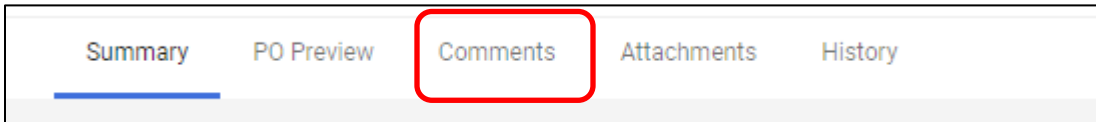# SPEAR MART
FLORIDA STATE UNIVERSITY

Overview

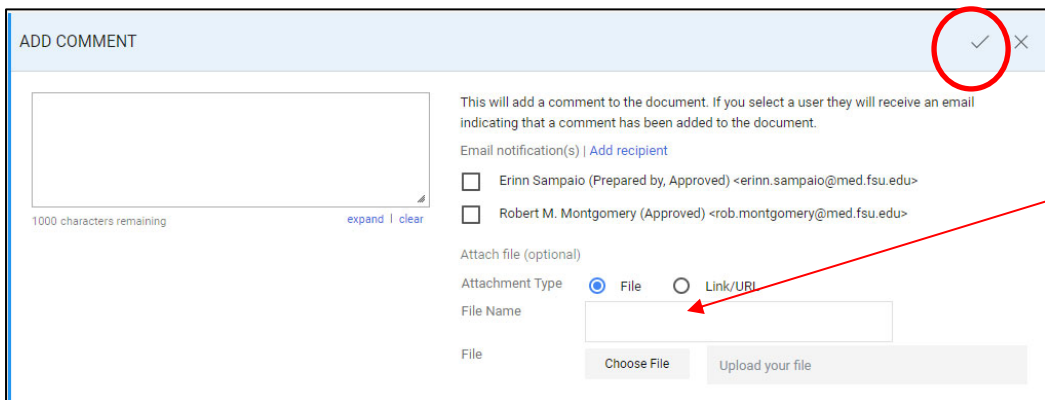This Job Aid is to guide users to creating comments in new and existing Requisitions.

When entering/updating the Requisition, at the top of the screen in the header section, click the **Comments** link.

Summary	PO Preview	Comments	Attachments	History

Once selected, click the "+" sign .

Summary	PO Preview	Comments	Attachments	History

Records found: 0   Show comments for   Requisition ▼   +

No comments have been added

Once clicked, the Add Comment dialog box will appear. Type your comment and select the check mark to submit. You may add an attachment, if need be, before submitting, by selecting "Choose File."

ADD COMMENT   ✓ ✕

1000 characters remaining   expand | clear

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) | Add recipient
☐ Erinn Sampaio (Prepared by, Approved) <erinn.sampaio@med.fsu.edu>
☐ Robert M. Montgomery (Approved) <rob.montgomery@med.fsu.edu>

Attach file (optional)
Attachment Type   ● File   ○ Link/URL
File Name   [   ]
File   [Choose File]   Upload your file

> When adding a file, please be sure to fill out the "File Name" section, as it will be required to add the attachment.