



Uploading Attachments to a Purchase Requisition

All PO attachments are to be uploaded to the purchase requ in iTCCS. It is no longer necessary to submit hard copies to the Purchasing Agent.

The attachment will be permanently filed and accessible in the iTCCS system.

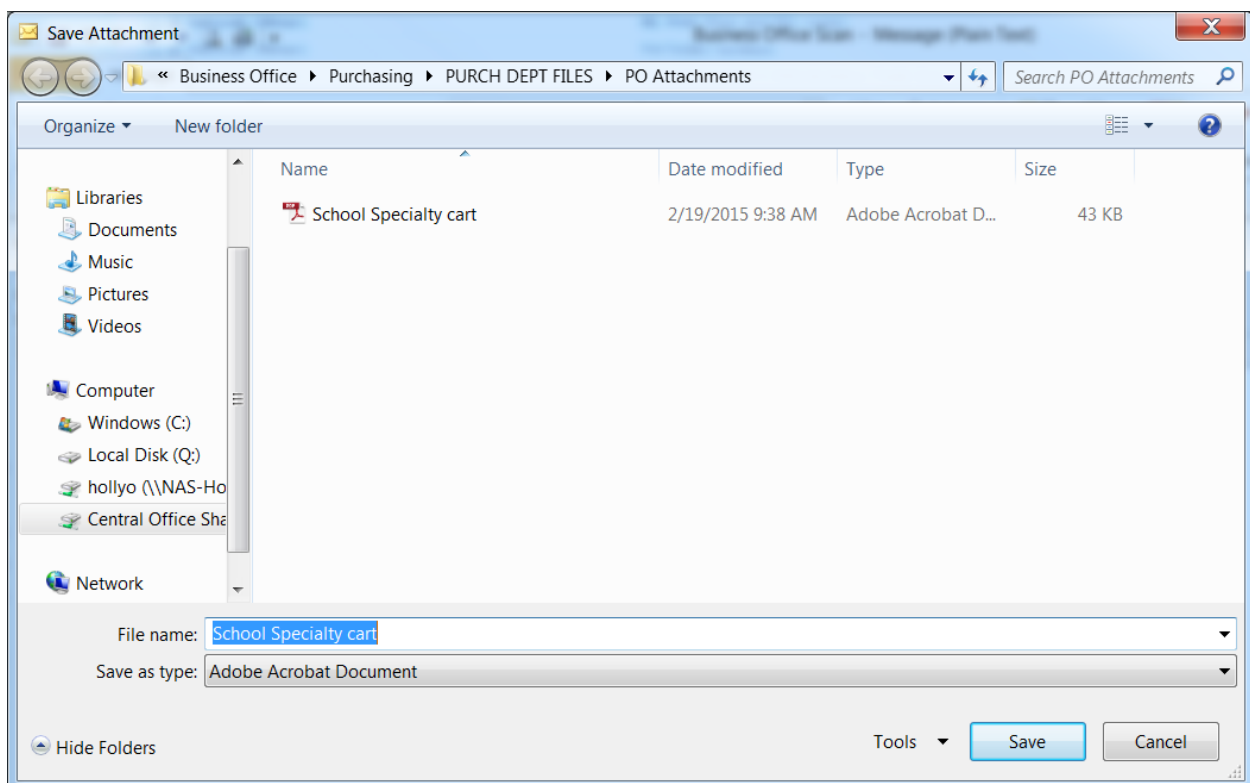
Attachments can be uploaded for reference purposes only, or they can be printed and submitted to the vendor with the PO.

The document(s) to be uploaded must be saved as a file on your computer.

Suggestion: Create a folder named PO Attachments in which to save the document(s).

If you only have a paper copy of the document, scan it to file.

Name the file to identify the requ it will be uploaded to.



Enter the requ.

If uploading a document, select Yes for Attach:

The requ must be posted before the Supporting Docs button will appear.

Click on the Supporting Docs button

Purchase Order Requisitions - Windows Internet Explorer
https://itccs.esc13.net:3072/BUS_REQW_PUR_REQ

ITCCS FREDERICKSBURG ISD
Reporting Products [Go] Log Off 2/19/2015 9:45:05 AM

Change Responsibility Main Menu Requisition Warehouse Menu My Menu WWH6125

Purchase Order Requisitions

Edit Save **Post Req** Next Req Vnd Notes Req Comments Local Print Alt Ship-to Saved Req Inq

REQUISITION POSTED. NEXT APPROVER NOT FOUND FOR REQUISITION FOR EMAIL BR99

Requisition Information

Whse CD: 1 Year: 5 Campus: 750 Accounting Period: 02 Status: P - Posted
Reference Number: 122249 Find Date Requested: 02 19 2015 Date Required: 02 19 2015
Vendor Number: 60200 Search Vendor Name: HOLLY O'NEILL Ship To: 750 FUSD CENTRAL OFFICE
Address Line 1: W6316 DESIGN DR DBA: Requisition Total: 4.70
Address Line 2: GREENVILLE, WI PO Date:
Address Line 3: Zip: 54942 Vendor Contact:
Bid No.: [] Fax PO: No Return PO: No Email PO: No
PO Number: Confirmation: No Attach: Yes
Invoice No.: Work Order No.: Buyer's Approval
Include Check: No Freight Type: A - Amount Quote:
Freight Cost: 00

Del Item No. Quantity Unit / Issue Unit Price Discount Prct Extended Amt Amt Diff Dist Commodity Cat No. Prv Item Nxt Item Item List

Item Sequence: 0001

Del	Fund	Func	Obj	S Obj	Org	Prog	Percent	Amount	Balance
<input type="checkbox"/>	199	41	6399	00	750	5 99 0 00	1.000000	4.70	8,408.31-

Item Description: 054651 RED CONSTRUCTION PAPER

Click on the Browse button

iTCCS - Documents - Windows Internet Explorer
https://itccs.esc13.net:3072/WDOCSErv/DocManage.aspx?TOKEN=2002739466&APPLCTN_NAME=WAREHOUSE&FOI

Document List

Application: WAREHOUSE Folder: SUPPORTING FORMS

App	Folder	Description	Upload Date/Time	Upload User	Approver Date/Time	Approver User	Delete
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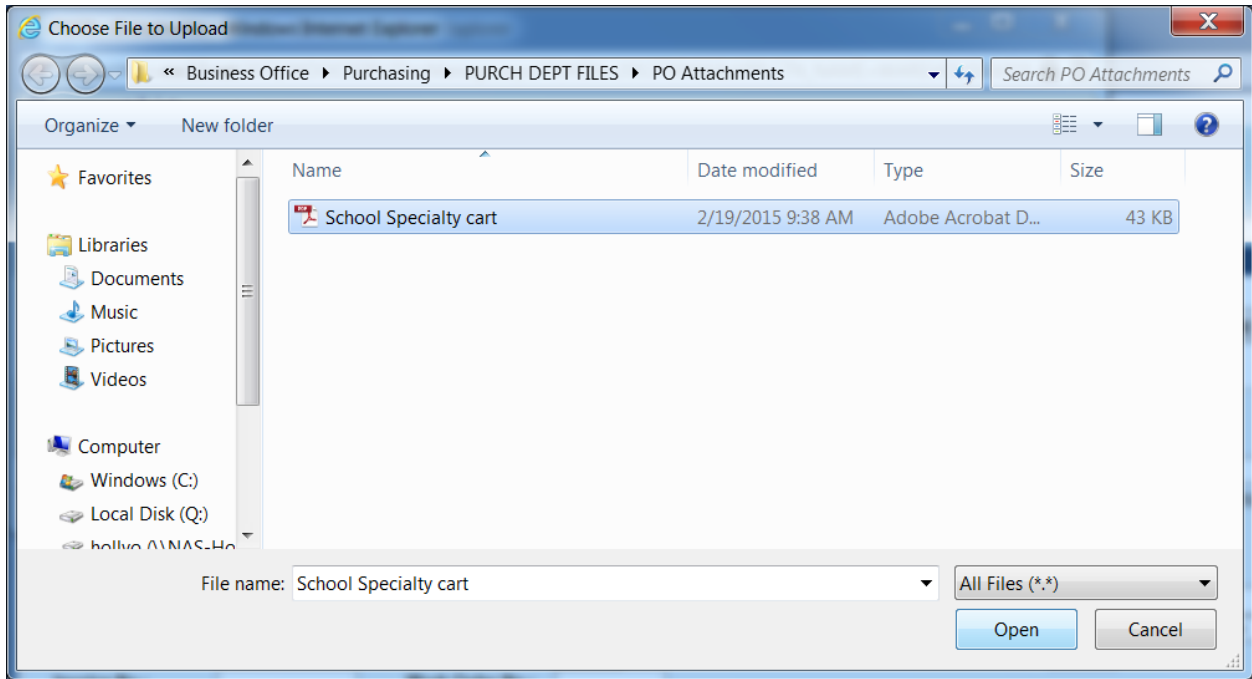
Document Upload

Select File to Upload: [Browse...]

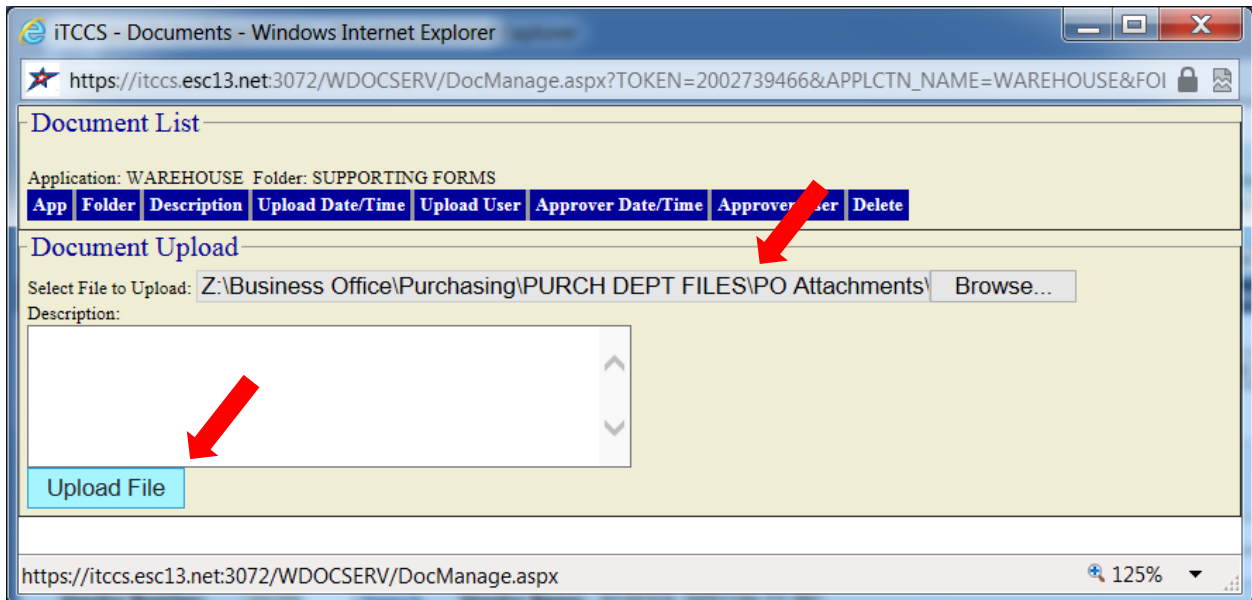
Description: []

Upload File

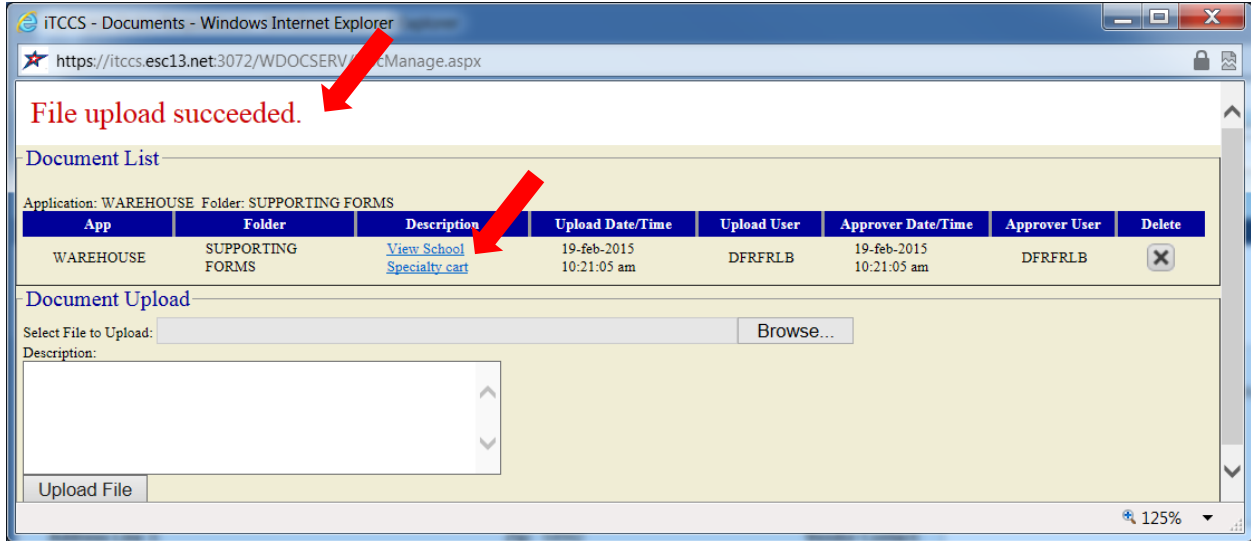
Find the file to be uploaded, click once on the file name, then click open.



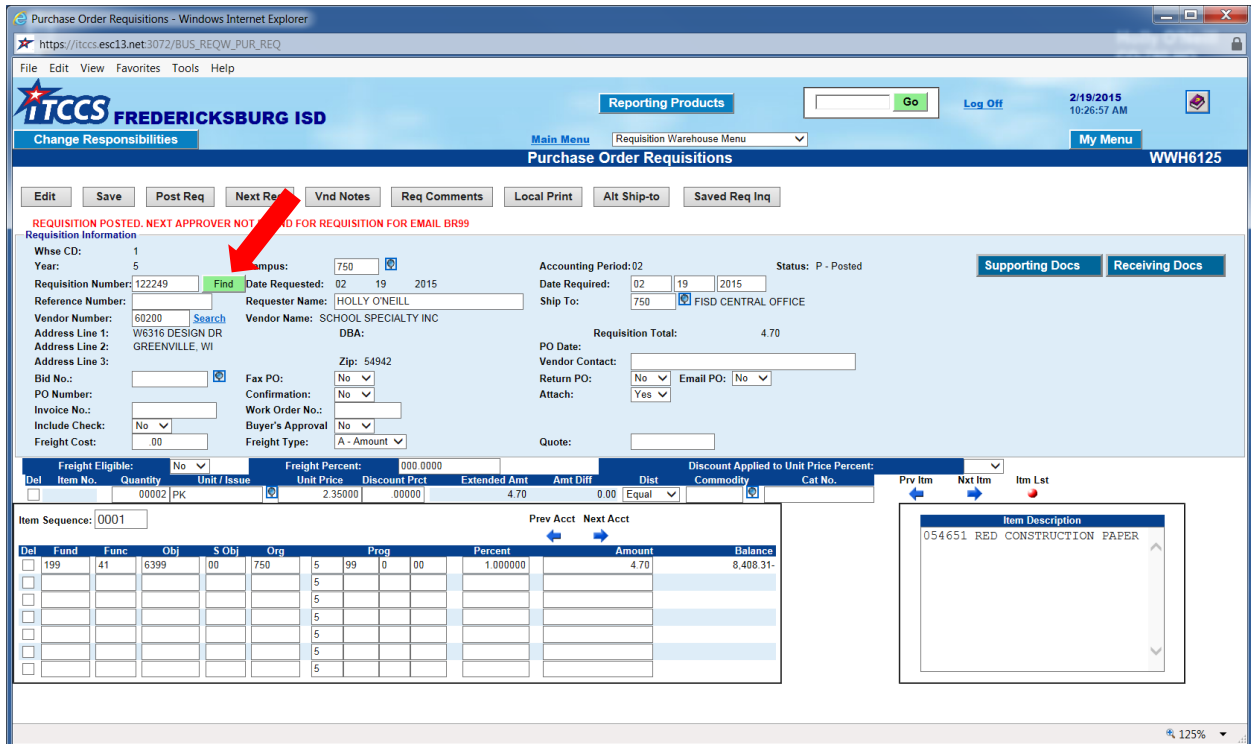
The file path will appear in Select File to Upload.
Click Upload File



File should be uploaded.



To delete a file click the X button under delete.
Close window.



The paper clip on the Support Docs button indicates file is attached.

Purchase Order Requisitions - Windows Internet Explorer
https://itccs.esc13.net:3072/BUS_REQ_W_PUR_REQ

ITCCS FREDERICKSBURG ISD
Reporting Products
2/19/2015 10:27:44 AM
Log Off

Change Responsibilities
Main Menu Requisition Warehouse Menu
My Menu
Purchase Order Requisitions
WWH6125

Edit Save Post Req Next Req Vnd Notes Req Comments Local Print Alt Ship-to Saved Req Inq

REQUISITION NOT IN SAVE STATUS.
Requisition Information

Whse CD: 1
Year: 5
Campus: 750
Accounting Period: 02
Status: B - Pending Buyer

Requisition Number: 122249
Date Requested: 02 19 2015
Reference Number: Find
Requester Name: HOLLY O'NEILL
Vendor Number: 60200
Vendor Name: SCHOOL SPECIALTY INC
Address Line 1: W6316 DESIGN DR
Address Line 2: GREENVILLE, WI
Address Line 3:
Zip: 54942
Requisition Total: 4.70

Bid No.:
PO Number:
Invoice No.:
Include Check: No
Freight Amt-%: 00

Fax PO: No
Confirmation: No
Work Order No.:
Buyer's Approval: No
Freight Type: A - Amount

PO Date:
Vendor Contact:
Return PO: No
Attach: Yes

Quote:

Freight Eligible: No
Freight Percent: 000.0000
Discount Applied to Unit Price Percent:

Del	Item No.	Quantity	Unit / Issue	Unit Price	Discount Prct	Extended Amt	Amt Diff	Dist	Commodity	Cat No.
	00002	PK		2.35000	00000	4.70		Equal		

Item Sequence: 0000

Del	Fund	Func	Obj	S Obj	Org	Prog	Percent	Amount	Balance
<input type="checkbox"/>	199	41	6399	00	750	5 99 0 00	1.000000	4.70	8,408.31-
<input type="checkbox"/>						5			
<input type="checkbox"/>						5			
<input type="checkbox"/>						5			
<input type="checkbox"/>						5			
<input type="checkbox"/>						5			
<input type="checkbox"/>						5			

Item Description: 054651 RED CONSTRUCTION PAPER

125%

Additional files can be uploaded.