

Quick

Reference

Guide

Commenting on Requisitions & Adding Attachments

In This Guide

✓ Commenting on requisitions

Adding an Attachment



✓ Adding email recipients to a comment

Procedure

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

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Q	Search		My Requisitions							
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a ;						Millipore Sigma	Thermo Fisher SCIENTIFIC formerly Life	BIO RAD	Cell Signaling	

2. Choose the desired requisition.

3. Click the **Comments** tab.

				All 👻 Se	earch (Alt+Q)	861.71 USD 📜 💝	µ 1
Requisition • 336	3249 🔻				1 of 8 Results	Assign T	To Myself
Summary Taxes/S8	H PO Preview	Comments Attachm	nents History				
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General Status	<i>i</i>	Shipping Ship To	<i>»</i>	Billing Bill To	ø v	Pending Total (3,534.22 USD)	

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.

\checkmark
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
Patrick Defourneaux (Prepared by, Approved) <pdefou@lsuhsc.edu></pdefou@lsuhsc.edu>
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.

Internal Attachments		Add
<u>↓</u> 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.