Commenting on Requisitions & Adding Attachments

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- Adding email recipients to a comment
- Adding an Attachment

Procedure
1. Hover over the Orders tab on the left, hover over My Orders, then click My Requisitions.

2. Choose the desired requisition.

3. Click the Comments tab.
4. Click the plus sign (+).
   Input desired comments in the text box.
   Add an email recipient if desired.
   An attachment can be added in this field.
   Click the check mark when complete.

The Notes and Attachments section will reflect the uploaded attachment.
Additional attachments can be added or deleted from this section.

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