

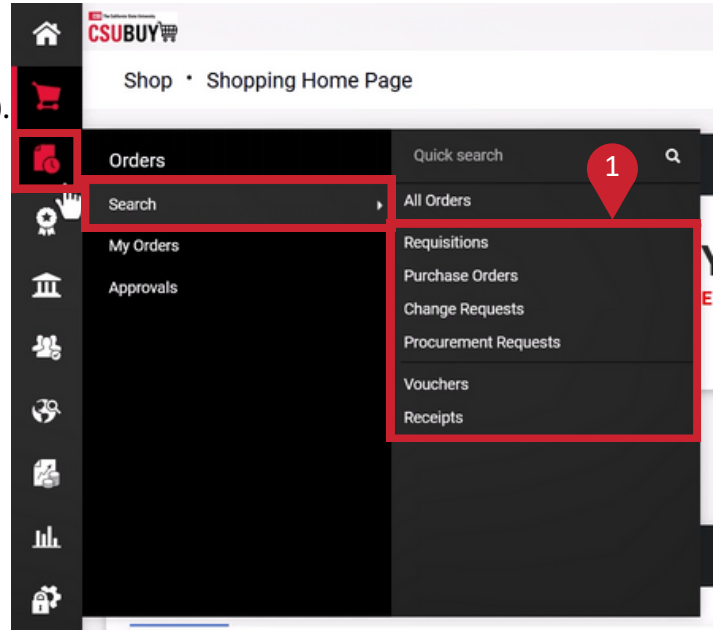


IMPACTED USER GROUPS

- All Users

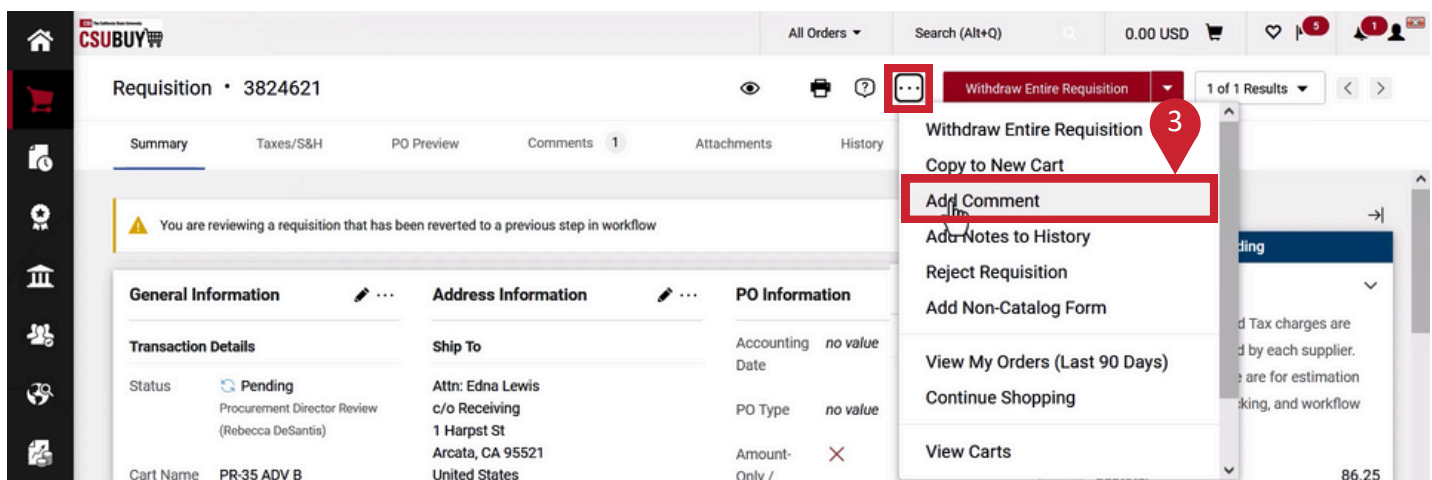
How to Create and Send Comments in CSUBUY

1. From the sidebar, got to **Orders > Search** and select the type of document you want to add a comment to (i.e. **Reqs, POs, Change Requests**, etc).



2. From the search page, locate and select the document you want to comment on.

3. Once in the document, navigate to the **Document Actions** dropdown menu and select **Add Comment**.



Quick Reference Guide

Create and Send Comments



4. The **Add Comment** window contains potential recipients (limited to users in document workflow), a comment box, and the option to attach a file or URL.

5. Once the comment is ready, select **Add Comment**. It can now be found in the **Comments** tab of the document, and any recipients that were selected will be notified.

