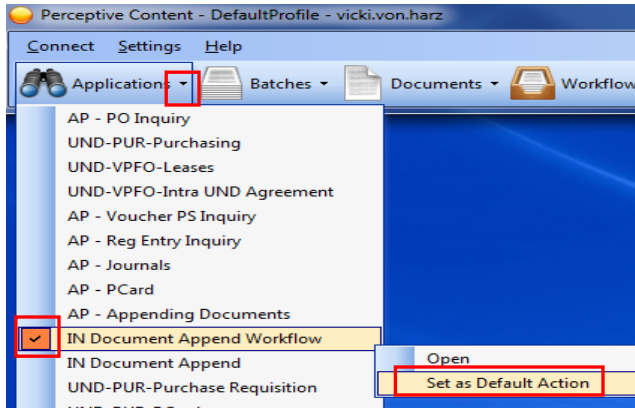
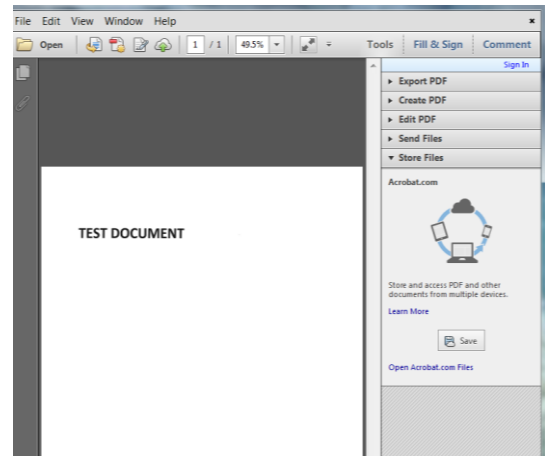
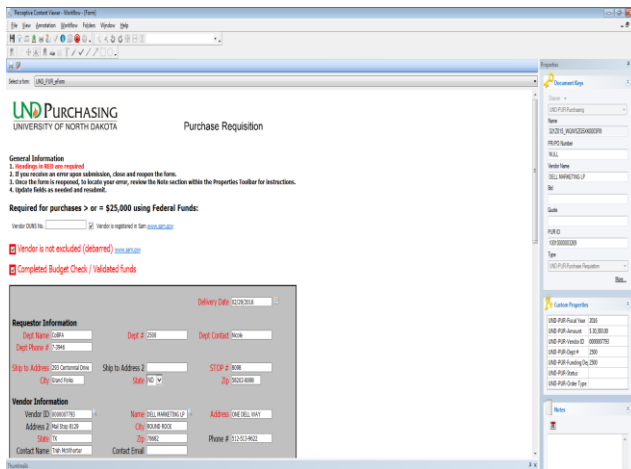


Appending a Document

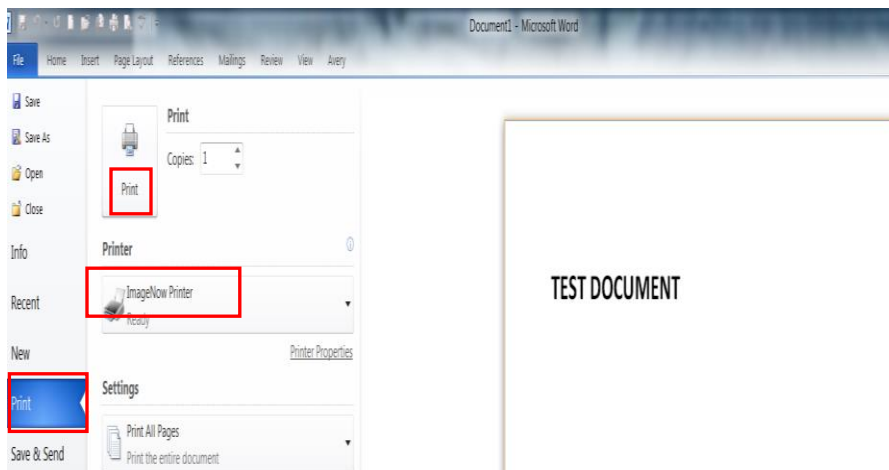
1. Click the drop down arrow next to Applications on the Perceptive Content toolbar, right click IN Document Append Workflow and click Set as Default Action (see boxes in red).



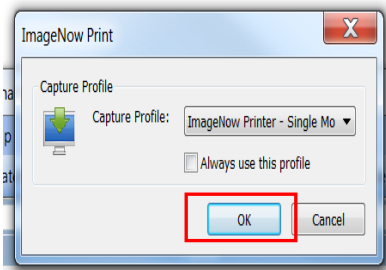
2. Open the P-Req. eForm you want to append to and the document you are appending.



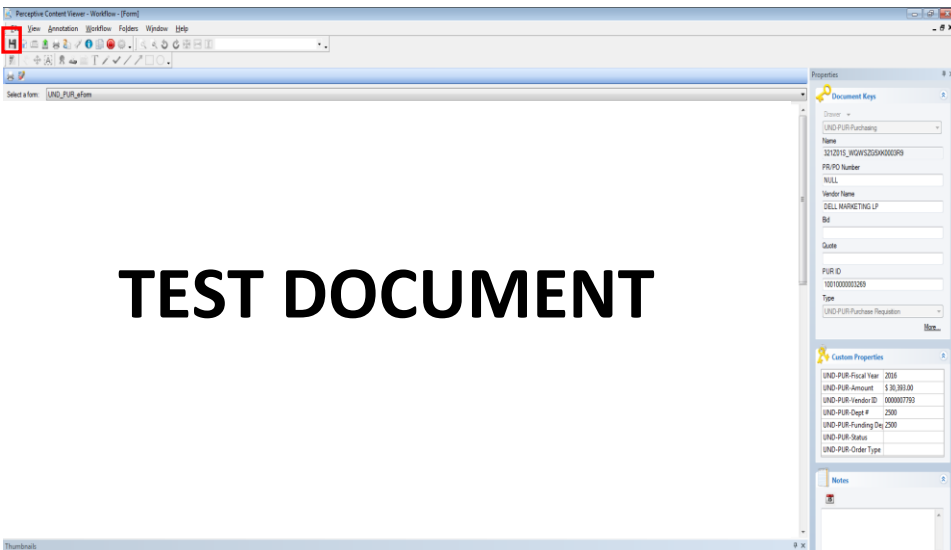
3. Select print on the document being appended and select the ImageNow Printer and click Print.



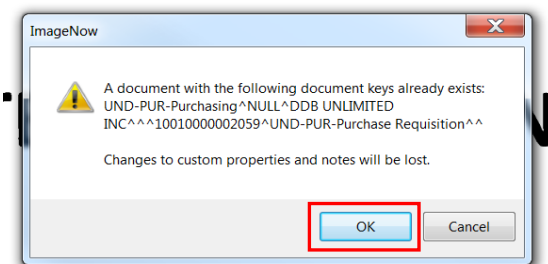
4. A small box will appear that says “Capture Profile – ImageNow Printer – Single Mode” – click ok.



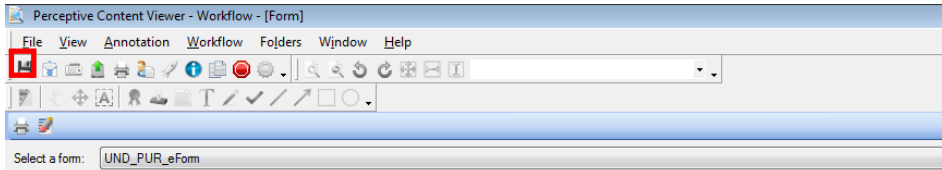
5. The document you want to append will pop up on the monitor – click on the save button at the top of the document.



6. A box will appear that says “A document with the following document keys already exists... click ok.



7. Click the save button on the eForm and the document you are appending will be attached. If Thumbnails are open, you can see that your document is appended.



Purchase Requisition

General Information

1. **Headings in RED are required**
2. **If you receive an error upon submission, close and reopen the form.**
3. **Once the form is reopened, to locate your error, review the Note section within the Properties Toolbar for instruction**
4. **Update fields as needed and resubmit.**

Required for purchases > or = \$25,000 using Federal Funds:

Vendor DUNS No. Vendor is registered in Sam www.sam.gov

Vendor is not excluded (debarred) www.sam.gov

Completed Budget Check / Validated funds

		Delivery Date	<input type="text"/>
Requestor Information			
Dept Name	<input type="text"/>	Dept #	<input type="text"/>
Dept Phone #	<input type="text"/>	Dept Contact	<input type="text"/>
Ship to Address	<input type="text"/>	Ship to Address 2	<input type="text"/>
City	<input type="text"/>	State	ND <input type="text"/>
		STOP #	<input type="text"/>
		Zip	<input type="text"/>
Vendor Information			
Vendor ID	<input type="text"/>	Name	<input type="text"/>
Address 2	<input type="text"/>	City	<input type="text"/>
State	<input type="text"/>	Zip	<input type="text"/>
Contact Name	<input type="text"/>	Contact Email	<input type="text"/>
		Address	<input type="text"/>
		Phone #	<input type="text"/>

Thumbnails