Non-Catalog Item Requisition Training Guide

“ADDING and REPLYING TO COMMENTS”
(Revised, Nov. 2021)
ADDING A COMMENT

From the SUMMARY page

- Click the COMMENTS
You can add a COMMENT to a REQUISITION, PURCHASE ORDER, INVOICE, or RECEIPT.
In order to add a COMMENT, click the [+ ] icon.
Once you click the [+ ] icon, the above dialog box appears.

***From here, you can add COMMENT or ATTACHMENT
Once you have entered your COMMENT, you will click the [✓] icon.
Here you can see that the COMMENT was successfully added. COMMENTS trigger auto-generated FYI emails to approvers in the workflow; the email will come from eprocurement@aucenter.edu

***REPLIES to COMMENTS should always be made in Panther Buy***

REPLIES can be made 2 ways:

- If you have the requisition number, can SEARCH for the requisition from the Panther Buy App Tray (icons next the right side of the screen)

OR

- Via the automated Microsoft Outlook notifications from eprocurement@aucenter.edu (STEPS BELOW)
When REPLYING TO A COMMENT via automated email from eprocurement@aucenter.edu you will follow these steps:

Open the email and click [VIEW COMMENT]
You will then be taken to the COMMENT section of the REQUISITION. Next find the COMMENT you want to REPLY TO.
Once you find the COMMENT, click the [↩] icon.
You can ADD A RECIPIENT at this point.

After clicking the [↩] icon, the REPLY TO dialog box appears, and you simply enter your REPLY.

Just like COMMENTS, REPLIES trigger an auto-generated email [from eprocurement@aucenter.edu] that will be sent to all selected recipients.
Here is an example of the RECIPIENT search
Type the name of the new recipient and click [SEARCH]
Find the name of the new RECIPIENT and click the [+ ] icon to add the user to your REPLY.
Here you can see that the new recipient has been added.
Finally:

- SELECT any other recipients
- Add your REPLY
- Click the [✓] icon