To review E-Pro comments and attachments:

Attachments or supporting documentation for requisition requests can be viewed by clicking the 📂 icon in the Comments column.

1. Open a requisition from your e-mail or from the Worklist link.
2. Click 📂 to open the available comments and attachments.
3. Click View to open specific attachments.
4. Attachments can include price quotes, technical specs, etc.

Notes:

Access requisitions in need of action from your e-mail or from your Worklist.

The 📂 will open attachments.