

Submitting attachments through Yo-Mart for requisitions already in process:

1. Open the document
2. Click on the Comments tab.
3. Click on Add Comment
4. Browse and attach the file.
5. Note: if you are attaching a document such as an invoice to a purchase order, you must send an email notification to Vickie Young or Dwayne Odvody. Yo-Mart will not automatically notify us it has been added.

