

Why can't my requisition attachment be seen on the resulting PO?

It is likely that the attachment category was changed from the default setting of **Miscellaneous** when the attachment was added. When you attach a document, do **not** change the attachment category. It correctly defaults to **Miscellaneous** so that it is viewable from all related documents.

The screenshot shows the 'Edit and Submit Requisition' page for Requisition 1163520. The total amount is 229.60 USD. The requisition description is 'Paper Clip Size No. 1 Color Silver Material Steel Package Quantity 1000'. The 'Add Attachment' dialog box is open, showing the following fields:

- Attachment Type: Short Text
- Title: [Empty]
- Description: [Empty]
- Category: Miscellaneous (circled in red)
- Short Text: [Empty]

Select	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Attachment	Update Line	Delete
<input type="checkbox"/>	Paper Clip Size No. 1 Color Silver Material Steel Package Quantity 1000	10	Each	6.37 USD	63.70	03-Aug-2016 00:00:00 <small>(example: 17-Jul-2016 19:45:00)</small>	2GSUR			
<input type="checkbox"/>	Paper Clip Size Large Color Silver Material Steel Package Quantity 1000	10	Each	16.59 USD	165.90	03-Aug-2016 00:00:00 <small>(example: 17-Jul-2016 19:45:00)</small>	2GSUR			
					Total	229.60				

Based on your approval authority, this requisition does not require approval by others.

Approvals

No Approvals Required

Notes And Attachments

Notes

Note To Buyer: [Empty]