## **Reviewing an Attached Document Associated with a Requisition in Oracle**

• From the Oracle Applications Home Page, Click on "Requisitions":



• Click on "Requisition Summary":



## • The screen below will appear.

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• Make sure the requisition number is highlighted; click on "Lines"

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• The Requisition Lines Summary screen will appear. Note that the paper clip icon has changed to indicate an attachment is associated with the requisition.

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• If you mouse over the icon, you will note that "attachments" appears. Click on the icon.

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• The screen below appears. Click on "Open Document" to view the attachment.

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• The screen below will appear in your internet browser. Click on "Open" to view the document.

