

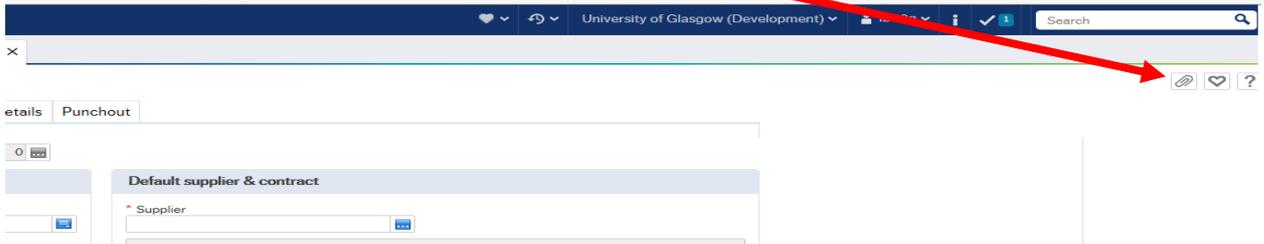
## WEBREQ14: Attaching Documents to a Requisition

Occasionally additional documentation is required for a Purchase Order e.g. VAT Exemption forms, quotes, specific designs, instructions. The purpose of this section is to introduce the user how to attach a document to a Requisition via the Agresso Web.

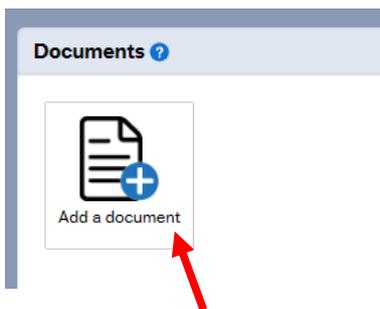
### WEBREQ14.1: Attaching the Document to the Requisition

1. Raise the Requisitioning as per instructions in WEBREQ1.

2. From the Top right select the attachment icon



3. The following screen will appear:



4. Select Add a document and the following screen will appear:

**Add a document**

Document type \*

File name

Document title

Document description

1. Document Type - Select Requisition Enclosures
2. Select **Upload** to choose the document to added. *N.B. Maximum document size to be added is 1MB*
3. Enter the name of the Document
4. If required – enter a description of the document.
5. Select **Save**

5. Once document has been added the following screen will appear:



6. Select Add a document to add more documents.

7. To view document just click on document name.