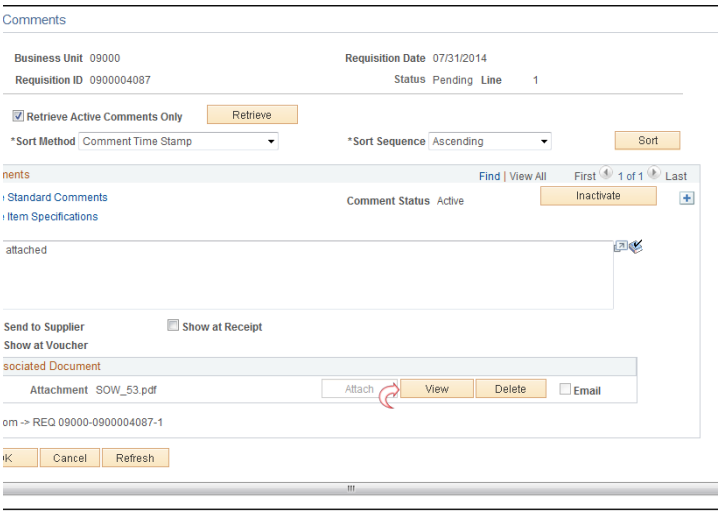
COR453 E-Pro Approver Quick Tip – Reviewing Attachments

To review E-Pro comments and attachments:

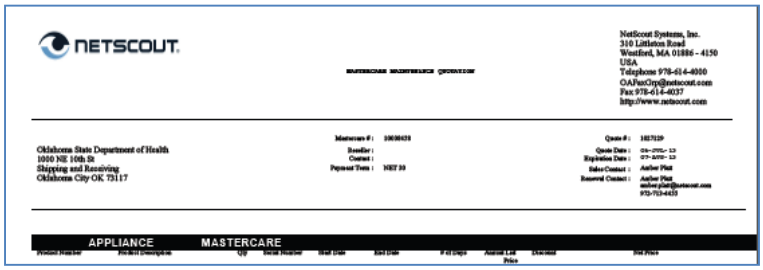
Attachments or supporting documentation for requisition requests can be viewed by clicking the icon in the Comments column.

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.