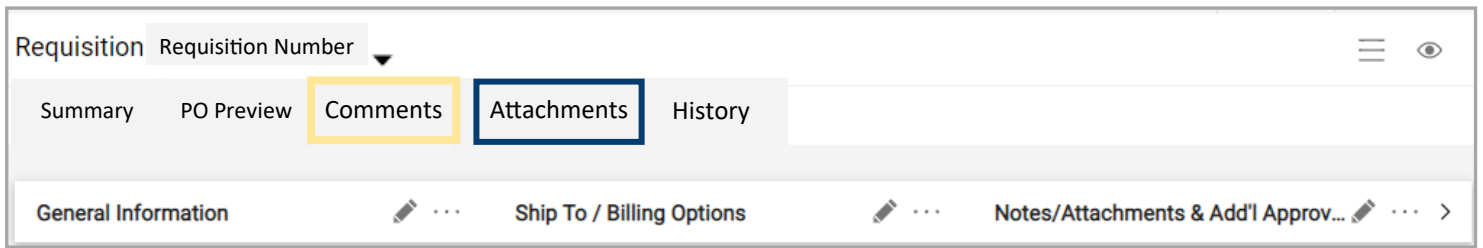


Comments (cart) & Attachments

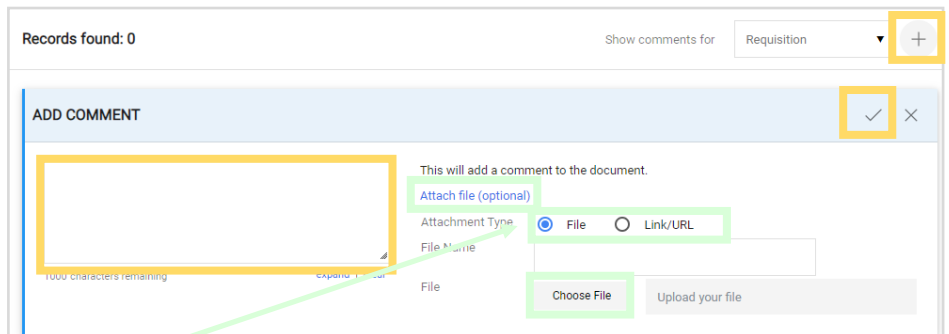
(Proceed to Checkout)



Comments (Cart Status)

Comments

- Click on Comments Tab
- Click on Plus sign
- Add Comment that will provide information for documentation or approval purposes
- Click Check Sign to Save the Comment



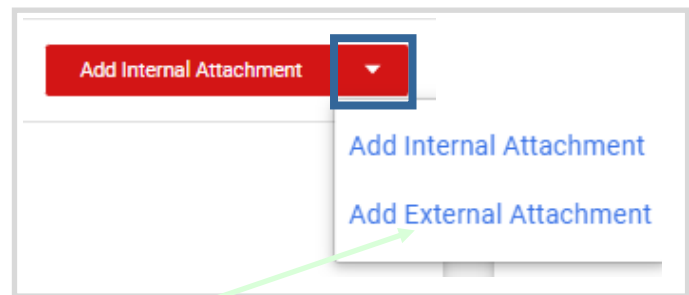
Attachments and/or links can be added in the comment. These will **not** be sent to the supplier as they are Internal Attachments or links

Attachments (Cart Status)

Attachments

- Click on Attachments Tab
- Click on the down arrow next to Add an Internal Attachment
- Choose:

- Internal** Attachment (viewable only in Ushop)
- External** Attachment (Attachment will be sent with the PO to **all suppliers** on the requisition)



When **External** attachments are added only one supplier should be added to the requisition

- Click the Radio button to select File or link
 - To add a file click Select Files
 - For Link copy and paste the URL

