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.

![Image of the BuyU interface with the Comments tab highlighted]

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

   ![Image of the Add Comment window]

   **Comments cannot be deleted or edited after they are added.**

   **Be careful about what you type**

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.**