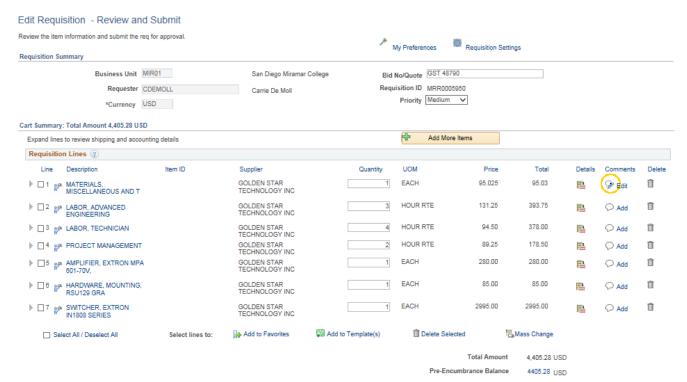# DIRECTIONS FOR ATTACHING QUOTES

1. Create a requisition. When you get to the Review and Submit page, go across line # 1 until you reach the Comments column. Click on the icon highlighted below.

2. On the next screen, click Add Attachments

3. Click browse to locate the file you wish to upload. Then click upload.

When attachment is visible. Check box for Send to Supplier.

4. Click OK.