Respond to Contract Manager Notes/Requests in KFS Purchase Orders

Overview: This job aid demonstrates how to find and respond to notes and request for changes from contract managers on purchase order eDocs in Kuali Financial System.

1. Log in to ebs.msu.edu and click the Financial System tab.
2. Select the Action List.

3. Find the Purchase Order eDoc in your Action List, with the Action Request of Read Notes.
4. Select the Document ID number to open the eDoc.

5. In the eDoc window, scroll down to the Notes and Attachments tab and read the most recent Note Text (bottom of list).

6. Research and address the contract manager’s note, replying via the Notes and Attachments tab when appropriate.
   a. Follow the Send Notes to PO Contract Manager tutorial.
7. Select the FYI button at the bottom of the eDoc page to remove the document from your Action List.