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This guide demonstrates how to add comments to your cart. Comments are only visible internally. This feature can be used to add comments to requisitions and purchase orders, regardless of their status in the approval process.

Procedure

1. In the navigation bar on the left, hover over the **Shopping Cart** icon → **My Carts and Orders** and select **View Carts**.

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

3. Click the **Proceed to Checkout** button.
Adding Comments to Carts

4. Select the **Comments** tab. You can choose to show comments for the Requisition, Purchase Order, or Both. Then select the “Plus sign”

5. Type your comments in the provided text box.

6. Attachments can be optionally added in this window.

7. Click the **Check Mark** to complete.

*You have successfully added a comment to your cart.*