



Quick

Reference

Guide

Adding Comments to Carts



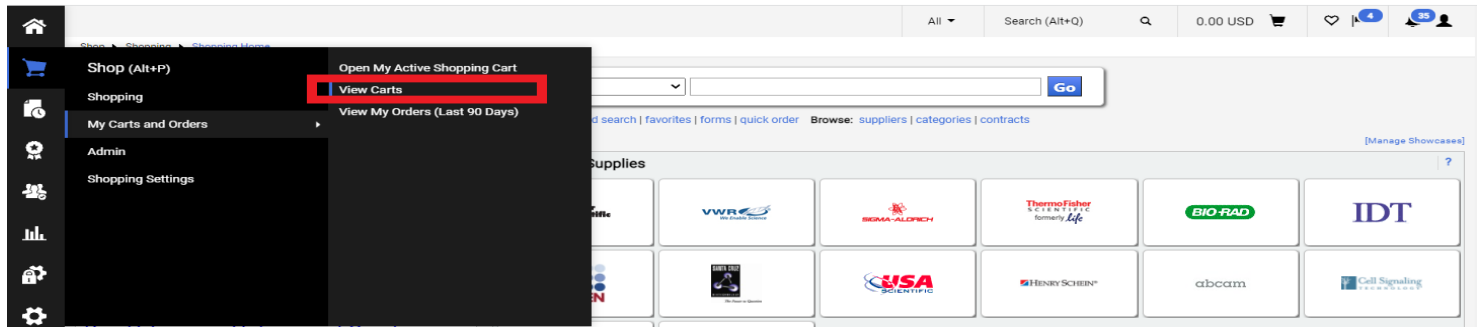
In This Guide

- ✓ Adding comments to carts
- ✓ Adding attachments in the comments

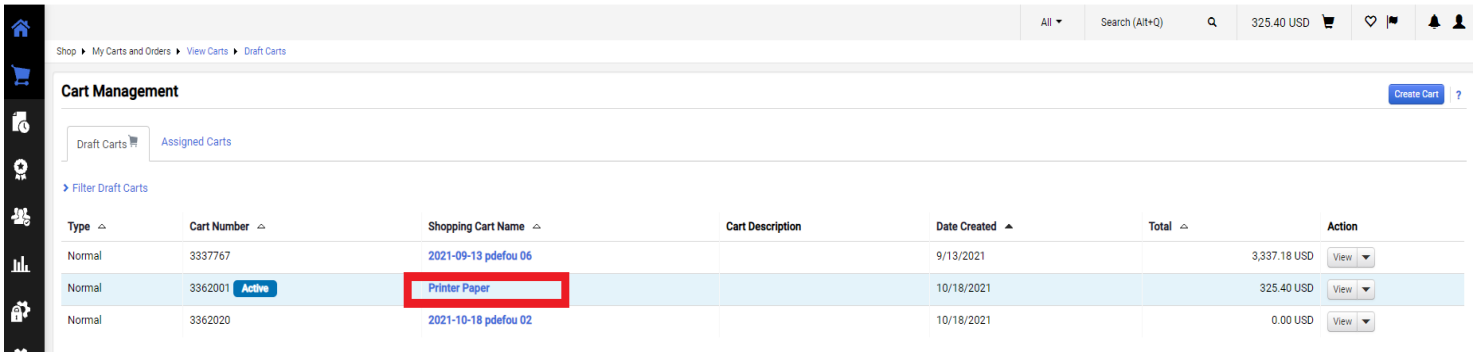
This guide demonstrates how to add comments to your cart. Comments are only visible internally. This feature can be used to add comments to requisitions and purchase orders, regardless of their status in the approval process.

Procedure

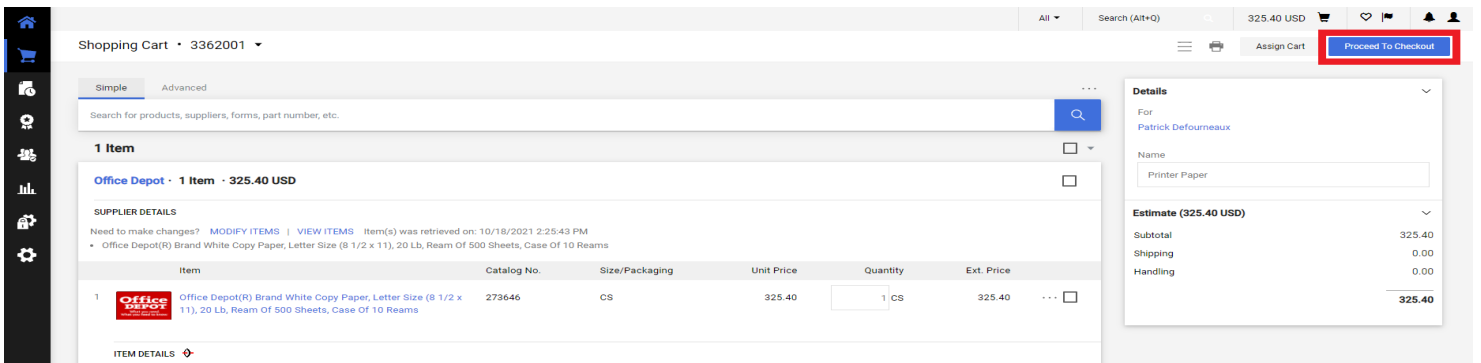
1. In the navigation bar on the left, hover over the **Shopping Cart** icon → **My Carts and Orders** and select **View Carts**.



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”

Requisition • 3362001

Summary Taxes/S&H PO Preview **Comments** Attachments History

Records found: 0

No comments have been added

Show comments for: All, Requisition, Purchase Order

Be aware of these issues. You may review and proceed. Empty: EMERGENCY COVID_19 FIELD and Hurricane IDA_21

Total (325.40 USD)	
Subtotal	325.40
Shipping	0.00
Handling	0.00
Total	325.40

5. Type your comments in the provided text box.

Requisition • 3362001

Summary Taxes/S&H PO Preview **Comments** Attachments History

Records found: 0

ADD COMMENT

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974 characters remaining

This will add a comment to the document.

Attach file (optional)

Attachment Type: File Link/URL

File Name: [input field]

File: [Choose File] [Upload your file]

Be aware of these issues. You may review and proceed. Empty: EMERGENCY COVID_19 FIELD and Hurricane IDA_21

Total (325.40 USD)	
Subtotal	325.40
Shipping	0.00
Handling	0.00
Total	325.40

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.