

Adding Comments and Attachments



Adding Comments and Attachments

Comments and Attachments can be added at the header level or line-level. Types of documents we recommend you attach include quotes, proposals, Statements of Work (SOW), Description of Services (DOS), and other documents detailing exactly what is being ordered. Do not share competitive bid documentation with suppliers as this is confidential.

The screenshot displays a procurement system interface for an item line. The item is "Breakfast Blend Coffee K-Cup Pods, 24/BX" with a quantity of 2 boxes and a price of \$26.67 USD, resulting in a net amount of \$53.34 USD. The interface includes a table with columns for Quantity, Price, Net Amount, and Gross Amount. Below the table, there are fields for Supplier Location (WB Mason Company), Supplier Part Number (GMT6520), and Supplier Auxiliary Part ID (C-61482672|5830147607). At the bottom, there are expandable sections for Accounting, Shipping, Comments, Attachments, and Others. Two red callouts are present: callout 1 points to a downward arrow icon in the top left corner of the item line, and callout 2 points to the "Comments" link in the expandable menu.

Quantity	Price	Net Amount	Gross Amount
2 box	\$26.67 USD	\$53.34 USD	\$53.34 USD

Supplier Location: WB Mason Company
Supplier Part Number: GMT6520
Supplier Auxiliary Part ID: C-61482672|5830147607

> Accounting GL Account (0000510030 (CONSUMABLE SUPPLIES - OFFICE))
> Shipping ShipTo(Plant) (5004 (1 Raleigh Street))
> Comments
> Attachments
> Others

- 1 Click the arrow to expand at the line-level
- 2 Select the arrow next to the Comments or Attachments tab.

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Add any necessary internal or external comments and/or attachments for this line. **Note:** When purchasing from a catalog supplier (e.g., WB Mason), do not make attachments visible to suppliers as this could cause the PO to fail or be delayed.

3 Write your comment...

4 Share with supplier

JB JILL BROWN
5/28/20
Internal Note: This purchase was approved by the department.
Remove

JB JILL BROWN
5/28/20 Shared with supplier
Supplier-Can you please ship these items by 6/4?
Remove

5 Drag and drop file here, or [browse](#) to upload

6 Share with supplier

JB JILL BROWN
5/28/20 Shared with supplier
WB Mason Orde...

3 Under the Comments section, enter **Comments** in the text box. Remove comment if necessary.

4 Check **Share with supplier*** to share with the supplier. If unchecked it will only display internally. Click **Add**.

5 Under the Attachments section, click **Browse** to upload the attachment.

6 Check **Share with supplier*** if necessary. Click **Add**.

Note:

***Share with supplier:** Check to share internally and with the supplier, unchecked will display internally only. Comments/attachments shared with suppliers are noted in blue.

Requirement: Orders of $\geq \$10,000$ require an attachment before the PR can be submitted. View the [Competitive Bid Requirements on the Policy Website](#).