Viewing Attachment Requisition Information

This document provides users with instructions on how to view approved requisition attachment information using the eProcurement Menu area if it has not been submitted.

1. Log into MyCWU
   
   ![Communication Page]

2. Click on Main Menu on MyCWU Dashboard
   
   ![Dashboard]

   Navigation: Main Menu > Financial Management > Employee Self Service > Procurement > Manage Requisitions

   Helpful hints for the Search Page: Modify the Date From field and Request State field.
3. Find your requisition. Click on the next to Requisition ID link (see above screenshot). To see the Request Lifespan. Click on the Requisition item.

4. Click the paperclip icon under the line description.
Click on the View button to view the attachments for the requisition. A new window will open showing the attachment. After viewing the attachment, close your browser window.

Click on the Return Button to return to the Requisitions Details page.

To Print a Requisition, find your requisition (see below example).

Under the (Select Action Field) click the drop-down and choose View Print and Click the Go button.

You will be prompted with the below question.
Answer either Yes or No depending upon if you would like the distribution details.

Close the new browser window that the system opened after you print what you need.

If you have any questions, please contact the Purchasing Office (509-963-1001) or email purchasing_office@cwu.edu.