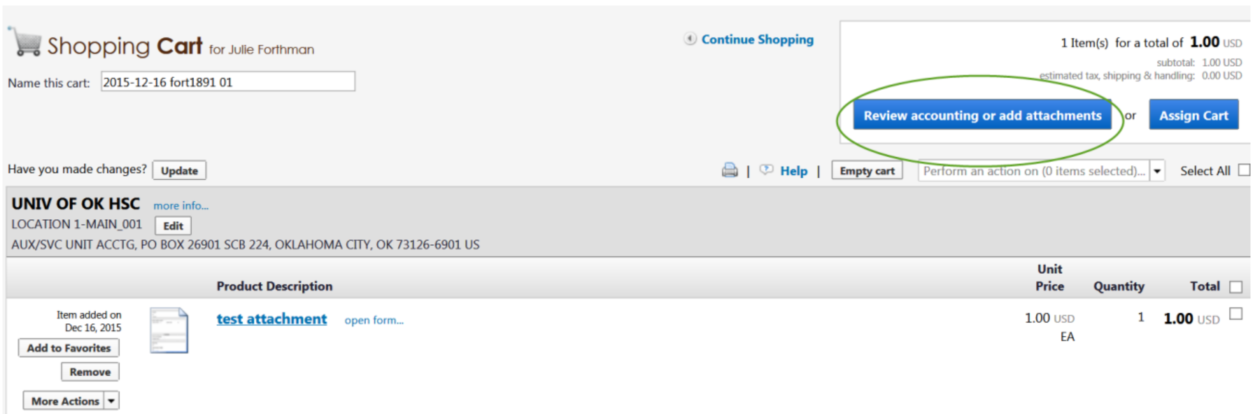
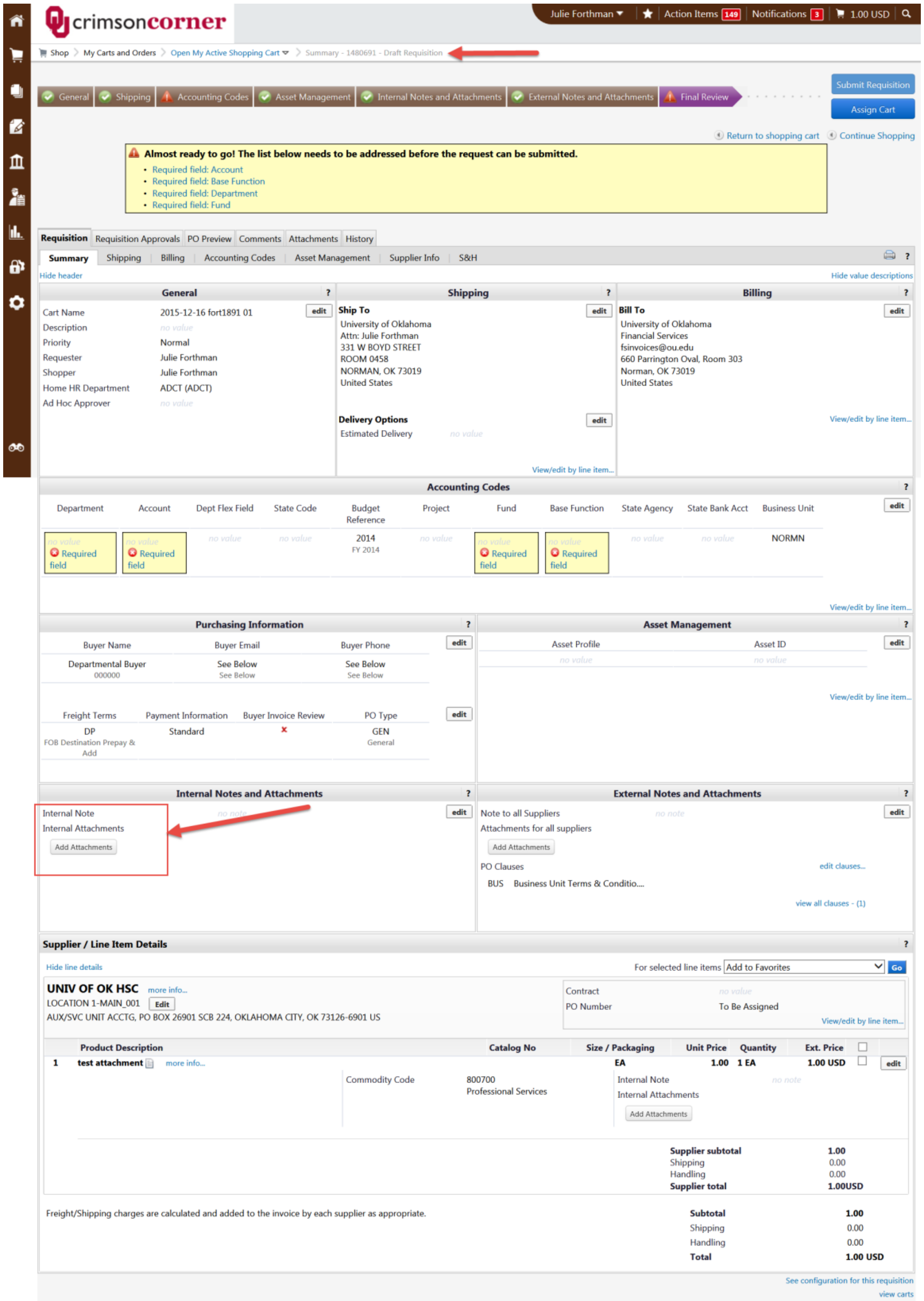
Effective the evening of 1/5/2016, we made a change in the way attachments are added to payment forms.

- 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.



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



- 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.