Uploading Documents into Onbase

1. Upon clicking the Procurement EDM button, you will be prompted to login to the Procurement Web Page using your UNI and Password

2. You will select the module under which the transaction falls (Accounts Payable for voucher-related documents and Purchasing for requisition-related documents)
3. The Header Information will be pre-populated based off of information from the transaction in ARC.
4. You will select the number of documents you would like to upload and click “Update”.
5. To select documents from your desktop to upload, click the “Browse” button.
6. Select applicable documents from your hard drive and click “Open” when the document is highlighted.

7. Click the “Upload Documents” button to upload all documents into OnBase.
8. A message will appear on the Procurement Web Page indicating that the upload was successful.