

M-Pathways - Requisition Attachments

Requisition Attachments Buttons Replaced by Add Document & View Documents Links

Instead of clicking on an add attachments button there will be **Add Documents & View Documents** links at the requisition line level and header level

- The add documents & view documents links will function as they do for Vouchers & eReconciliation

The screenshot displays a requisition header with the following details: Business Unit: UMICH, Requisition Date: 01/18/2021, and Status: Open. Below the header, a table lists requisition lines, with Line 1 visible. At the bottom of the line entry, two buttons are present: 'Add Documents' and 'View Documents', both of which are highlighted with red rectangular boxes. A 'Line Comment' dialog box is open at the top, and a 'Help' link is visible in the top right corner.

Once a Requisition has been saved and assigned a number, the view document link is active - documents will be retrieved from the Imaging System

- Only **PDF & TIFF** documents can be attached, since these are the only file types viewable within M-Pathways via the requisition or purchase order
 - Click [here](#) if you need help converting documents to PDF & TIFF
- If you're not on a campus network, you need to log into the **U-M VPN** to add and view document, click [here](#) for more information