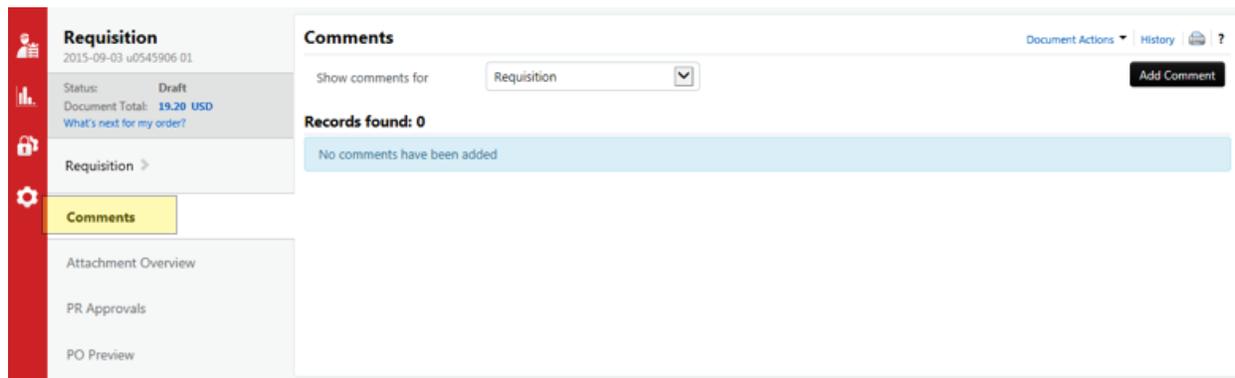


NOTE: Adding Comments is a crucial step in documenting the reason for actions taken and communicating with other users involved in a transaction in UShop. **It is important to understand that all comments made in UShop are permanent and viewable. Please be discrete and professional when adding comments.**

There are several ways to add comments:

### 1. Comments Tab in Cart

a. When a cart has proceeded to checkout, a series of tabs are available to the user. Click on the **Comments** tab.

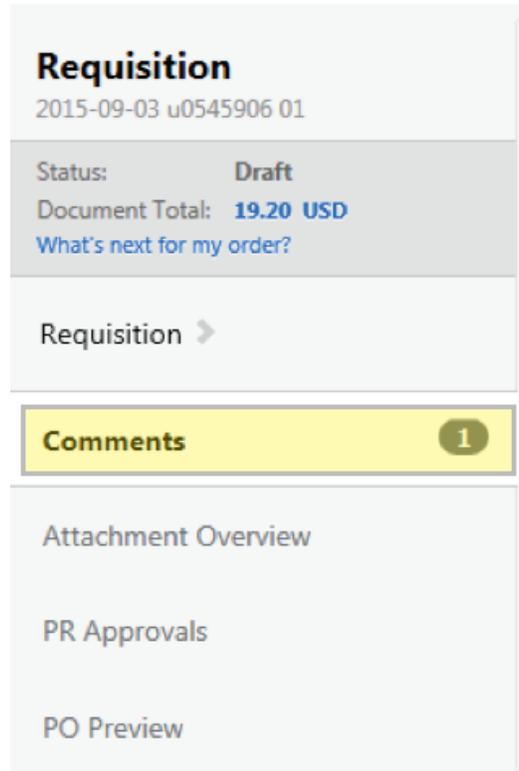


b. Now click on the **Add Comment** button. This brings up a field in which you may type a message to the requisitioner to whom you will assign this cart. Click **Add Comment**. Your comment is now recorded and may be viewed in both the **Comments** tab and the **History** tab.

A screenshot of the 'Add Comment' dialog box. The title bar says 'Add Comment' with a close button. The main text says 'This will add a comment to the document.' Below this is a text area containing the comment: 'Please confirm that the quantity of desks ordered is correct'. Below the text area, it says '940 characters remaining'. There is a section for 'Attach file to this document (optional):' with a dropdown for 'Attachment Type' set to 'File', a text field for 'File Name', and a 'Browse...' button. At the bottom right, there are two buttons: 'Add Comment' and 'Close'.

## 2. Comments Tab on Requisition

- a. When a requisition is submitted, a series of tabs similar to those seen in the cart are available to the user. Note that when a numeral in parentheses appears on the **Comments** tab, such as the (1) below, this means there is a comment which should be read. Click on the **Comments** tab.



**Requisition**  
2015-09-03 u0545906 01

Status: **Draft**  
Document Total: **19.20 USD**  
[What's next for my order?](#)

Requisition >

**Comments** (1)

Attachment Overview

PR Approvals

PO Preview

- b. Here you can view the comment that was made previously. To make another comment, click on the **Add Comment** button.



**Requisition**  
2015-09-03 u0545906 01

Status: **Draft**  
Document Total: **19.20 USD**  
[What's next for my order?](#)

Requisition >

**Comments** (1)

Attachment Overview

**Comments** Document Actions | History | ?

Show comments for:

**Records found: 1**

**JOSHUA JOHN GIFFORD** [Reply To] [New Comment]  
Applies To: Requisition - 65934815  
Comment Added - 9/3/2015 12:23 PM

Please confirm order

**Add Comment**

c. Now that the order is in requisition workflow, the **Add Comment** button will provide not only a field for your comment, but also the option to email your message to one or more specific individuals.

**Add Comment** ×

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s):

MARY LOUISE HUGHES (Prepared by)  
<mlhughes@purchasing.utah.edu>  
[add email recipient...](#)

I have confirmed the number of desks is correct.

952 characters remaining

Attach file to this document (optional):

Attachment Type

**Add Comment**

d. You may select from the individuals listed by clicking the box next to their name, or click on **add email recipient** to select additional people. A **User Search** to help you select your email recipients.

**User Search**

Last Name

First Name

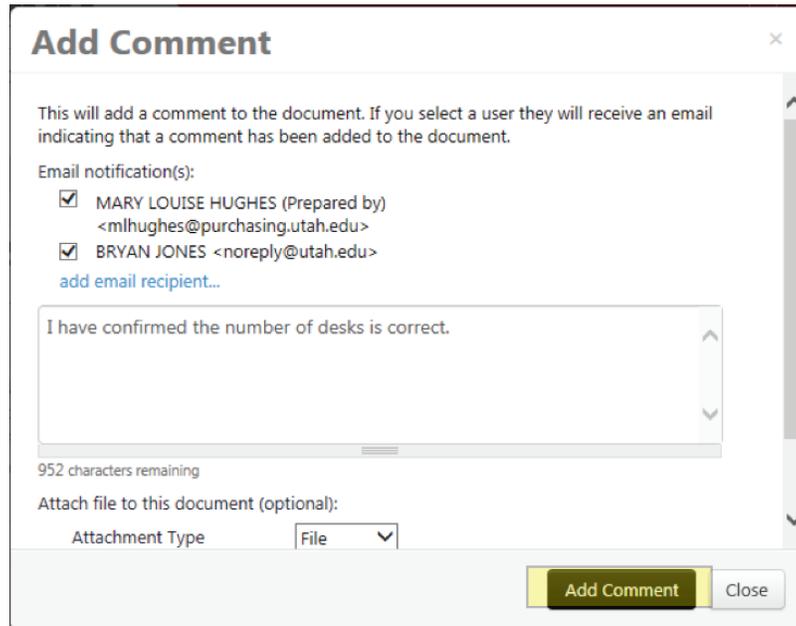
User Name

Email

Results Per Page

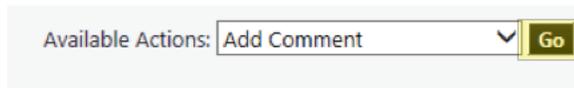
**Search**

e. When the appropriate email recipients are selected and you have typed in your comment, click on **Add Comment**.



### 3. Select Comment from the Available Options dropdown menu.

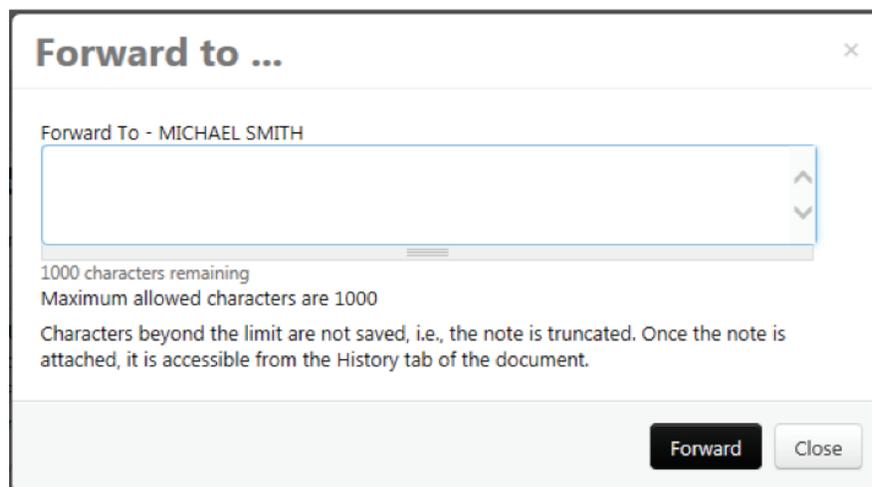
a. A user may select **Add Comment** from the available actions dropdown menu in a requisition, and click **GO**.



b. This takes you into the **Comments** tab. Follow steps 2b – 2e to add a comment.

### 4. A comment required with certain Available Actions

a. A comment will be required when you select Available Actions that send the requisition to another specific user, such as **Forward to...** After you select the person to whom you will forward the requisition, a field will appear in which you must provide a reason for your action.



5. Type in an explanation and click **Forward**.