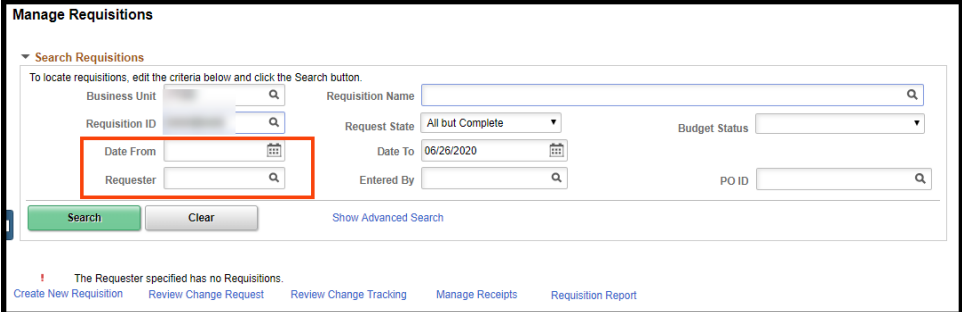




State of Kansas

Viewing Requisition Attachments

Statewide Management, Accounting and Reporting Tool

Date Created:	December 2, 2013
Version:	2.0
Last Updated:	6/26/2020
<u>Reason for Job aid</u>	<p>There are purchasing related processes that require agencies to attach supplemental documentation to the requisition as an attachment. Some examples are:</p> <ul style="list-style-type: none">• Attaching item specifications for the bidding processor• Attaching completed Prior Authorization forms. <p>This job aid will provide steps for accessing the requisition attachments through two different navigations.</p> <p>Users with the Kansas Buyer, Agency Requisitioner or Central Purchasing Administrator roles can access the requisition attachments through the Manage Requisitions page.</p> <p>For those users with just the Purchasing Viewer role; a new page has been added to SMART to access eProcurement requisition attachments.</p>
Roles:	KPO_KS_Buyer KPO_Agy_Requisitioner KPO_Cen_Purchasing_Admin
Navigation:	 <p>The screenshot shows the 'Manage Requisitions' search interface. It includes fields for Business Unit, Requisition Name, Requisition ID, Request State (set to 'All but Complete'), Budget Status, Date From, Date To (set to 06/26/2020), Requester, Entered By, and PO ID. A red box highlights the 'Date From' field. Below the search fields are 'Search' and 'Clear' buttons, and a 'Show Advanced Search' link. A message at the bottom states: 'The Requester specified has no Requisitions.' Navigation links include 'Create New Requisition', 'Review Change Request', 'Review Change Tracking', 'Manage Receipts', and 'Requisition Report'.</p>
<p>Fluid: From the SMART Homepage click on: SMART Homepage dropdown > Requisitions & PCards > Manage Requisitions > Manage Requisitions.</p> <p>Classic: From the SMART Homepage click on: NavBar > Navigator > eProcurement > Manage Requisitions</p> <p>Enter the Business Unit and Requisition ID. Clear the date in the Date From and Requester fields. Select the Search button:</p>	

Select the **Req ID** link:

Manage Requisitions

▼ Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit [] Requisition Name []

Requisition ID [] Request State: All but Complete Budget Status []

Date From [] Date To: 06/26/2020

Requester [] Entered By [] PO ID []

[Search] [Clear] [Show Advanced Search](#)

Requisitions ⓘ

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total
▶ 0000####		17300	05/15/2020	Pending	Not Chk'd	100,000.00 USD [Select A] [Go]

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**.

Requisition Details

[Requisition Summary](#)

Business Unit: 17300 Requisition Name: []
Date: 05/01/2020 Requisition ID: []
Request State: PO(s) Dispatched Total Amount: 1,027.91 USD
Requested For: [] Pre-Encumbrance Balance: 0.00 USD

Expand lines to review shipping and accounting details

Requisition Lines

Line	Item Description	Source Status	Amount Only	Quantity	Price	Status	Total
▶	Panelboard	Complete	Yes	1.0000 Each	1027.91000USD	Approved	1,027.91

[Contract Information](#) [PO information](#)

Select the **View** button:

Line Attachments [x] [Help](#)

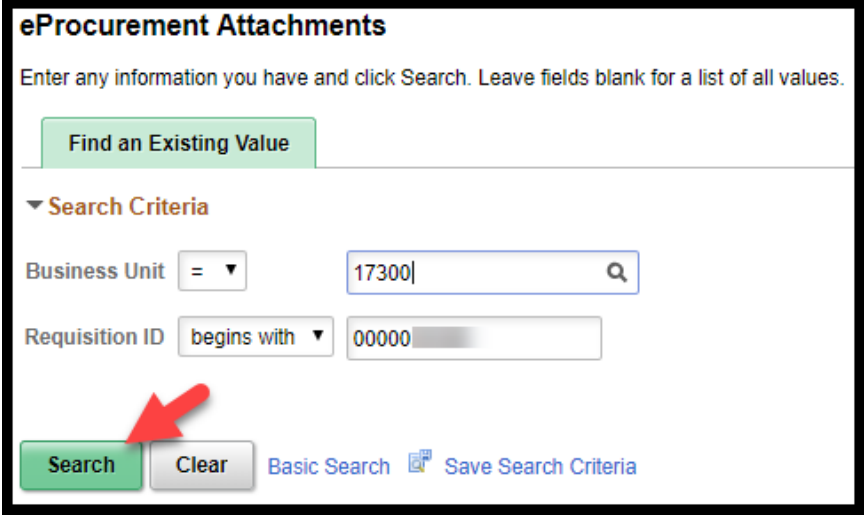
Business Unit: 17300
Requisition ID: []
Line Number: 1

Line Attachments

[] [] 1-1 of 1 [] [] [View All]

Comment Line	Attachment Number	Attached File	View
	1	[]_Electric.pdf	[View]

[Return]

Role	KPO_Agy_Purchasing_Viewer
<p>Navigation:</p> <p>Classic: From the SMART Homepage click on: NavBar > Navigator > Purchasing > Requisitions > Review Requisition Information > eProcurement Attachments</p> <p>Enter the Business Unit and Requisition ID. Select the Search button:</p>	
<p>Select the View button:</p>	