

Adding Multiple Comments and Attachments

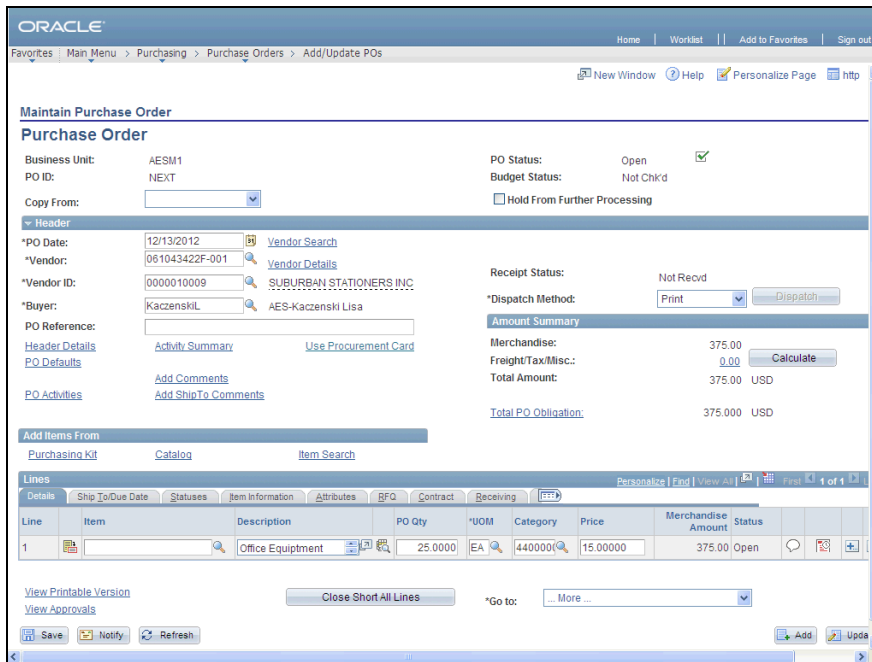


A buyer can add multiple comments and attachments to the PO Header as well as to each line of a Purchase Order. Each comment can be routed separately using optional checkboxes. There is an option for the buyer to add **Approval Justification** comments to display on the **PO Approvals** page. The approver can review these without having to search through the PO.

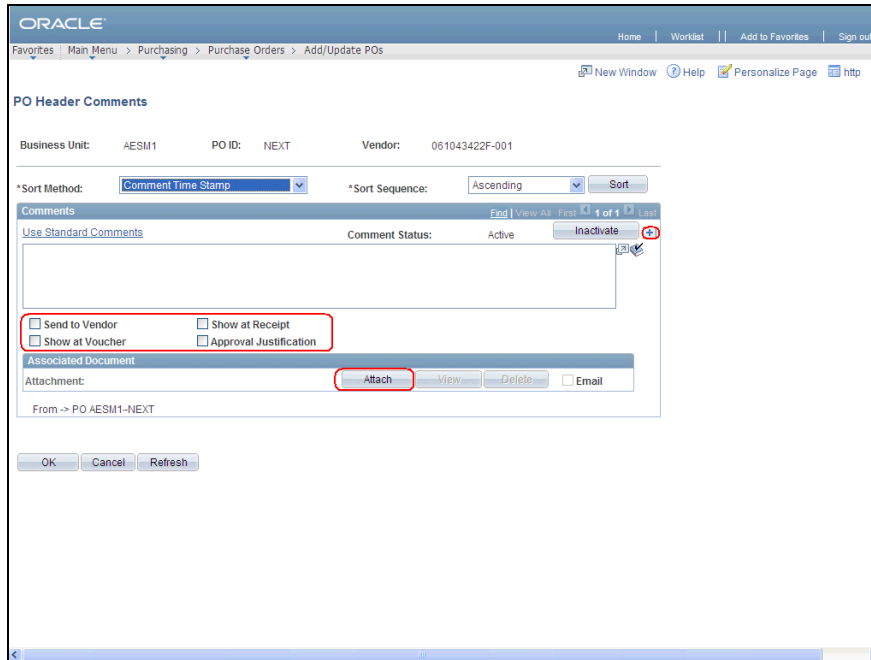
In this example a buyer adds an Approval Justification comment and includes an attachment.

Procedure

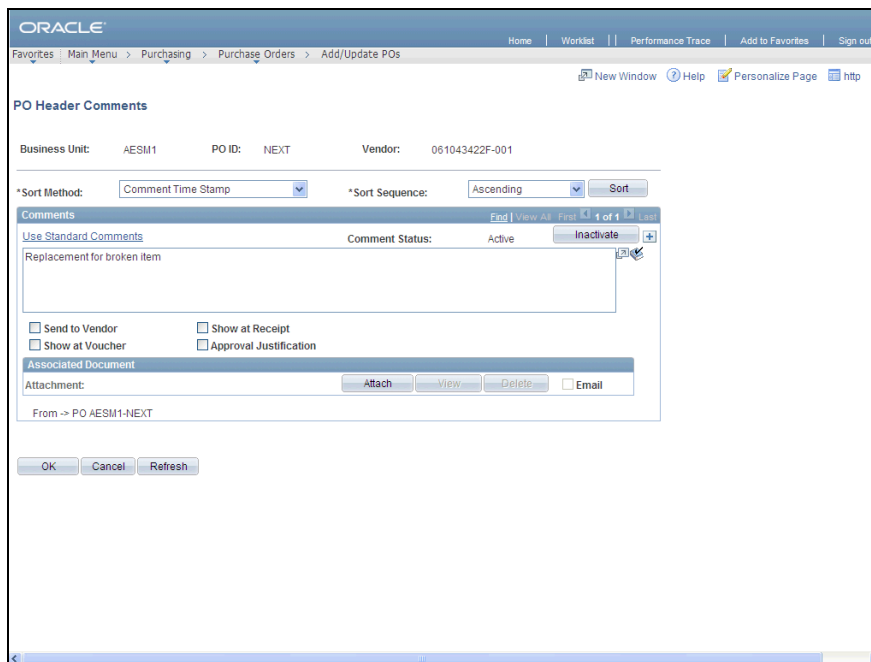
Navigation: Purchasing > Purchase Orders > Add/Update PO




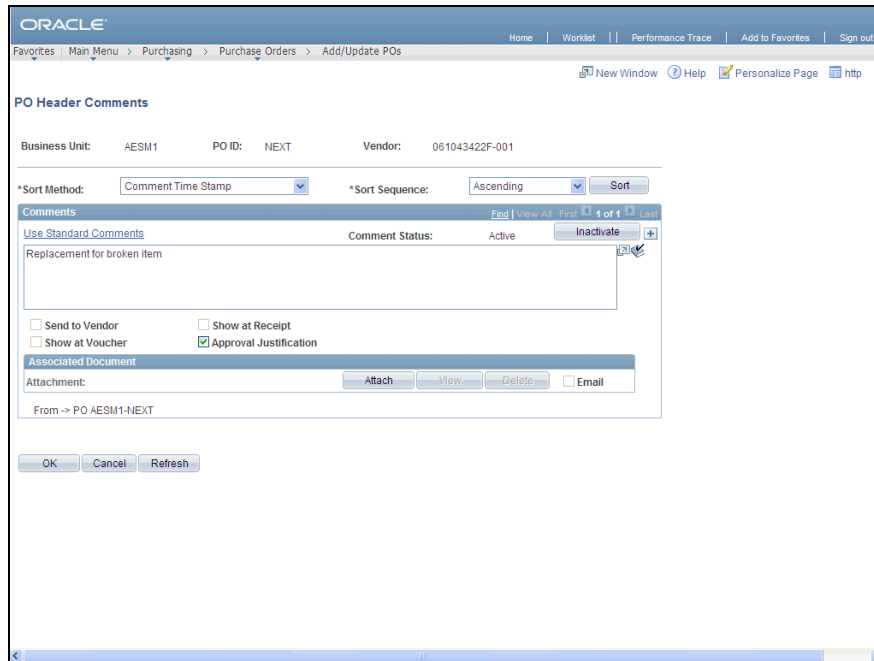
Step	Action
1.	Click the Add Comments link in the PO Header section. Add Comments

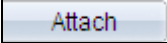


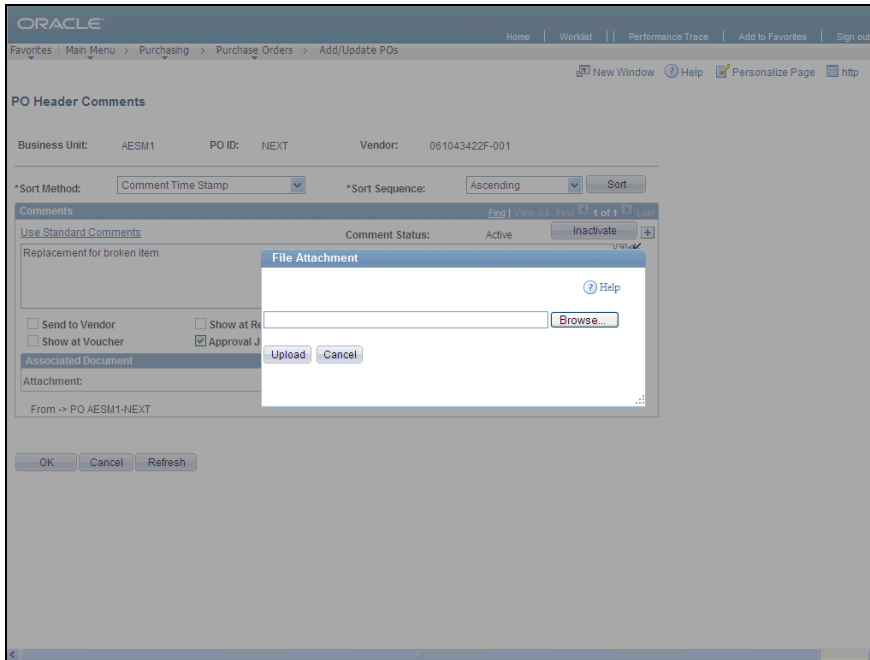
Step	Action
2.	Multiple comments can be added to the PO Header. Each comment can be routed separately using the checkbox options located below the comments field. Each comment can have an attachment.
3.	Enter Replacement for broken item into the Comments field.

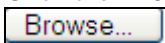


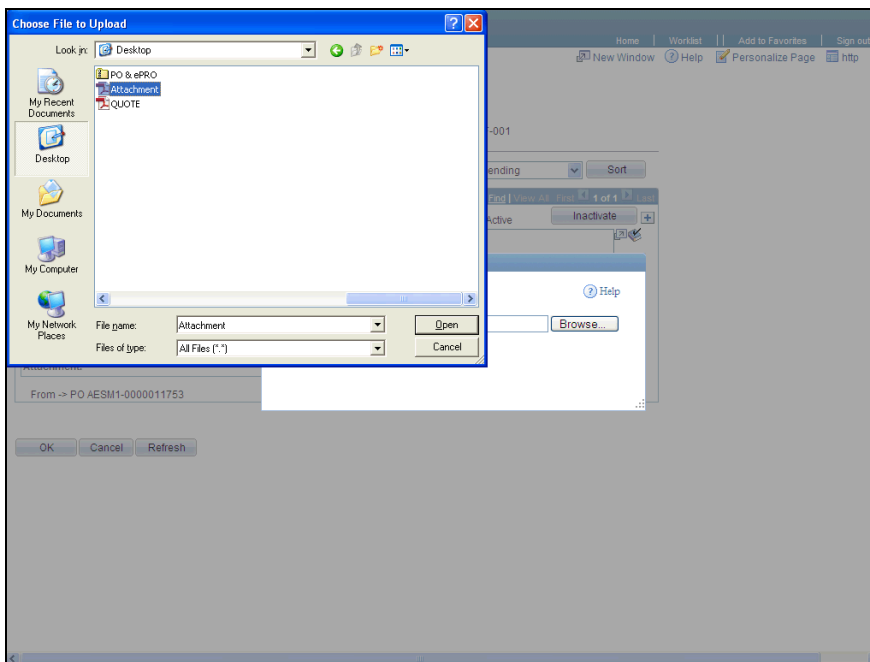
Step	Action
4.	Click the Approval Justification button. 




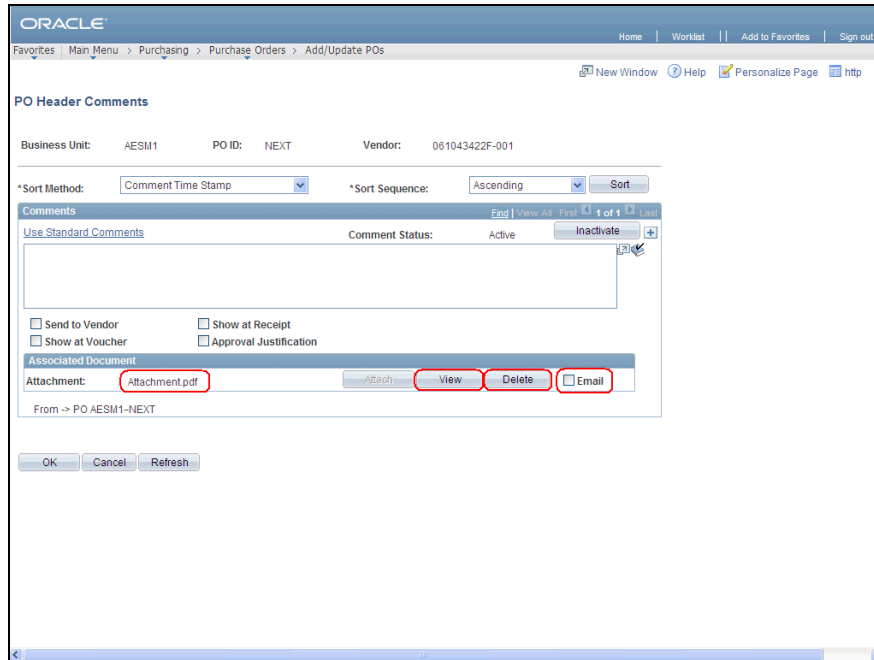
Step	Action
5.	Click the Attach button. 



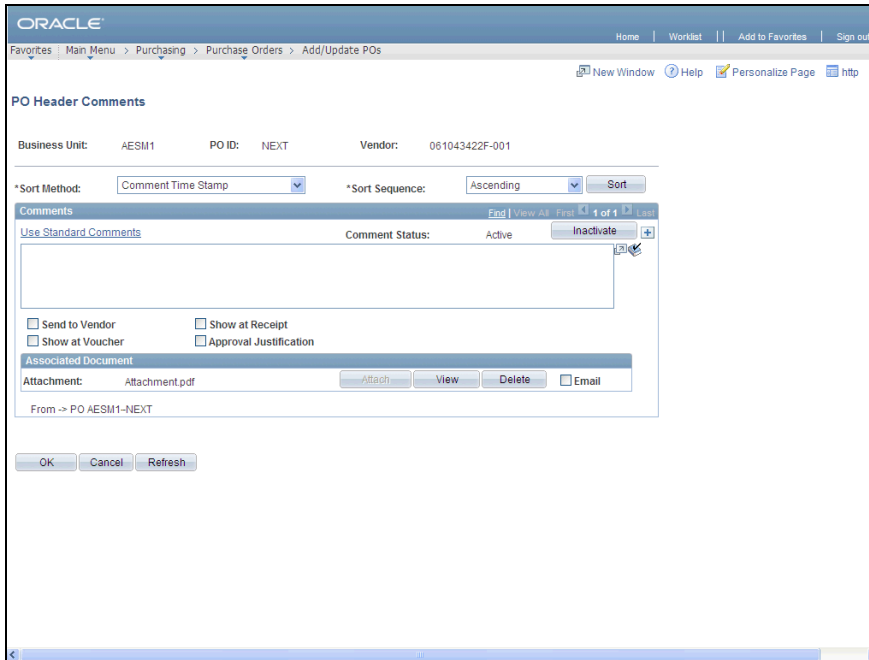
Step	Action
6.	Click the Browse button. 
7.	Click the Attachment list item.

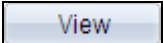


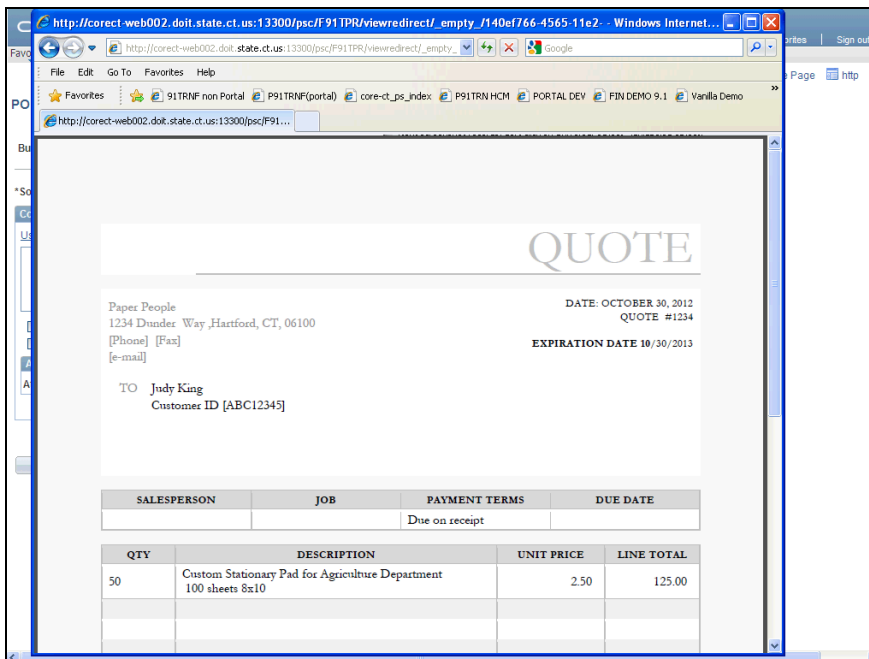
Step	Action
8.	Click the Open button. 




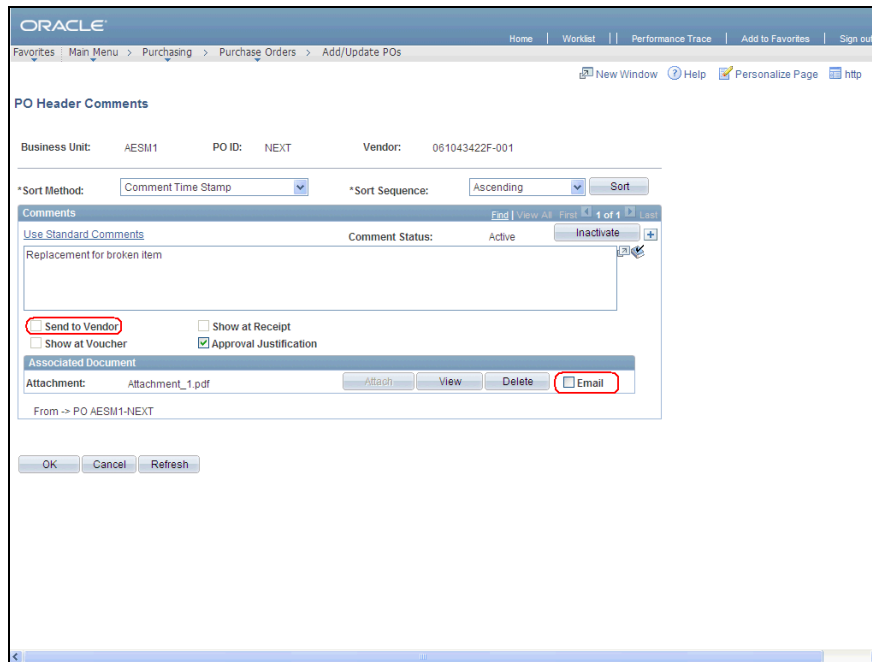
Step	Action
9.	The attachment file name is displayed. The View and Delete buttons and Email checkbox become active.



Step	Action
10.	Click the View button to see the attachment. 



Step	Action
11.	<p>The attachment displays in a new window.</p> <p>Click the Close button.</p> 



Step	Action
12.	<p>The Send to Vendor and Email checkboxes must both be checked when an attachment needs to be sent to the vendor with the PO. Attachments are only included when the PO dispatch method is Email. Attachments must be sent manually for POs dispatched via Print, Fax, and Electronic Data Exchange (EDX).</p> <p>The Email option does not need to be checked for internal routing including for the Approval Justification in this example.</p>
13.	<p>Sending Attachments to a Vendor (continued)</p> <p>A perfect use of sending an attachment to a vendor would be a mock up of a business card or a if the vendor provided a quote.</p> <p>Users should not send spreadsheets detailing the line items they want to purchase and write on the PO line description "See Attached List"</p>

ORACLE

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Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs

New Window | Help | Personalize Page | http

PO Header Comments

Business Unit: AESM1 PO ID: NEXT Vendor: 061043422F-001

*Sort Method: Comment Time Stamp *Sort Sequence: Ascending Sort

Comments Find | View All | First | 1 of 1 | Last

Use Standard Comments Comment Status: Active Inactivate

Replacement for broken item

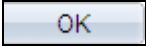

Send to Vendor Show at Receipt
 Show at Voucher Approval Justification

Associated Document

Attachment: Attachment_1.pdf Attach View Delete Email

From -> PO AESM1-NEXT

OK Cancel Refresh

Step	Action
14.	Click the OK button. 
15.	Files can also be attached to PO lines. Click the Line Comments button. 

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PO Line Comments

Business Unit: AESM1 PO ID: 0000011753 Vendor: 061043422F-001

Line: 1

*Sort Method: Comment Time Stamp *Sort Sequence: Ascending Sort

Comments Find | View All | First | 1 of 1 | Last

Use Standard Comments Comment Status: Active Inactivate Undo

Use Item Specifications

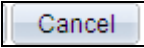
Send to Vendor Show at Receipt
 Show at Voucher

Associated Document

Attachment: Attach View Delete Email

From -> PO AESM1-0000011753

OK Cancel Refresh

Step	Action
16.	The PO Line Comments page has similar options for adding multiple comments and attachments.
17.	Click the Cancel button. 
18.	End of Procedure.