



Quick

Reference

Guide

Adding Comments to Carts



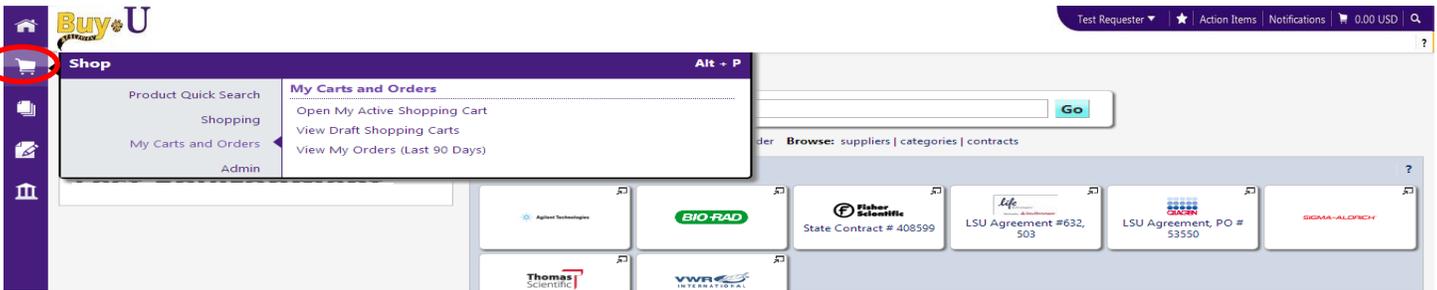
In This Guide

- ✓ Adding comments to carts
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This guide demonstrates how to add comments to your cart. Comments are only visible internally. Attachments in the comments section will appear as internal attachments. This feature can be used to add comments to requisitions and purchase orders, regardless of their status in the approval process.

Procedure

1. Access your listing of carts by selecting the **shopping carts** icon from the navigation bar on the left side of the screen within **BUY-U**.

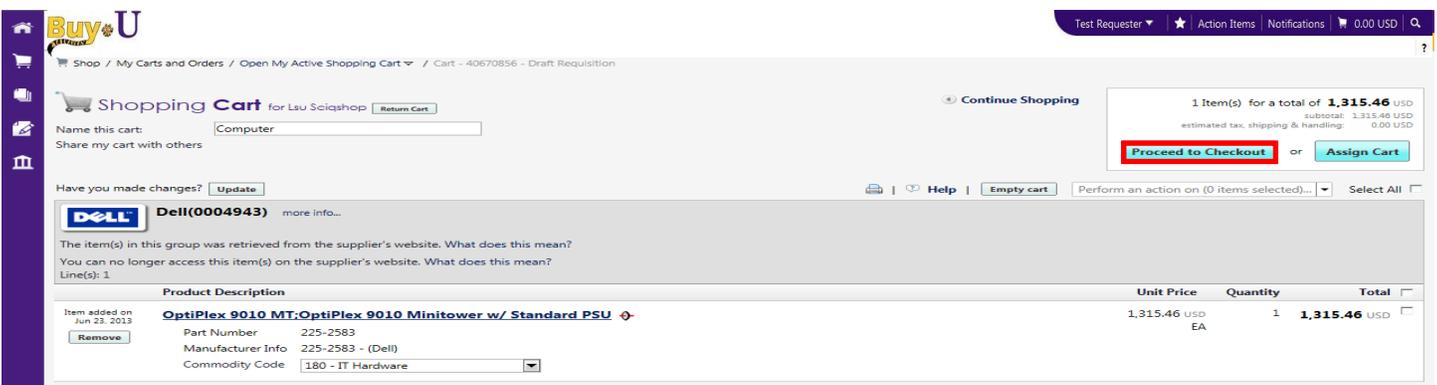


*Requesters can navigate to assigned carts from the homepage. Go to **Action Items** → **Carts Assigned to me**.

2. Click the desired cart name to make it your active cart.



3. Click the **Proceed to Checkout** button.





4. Select the **Comments** tab and click the **Add Comments** button.

The screenshot shows the Buy@U web application interface. At the top, there is a navigation bar with the Buy@U logo and a user profile 'Test Requester'. Below the navigation bar, there is a breadcrumb trail: 'Shop / My Carts and Orders / Open My Active Shopping Cart / Comments - 40670856 - Draft Requisition'. A progress bar shows several steps: 'General', 'Addresses', 'Approvals', 'Accounting Codes', 'Internal Notes and Attachments', 'External Notes and Attachments', and 'Final Review'. A yellow message box states: 'All done! The required information has been completed and this request is ready to be submitted. Once you have reviewed the details, you may continue by clicking the button at the top of the page.' Below the message box, there are tabs for 'Requisition', 'PR Approvals', 'Comments', 'Attachments', and 'History'. The 'Comments' tab is selected and highlighted with a red box. Below the tabs, there is an 'Add Comment' button, also highlighted with a red box. Below the button, it says 'Records found: 0' and 'No comments have been added'.

5. In the resulting pop-up window, type your desired comments in the provided text box.



Comments cannot be deleted or edited after they are added.

Be careful about what you type

The screenshot shows the 'Add Comment' pop-up window. It has a title bar with a question mark and a close button (X). The main text says 'This will add a comment to the document.' Below this is a large text input area. To the right of the text area are 'expand' and 'clear' links. Below the text area, it says '1000 characters remaining'. Underneath, there is a section for 'Attach file to this document (optional):'. This section includes an 'Attachment Type' dropdown menu set to 'File', a 'File Name' input field, and a 'File' input field with a 'Browse...' button. At the bottom of the window are 'Add Comment' and 'Cancel' buttons.

6. Attachments can be optionally added in this window. Files attached in the **Comments** section will be added to the **Internal Attachments** section of the requisition.

7. Click the **Add Comment** button.

You have successfully added a comment to your cart.