



Adding Attachments to Line Items

Knotical PMS — Planned Maintenance System
User Guide

June 2026

Overview

This guide explains how to add attachments to a purchase requisition in Knotical PMS. You can attach files at two levels: against the **whole requisition**, or against an **individual line item**. Both use the same dialog and the same steps — only the starting point differs.

Step 1. Open the requisition

From the **Procurement** menu, select **All Purchase Requests** and click the requisition's **File #** to open it.

#	File #	PO Date	Title	Requisition Date	Type	Catalogue	Vessel Name	Created By	PO Stage	Current Status	&P Status	Actions
1	101/REQ/0021-2026	-	DECK STORE - OCT 25	06 Feb 2026	VESSEL	Stores	ASTRA 1	Mr. Jugs VN	Requisition	Draft	000000	Other Actions
2	101/REQ/0020-2026	-	Main Engine Spare Parts for...	05 Feb 2026	VESSEL	Spares / Items	ASTRA 1	Capt. Rahul Anand	Requisition	Draft	000000	Other Actions
3	101/REQ/0019-2026	-	Monthly Provisions for Vess...	05 Feb 2026	VESSEL	Stores	ASTRA 1	Mr. VIRENDER KUMAR	Enquiry	Requisition Approved	000000	Other Actions
4	101/REQ/0018-2026	-	Spare Parts Requisition	02 Feb 2026	VESSEL	Spares / Items	ASTRA 1	Capt. Rahul Anand	Requisition	Draft	000000	Other Actions
5	101/REQ/0017-2026	-	Monthly Provisions	02 Feb 2026	VESSEL	Stores	ASTRA 1	Mr. VIRENDER KUMAR	Requisition	Submitted For Approval	000000	Other Actions
6	101/REQ/0016-2026	-	Main Engine Compressor sp...	22 Jan 2026	VESSEL	Spares / Items	ASTRA 1	Capt. Rahul Anand	Requisition	Draft	000000	Other Actions
7	101/REQ/0014-2026	-	Test Spares	17 Jan 2026	VESSEL	Spares / Items	ASTRA 1	Mr. SENGUPTHA S	Requisition	Draft	000000	Other Actions
8	101/REQ/0013-2026	-	Test Sort 4	16 Jan 2026	VESSEL	Stores	ASTRA 1	Mr. Jugs VN	Requisition	Draft	000000	Other Actions
9	101/REQ/0012-2026	-	Test Sort 4	16 Jan 2026	VESSEL	Stores	ASTRA 1	Mr. Jugs VN	Requisition	Draft	000000	Other Actions
10	101/REQ/0011-2026	-	Test Sort 3	16 Jan 2026	VESSEL	Stores	ASTRA 1	Mr. Jugs VN	Requisition	Draft	000000	Other Actions
11	101/REQ/0010-2026	-	Test Sort 2	16 Jan 2026	VESSEL	Stores	ASTRA 1	Mr. Jugs VN	Requisition	Draft	000000	Other Actions
12	101/REQ/0009-2026	-	Test Sorting	16 Jan 2026	VESSEL	Stores	ASTRA 1	Mr. Jugs VN	Requisition	Draft	000000	Other Actions
13	101/REQ/0008-2026	-	Test Req	16 Jan 2026	VESSEL	Stores	ASTRA 1	Mr. Jugs VN	Requisition	Draft	000000	Other Actions
14	101/REQ/0007-2026	-	Monthly Provisions	15 Jan 2026	VESSEL	Spares / Items	ASTRA 1	Capt. Rahul Anand	Requisition	Submitted For Approval	000000	Other Actions
15	101/REQ/0006-2026	-	Bunkering Requisition	14 Jan 2026	VESSEL	Bunkering	ASTRA 1	Capt. Rahul Anand	Requisition	Submitted For Approval	000000	Other Actions

All Purchase Requests. Click a file number to open the requisition.

On the requisition page you have two ways to attach files: the **Attachments** button above the line-items grid (for the whole requisition), and the small attachment icon on each line-item row (for that item only).

Requisition Details

Subject / Title: *
Main Engine Spare Parts for AL VEER

Requisition Priority: *
Immediate

Frequency Type:
Select...

Delivery Details

Expected Delivery Date: *
28 Feb 2026

Delivery Port: *
Dubai

Line Items

+ Add Items by Searching **Attachments**

SI #	Item Name	Item Code	ROB	In Tran.	Quantity	Origin	Unit	Critical	Maker	Model Number	Part Number	Drawing Number
1	AE COOLING WATER ATTACHED PUMP COMPLETE	ASTR25.0010	0	0	3		PCS				570-50-175N/A09	
2	OWS SOLENOID OIL LEVEL PROBE	ASTR10.04.0...	0	0	2		PCS		TAIKO KIKAI INDUSTRIES.	USC-20		
3	OIL JUG PLASTIC SLTR	ASTR09.0002	0	1	2		PCS					

EST COST: 117.16 AED

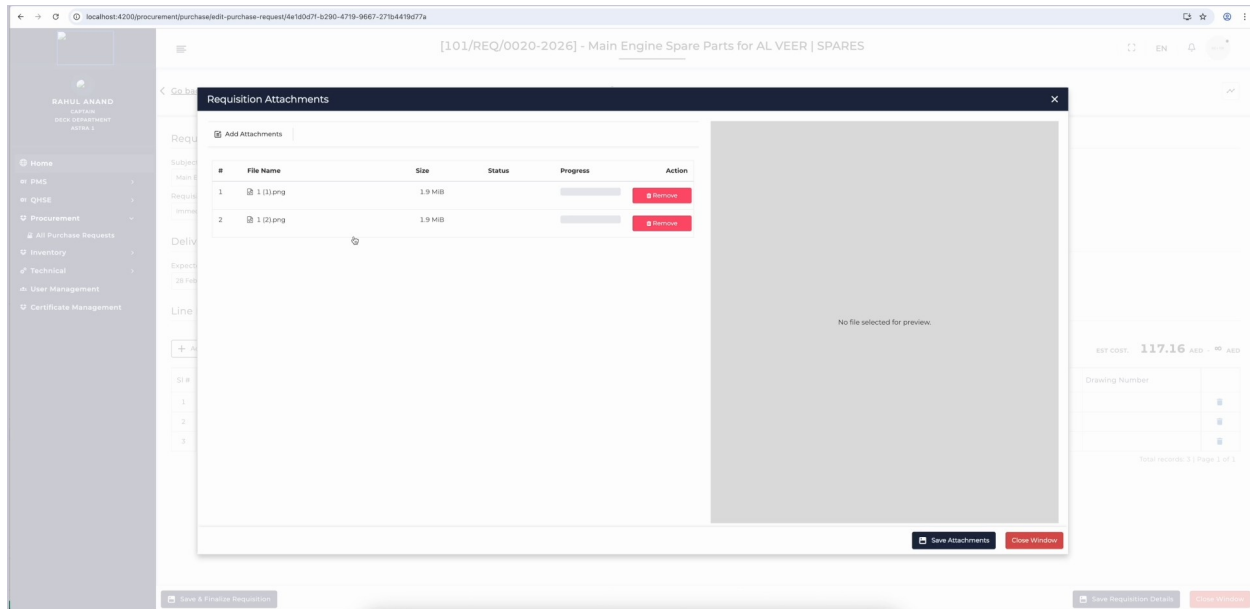
Save & Finalize Requisition Save Requisition Details Close Window

The requisition page. Attach files for the whole requisition, or per line item.

Part 1 — Attach to the whole requisition

Step 2. Add requisition-level attachments

Click the **Attachments** button above the line items to open the **Requisition Attachments** dialog. Click **Add Attachments** to choose your files — you can add any number of them. When you are done, click **Save Attachments**. These files apply to the requisition as a whole.

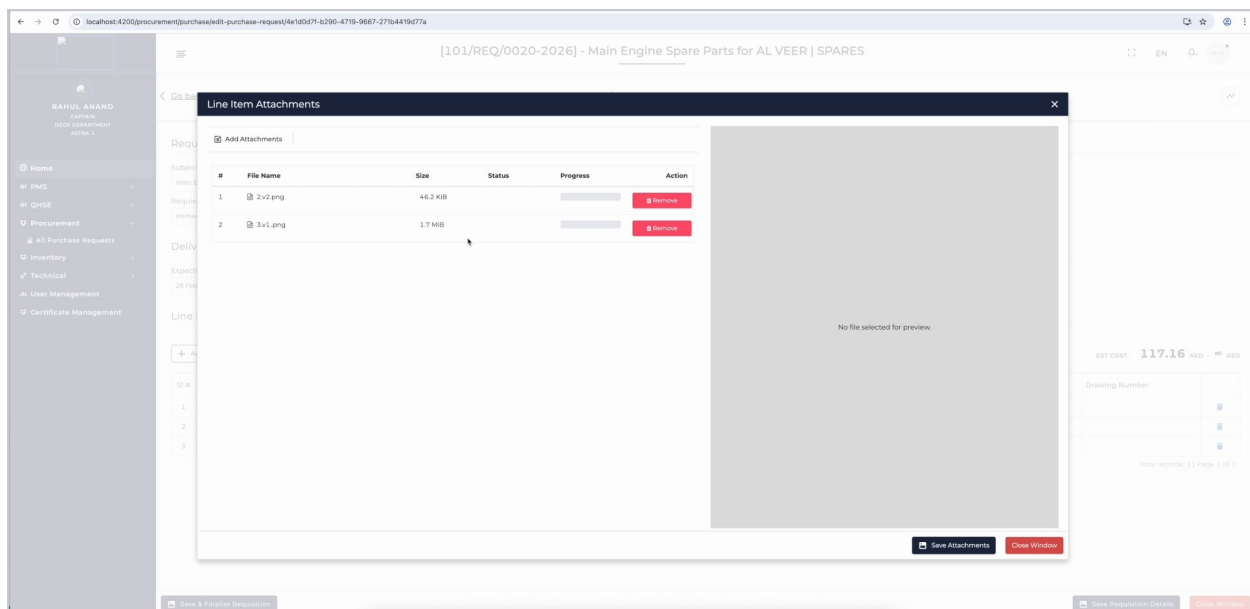


The Requisition Attachments dialog. Add files, then Save Attachments.

Part 2 — Attach to an individual line item

Step 3. Open the line item's attachments

On the line-item row, click the small attachment icon — it shows the current number of attachments (for example, 0). The same dialog opens, now titled **Line Item Attachments**. Click **Add Attachments** to choose the files for this item, then click **Save Attachments**.



The Line Item Attachments dialog — the same dialog, scoped to one line item.

Step 4. Confirm the count

After saving, the icon on that row updates to show how many files are attached — for example, it changes from **0** to **2**. You can repeat this for any other line item.

The screenshot displays the 'Main Engine Spare Parts for AL VEER' requisition page. The 'Line Items' table is as follows:

SI #	Item Name	Item Code	ROB	In Tran.	Quantity	Origin	Unit	Critical	Maker	Model Number	Part Number	Drawing Number
1	AE COOLING WATER ATTACHED PUMP COMPLETE	ASTR.25.0010	0	0	3		PCS				570-S0-175N/A09	
2	OWS SOLENOID OIL LEVEL PROBE	ASTR.10.04.0.	0	0	2		PCS		TAIKO KIKAI INDUSTRIES.	USC-20	USC-20	
3	OIL JUG PLASTIC SLTR	ASTR.09.0002	0	1	2		PCS					

EST COST: 117.16 AED

The line-item attachment count updates from 0 to 2 once the files are saved.

Tip: The info button on each line-item row shows the spare-part details for that item, for your reference.

This completes the process of adding attachments in Knotical PMS — either to the whole requisition or to individual line items.