Attaching Files: Adding Price Justification

Procedure

1. From the **Review and Submit** page, click the **Add/Edit Comments** button.
2. Click the **Add Attachment** button.
3. Click the **Browse** button.
4. Select the file you wish to attach to the requisition.
5. Click the **Open** button.
6. Click the **Upload** button.
7. Your file is now uploaded. Repeat this process to add additional attachments if needed.
8. When complete, click the **OK** button.
9. **End of Procedure**.