

Effective the evening of 1/5/2016, we made a change in the way attachments are added to payment forms.

- Complete your specialty or generic payment form as usual. When you get to the end, you will see that you no longer have the capability to add attachments to the form. Click Add and go to Cart as you have in the past. At this point you are in the Cart.
- Click on Review accounting or add attachments. Do this even if you are acting as a shopper only and will ultimately assign the cart to a requester to enter it into workflow.

Shopping Cart for Julie Forthman

Continue Shopping

1 Item(s) for a total of **1.00** USD
subtotal: 1.00 USD
estimated tax, shipping & handling: 0.00 USD

Name this cart: 2015-12-16 fort1891 01

Review accounting or add attachments or Assign Cart

Have you made changes? Update

UNIV OF OK HSC more info...
LOCATION 1-MAIN_001 Edit
AUX/SVC UNIT ACCTG, PO BOX 26901 SCB 224, OKLAHOMA CITY, OK 73126-6901 US

Product Description	Unit Price	Quantity	Total
Item added on Dec 16, 2015 test attachment open form...	1.00 USD EA	1	1.00 USD

Add to Favorites Remove More Actions

- At this point, you will be on the draft requisition screen. Scroll down to the internal attachments section. Click on Add Attachment.

crimsoncorner Julie Forthman Action Items 149 Notifications 3 1.00 USD

Shop > My Carts and Orders > Open My Active Shopping Cart > Summary - 1480691 - Draft Requisition

General Shipping Accounting Codes Asset Management Internal Notes and Attachments External Notes and Attachments Final Review

Submit Requisition Assign Cart

Return to shopping cart Continue Shopping

Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: Account
- Required field: Base Function
- Required field: Department
- Required field: Fund

Requisition Requisition Approvals PO Preview Comments Attachments History

Summary Shipping Billing Accounting Codes Asset Management Supplier Info S&H

Hide header Hide value descriptions

General **Shipping** **Billing**

Cart Name: 2015-12-16 fort1891 01
 Description: no value
 Priority: Normal
 Requester: Julie Forthman
 Shopper: Julie Forthman
 Home HR Department: ADCT (ADCT)
 Ad Hoc Approver: no value

Ship To
 University of Oklahoma
 Attn: Julie Forthman
 331 W BOYD STREET
 ROOM 0458
 NORMAN, OK 73019
 United States

Bill To
 University of Oklahoma
 Financial Services
 fsmvoices@ou.edu
 660 Parrington Oval, Room 303
 Norman, OK 73019
 United States

Delivery Options
 Estimated Delivery: no value

Accounting Codes

Department	Account	Dept Flex Field	State Code	Budget Reference	Project	Fund	Base Function	State Agency	State Bank Acct	Business Unit
no value	no value	no value	no value	2014 FY 2014	no value	no value	no value	no value	no value	NORMN

Purchasing Information **Asset Management**

Buyer Name: 000000
 Buyer Email: See Below
 Buyer Phone: See Below

Departmental Buyer: 000000
 See Below

Freight Terms: DP
 Payment Information: Standard
 Buyer Invoice Review: X
 PO Type: GEN
 General

Internal Notes and Attachments **External Notes and Attachments**

Internal Note: no note
 Internal Attachments: Add Attachments

Note to all Suppliers
 Attachments for all suppliers
 Add Attachments
 PO Clauses: BUS Business Unit Terms & Conditio...
 edit clauses...
 view all clauses - (1)

Supplier / Line Item Details

UNIV OF OK HSC
 LOCATION 1-MAIN_001
 AUX/SVC UNIT ACCTG, PO BOX 26901 SCB 224, OKLAHOMA CITY, OK 73126-6901 US

Contract: no value
 PO Number: To Be Assigned

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 test attachment	800700 Professional Services	EA	1.00	1 EA	1.00 USD

Supplier subtotal: 1.00
 Shipping: 0.00
 Handling: 0.00
 Supplier total: 1.00USD

Subtotal: 1.00
 Shipping: 0.00
 Handling: 0.00
 Total: 1.00 USD

Freight/Shipping charges are calculated and added to the invoice by each supplier as appropriate.

See configuration for this requisition view carts

- If you are acting as a requester, enter the any other information as usual (including accounting information) and click on Submit Requisition.
- If you are acting as a shopper, click Assign Cart.
- Failure to add an attachment in this manner on a payment form will result in the requisition being returned to the requester by CC.