	Emploi et Développement Social Canada	Employment and Social Development Canada

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
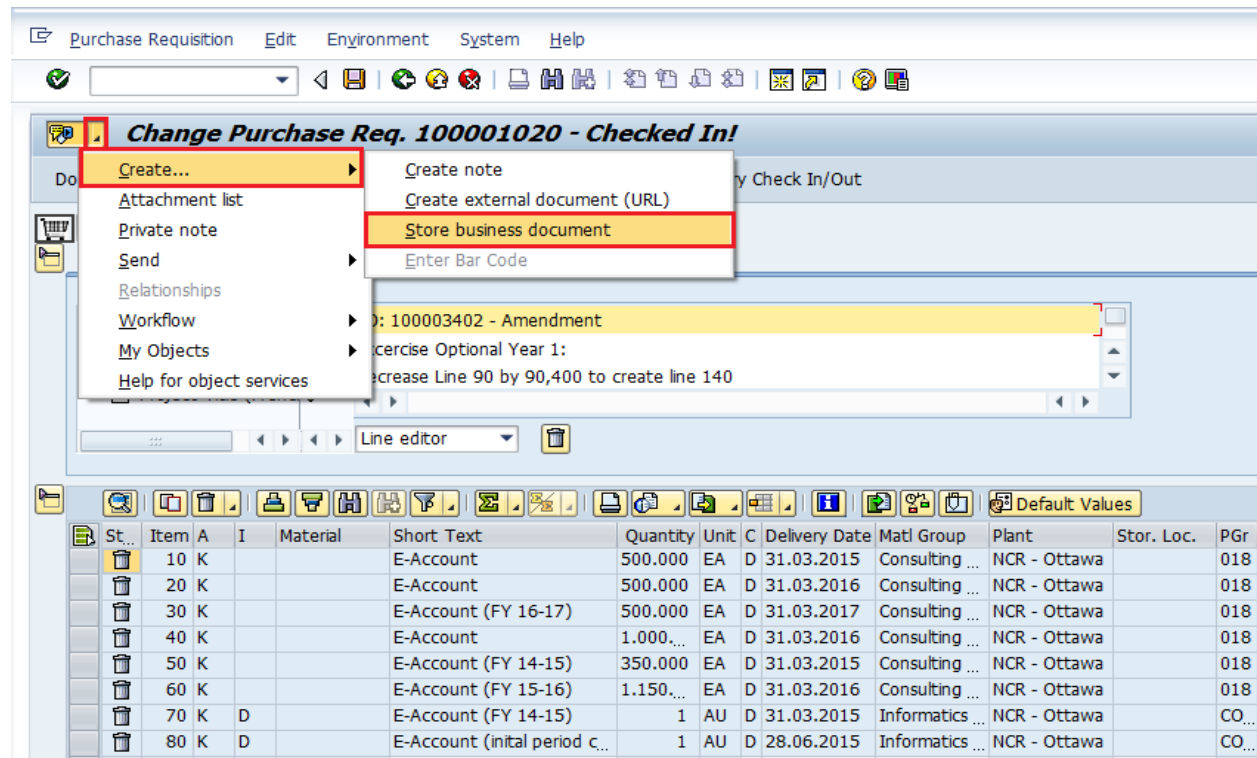
Transaction Code

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 ⊿ of the **Services for Object** 🖼 ⊿ button.
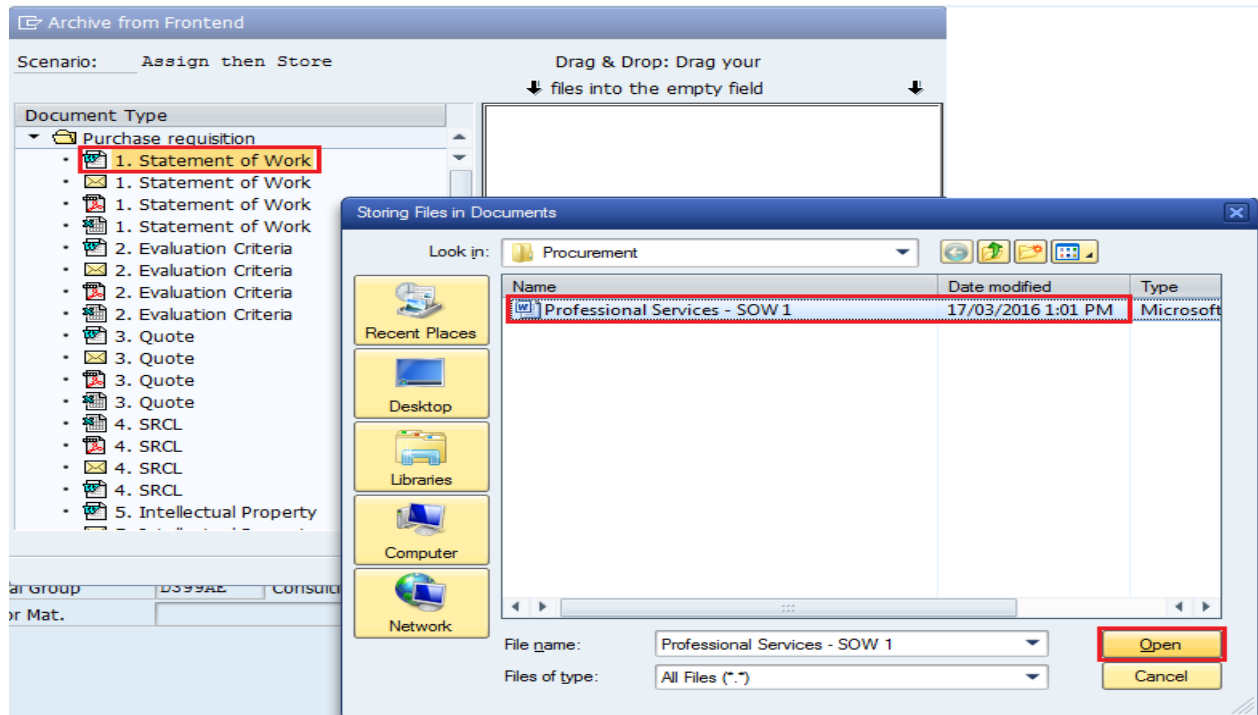   Select the **Create** ➜ **Store business document** list items.

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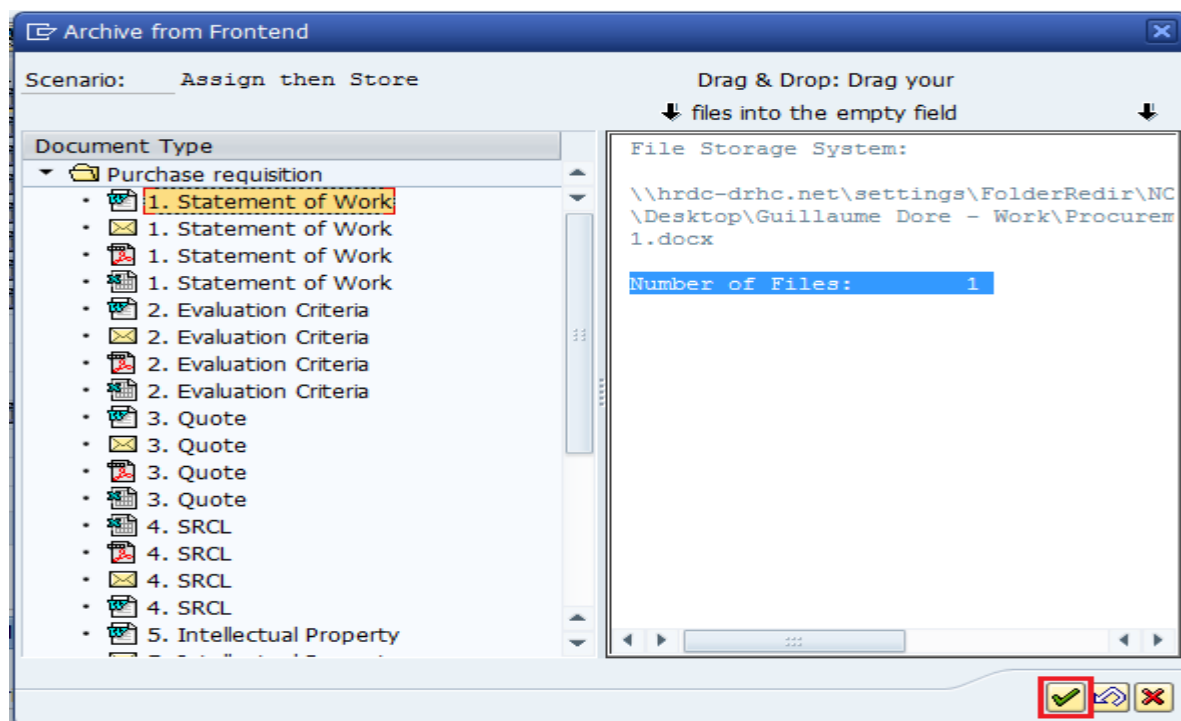
- You will probably need to re-size your *Storing Files in Document* window so that you can also see the *Archive from Frontend* pop up box.
- In *Storing Files in Document* window you may need to navigate to locate the file that you want to attach.

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

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.

4. Display the document that we attached.

Click the arrow ◢ of the **Services for Object** 🖼 ◢ button.

Select the **Attachment list** list item.

5. A list of the attached documents is displayed.

As an example, double-click the **Statement of Work** Doc Attachment to open the document. The attached document will be displayed in an *Internet Explorer* window.
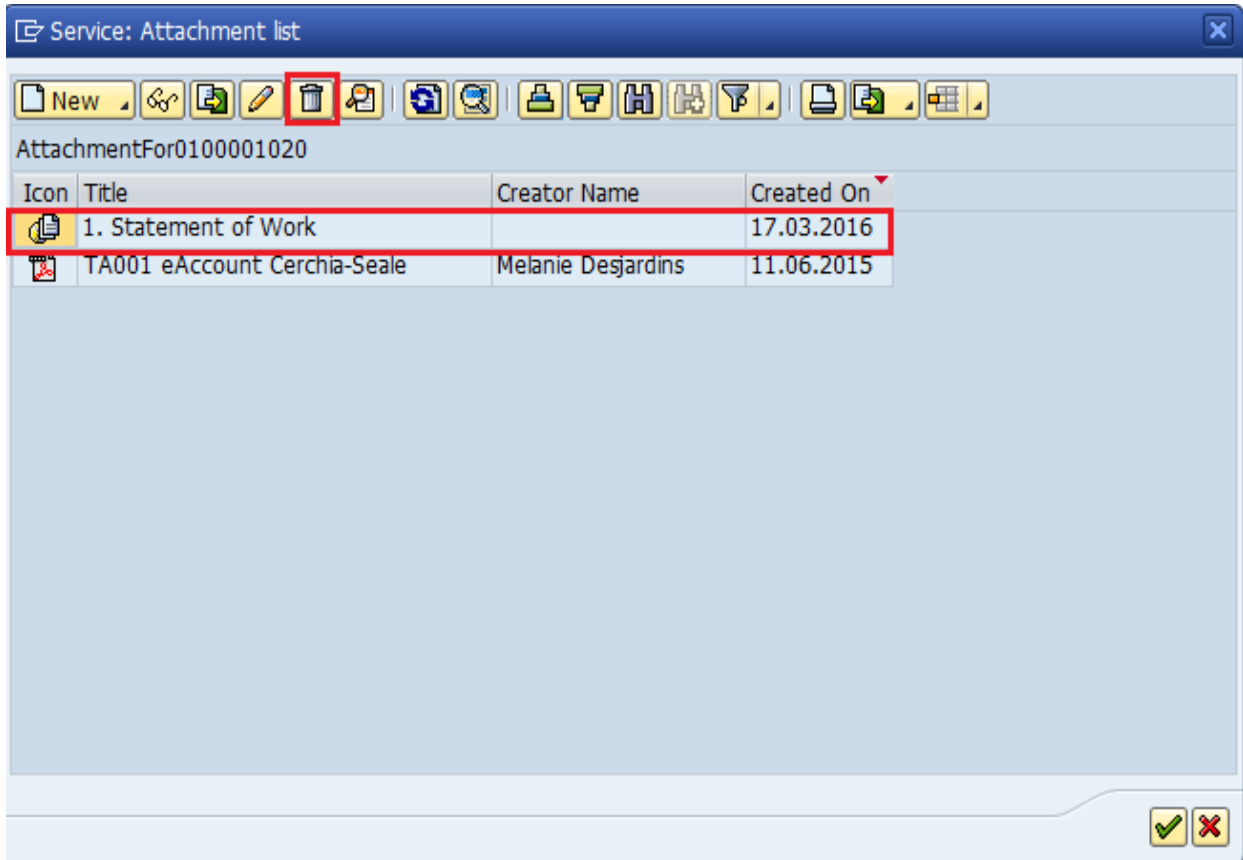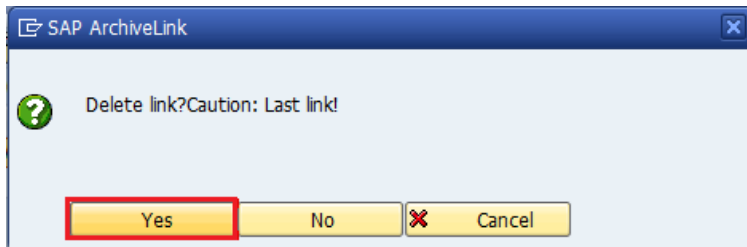
6. Delete the attached document

If the document that you want to delete is not already highlighted (as in our example), click on the applicable line item to highlight it.
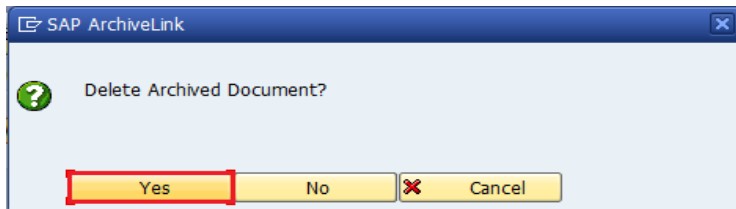
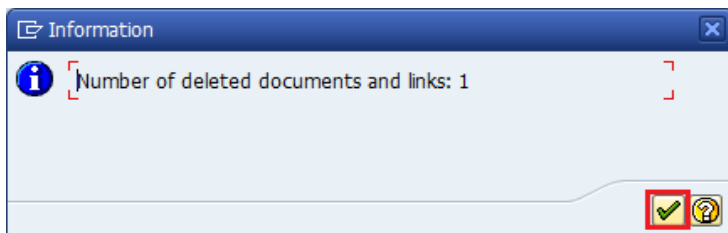Click the **Delete** 🗑button to delete the highlighted document.

7. Click the **Yes** button.

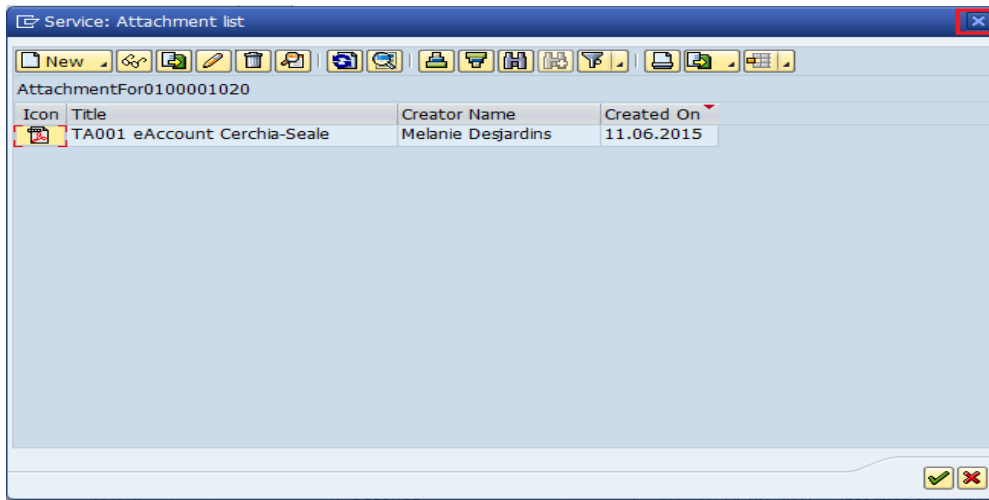**8.** Click the **Yes** button to confirm the deletion.

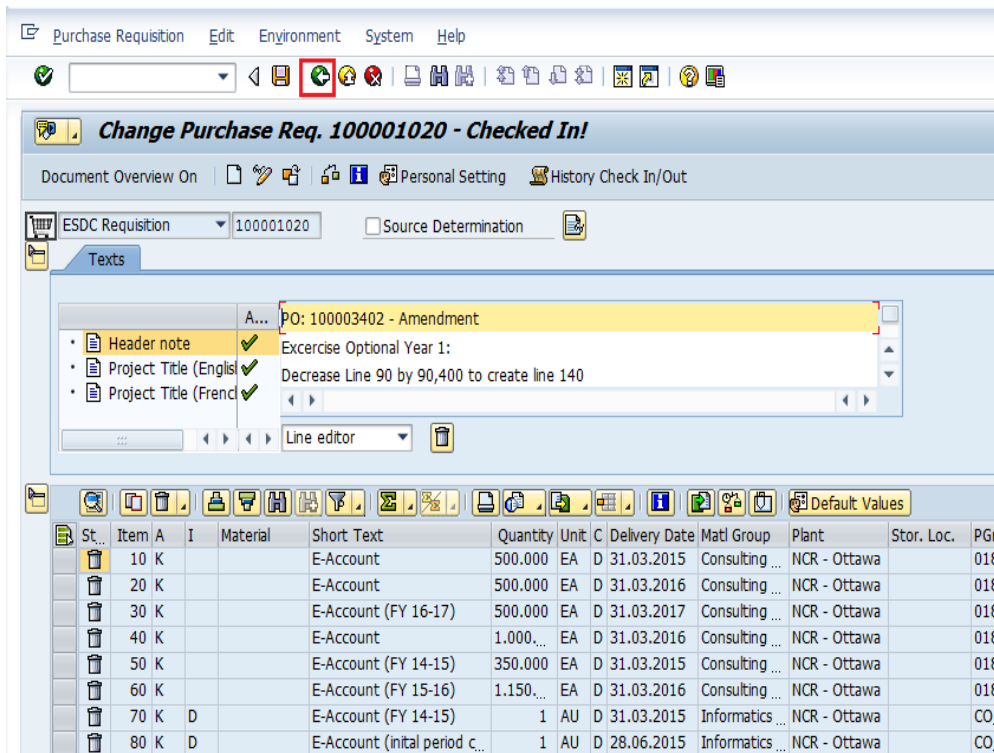**9.** Click the **Continue** ✅button to acknowledge the message.

10. The document that we deleted is no longer displayed in the list.
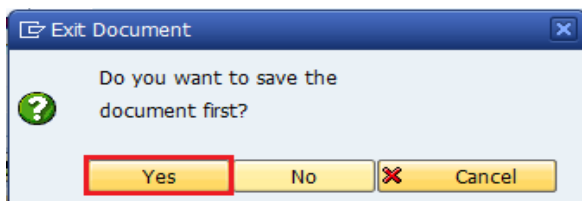Click the **Close** ☒ button to close the *Service: Attachment list* pop up box.

11. Click the **Back (F3)** ⮐ button to exit the transaction.

In some transactions (unlike in our example), if you only attached a document and did not make other changes to the transaction, you do not need to save the transaction before exiting.

12. Click the **Yes** button.

RESULT

You have successfully attached (stored), displayed and deleted a document in a purchase requisition, in the myEMS (SAP) desktop application.