REQUISITION ENTRY

Import Document

CHOOSE FILE

4) Choose File
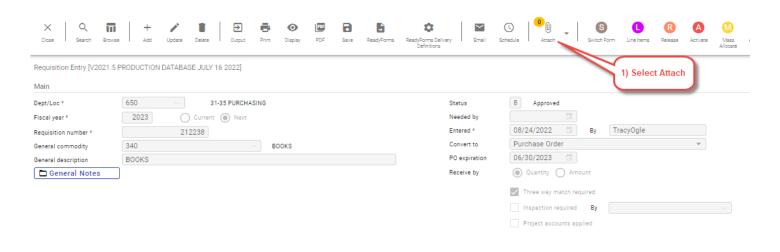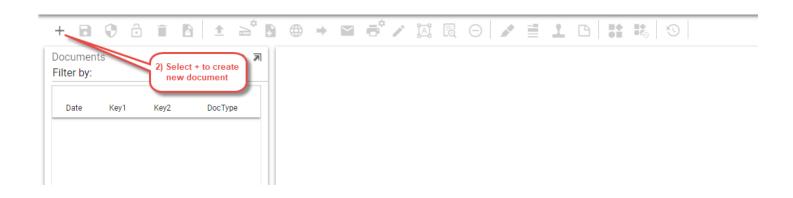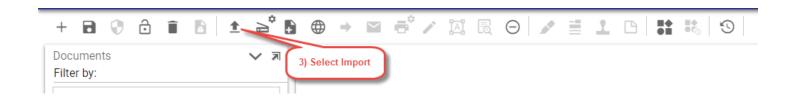
or

Drop files here...

Selecting and importing multiple files is only compatible with images (TIFF, PNG & JPG). All other files, such as PDF, must be selected individually.

CANCEL   IMPORT

	Organize ▼	New folder					
	Name		Status	Date modified	Type	Size	
★ Quick access							
⬇ Downloads 📌	📄 Teachers Pay Teachers Order Instructions ...	⊘		3/1/2022 1:29 PM	Microsoft Word D...	17 KB	
🖼 Pictures 📌							
📄 Documents 📌							
📁 BIDS MISC INFORM							
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📁 TEACHERS PAY TEA							
🔴 Creative Cloud Files							
☁ OneDrive - Clovis Un							
🖥 This PC							
📁 Network							

5) Locate and highlight the document you want to attach.

File name: Teachers Pay Teachers Order Instructions 03-01-22   All Files

6) Open

Open   Cancel

Import Document

CHOOSE FILE

or

Drop files here...

Creating single document

Teachers Pay Teachers Order Instructio... (16.24 kB) ✕

7) Import

CANCEL   **IMPORT**

Documents
Filter by:

9) IMPORTANT - SAVE

Date	Requisition Number	Vendor Number	DocType
			Requisition

8) You will see your document here

| | | | | | 1 | / 1 | | | ( ) | ⬇ |

Teachers Pay Teacher Order Instructions   08/25/22

Hello everyone,
To help assist with proper procedures and saving valuable time when placing orders with Teachers Pay Teachers, please follow the instructions below. An order form is required by TpT prior to processing your order.

Documents
Filter by:

Requisition Attachment - 212238

| | | | | | 1 | / 1 | | | ( ) | ⬇ |

Date	Requisition Number	Vendor Number	DocType
08/25/20...	212238	44589	Requisition

10) Saved document shows here

Teachers Pay Teacher Order Instructions

Hello everyone,
To help assist with proper procedures and saving valuable time when placing Teachers, please follow the instructions below. An order form is required by your order.