

# REQUEST: ADDING ATTACHMENTS

SAP Concur 

Requests

Travel

Expense

Approvals

Reporting ▾

App Center



# CAL POLY

## Strategic Business Services

ADMINISTRATION & FINANCE

1. Attachments are added to the request by clicking *Attach Documents* in the **Attachments** menu on the **Expected Expenses** page.

The screenshot shows the SAP Concur interface for a request titled "Trip to Paris" with a total amount of \$549.63. The request is not submitted and has a Request ID of 3KML. The "Attachments" menu is highlighted with a red box, and the "Attach Documents" option is being clicked. The page displays a table of "EXPECTED EXPENSES" with the following data:

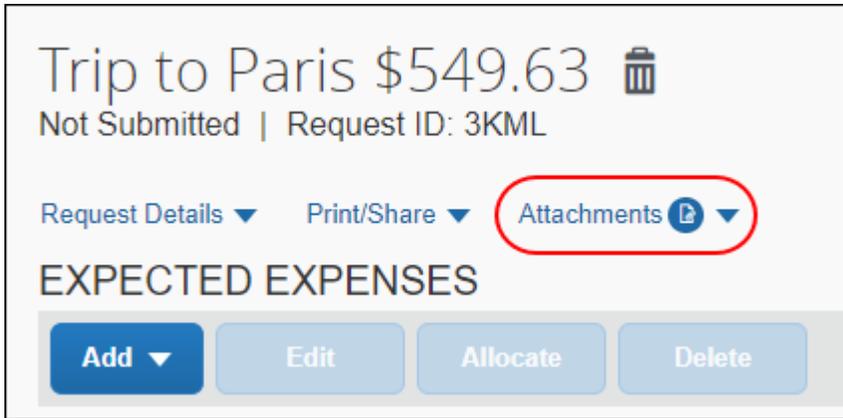
<input type="checkbox"/>	Expense type	Details	Date	Amount	Requested
<input type="checkbox"/>	Room Rate	Hotel room rate is 98 euros per night for 5 nights	10/18/2020	EUR 490.00	\$549.63

Estimated Total: \$549.63  
Foreign currency converted

2. Clicking *Attach Documents* opens the **Document Upload and Attach** dialog.

The screenshot shows the "Document Upload and Attach" dialog box. The dialog has a title bar with a close button (X). The main content area is light blue and contains the text "Upload and Attach" in red, with a hand cursor pointing to it. Below this text is "5MB limit per file". At the bottom right of the dialog is a blue "Close" button.

3. After adding an attachment to a request, the attachments icon, , is displayed next to the **Attachments** menu to indicate that the request has attachments.



4. You can view, delete, or add additional attachments from the **Attachments** menu.

