Commenting on Requisitions

In This Guide

- Commenting on requisitions
- Adding email recipients to a comment

This guide demonstrates how to add a comment to a requisition. Approvers and requesters can both comment on and add attachments to a requisition while it is in the possession of the approver. This allows for ease of communication. All added comments and attachments become a part of the permanent audit history.

Procedure

1. From the LSU GeauxShop homepage, access your pending requisitions by clicking the Action Items link in the top navigation bar.

2. Click the Unassigned Requisitions Needing Approval link.
3. Expand the approval queue folder for the account number or dedicated name associated with the specific workflow step you wish to approve.

4. Click the Assign link, located in the Action column, to assign the requisition to yourself for review.
5. In the My PR Approvals section, click on the requisition number to open the requisition.

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6. To add a comment to the requisition, either select Add Comment from the Available Actions drop-down list or click on the Comments tab.

7. Click the Go button.

8. Enter a comment in the resulting pop-up window, or by clicking the Add Comment button on the Comments tab if you chose that method in step 4 above.

9. In the list of users associated with the requisition, select the checkbox next to the name of each user to whom an email notification should be sent. Click the add email recipient... link if you want to add any additional email recipients.

10. Click the Add Comment button.

- This note will be available via the Comments and History tabs and will be sent in the email notification to the requester.

You have successfully added a comment to a requisition and specified the users who will receive email notifications.