

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.

Edit Requisition - Review and Submit

Review the item information and submit the req for approval.

[My Preferences](#) [Requisition Settings](#)

Requisition Summary

Business Unit: <input type="text" value="MIR01"/>	San Diego Miramar College	Bid No/Quote: <input type="text" value="GST 48790"/>
Requester: <input type="text" value="CDEMOLL"/>	Carrie De Moll	Requisition ID: <input type="text" value="MRR0005950"/>
*Currency: <input type="text" value="USD"/>		Priority: <input type="text" value="Medium"/>

Cart Summary: Total Amount 4,405.28 USD

Expand lines to review shipping and accounting details

[Add More Items](#)

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
▶ <input type="checkbox"/> 1	MATERIALS, MISCELLANEOUS AND T		GOLDEN STAR TECHNOLOGY INC	<input type="text" value="1"/>	EACH	95.025	95.03		Edit	
▶ <input type="checkbox"/> 2	LABOR, ADVANCED ENGINEERING		GOLDEN STAR TECHNOLOGY INC	<input type="text" value="3"/>	HOUR RTE	131.25	393.75		Add	
▶ <input type="checkbox"/> 3	LABOR, TECHNICIAN		GOLDEN STAR TECHNOLOGY INC	<input type="text" value="4"/>	HOUR RTE	94.50	378.00		Add	
▶ <input type="checkbox"/> 4	PROJECT MANAGEMENT		GOLDEN STAR TECHNOLOGY INC	<input type="text" value="2"/>	HOUR RTE	89.25	178.50		Add	
▶ <input type="checkbox"/> 5	AMPLIFIER, EXTRON MPA 801-70V,		GOLDEN STAR TECHNOLOGY INC	<input type="text" value="1"/>	EACH	280.00	280.00		Add	
▶ <input type="checkbox"/> 6	HARDWARE, MOUNTING, RSU129 GRA		GOLDEN STAR TECHNOLOGY INC	<input type="text" value="1"/>	EACH	85.00	85.00		Add	
▶ <input type="checkbox"/> 7	SWITCHER, EXTRON IN1808 SERIES		GOLDEN STAR TECHNOLOGY INC	<input type="text" value="1"/>	EACH	2995.00	2995.00		Add	

Select All / Deselect All

Select lines to:

Add to Favorites

Add to Template(s)

Delete Selected

Mass Change

Total Amount 4,405.28 USD

Pre-Encumbrance Balance 4405.28 USD

2. On the next screen, click Add Attachments

Line Comment

[Help](#)

Business Unit: Requisition Date:
 Requisition ID: Status:

Line 1

Comments Find First 1 of 1 Last

Use Standard Comments Entered On: 02/11/2019 9:10:08AM

Send to Supplier
 Show at Receipt
 Show at Voucher

[Add Attachments](#)

Attached File	User/Date Time	View	Send to Supplier
1 GST_48790.pdf	CDEMOLL2019-02-11-09.10.23.318	View	<input type="checkbox"/>

[OK](#)

[Cancel](#)

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

File Attachment [Help](#)

[Browse...](#)

[Upload](#) [Cancel](#)

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

Line Comment

Help

Business Unit MIR01

Requisition Date 02/11/2019

Requisition ID MRR0005950

Status Pending

Line 1

Comments Find First 1 of 1 Last

Use Standard Comments Entered On: 02/11/2019 9:10:08AM

1

Send to Supplier Show at Receipt Show at Voucher

Add Attachments

Attachments			
Attached File	User/Date Time	View	Send to Supplier
1 GST_48790.pdf	CDEMOLL2019-02-11-09.10.23.318	View	<input checked="" type="checkbox"/>

OK

Cancel

4. Click OK.