Step 1: Select the Main Menu tab in the Finance system.


Step 3: Enter the Purchase Order # or Requisition #.

Step 4: Click the Search button.

Step 5: Search result(s) appear at the bottom of the screen.

Step 6: Click on the Document/Notification Id number to open the PO.

Step 7: In the document window, scroll down to the Notes and Attachments tab.
   a. If the Notes and Attachments tab is not already open, select the show button.
Step 8: In the Note Text box, enter detailed information for the contract manager.

Please REDUCE quantity order from 75 to 70 each on line 1.

Step 9: Under the Actions column at the far left, click the add button.

Step 10: The note is now added in the Notes and Attachments tab with date, time and author of the note.

Step 11: Send the note to the contract manager's Action List.

Step 12: You can find out the contract manager for this PO under the Document Overview tab.

Step 13: In the Notes and Attachments tab, under the Notification Recipient column, click on the magnify glass (lookup). Make sure you are working in the same row as your note.

Step 14: Enter the contract manager’s first and last name.

Step 15: Select the Search button.

Step 16: Search result(s) will appear at the bottom of the screen.

Step 17: Select the return value for the contract manager.
Step 18: The contract manager’s name now appears in the **Notification Recipient** box next to your note.

![Notification Recipient box](image)

Step 19: Under the “Actions” column select the “send” button.

![Actions column](image)

Step 20: The message “Note notification was successfully sent” will appear at the top of the document.

Step 21: You have now completed your request to the contract manager and the document will appear in his/her Action List to “READ NOTES.”

Step 22: Select the **close** button at bottom of page.

Step 23: Return to the Main Menu.

Below is an example of how the contract manager is informed via their Action List.

![Action List](image)