

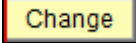
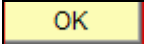


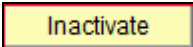
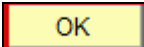


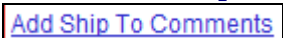


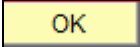
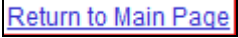
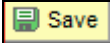


Add, Change, or Delete Comments

Step	Action
1.	<p>Header</p> <p>Comments may be added to a requisition at the Header level using the Add Comments link. Users should only enter information that applies to the entire requisition (e.g. new vendor information, suggested vendors for bid, address for mailing the Purchase Order when the vendor has multiple locations, etc.) at the Header level. Specific shipping or delivery instructions applicable to all line items may also be entered at the Header level.</p>
2.	<p>Header (continued)</p> <p>Justification for purchase can be added as header comments. Comments added at the Header level will display and print after all line item information.</p>
3.	<p>Line Comments</p> <p>Comments may also be added for a specific line item in the Line Comments page. Comments added in Line Comments will display and print with the corresponding line item. Only information that applies to that particular line item (i.e. item specifications) should be entered in its Line Comments page.</p> <p>Do not enter vendor information or the address for mailing a PO in the Line Comments page. That information must be entered at the Header level.</p>
4.	<p>The end-user may opt to add specific shipping or delivery instructions in the Add Ship To Comments link on the Schedule page of a line item. If comments are added in the Add Ship To Comments, they will display and print with the corresponding line directly above the Line Comments for the line.</p>
5.	<p>In this exercise you will add comments at the Line level.</p> <p><i>NOTE: The instructions shown here may be used to enter comments at the Line and Header level. The method used to add, change and delete comments is the same for both.</i></p> <p>Click the Line Comments button.</p> 

Step	Action
6.	<p>You may enter free-text comments by typing in the Comments field. You may use the Enter key on your computer keyboard in the comment box to move to the next line.</p> <p>Comment boxes have no limits set for the number of characters entered. It is recommended that users limit comments in each box to half a page. New comments boxes can be added if more space is required. There is no limit on the number of comment boxes that can be added. If you need to enter lengthy comments (e.g. specifications) you may opt to send those electronically, or deliver a hard copy to Purchasing with a notation of the Requisition ID to which it should be attached. Documents can also be attached to the comment box as well.</p> <p>Users may copy and paste comments from the web and Microsoft applications such as Word. The spell check feature is also available for each comment box.</p>
7.	<p>NOTE: Comments will display and print on the requisition, so do not include any comments you do wish to be seen in Line Comments.</p> <p>Enter the desired information into the Comment Status field. Enter "MAKE SURE BINDERS ARE DURRABLE AND HAVE AT LEAST 3 RINGS".</p>
8.	<p>Click the Spell Check Comment Text button.</p> 
9.	<p>Misspelled words are highlighted and alternative spellings are provided.</p> <p>Click the Change button.</p> <p>NOTE: Be very careful when using this feature.</p> 
10.	<p>Click the OK button.</p> 
11.	<p>Send to Vendor</p> <p>If the Send to Vendor checkbox is checked, any comments shown will be printed on the PO. Purchasing will check this box if needed.</p>
12.	<p>Click the Add a new row at row 1 button to insert a row if additional space is needed.</p> 
13.	<p>You may continue to insert comment boxes as needed. Inserted row(s) are independent of each other and have unlimited characters. Comments will display below line item information on the requisition.</p> <p>Click the View All link.</p> 
14.	<p>The Use Standard Comments and Use Item Specifications links should not be used.</p>

Step	Action
15.	<p>Inactivate Comments</p> <p>Comments cannot be deleted, but can be inactivated so that they will not show in the system or on the requisition. The comment box will be greyed out by the system when the Inactivate button is clicked.</p> <p><i>NOTE: When a user navigates away from the Line Comments page, the system will remove the inactivated comment boxes from the page. Inactivated comment boxes cannot be recovered once a user navigates away from the page; they must be re-entered.</i></p> <p>Click the Inactivate button.</p> 
16.	<p>Clicking the Undo button will re-activate an inactivated comment box as long as you have not navigated away from the Line Comments page. Inactivated comment boxes cannot be re-activated once you navigate away from the page.</p>
17.	<p>Click the OK button to return to the Requisition page.</p> 
18.	<p><i>NOTE: The white Comment bubble now is now filled with blue dots, indicating comments have been added.</i></p>
19.	<p>Click the Save button.</p> <p><i>NOTE: Users should save whenever a change is made to the requisition.</i></p> 
20.	<p>Add Ship To Comments</p> <p>Users can add special shipping or delivery instructions for a specific line item using the Add Ship To Comments link on the specified line's Schedule page.</p> <p>Click the Schedule... button.</p> 
21.	<p>Click the Add Ship To Comments link.</p> 
22.	<p>When adding a comment on the Add Ship To page, you must select a Ship To Location from the drop-down list.</p>
23.	<p>If you add a comment and do not select a Ship To Location, you will receive the warning message below when you try to navigate away from the page. You can either go back and select the Ship To location or delete the comment.</p>
24.	<p>Click the Ship To list.</p> 
25.	<p>Click the BRFHS list item.</p> 

Step	Action
26.	Enter the desired information into the Ship To field. Enter " PLEASE DELIVER BINDERS TO N20G0100 DIRECTLY ".
27.	Click the OK button. 
28.	Click the Return to Main Page link. 
29.	Click the Save button. 
30.	This completes <i>Add, Change, or Delete Comments</i> . End of Procedure.