Adding Line Item Comments and Attaching Documents
Every line item can have comments added. Comments allow the end user to send specific messages to a Vendor, Central Receiving, and/or Disbursements. You click on the small arrow in the top right corner of the box to increase the size.
In the box, type any message you may need to communicate or use the box to add additional line item description. Once the message is complete, click on the return button to apply the message to the line item.
After the line comment has been added, end user can select who the comment shall be shown to, or not select a box and have the comment stay as part of the line. The comment **will not** print on the PO **unless** the “Send to Vendor” box is checked.
To know if your comment is there, click on the “talk bubble” icon to see the comment. To add an attachment to the line item or requisition, click on the same icon.
Note: the previous comment is visible in the comment box. If you wish to add additional comments, click on the “+” sign.

To add an attachment, click on the Add Attachments link.
From the file attachment prompt, click on Browse. The computer document window will appear, select a file from your computer.
Once selected, click on the Open button and the PeopleSoft attachment prompt will show the file name. Click on the Upload button to add the document to PeopleSoft Requisition.
Once the attachment is successfully uploaded, click on the OK button to return to the requisition.