Comments:

- Comments can be added to a Cart, Requisition or Purchase Order.
- The options are dependent on which form they are being created from
    - Carts - cannot email a recipient
    - Requisitions – Can email a recipient(s)
    - Purchase Orders – Can email a recipient(s)
- All users should review the COMMENT section to see if information pertains to themselves or the form in general
- Attachments can be added to a Comment
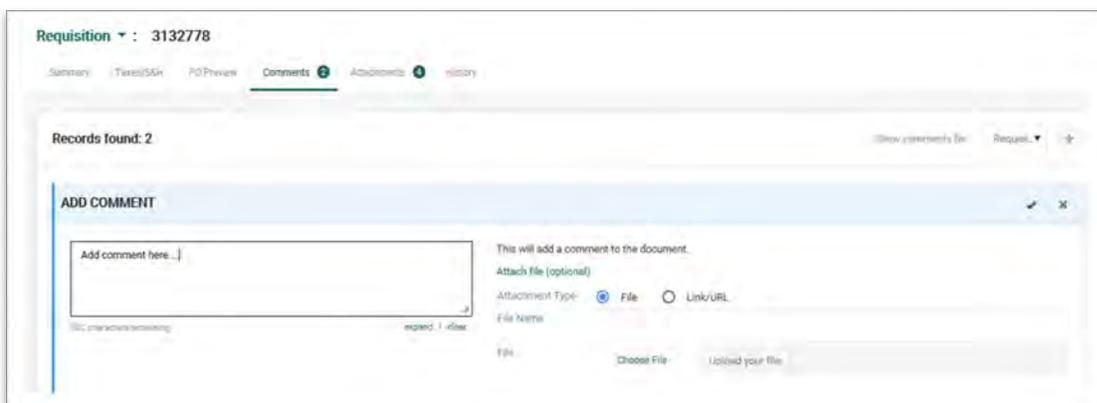- Comments cannot be removed from the application

To add a Comment:

- Open Cart / REQ / PO
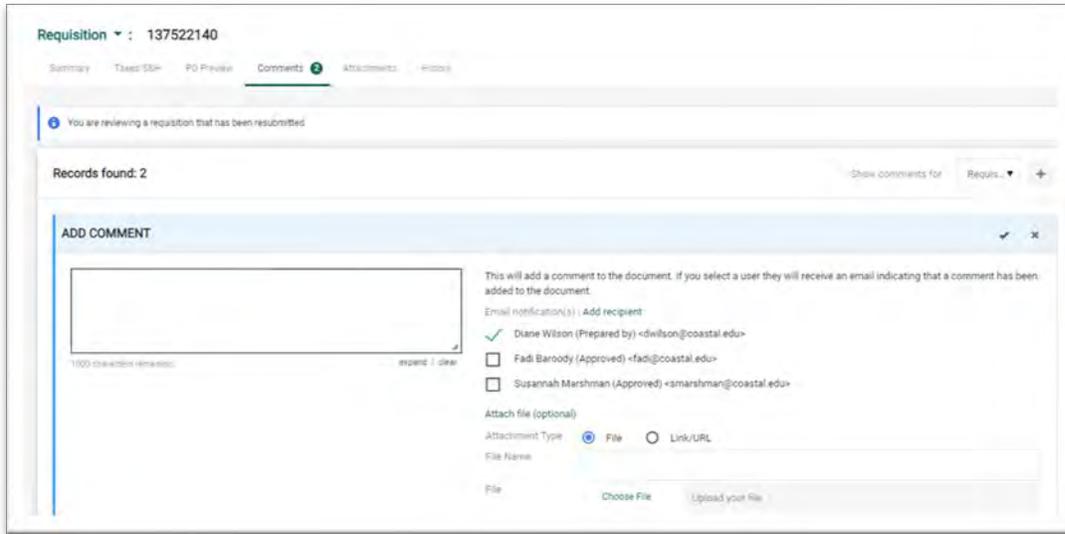- At Top Left area, locate COMMENT section

- Click to open
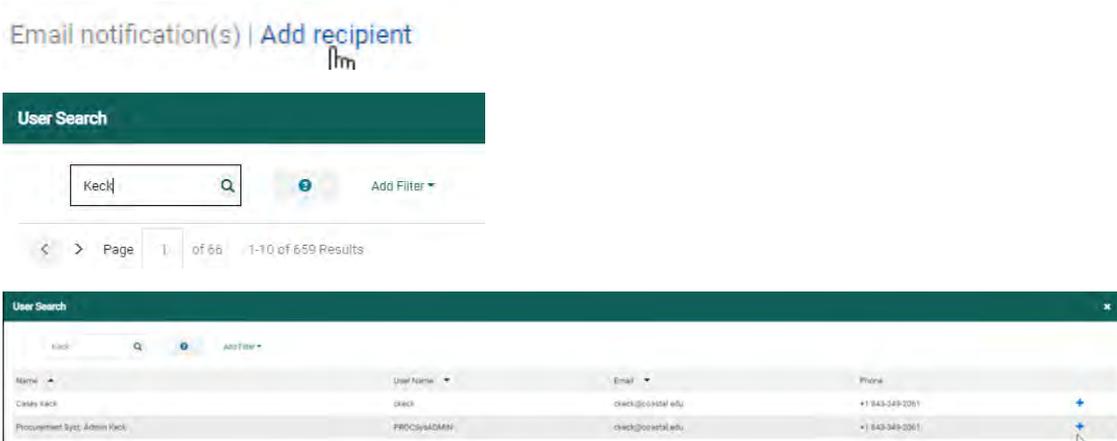- To add a Comment, click on "+"

Example of Cart comment:

Example of a REQ or PO type comment:

- REQ & PO's can add recipient(s)

Select by clicking on "+" at far right of user

- Once done creating the Comment, select the checkmark to save or the "X" to delete