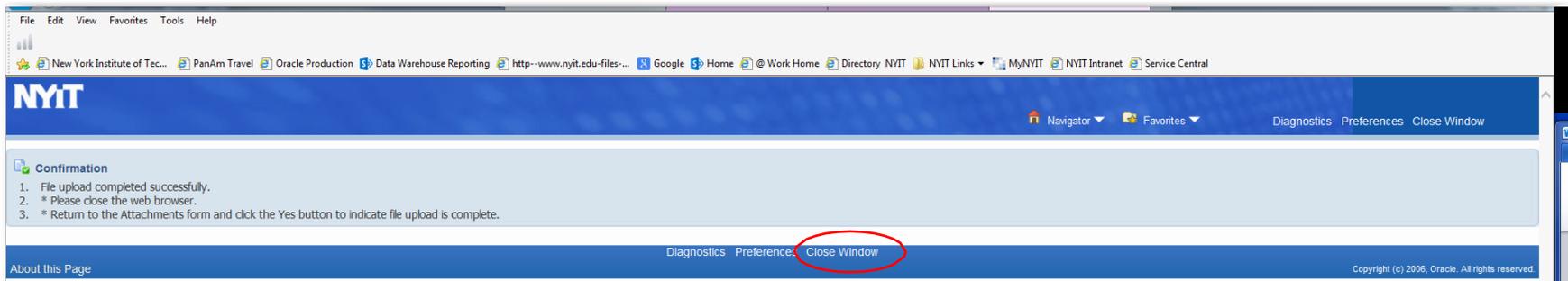
- Browse the directories and select the file that you would like to upload as shown in the screen below.



- Once you select the file and click on the “Open,” you will see the confirmation screen as shown below.

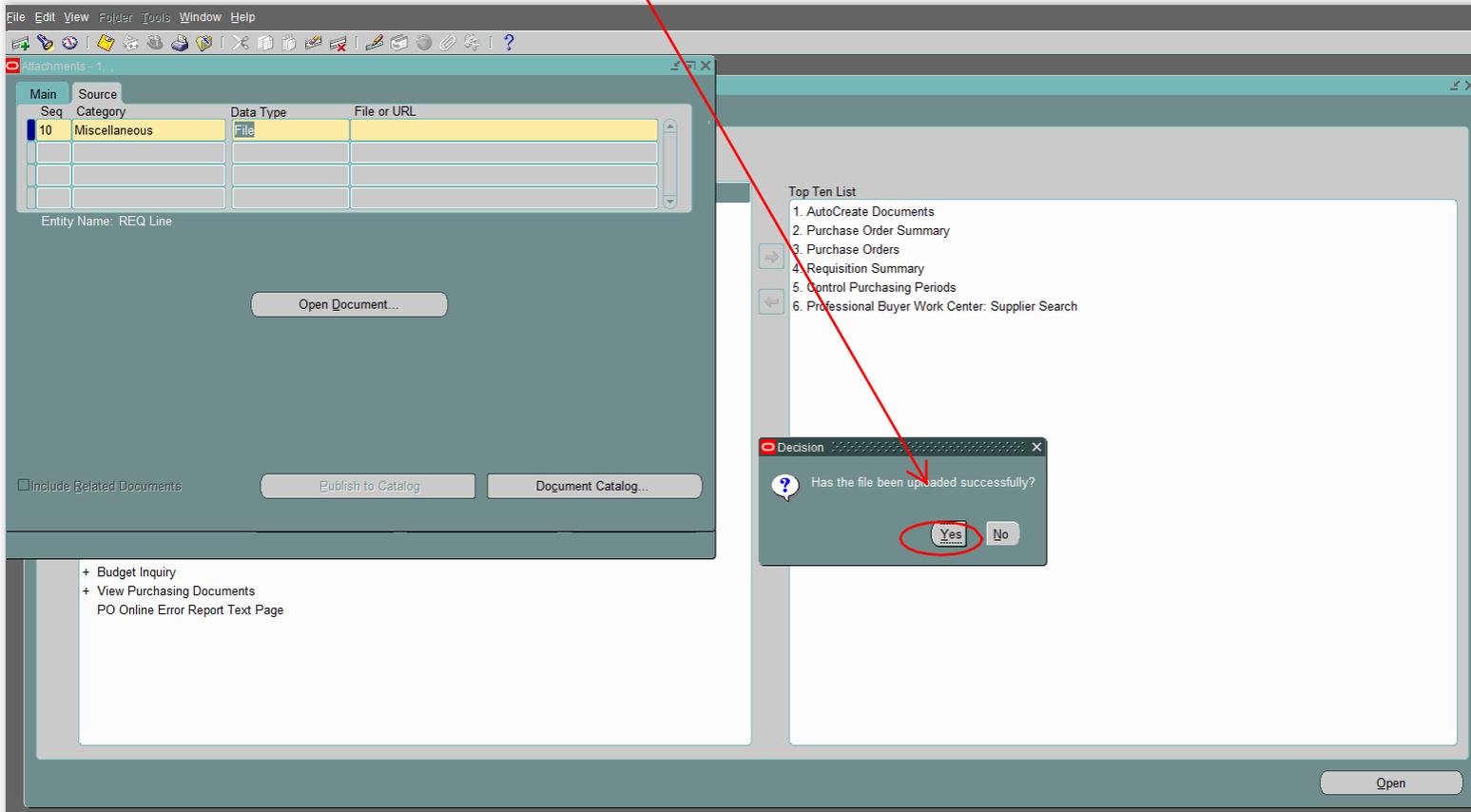


- Click on the “Submit” button and you will get a confirmation page as shown below.

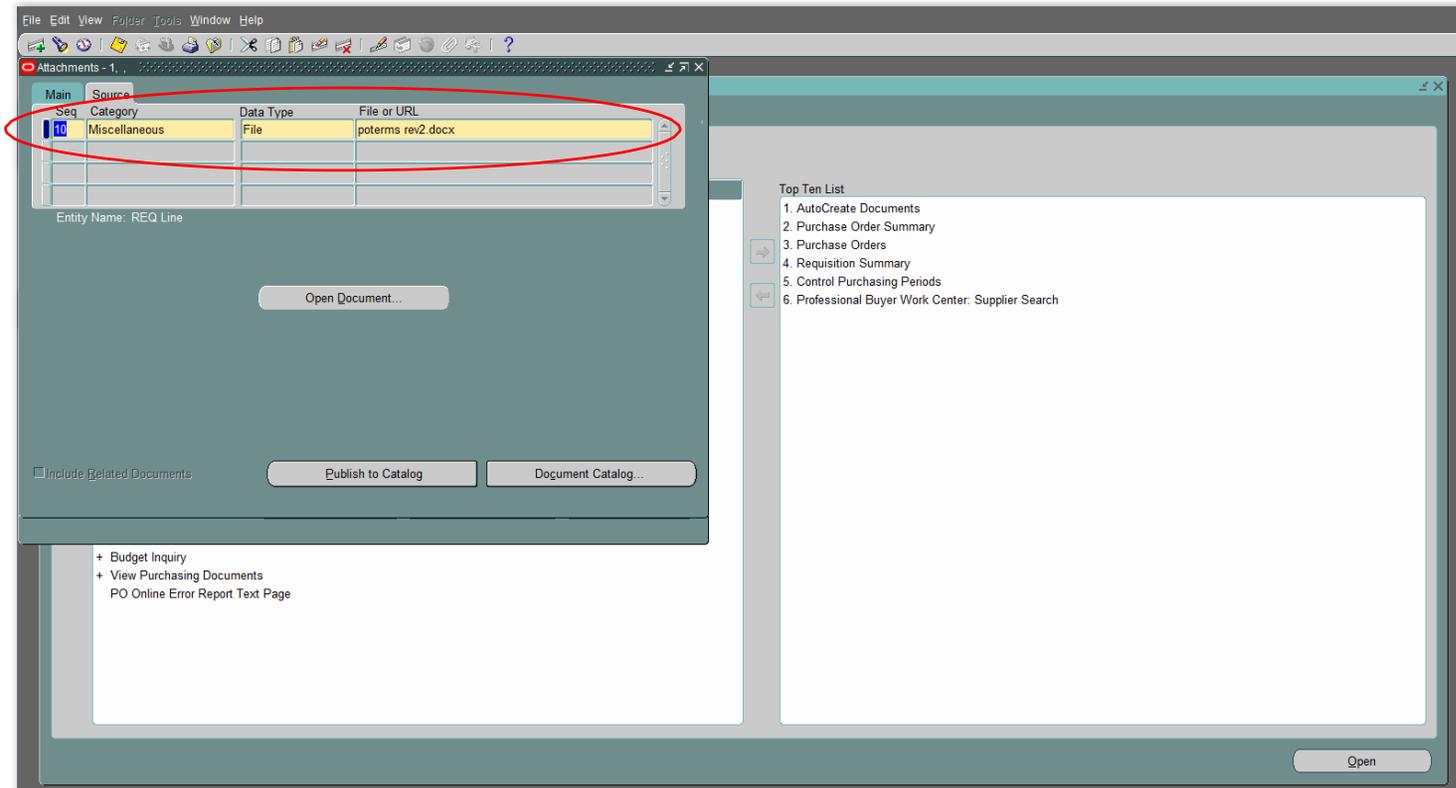


- Close the screen by clicking on “Close Window” on the right corner of the confirmation page.

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



- Once you click on the “Yes” button, you will see the attached file on the Oracle screen as shown below.



- Close that screen and save the requisition for approval.