

Concepts

- ▶ Individuals can attach multiple documents to Requisitions, POs, and Vouchers in BearBuy.
- ▶ The maximum number of attachments per transaction in BearBuy is 10.
- ▶ The maximum attachment size is 10mb each.
- ▶ Multiple documents can be combined using Adobe Acrobat to merge files or by scanning using a copy machine.



How to merge files into one PDF:

1. Within Adobe Acrobat, select **File** → **Create** → **Combine Files** into a Single PDF.
2. Click **Add Files** and select the files you want to add.
3. **Click, drag,** and **drop** to reorder the files and pages. Press the **Delete** key to remove unwanted content.
4. When finished arranging the files, click **Combine Files**.
5. Select **File** → **Save As** → **PDF**.
6. Name your PDF file and click **Save**.

How to scan documents into one file:

Another option to combine multiple attachments is to print out the documents and scan them from a copy machine into one file. Most copy machines that scan documents allow you to email the PDF file to yourself which you can save to your computer and attach in BearBuy.