Purchase Orders: Responding to Contract Manager’s Notes/Request for Changes

- The contract manager notifies an individual with detailed information using the Notes and Attachments tab.
- The Note Text is sent to an individual using the Notification Recipient column in the Notes and Attachments tab.

1. The individual will receive the document in his/her Action List to “READ NOTES.”

2. Click on the Id number (link) to open the document.

3. In the document window, scroll down to the Notes and Attachments tab and read the Note Text.
4. The individual should research the contract manager’s note and respond back via the **Notes and Attachments** tab.

5. In the **Note Text** box, enter detailed information for the contract manager.

6. Under the **Actions** column at the far left, click the **add** button.

7. The note is now added in the **Notes and Attachments** tab with date, time and author of the note.

8. Now you need to send the note to the contract manager’s Action List.

9. Under the **Notification Recipient** column, in the same row as your new note, click on the magnify glass (lookup).
10. Enter the contract manager’s first and last name.

11. Select the Search button.

12. Search result(s) will appear at the bottom of the screen.

13. Select the return value for the contract manager.

14. The contract manager’s name now appears in the Notification Recipient box next to your note.

15. In the Actions column, on the same row as your note, click the send button.
16. A confirmation message, “Note notification was successfully sent” will appear at the top of the document.

17. You have now completed responding to the contract manager and the document will appear in their action list to “READ NOTES.”

18. Select the FYI button at bottom of page. (Selecting the FYI button will remove the document from your Action List.)

19. Return to the Main Menu.