Quick Reference Guide

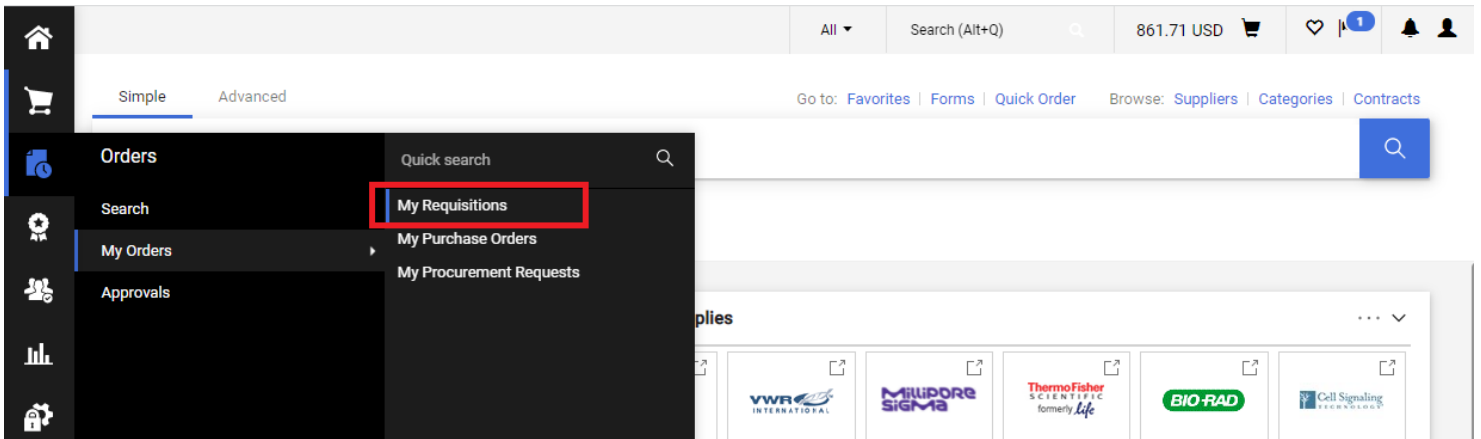## Commenting on Requisitions & Adding Attachments
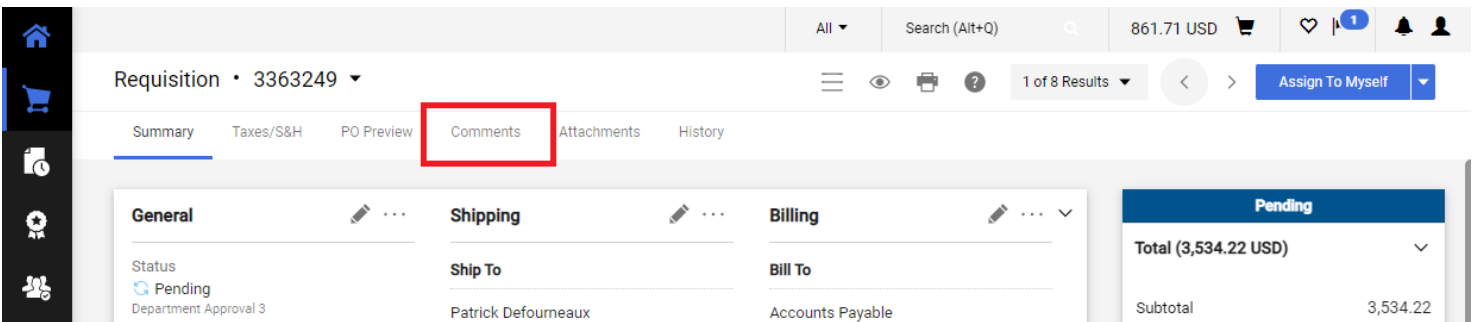
In This Guide

- ✓ Commenting on requisitions
- ✓ Adding email recipients to a comment
- ✓ Adding an Attachment

Procedure

1. Hover over the **Orders** tab on the left, hover over **My Orders**, then click **My Requisitions.**

2. Choose the desired requisition.

3. Click the **Comments** tab.

4. Click the plus sign (**+**).
   Input desired comments in the text box.
   Add an email recipient if desired.
   An attachment can be added in this field.
Click the check mark when complete.

ADD COMMENT

Please see the attached Work Order Approval.

956 characters remaining   expand | clear

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s) | Add recipient

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Attach file (optional)

Attachment Type   ◉ File   ◯ Link/URL

File Name   [   ]

File   [Choose File]   WorkOrder Approval.jpg

The Notes and Attachments section will reflect the uploaded attachment.
Additional attachments can be added or deleted from this section.

Notes and Attachments   · · · ⌄

Internal Attachments   Add

⤓ WorkOrder Approval.jpg   · · ·

PO Clauses   Add

You have successfully added a comment and an attachment to a requisition and specified the users who will receive email notifications.