	Quick	
$\square U V \gg U$	Reference	
CHIVARIAN	Guide	
Commenting on Requisitions		21
In This Guide ✓ Commenting on requisitions	✓ Adding email recipients to a comment	N

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.

uy∗U				Test	Approver 🔻 🛛 🛧 🛛 Action Item:	s 🗾 Notifications 🏹 137.00 USD) Q -
Shop > Shopping > Shopping Home -> > Home/Shop					Action Items		
					My Assigned Approvals		
	Shop Everything	-		Go	Requisitions To Approve		1
	Go to: advanced se	earch favorites forms quick order Bro	wse: suppliers categories contracts		Unassigned Approvals		
	M Calandifia Complian				Requisitions		1
Velcome to the Buy-U Test Environment!!	• scientific supplies	1		1	D	-	
Chartstring Link	Fisher	unit de la		lile	8/0.040		
	C Scientific	INTERNATIONAL	SEMA-ALCALA	anne à builtenaar	Вютно	CTRINKI SCHEN-	
	Weissen Shepping Mame v Home/Shep Nelcome to the Buy-U Test Environment!! Chartstring Link	Shopping Shopping Hame > HamadShop Shop Everything Go to: advanced is Nelcome to the Buy-U Test Environment!! Chartstring Link:	Shopping Shopping Hame Hame/Shop Shopping Shopping Hame Hame/Shop Go to: advanced search favorite: forms quick order Bro Relcome to the Buy-U Test Environment!! Chartstring Link		Shopping Shopping Heme > Heme/Shop Shop Everything Go to: advanced search [forms] quick order Browse: supplies [categories] contracts Velocome to the Buy-U Test Environment!! Chartstring Link:	Tet Approver Action Items Briege Shopping Shopping Home → Home/Shop Action Items Shop Everything Image: Shop Everything Go to: advanced search [swoites] forms [quick order Browse: suppliers] categories	Inters

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

ñ	<mark>₿uy</mark> *U					•	Test Approver 🔻 🛛 🛣 Action Items 👤	Notifications 📜 13	37.00 USD Q ?
	Orders & Documents > Approvals > My Approvals	〉 My Ap	provals - Requisition						
0	Group Results By: Folders -		Total Results Found: 1			All Dates		Assign	▼ Go
2	Filtered by	-	Hide requisition details 🔓 e	xpand all 📴 collapse all	Sort by: Submit date	e newest first 🔹		Results per	? folder: 20 🔻
	Date Range: All Dates View Approvals For: Test Approver		Supply Center as Requisition No.	s Contract Managed Catalog [1 result] Suppliers:	Assigned Approver	PR Date/Time	Requisitioner	Amount	Action
	[remove a	all]	2 1356938 🖎 Requisition Name No. of line items	LSUHSC Scientific Supply Center 10 R-058 1	Not Assigned	5/25/2015 9:19 AM	Test Requisitioner1 ler [Supply Center as Contract Managed Catalo	55.00 USD	Assign

- 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.

ñ	₿uy∗U						Test Approver 🔻 🛛 🛣 Action Items 🚺	Notifications 📜	137.00 USD	Q.
Ì	Orders & Documents) Approvals) My A Group Results By: Folders	Approvals 🗢 👌 My Ap	provals - Requisition							
١	croup results by. Forders		Total Results Found: 1			All Dates		Assign	•	Go
2	Filtered by	1	101 - 102 - 10 M		Sort by: Submit date	e newest first 🔹			6 1 1 m	?
	Type: Requisitions		General Supply Center a	xpand all Gollapse all s Contract Managed Catalog [1 result]				Results	per folder: 20	•
	View Approvals For: Test Approver		Requisition No.	Suppliers:	Assigned Approver	PR Date/Time	Requisitioner	Amount	Action	
	Ca.t.	[remove all]	2 1356938 🗟	LSUHSC Scientific Supply Center	Not Assigned	5/25/2015 9:19 AM	Test Requisitioner1	55.00 US	SD Assign	
	Not Assigned		Requisition Name No. of line items	R-058 1		Folders 57 Days in fo	lder [Supply Center as Contract Managed Catal	og]		

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.

B	uy∗U				Test Approver 🔻	🕇 🖈 Action Items 2 Notificati	ions 📜 137.00 USD 🛛 🔍
. C	Orders & Documents $ angle$ Approvals $ angle$ My	Approvals 🗢 👌 Summary - Requisition 1356938					
٩	Back to Approvals		Fol	I of 1 Results er: Supply Center as Contract Managed Catalog		Requisiti	on Number(s) 1356938 💌
Reg	guisition PR Approvals PO Preview	Comments Attachments History				Available Actions: Add Comment	▼ Go
Si Hide	Summary Shipping Billing A	Accounting Codes Supplier Info Shipping &	k Handling Charges				Hide value description
		General	?	Shipping ?		Billing	?
Stat Sub Car Des Prej Hor	itus bmitted rt Name scription spared by me Department I hoc Approver	Pending Supply Center 5/25/2015 5919 AM R 058 Supply Ctr <5k Test Requisitioner1 1101000 Tit Anatomy no voice	Ship To Test Requisitioner1 Rm: 1234 LSUHSC-New Orleans 433 Boliwar St New Orleans, LA 70112 United States	View/edit by line item	Bill To Accounts Payable 433 Bolivar St New Orleans, LA 70112 United States Billing Information SSC Customer #		
Ad	hoc Reviewer						View/edit by line item

7. Click the Go button.	Add Comment ×
 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 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</buyuhelp@lsuhsc.edu>
- This note will be available via the Comments and History tabs and will be sent in the email notification to the requester.	Attach file to this document (optional): Attachment Type File File File File Browse_ No file selected. Attachment Close

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