Reason for Job aid

There are purchasing related processes that require agencies to attach supplemental documentation to the requisition as an attachment. Some examples are:

- Attaching item specifications for the bidding process;
- Attaching completed Prior Authorization forms; OR
- Attaching completed Vehicle Purchase Request forms.

This job aid will provide steps for accessing the requisition attachments through two different navigations.

Users with the Kansas Buyer, Agency Requisitioner or Central Purchasing Administrator roles can access the requisition attachments through the eProcurement → Manage Requisitions path.

For those users with just the Purchasing Viewer role; a new page has been added to SMART to access eProcurement requisition attachments.

1. Roles:

KPO_KS_Buyer  
KPO_Agy_Requisitioner  
KPO_Cen_Purchasing_Admin

1.1 Navigation:

From the Home page in SMART, on the left navigation menu, click on 'eProcurement', then click on 'Manage Requisitions'.

Enter the Business Unit and Requisition ID. Clear the date in the ‘Date From’ field and select the ‘Search’ button:
### 1.2 Select the **requisition ID** link:

Select the requisition ID link:

![Select Requisition ID](image1.png)

### 1.3 Select the **'Requisition Schedule and Distribution'** link:

Select the ‘Requisition Schedule and Distribution’ link:

![Requisition Schedule](image2.png)

### 1.4 Select the **Paper Clip** icon beside the line description:

Select the Paper Clip icon beside the line description:

**NOTE:** There are **NO** attachments on the requisition if the paper clip icon is **not displayed**.

### 1.5 Select the **'View'** button:

Select the ‘View’ button:

**NOTE:** If you have difficulty opening the document try holding the ‘Ctrl’ key down on your keyboard while you select the ‘View’ button on the web page.

![Select View](image3.png)
### 2. Role

<table>
<thead>
<tr>
<th>KPO_Agy_Purchasing_Viewer</th>
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#### 2.1 Navigation:

From the **Home** page in SMART, on the left navigation menu, click on **Purchasing**, then click on **Requisitions**, then click on **Review Requisition Information**, then click on **eProcurement Attachments**.

Enter the **Business Unit** and **Requisition ID**. Select the **Search** button:

#### 2.2 Select the **View** button:

NOTE: If you have difficulty opening the document try holding the **Ctrl** key down on your keyboard while you select the **View** button on the web page.