

Store Business Document (Create Attachment) in purchase requisition PURPOSE

Use this procedure to attach (store) a business document to a purchase requisition in the myEMS (SAP) desktop application, which will make the document available to other users. Also use this procedure to:

- Display an attached document
- Delete an attached document

Prerequisites

The document that you want to attach must be in Word document (doc), Portable Document Format (PDF), Outlook Message Format (msg) and Excel Workbook (xls).

Menu Path

Logistics → Materials Management → Purchasing→ Purchase Requisition→ Change

Transaction Code

ME52N

PROCEDURE

Start the requisition using the menu path or transaction code.

The data shown in this procedure is for example purposes only. When you perform this transaction, enter the applicable data for your requirements.

Change Purchase Requisitions

1. Click the arrow dof the Services for Object we button. Select the Create → Store business document list items.

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2. As an example, select the Statement of Work list item to highlight it.

Locate the file on your computer that you would like to store.

In our example, the *Storing Files in Document* window is displayed, as well as the *Archive from Frontend* pop up box.

- You will probably need to re-size your *Storing Files in Document* window so that you can also see the *Archive from Frontend* pop up box.
- In *Storing Files in Document* window you may need to navigate to locate the file that you want to attach.

Click on **Open** for document that you want to attach from the *Storing Files in Document* window.

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3. Now, in the right side of the Archive from Frontend pop up box, the message "Number of Files: 1" is displayed, which means the file that we "stored" is successfully attached (stored) in the myEMS (SAP) transaction.

Click the **Continue** button to close the window.

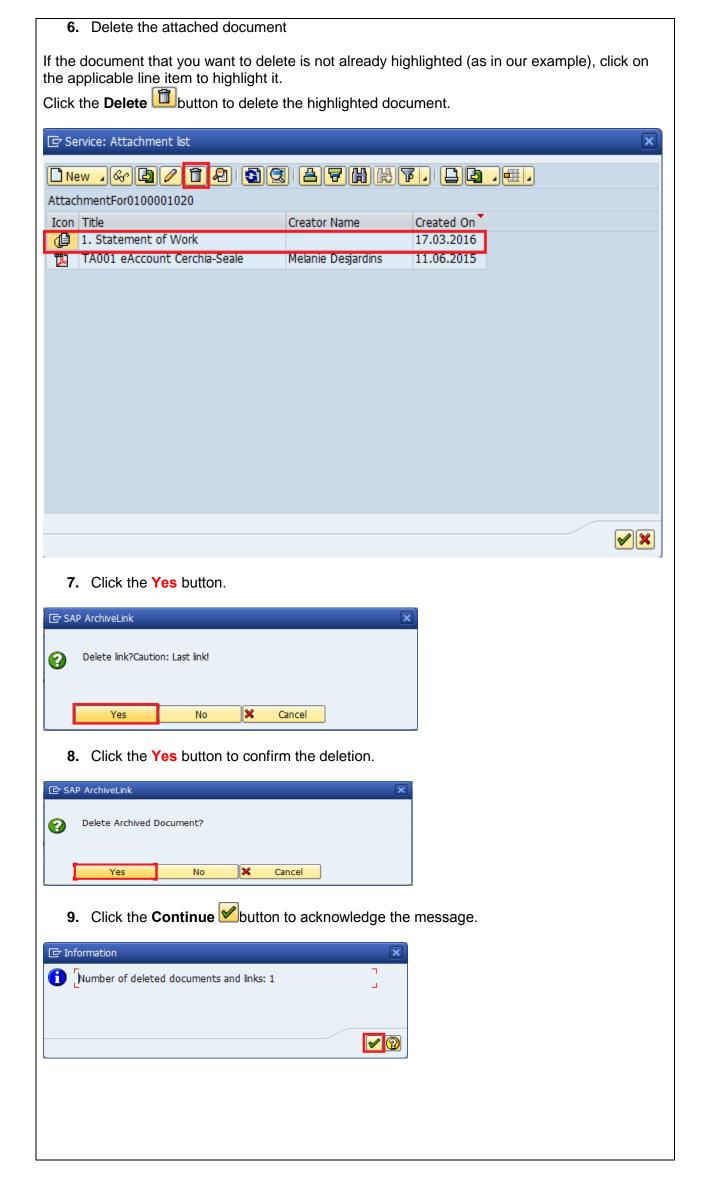
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Employment and Social Development Canada

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