Step-by-Step Guide
Adding Comments

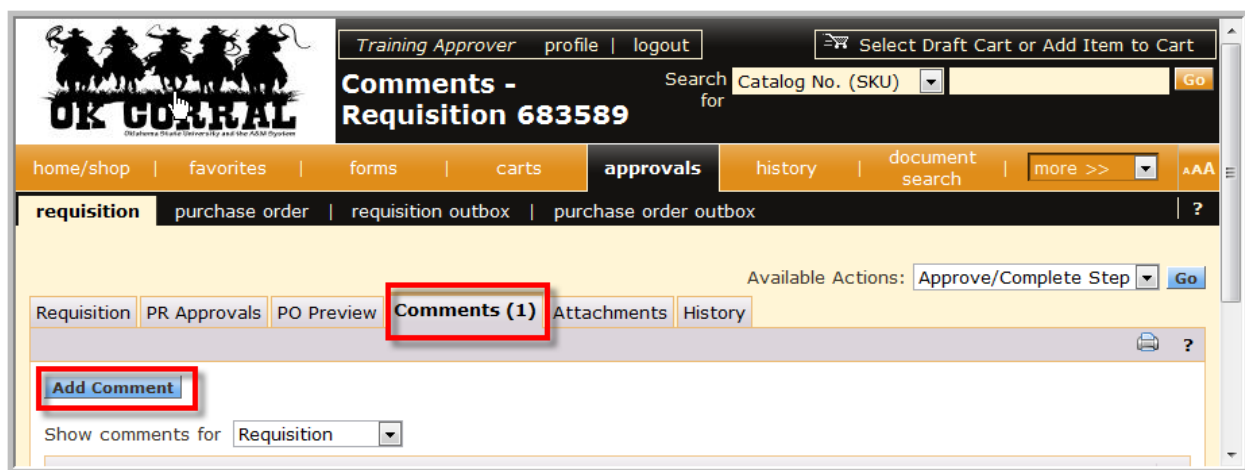## In This Guide

✓ Adding comments

✓ Attaching files

✓ Sending email notification

This guide demonstrates how to add comments to purchase requisitions, purchase orders, and invoices.

⚠ Comments provide a way for approvers to communicate any questions they have to the requestor.

⚠ Comments allow requestors to add additional documentation.

⚠ Comments are visible to the shopper, requester and all approvers.

Procedure

1. Access your requisition.

   - If you are an approver, select **approvals** ⇨**My** PR **Approvals**. Click on the requisition name to open the requisition.

   - If you are a requestor, select your shopping cart by clicking **carts** ⇨ **draft carts** (or **my requisitions**). Open the document and click the **Proceed to Checkout** button.

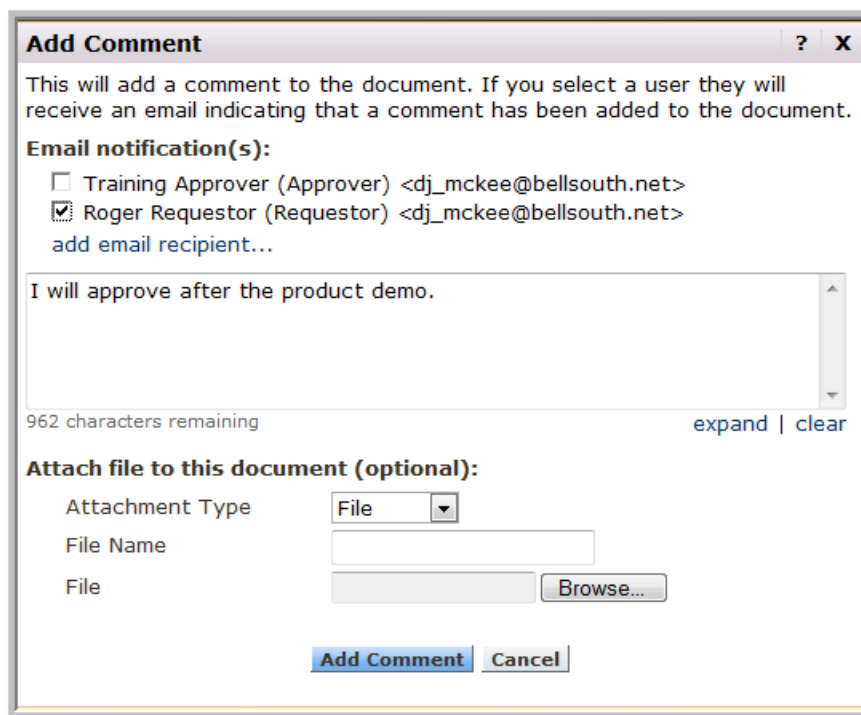2. Click on the **Comments** tab and click the **Add Comment** button.

The **Add Comment** overlay window displays. From this window, you can determine who will be notified via email of the comment, enter a note, and attach one or more supporting documents.

3. Optional: Click the checkboxes for the users that you would like notified of the comment via email.

   - For example, if you are an approver, you might like to notify the requestor of a question.

   - If you are a requestor responding to a question, you may want to email the approver and your boss.

4. Optional: Click the **add email recipient...** link to find other OK Corral users to email.

5. Optional: To attach a document**:**, select the **Attachment Type** and click **Browse** to search for the attachment.

6. Click the **Add Comment** button to save the comment.

▲ The appropriate parties will be emailed.

▲ Once the comment has been saved, the number of comments for the PR will display in parenthesis on the comments tab.

▲ A history can be found in the **Comments** and **History** tabs.

You have successfully added a comment to your document.