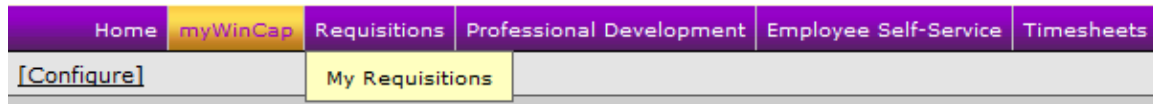


WinCapWEB Requisitions

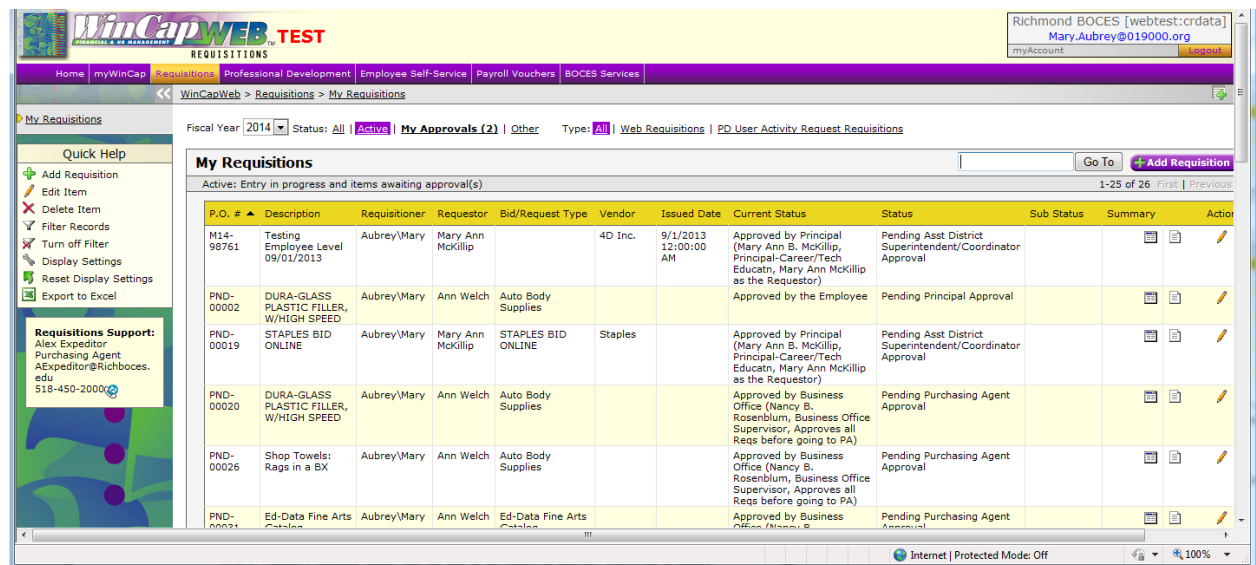
(updated 12/13/2013)

To enter a Requisition, on the tool bar, click on “Requisitions”/”My Requisitions”



“My Requisitions” will be the main screen when viewing web requisitions – these are YOUR requisitions ONLY.

On the My Requisitions tab, the logged in Requisitioner is able to view their existing requisitions by fiscal year. Requisitions are displayed according to the Display Settings found under the wrench icon discussed later. The list is sorted by the PO# column. The list can be resorted by clicking on any column header.



There are filtering options to assist the user in locating their requisitions. A drop-down menu for fiscal year is available to pull requisitions from a particular year. The year displayed defaults to the last Fiscal Year used to enter a requisition. During the transition of fiscal years, users need to be aware of which year they using to add requisitions. Requisitions can also be filtered based on their Status:

- All –displays all orders for the requisitioner for that year
- Active –displays pending orders that are still in the approval process. BRQs are also displayed within this tab until the budget development year is closed.
- My Approvals – if the requisitioner requires Employee Approvals, this is the tab where the requisitioner would find those orders
- Other – displays all orders not found in Active

On the My Requisitions bar, several features are available.

1. Go To – if there is more than one screen of PO#s, this feature allows the user to enter information to create a specific search. The search will focus on the column currently being sorted on. For example, if the user clicks on the Vendor column header and then enters a specific vendor in the Go To field, those vendor POs will be brought to the top of the display.

The screenshot shows the WinCapWEB TEST interface. The 'My Requisitions' table is displayed with columns: P.O. #, Description, Requisitioner, Requestor, Bid/Request Type, Vendor, Issued Date, Current Status, Status, Sub Status, Summary, and Action. The table is sorted by Vendor. The first row shows a requisition for 'Testing Employee Level' with Vendor '4D Inc.'. The second row shows a requisition for 'DURA-GLASS PLASTIC FILLER, W/HIGH SPEED' with Vendor 'Auto Body Supplies'. The third row shows a requisition for 'STAPLES BID ONLINE' with Vendor 'Staples'.

The screenshot shows the WinCapWEB TEST interface. The 'My Requisitions' table is displayed with columns: P.O. #, Description, Requisitioner, Requestor, Bid/Request Type, Vendor, Issued Date, Current Status, Status, Sub Status, Summary, and Action. The table is sorted by Vendor. The first row shows a requisition for 'STAPLES BID ONLINE' with Vendor 'Staples'. The second row shows a requisition for 'STAPLES BID ONLINE' with Vendor 'Staples'. The third row shows a requisition for 'STAPLES BID ONLINE' with Vendor 'Staples'. The 'Go To' field is set to 'Staples'.

Note: Clicking on a column heading the first time will sort the data within the column from least to most for values or from A to Z. Clicking on the header a second time will reverse the sort; most to least or Z to A.

2. Select the correct year at the top of the window before selecting the

+ Add Requisition

button to open a new “My Requisition Form”.

My Requisition Form		
Fiscal Year	2014	
Purchase Order#	<input type="text"/>	Other Reference <input type="text"/>
PO Description	<input type="text"/>	
Information	Line Items	History Attachments
Requisition Information		
Requisitioner	<input type="text" value="MAUBR"/>	Aubrey\Mary [select] [clear]
Requestor	<input type="text" value="AWELC"/>	Ann Welch
Division	<input type="text" value="1"/>	Division 1
Program	<input type="text"/>	
Bid/Request Type	<input type="text"/>	[select] [clear]
Vendor	<input type="text"/>	[search] [select] [clear]
Order Address	<input type="text"/>	
Order Contact	<input type="text"/>	
Instructions/Notes to Vendor	<input type="text"/>	
Instructions/Notes for Internal Processing	<input type="text"/>	


3.  **Table Display Settings** – Allows user to customize the columns displayed on the “My Requisitions” grid. There is also an option to select the number of rows (records) per page to display. Selecting “All” records could cause the page to respond slowly. Once the display settings have been selected, the user can set them as their default by clicking on “[Store as user Default Settings]”. If the settings are not to be the permanent default settings, just click OK to use them for this session. If a default display setting exists, it will replace the current grid upon the next opening of the user’s requisitions.



Table Display Settings			
Column Name	Order	Show	Group
Purchase Order#	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Description	<input type="text" value="2"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Requisitioner	<input type="text" value="3"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Requestor	<input type="text" value="4"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bid/Request Type	<input type="text" value="5"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vendor	<input type="text" value="6"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Issued Date	<input type="text" value="7"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Current Status	<input type="text" value="8"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Status	<input type="text" value="9"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sub Status	<input type="text" value="10"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Reference	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requisitioner Code	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requestor Code	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bid/Request Type Code	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Category	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vendor Code	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Request Type	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>




Rows Per Page

(Caution: Selecting to display "All" rows (if available) could cause this page to respond slowly.)

[\[Store as User Default Settings\]](#) (No User Default Settings saved for this table)

OK Cancel

4.  **Reset Display Settings** – Resets display settings back to the original default.
5.  **Export to Excel** – Exports the current grid to excel.
6. There are three options under the “Action” column:

- 1)  View Requisition – allows preview of the issued and pending requisitions. If the requisition has been issued, this will be the only option under “Action” that is available.
- 2)  Edit Requisition – allows modifications of pending requisitions.
- 3)  Withdraw Requisition – If the requisitioner no longer wants to receive these goods, this option withdraws the order from the approval process.

Adding Requisition

To add a requisition, click on the purple Add Requisition button



This directs you to the **Information Tab** of the WEB Requisition.

My Requisition Form

Fiscal Year
 Purchase Order# Other Reference
 PO Description

Information
Line Items
History
Attachments

Requisition Information

Requisitioner	<input type="text" value="MAUBR"/>	Aubrey\Mary [select] [clear]
Requestor	<input type="text" value="AWELC"/>	Ann Welch
Division	<input type="text" value="1"/>	Division 1
Program	<input type="text"/>	
Bid/Request Type	<input type="text"/>	[select] [clear]
Vendor	<input type="text"/>	[search] [select] [clear] [add pending]
Order Address	<input type="text"/>	
Order Contact	<div style="border: 1px solid black; height: 20px;"></div>	
Instructions/Notes to Vendor	<div style="border: 1px solid black; height: 20px;"></div>	
Instructions/Notes for Internal Processing	<div style="border: 1px solid black; height: 20px;"></div>	

Submit
Save for Later
Cancel

At the top of the screen, a PO Description can be added if desired; otherwise, a PO description defaults in based on the first line item's description.

If requisitioner has one requisitioner ID, it will automatically default based on the *WinCap* setup, if the requisitioner has multiple requisitioner ID's, select the appropriate requisitioner ID from the IDs listed when "Select" is clicked.

If this is a bid order, populate the appropriate bid using the "Select" feature. This automatically makes the catalog available to select items from. The vendor information is automatically populated upon approval.

If the request is not a bid order, choose the appropriate vendor, by utilizing the search or select option. Search allows the user to type in the vendor name to pull a list of possible names to choose from. The Select option opens a vendor listing that can be sorted by column and the Go To can be used to locate a specific vendor. Clicking on the vendor ID will bring the vendor information into the requisition. The order address and order contact will default in based on the information stored in *WinCap*.

Note: Do not enter a vendor if a bid is selected above the vendor field. The vendor comes from the items in a bid/catalog.

If the site utilizes pending vendors and the requisitioner has rights to add pending vendors, that option is also available. When the user clicks on "[add pending]", a Pending Vendor form will open for the appropriate information to be entered. Click OK upon completion.

Pending Vendor

Company

Address

City

State (Other)

Zip

Country

Contact

Salutation

First Name

Last Name

Phone #

Other Phone #

Fax #

Email Address

Title

OK Cancel

The options to enter Instructions/Notes to Vendor and Instructions/Notes for Internal Processing are optional.

Instructions/Notes to Vendor – This information appears in the Vendor Notes tab in *WinCap*

Instructions/Notes for Internal Processing – This information appears in the Notes Icon on the Requisition in *WinCap*

Line Items Tab

My Requisition Form




Fiscal Year: 2014 [Bid Order](#)

Purchase Order# Other Reference

PO Description

[Information](#) [Line Items](#) [History](#) [Attachments](#)

Requisition Line Items

[+ Catalog](#) [+ Add Line Item](#)   

0-0 of 0 [First](#) | [Previous](#) | [Next](#) | [Last](#)

Line	Item ID	Description	Vendor	Catalog#	Quantity	Unit of Measure	Unit Cost	Fund	Budget Account	Discount %	Discount	Shipping %	Shipping	Extended Cost	Action
[no records]															

0-0 of 0 [First](#) | [Previous](#) | [Next](#) | [Last](#)

Default Budget Account: 101-3010-300-1-00-000 - Supplies & Materials [\[search\]](#)[\[select\]](#)[\[clear\]](#)

For New Line Items

Reset/Replace Budget Account: - [\[search\]](#)[\[select\]](#)[\[clear\]](#)

For all Line Items [Apply](#)

☐ Auto Distribute Discount
☐ Auto Distribute Shipping

Extended Cost: 0.00
 Discount: - \$ 0.00
 Shipping: + \$ 0.00
 Total Cost: 0.00

[Submit](#) [Save for Later](#) [Cancel](#)




If a bid with catalog items was specified on the Information tab, the user has the ability to add items using the catalog by clicking on the [+ Catalog](#) button. This option opens the bid catalog listing where quantities can be entered on multiple items at one time. When the selection is complete, clicking OK brings the items into the Line Items tab.

Requisition Item Catalog

Item [\[search\]](#)[\[select\]](#)[\[clear\]](#)

Sub Category [\[select\]](#)[\[clear\]](#)

☐ Only show items with quantity

Catalog Items [Go To](#)   

1-10 of 89 [First](#) | [Previous](#) | [Next](#) | [Last](#)

Item	Description	Catalog#	Quantity	Unit of Measure	Unit Cost
00007	DURA-GLASS PLASTIC FILLER, W/HIGH SPEED HARDNER,	GAL6371	<input type="text" value="3"/>	Gallon	33.0400
00012	Filler: light weight plastic body filler, filler hardener included. 4 GA/CS, Dynatron	394	<input type="text"/>	Case	48.8400
00025	#2 S & K WAYNE PHILLIPS SCREW DRIVERS	DPW26	<input type="text"/>	Each	8.1500
00062	DRILL PITS, 1/8"	770-3849	<input type="text" value="10"/>	Each	0.5900
00071	CAR WASH SOAP POWDER, CLEAN- BRITE, NO. 92, 20 LB/CAN	2616	<input type="text" value="1"/>	Can	31.6800
00078	CHRYSTAL TACK RAGS, 12/BX		<input type="text"/>	Box	6.8000
00080	SINGLE EDGE RAZOR BLADES, 100/PK	521013	<input type="text" value="2"/>	Package	4.0700
00103	CUT-OFF WHEEL, 3" X 1/16" X 3/8"	770-6452	<input type="text" value="1"/>	Each	0.9820
00108	GLAZING PUTTY, POLYESTER TYPE 2.25 LB/CAN,	fe400	<input type="text"/>	Can	20.0200
00112	LENS COVER, REPLACEMENT LENSE FOR FRESH AIR SUPPLY HOODS, 25/BX,	9818-20	<input type="text"/>	Box	15.7000

1-10 of 89 [First](#) | [Previous](#) | [Next](#) | [Last](#)

[OK](#) [Cancel](#)

My Requisition Form



Fiscal Year: 2014 Bid Order











Purchase Order# Other Reference

PO Description

[Information](#) | [Line Items](#) | [History](#) | [Attachments](#)

Requisition Line Items

[Catalog](#) [Add Line Item](#)  

Line	Item ID	Description	Vendor	Catalog#	Quantity	Unit of Measure	Unit Cost	Fund	Budget Account	Discount %	Discount	Shipping %	Shipping	Extended Cost	Action
1	00007	DURA-GLASS PLASTIC FILLER, W/HIGH SPEED HARDNER,	Napa	GAL6371	3.00	Gallon	33.0400	A	101-3010-300-1-00-000	0.00	0.00	0.00	0.00	99.12	 
2	00062	DRILL BITS, 1/8"	Napa	770-3849	10.00	Each	0.5900	A	101-3010-300-1-00-000	0.00	0.00	0.00	0.00	5.90	 
3	00071	CAR WASH SOAP POWDER, CLEAN- BRITE, NO. 92, 20 LB/CAN	Napa	2616	1.00	Can	31.6800	A	101-3010-300-1-00-000	0.00	0.00	0.00	0.00	31.68	 
4	00080	SINGLE EDGE RAZOR BLADES, 100/PK	Marty's True Value Hardware	521013	2.00	Package	4.0700	A	101-3010-300-1-00-000	0.00	0.00	0.00	0.00	8.14	 
5	00103	CUT-OFF WHEEL, 3" X 1/16" X 3/8"	Napa	770-6452	1.00	Each	0.9820	A	101-3010-300-1-00-000	0.00	0.00	0.00	0.00	0.98	 

1-5 of 5 [First](#) | [Previous](#) | [Next](#) | [Last](#)

Default Budget Account: 101-3010-300-1-00-000 - Supplies & Materials [\[search\]](#) [\[select\]](#) [\[clear\]](#)


Reset/Replace Budget Account For New Line Items: [\[search\]](#) [\[select\]](#) [\[clear\]](#) [Apply](#)

Reset/Replace Budget Account For all Line Items: [\[search\]](#) [\[select\]](#) [\[clear\]](#) [Apply](#)

☐ Auto Distribute Discount Extended Cost: 145.82
☐ Auto Distribute Shipping Discount: \$ 0.00
 Shipping: \$ 0.00
 Total Cost: 145.82

[Edit](#) [Submit](#) [Save for Later](#) [Cancel](#)



The  button can also be used on a bid order as well as on a regular order. Once “Add Line Item” is selected, the “Requisition Item” screen is displayed.

Bid Order Requisition Item form:

Requisition Item

Item [\[search\]](#) [\[select\]](#) [\[clear\]](#)

Catalog#

Description

Quantity

Unit of Measure:

Unit Cost

Discount 0.00

Shipping 0.00 Shipping % OR \$

(Note: Any changes to discount and shipping will be calculated after clicking OK.)

[OK](#) [Cancel](#)

Non-bid Order Requisition Item form:

Requisition Item

Catalog#

Description

Quantity

Unit of Measure:

Unit Cost

Discount 0.00 Discount % OR \$

Shipping 0.00 Shipping % OR \$

(Note: Any changes to discount and shipping will be calculated after clicking OK.)

[OK](#) [Cancel](#)

If using the Bid Order Requisition Item form, the entry of an item fills in the catalog#, Description, Unit of Measure, and Unit Cost. The user must enter the quantity and any shipping charges or discount.

If using the Non-bid Order Requisition Item form, enter a Catalog# (if known), Description, Quantity, Unit of Measure and Unit Cost. Enter a dollar or percentage amount for shipping and/or discount for this line only, as needed. Note that discounts are not allowed for bid items.

Continue to add additional line items, as needed.

My Requisition Form

Fiscal Year 2014
 Purchase Order# Other Reference
 PO Description

Information Line Items History Attachments

Requisition Line Items

Line Items [+ Add Line Item](#)

Line	Description	Catalog#	Quantity	Unit of Measure	Unit Cost	Discount %	Discount	Shipping %	Shipping	Extended Cost	Action
1	10th Grade History Textbooks	xyz83758	10.00	Each	25.9500	0.00	0.00	0.00	0.00	259.50	
2	12th Grade History Textbooks	xyz82374	10.00	Each	26.5500	0.00	0.00	0.00	0.00	265.50	

1-2 of 2 First Previous Next Last

Default Budget Account - [search][select][clear]
 For New Line Items
 Reset/Replace Budget Account - [search][select][clear]
 For all Line Items

☐ Auto Distribute Discount Extended Cost 525.00
 Discount - \$ 0.00
 ☐ Auto Distribute Shipping Shipping + \$ 0.00
 Total Cost 525.00

To edit or delete line item information, use the pencil or red X under the Action column.

Edit –clicking on the pencil will allow the user to edit a line item.

Delete – if a line item was created in error, clicking on the red X will delete the line.

From the “Requisition Line Items” display, the Shipping/Discount can be edited/added as a percent or dollar amount to all line items.

Extended Cost 311.20

☐ Auto Distribute Discount Discount - \$ 0.00

☐ Auto Distribute Shipping Shipping + \$ 0.00

Total Cost 311.20

The “Edit” button opens a form that allows the user to enter or edit shipping or discount amounts. Amounts can also be entered on the individual line items and then modified in this form to be applied across all items. Lump sum amounts can be entered on either the discount or Shipping lines and shows as a lump sum if the Auto Distribute Discount to all Items is not checked. If this option is checked, then the amount entered either in percentage or dollar amount, is applied across all line items.

Auto Distribute Shipping

☒ Auto Distribute Shipping to all Items.

Shipping %

☐ Apply % shipping to discounted amount

OR

Shipping Amount \$

OK Cancel

Auto Distribute Discount

☒ Auto Distribute Discount to all Items.

Discount %

OR

Discount Amount \$

OK Cancel

My Requisition Form

Fiscal Year 2014

Purchase Order# Other Reference

PO Description

Information Line Items History Attachments

Requisition Line Items

Line Items Add Line Item

Line	Description	Catalog#	Quantity	Unit of Measure	Unit Cost	Discount %	Discount	Shipping %	Shipping	Extended Cost	Action
1	10th Grade History Textbooks	xyz83758	10.00	Each	25.9500	5.00	12.98	0.00	7.41	259.50	
2	12th Grade History Textbooks	xyz82374	10.00	Each	26.5500	5.00	13.28	0.00	7.59	265.50	

1-2 of 2 First Previous Next Last

Default Budget Account For New Line Items -

Reset/Replace Budget Account For All Line Items -

☒ Auto Distribute Discount 5.00% of Item Extended Cost

☒ Auto Distribute Shipping

Extended Cost 525.00
Discount - \$ 26.26
Shipping + \$ 15.00
Total Cost 513.74

Submit Save for Later Cancel

If either shipping or discount was entered in error and the amount needs to be zeroed out, click on the edit button and replace the amount entered with a 0.

Auto Distribute Shipping

☒ Auto Distribute Shipping to all Items.

Shipping %

☐ Apply % shipping to discounted amount

OR

Shipping Amount \$

OK Cancel

Auto Distribute Discount

☒ Auto Distribute Discount to all Items.

Discount %

OR

Discount Amount \$

OK Cancel

Or, if the auto distribute needs to be turned off, unchecking the option will prompt the user to either Reset the Discount for existing items to 0 or Leave the Shipping for existing items at value calculated (unchanged at the line item, but no longer auto distributing).

Auto Distribute Discount

☐ Auto Distribute Discount to all Items.
☒ Reset Discount for existing items to 0.
☐ Leave Discounts for existing items at value calculated.

Discount %

OR

Discount Amount \$

OK Cancel

Auto Distribute Shipping

☐ Auto Distribute Shipping to all Items.
☒ Reset Shipping for existing items to 0.
☐ Leave Shipping for existing items at value calculated.

Shipping %

☐ Apply % shipping to discounted amount
 OR
 Shipping Amount \$

OK Cancel

Submit, Save for Later, Cancel

Submit Save for Later Cancel

Submit – This creates the requisition in *WinCap*, at the employee level with a PND number.

Submit for Later – This saves the current requisition as an entry in progress with a PND number

Cancel – This cancels the current requisition with out saving

History Tab

This tab displays all transactions for the requisition number within the WEB and *WinCap*.

My Requisition Form

Fiscal Year 2014 Status Pending Principal Approval

Purchase Order# PND-00102 Other Reference PND-00102

PO Description 10th Grade History Textbooks

Information Line Items History Attachments

History

WinCap Web User Mary Z. Aubrey added as Pending Order at 12/12/2013 03:31:35 PM

WinCap Web User Mary Z. Aubrey submitted for approval at 12/12/2013 03:31:35 PM

Instructions Tab

This tab appears on every requisition. Your district inserts appropriate documentation and procedures for creating WEB Requisitions, as shown in the example below:

My Requisition Form			
Fiscal Year	2013	Status	Open and Issued
Purchase Order#	13-00273	Other Reference	PND-02029
PO Description	magazine		
Information Line Items History Instructions Attachments			
<p>Please call technical support if you are unable to save your requisition.</p> <p>If you have questions and need assistance in creating your requisition, please call the secretary in your building.</p>			

Attachments

The Attachment tab allows the user to attach an actual document instead of just indicating an attachment is needed by checking the External Attachment box. When the user is ready to attach a document, click the Attach File button.

My Requisition Form															
Fiscal Year	2014	Status	Pending Principal Approval												
Purchase Order#	PND-00102	Other Reference	PND-00102												
PO Description	10th Grade History Textbooks														
Information Line Items History Attachments															
<input type="checkbox"/> External Attachment															
Attached Files			+ Attach File												
<div>0-0 of 0 First Previous Next Last</div> <table border="1"> <thead> <tr> <th>File Name ▲</th> <th>File Content Type</th> <th>File Uploaded</th> <th>File Size</th> <th>Print With Original PO</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td colspan="6">[no records]</td> </tr> </tbody> </table> <div>0-0 of 0 First Previous Next Last</div>				File Name ▲	File Content Type	File Uploaded	File Size	Print With Original PO	Action	[no records]					
File Name ▲	File Content Type	File Uploaded	File Size	Print With Original PO	Action										
[no records]															

A window displays where the user can select the Browse button to find the file needed.

Attached File

File

Note: maximum file size is 4 MB (4,194,304 Bytes)
Valid file type(s) are BMP,JPG,JPEG,DOC,DOCX,XLS,XLSX,PDF

File Name

Description

When the file is found, the user selects it by double clicking. The selected file automatically comes into the display. The user is able to add a description that allows additional information in defining the file. Multiple attachments can be added. The process can be run as many times as needed. The user can delete an attachment by selecting the red X. The Pencil allows the user to make changes to the Description.

Attached File

File

File Uploaded Successfully

Note: maximum file size is 4 MB (4,194,304 Bytes)
Valid file type(s) are BMP,JPG,JPEG,DOC,DOCX,XLS,XLSX,PDF

File Name

Description

My Requisition Form

Fiscal Year 2014 Status Pending Principal Approval

Purchase Order# PND-00102 Other Reference PND-00102

PO Description 10th Grade History Textbooks

Information Line Items History Instructions **Attachments**

☐ External Attachment

[+ Attach File](#)

File Name ▲	File Content Type	File Uploaded	File Size	Print With Original PO	Action
Web_Req_POs.PDF	Adobe Portable Document Format (PDF)	12/12/2013 04:04 PM	2.9 MB	No	

1-1 of 1 First | Previous | Next | Last

Once the file is attached, the user is able to click on the File Name to view it; however, the file is not available for editing within Web Requisitions.

All Fields are available on the wrench to be displayed in the order required for your site.

Column Name	Order	Show	Group
	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Description	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
File Name	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
File Content Type	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
File Uploaded	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
File Size	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Rows Per Page 10

(Caution: Selecting to display "All" rows (if available) could cause this page to respond slowly.)

[Store as User Default Settings] (No User Default Settings saved for this table)

OK Cancel

If a requisition is submitted without an attachment, one could be added by an approver in WinCap or on the Web. If the Web Req user edits the requisition, they are able to access the attachment at that time. If the attached file is large, there may be a delay in retrieval when opening it for the first time.

When submitting the requisition to WinCap with the attachment, there could be a slight delay in downloading the attachment into WinCap. The delay is always based on the size of the file.

Note: The original External Attachment checkbox is still available for those documents that need to be attached in WinCap after the requisition is submitted.