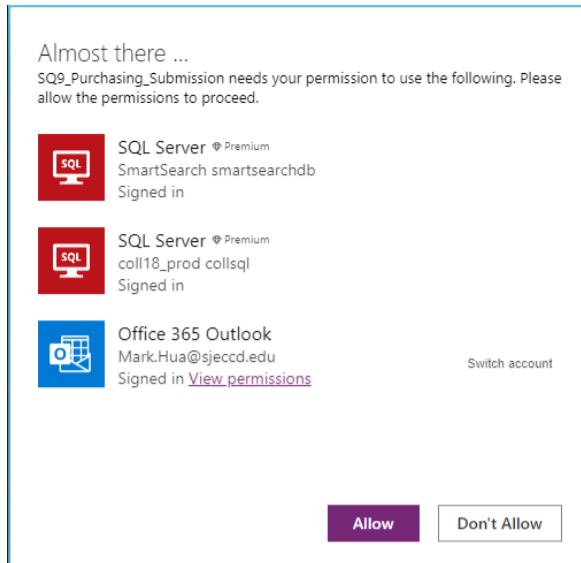




## Square 9 Document Submission Instructions

1. Go to this link: [SQ9 Document Submission - Power Apps](#)
2. Click “Allow” on the page shown below. This is a one-time set-up.

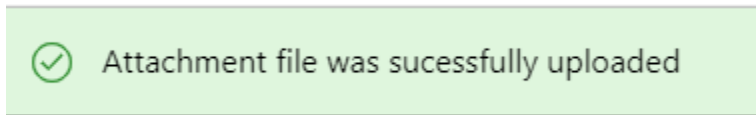


3. Below is the landing page to submit documents to Square 9.

4. Enter your requisition number in field #1. Upon entering your requisition number, details of your requisition will appear. Click the box next to your requisition detail.

PO_NO	1	REG_NO	Location	Department	Fund	Vendor ID	Vendor Name	PO Total Amt	Purchasing Agent
<input checked="" type="checkbox"/>		0041109	San Jose City College	Sched Maint & Special Repairs	GO Bond Fund Meas X Series B	0003990	DIVISION STATE ARCHITECT	1881.25	

5. Select the type of document from the drop down menu in #2 Document Type.
6. Drag or attach your file into #3 Attachment.
7. Click submit in #4.
8. A message will appear to show your document has been successfully uploaded to Square 9.



9. Repeat the steps above to upload additional supporting documentation for your requisition. Each file type must be uploaded separately.

End of Square 9 Document Submission Instructions