

Adding Attachments

Adding your documents to the Attachments tab allows approvers, Procurement, and other users to access your documents without returning to your form.

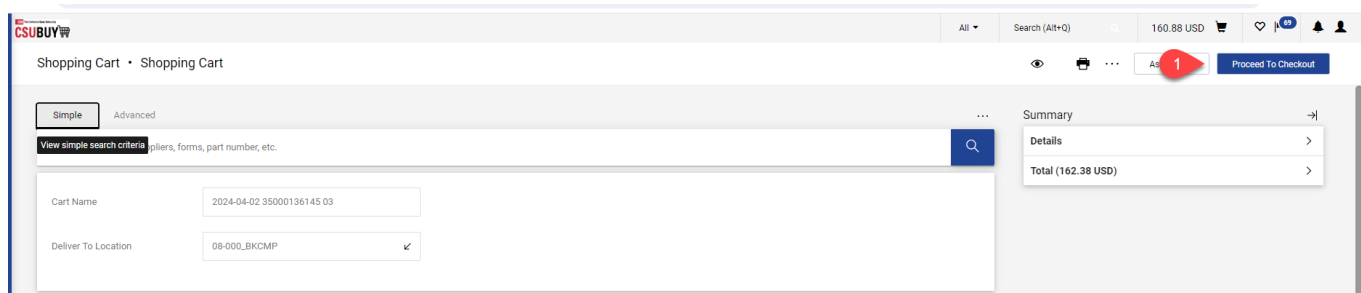
Examples of attachments needed for a requisition:

1. Quote or invoice
2. Unsigned contract or agreement
3. Sales order

ADD ATTACHMENTS TO YOUR REQUISITION.

Follow the steps below to add attachments to your requisition:

1. Navigate to > **CSU Form Request** > **Complete your respective Form Request** > **Proceed to Checkout**
2. Click the **Attachments Tab**.
3. Click **Add Internal Attachments**.
4. Drag and drop your files into the box or **Click the Browse button** and select the files from your computer.
 - a. If this is not your desired attachment, click the **Trash Can**.
 - b. Click the link button to add links to files in shared folders.
 - c. Add a name to your file folders.
5. Click **Save**.
6. Your attachments will be listed in the order you upload. Click the **Three Buttons to Remove** or **Move to External Attachments**. External Attachments are sent to Suppliers with the Purchase Order.



QUICK REFERENCE GUIDE

CSUBUY Got Feedback? All

Requisition • 3994851 2

Summary Taxes/S&H PO Preview Comments Attachments History

General Information	Shipping Information	Billing Information
Transaction Details	Ship To	Bill To
Cart Name: 2024-04-02 35000136145 03	Contact: Bianca Mae Wohlgemuth 9001 Stockdale Hwy. Bakersfield, CA 93311 United States	Accounts Payable, CSU Bakersfield 9001 Stockdale Hwy. 35 ADM 35 ADM Bakersfield, CA 93311-1022 United States
Business Unit: CSUB P2P (BKXMP)	Delivery Information	PO Details
	Deliver To Location: 08-000_BKMP ADMINISTRATION WEST	Accounting Date: no value
	Ship Via: Best Carrier-Best Way	PO Type: no value
	Due Date: no value	Amount-Only / Blanket PO: <input checked="" type="checkbox"/>
		Multi-Year PO: <input checked="" type="checkbox"/>

Summary Taxes/S&H PO Preview Comments **Attachments** History

Attachments found: 0 3

Add Internal Attachment

This document does not have any attachments associated with it.

If you need to add an attachment, return to the Summary page and find the "Add attachment" button.

Please note that attachments cannot be added to documents once they have completed workflow.

Add Attachments

Attachment Type File Link

File(s) ★

4 Drop File or [Browse](#)
Max. File Size: 24.51 MB

Sierra Schools Quote 11558888.pdf

★ Required fields Save Changes Close

QUICK REFERENCE GUIDE

Add Attachments [X]

Attachment Type File Link

File(s) ★

Drop File or [Browse](#)
Max. File Size: 24.51 MB

Sierra Schools Quote 1155888.pdf ✓ [trash icon]

★ Required fields Save Changes Close

Add Attachments [X]

Attachment Type File Link

URL ★

Name

★ Required fields 5 Save Changes Close

Attachments found: 1 Add Internal Attachment

Attachment	Size	Type	Location	Visibility	Create Date ↓	
Sierra School Quote 1155888		URL	Document	External	4/3/2024 10:33 AM	[6] ...

Attachments found: 1 Add Internal Attachment

Attachment	Size	Type	Location	Visibility	
Sierra School Quote 1155888		URL	Document	External	[6] Remove Move to Internal Attachments