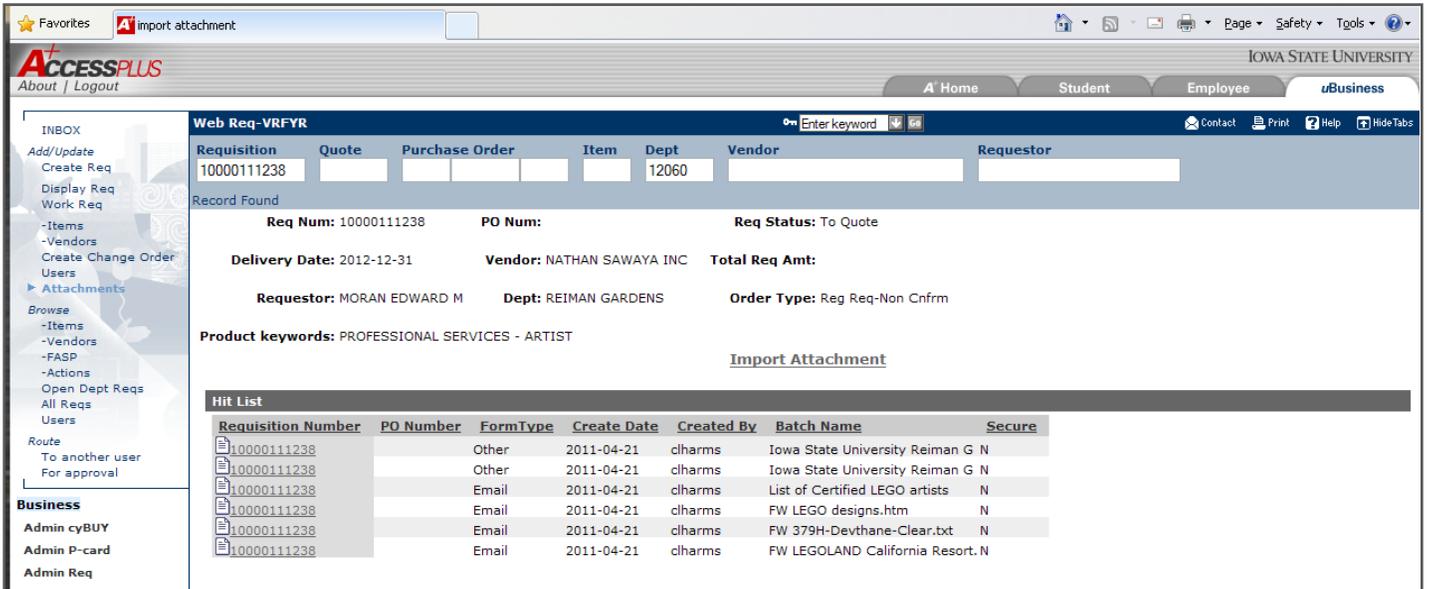


Purchasing Systems Attachment Uploading

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The purchasing department has made available the ability to upload attachments to the requisitioning, p-card and cyBUY systems. The screen for uploading attachments is shown below. The functionality is the same for all three systems and uses the same software as used by the employee reimbursement system.

The option will show on the menu on the left side of each system screen. Click on the "Attachments" link to display any attachments that exist for the requisition, p-card transaction, or cyBUY release. The screen will display a list of attachments if they exist or "No attachments found" if not. In the center of the screen is an "Import Attachment" link (see below).



Clicking on the "Import Attachment" link will open the import screen (see first image below). Choose the form type you want to upload (e.g. quote, order acknowledgement), then browse for the file. The system will name the file based on the final file extension name of the file you select. Once your file type is selected, click on the Import button (see second image below).

File types that are accepted: Word, Excel, PowerPoint, PDF, email (in .htm, rich text or .txt files), .jpg, Gif and Tiff files. Emails must be resaved as .htm, .txt or Rich Text (.msg files will not upload). Once uploaded, the documents will be available to other users and the purchasing department. Purchasing will have the ability to add secured files or secure existing files, so the files will not be viewable to users outside of the purchasing department. This will allow protection of Social Security numbers or vendors' proprietary information.

Requisitioning Upload quotes, emails, PSA forms, IPs forms, etc. and route them with the requisition. Purchasing encourages departments to ask for electronic copies quotes, agreements and other items from vendors in order to easily transmit them to the purchasing department. These items will become part of the permanent online PO file.

P-card Upload receipts, certificates of lost receipt, order acknowledgements, federal price justification forms, etc.

An updated policy on retention of hard copy p-card documents will be published in the near future. Our hope is that departments that begin imaging all p-card documents will be able to reduce the time of retention of paper documentation.

cyBUY Upload order acknowledgements or packing slips.

