



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Purchase Requisition – Comments and Attachments

Note: This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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Purchase Requisition – Comments and Attachments

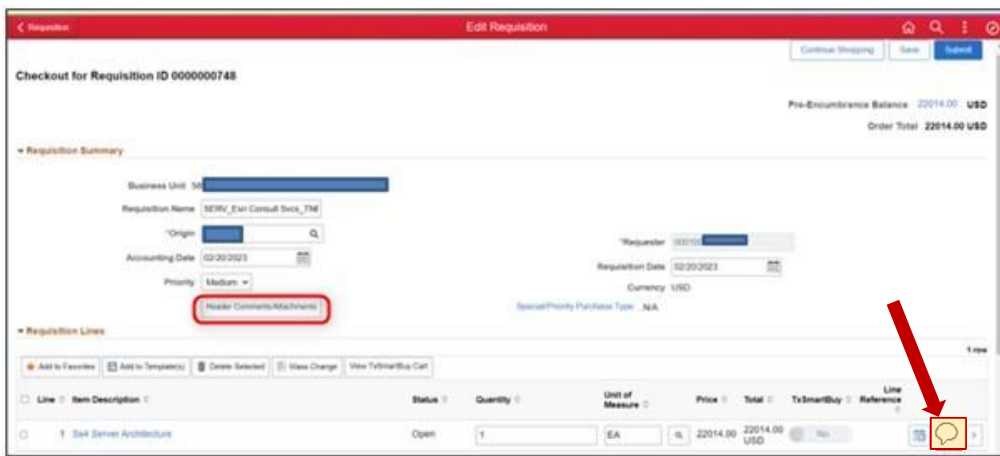
Comments

Header Comments

Comments that refer to the entire requisition are located in the Header Comments/Attachments box in the center of the *Checkout* page.

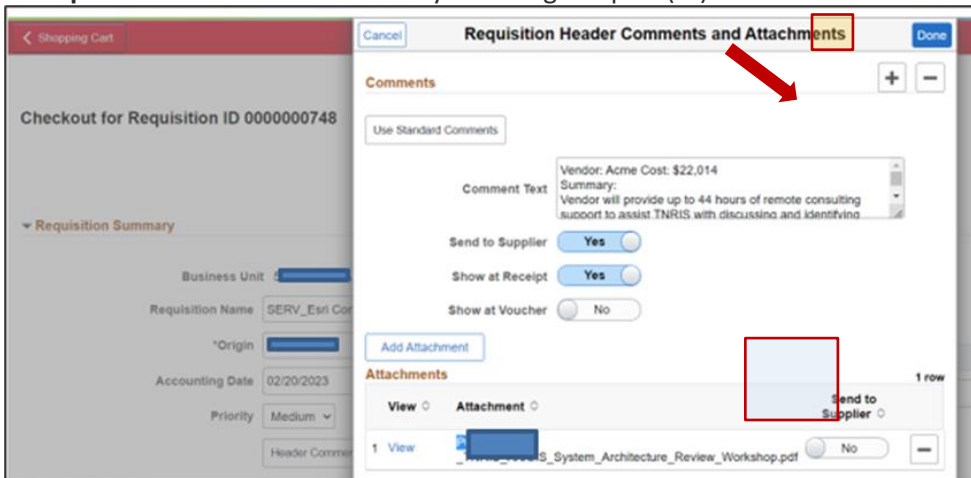
Line Comments

Comments that apply to an individual line are located on the right-hand side of each line on the *Checkout* page and appear as a comment chat icon.



Multiple Comments

Multiple comments can be added by selecting the plus (+) button.



Note: The **Send to Supplier** button allows the comment to carry through to the Purchase Order. The Requester can toggle the field to select **Yes** or **No**. The Buyer can override this on the purchase order.

Standard Comments

Standard Comments are defined by your agency. **Standard Comments** are pieces of text that copy into the comments field when selected.

1. Select **Use Standard Comments**.

2. Set the *Search Criteria* by entering the COMMENT TYPE (such as DLT) and a COMMENT ID –or– search by DESCRIPTION.

3. Select **Search** to search *Standard Comments* with the criteria chosen.
4. Once the COMMENT TYPE is found, toggle the SELECT option to **Yes**.

5. Choose the radio button for either **Append To Comments** or **Override Comments**.
6. Select **Done**.

Attachments

Attachments can be added to **Header** or **Line** comments.

1. Select **Add Attachment**.

PO Header Comments

Business Unit 03200 PO ID 24-0079 Supplier SUN TRAVEL-001

Retrieve Active Comments Only Retrieve

*Sort Method Comment Time Stamp *Sort Sequence Ascending Sort

Comments 1 of 1 View All

Use Standard Comments Comment Status Active Inactivate +

Send to Supplier Show at Receipt Show at Voucher DLT Comment LBB Email

Add Attachment

| Attached File | User/Date Time | View | LBB Interface Date/Time |
|---------------|----------------|-------------------|-------------------------|
| 1 | | View | |

From -> PO 03200-24-0079

2. The **File Attachment** page has a **Choose From My Device** icon to select a file. Multiple file types are allowed (.pdf, .doc, etc).

File Attachment

Choose From

My Device

3. Select **Done** when finished entering comments.
4. Existing comments and attachments can be removed by selecting the minus (–) button.

Revision History

| Date | Description of Change | Changed By |
|----------------|--|------------|
| March 27, 2024 | Updated, converted to new template, added 508-compliance. | J. Scales |
| April 10, 2024 | Updated and added screenshots. | J. Goodman |
| Dec. 8, 2025 | Converted to the template with the new CAPPS branding logo/colors. | N/A |
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