



Quick

Reference

Guide

Commenting on Requisitions



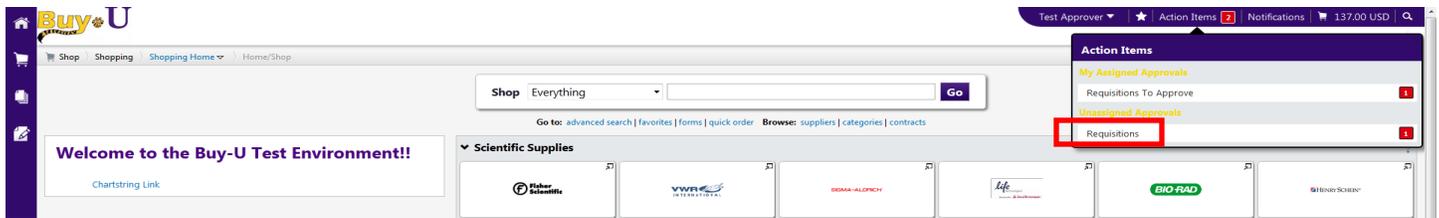
In This Guide

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

This guide demonstrates how to add a comment to a requisition. Approvers and requesters can both comment on and add attachments to a requisition while it is in the possession of the approver. This allows for ease of communication. All added comments and attachments become a part of the permanent audit history.

Procedure

1. From the **BUY-U** homepage, access your pending requisitions by clicking the **Action Items** link in the top navigation bar.



2. Click the **Unassigned Approvals Requisition** link.
3. Expand the approval queue folder you wish to approve.



4. Click the **Assign** link, located in the **Action** column, to assign the requisition to yourself for review.
5. In the **My PR Approvals** section, click on the requisition number to open the requisition.



Commenting on Requisitions



6. To add a comment to the requisition, either select **Add Comment** from the **Available Actions** drop-down list or click on the **Comments** tab.

The screenshot shows the BuyU interface for a requisition. The 'Comments' tab is selected and highlighted with a red box. The 'Available Actions' dropdown menu is open, showing 'Add Comment' as the selected option, also highlighted with a red box. The 'Go' button is highlighted with a red box. The main content area shows a table with columns for General, Shipping, and Billing information.

General	Shipping	Billing
Status Pending Supply Center	Ship To Test Requisitioner1 Rm: 1234 LSUHSC-New Orleans 433 Bolivar St New Orleans, LA 70112 United States	Bill To Accounts Payable 433 Bolivar St New Orleans, LA 70112 United States
Submitted 5/25/2015 9:19 AM		Billing Information SSC Customer # no value
Cart Name R-058		
Description Supply Ctr <5k		
Prepared by Test Requisitioner1		
Home Department 1101000		
Ad hoc Approver no value	View/edit by line item...	
Ad hoc Reviewer no value		View/edit by line item...

7. Click the **Go** button.
8. Enter a comment in the resulting pop-up window, or by clicking the **Add Comment** button on the **Comments** tab if you chose that method in step 4 above.
9. In the list of users associated with the requisition, select the checkbox next to the name of each user to whom an email notification should be sent. Click the **add email recipient...** link if you want to add any additional email recipients.
10. Click the **Add Comment** button.

- This note will be available via the **Comments** and **History** tabs and will be sent in the email notification to the requester.

The screenshot shows the 'Add Comment' pop-up window. It contains a text area for the comment, a checkbox for email notification, and a list of users with checkboxes. The 'Add Comment' button at the bottom right is highlighted with a red box.

Add Comment

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):

Test Requisitioner1 (Prepared by) <buyuhelp@lsuhsc.edu>
[add email recipient...](#)

1000 characters remaining

Attach file to this document (optional):

Attachment Type: File
File Name:
File: No file selected.

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