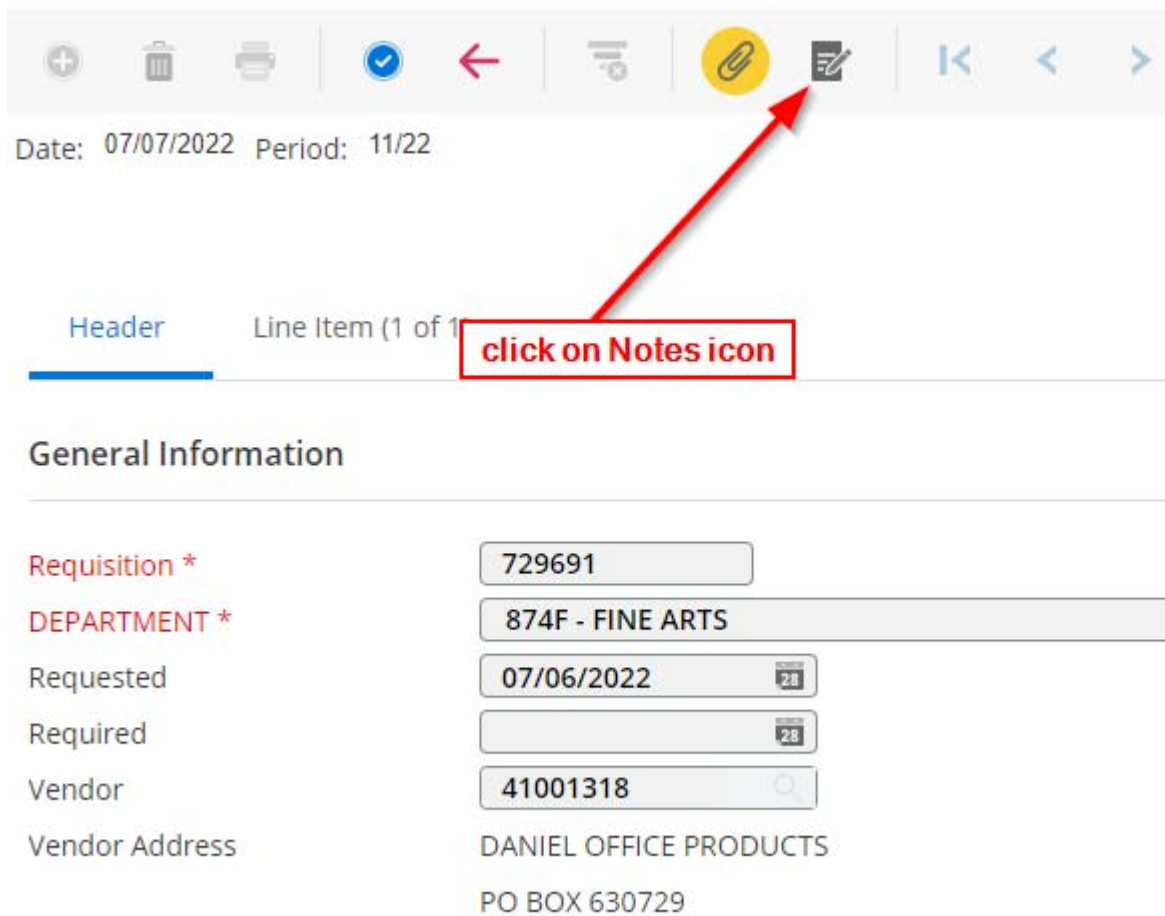


# HOW TO USE THE NOTES BUTTON

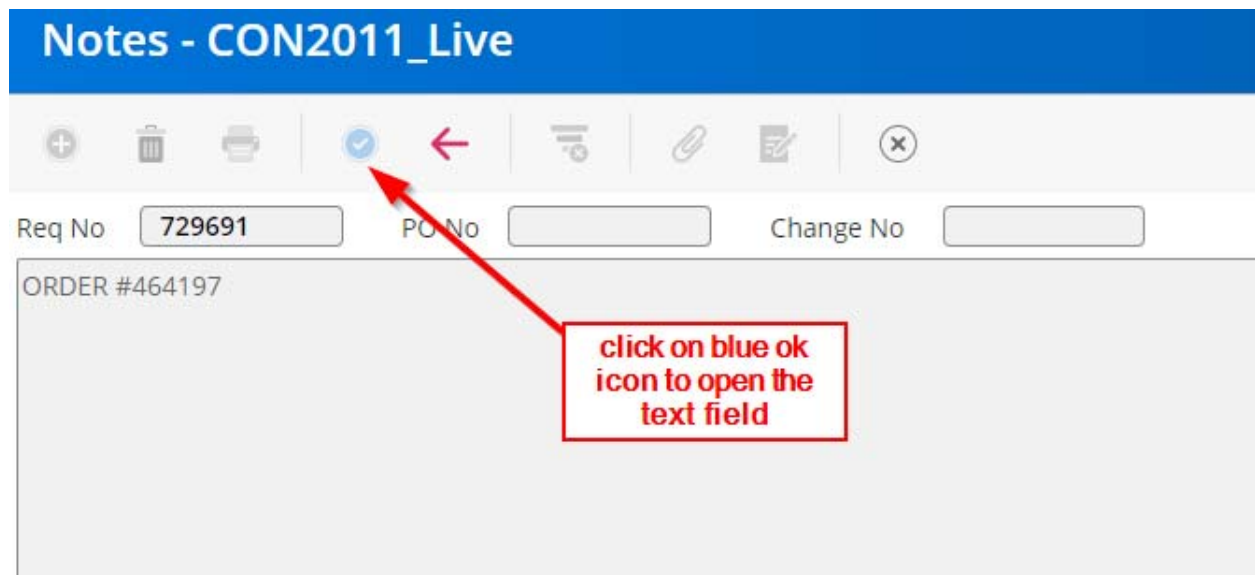
At any time while you are in the requisition screen, click on the  Notes icon.



The screenshot shows the top toolbar of the requisition screen. A red arrow points to the Notes icon, which is a document with a pencil. Below the toolbar, the date is 07/07/2022 and the period is 11/22. The tabs 'Header' and 'Line Item (1 of 1)' are visible. A red box with the text 'click on Notes icon' is placed over the Notes icon. Below the tabs, the 'General Information' section is displayed with the following fields:

Requisition *	729691
DEPARTMENT *	874F - FINE ARTS
Requested	07/06/2022
Required	
Vendor	41001318
Vendor Address	DANIEL OFFICE PRODUCTS PO BOX 630729

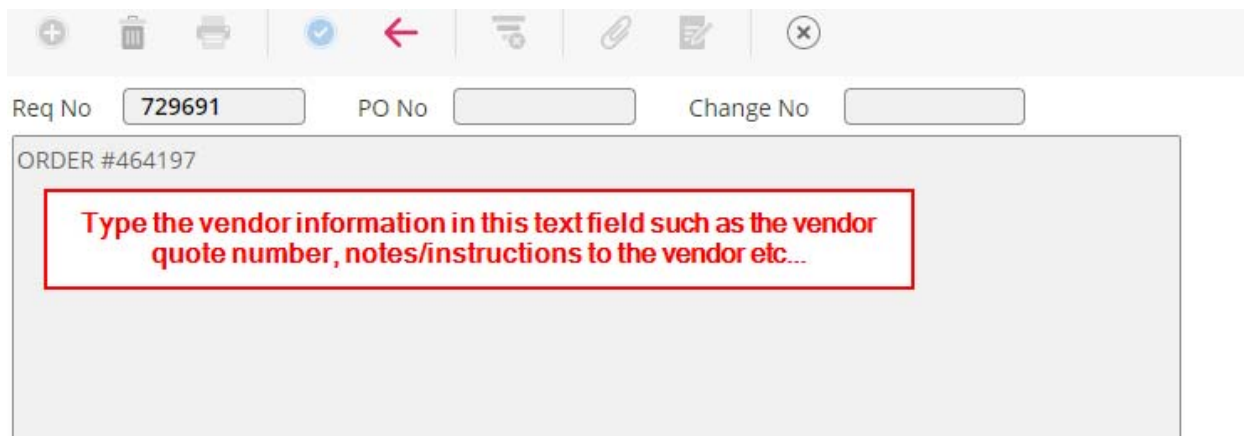
A pop up box will appear. Click on the  icon to open the text field.



The screenshot shows the 'Notes - CON2011\_Live' pop-up box. The title bar is blue with the text 'Notes - CON2011\_Live'. Below the title bar is a toolbar with various icons. A red arrow points to the blue OK icon, which is a circle with a checkmark. Below the toolbar, the fields 'Req No' (729691), 'PO No', and 'Change No' are visible. The text 'ORDER #464197' is displayed below these fields. A red box with the text 'click on blue ok icon to open the text field' is placed over the blue OK icon.

Enter the information the vendor will need to connect the Purchase requisition to your order. For instance, if you have a quote #, enter it here.

If you are having items delivered to your campus, enter a campus contact name and phone number.



The screenshot shows a software interface with a top toolbar containing icons for adding, deleting, printing, confirming (blue checkmark), navigating back (pink arrow), listing, attaching, and closing. Below the toolbar are three input fields: 'Req No' with the value '729691', 'PO No' (empty), and 'Change No' (empty). The main area is titled 'ORDER #464197' and contains a large text field with a red border and red text that reads: 'Type the vendor information in this text field such as the vendor quote number, notes/instructions to the vendor etc...'

Once you've entered the information, click  or  to return to the requisition entry.

Click on  (save) when you've completed the requisition.