

## In This Guide

✓ Adding internal notes and attachments

This guide demonstrates how to add header level notes and attachments to your shopping cart.

**Internal Notes and Attachments** are visible to the shopper, requester and all approvers of the requisition.

## Procedure

- 1. Access your shopping cart by clicking **carts** ⇒ **draft carts**. Locate the shopping cart you want to process.
- 2. Click the shopping cart name to select your active cart.



3. Click the Proceed to Checkout button.

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- 4. Click the **Requisition Summary** tab.
- 5. Scroll down to the Internal Notes and Attachments section.
  - a. To add an **Internal Note:** Click the **edit** button, enter your notes, and click the **Save** button.
  - b. To add Internal **attachments:** Click the **add attachment**... link, select the **Attachment Type** and click **Browse** to search for the attachment. Click the **Save** button.

Requisition PR	Approvals PO Preview C	Comments A	Attachments History	5&H		<b></b>
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You can add line level notes and attachments in the **Supplier/Line Item Details** section.

You can also view attachments by clicking on the **Attachments** tab.

You have successfully added a note or an attachment to your shopping cart.