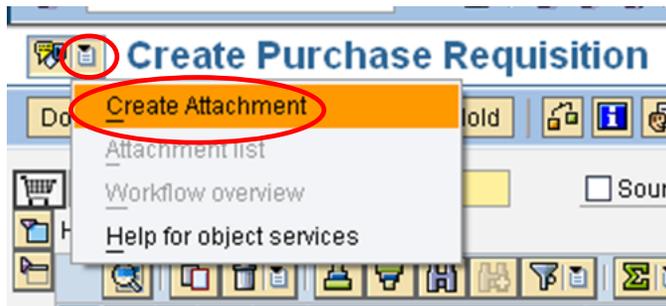# Electronic Attachments

Transaction Code: ME51N

Location(s): SAP GUI

Purpose: Documentation can be scanned and attached to the purchase requisition electronically. Add a note to the header section that documentation has been attached electronically. Keep in mind that Accounts Payable will continue to require an original paper copy of the invoice with the purchase requisition number written on the invoice. Examples of documents to attach electronically are quotes, proposals, and invoices. Create attachments when creating or changing a purchase requisition. Attachments cannot be made when displaying a purchase requisition.
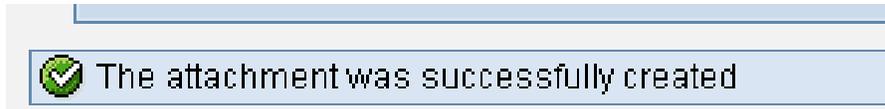
1. Select drop-down button for Services for Object
2. Select Create Attachment

3. Click the location of the document
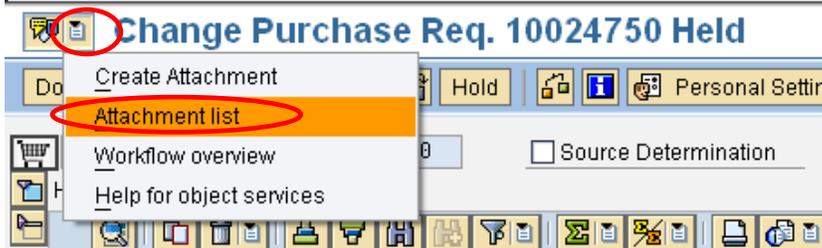4. Select the document
5. Click Open
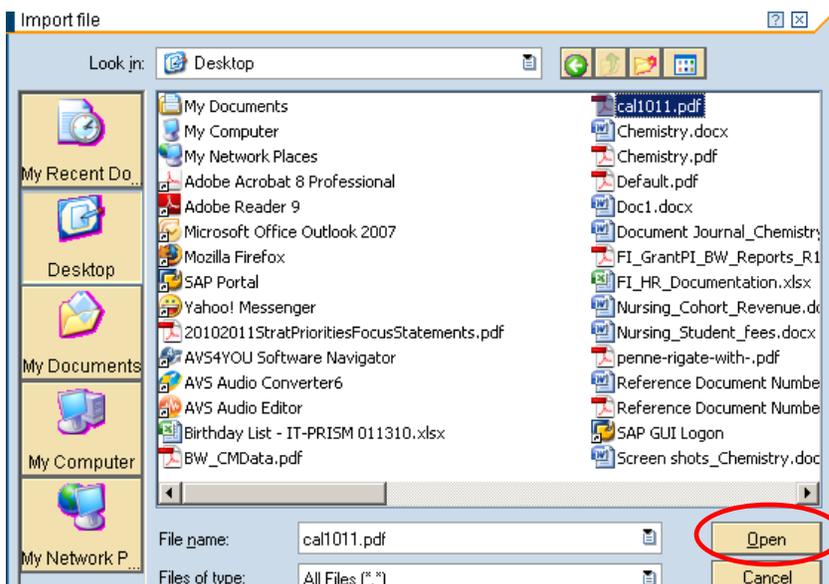
You should receive the message "The attachment was successfully created" at the bottom of the screen

Attachment list will display all electronically atatched documents for the PR

1. Click drop-down button for Services for Object

Display and Delete are two of the commonly used buttons within this list