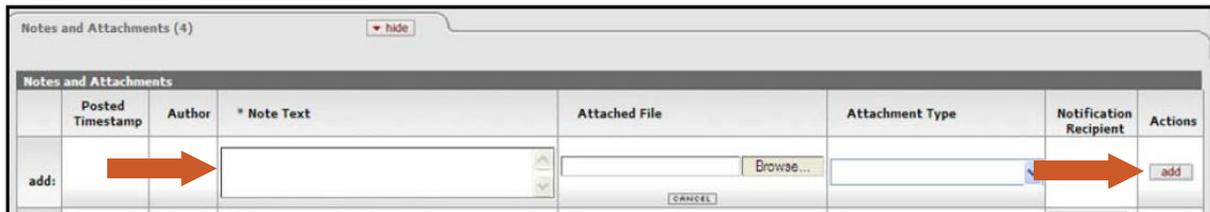




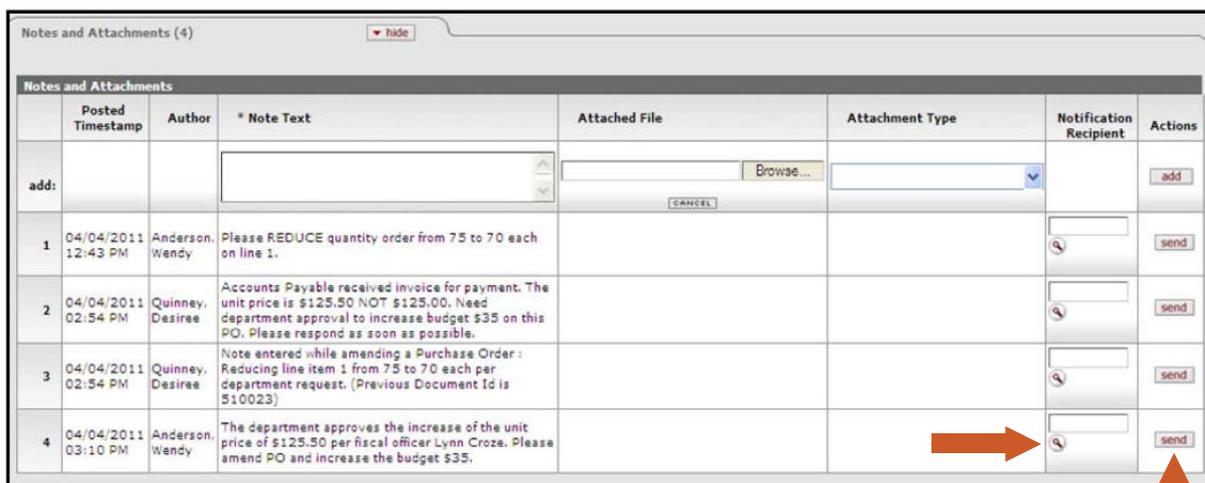
Sending Notes to Contract Manager in KFS Purchase Orders

Overview: This job aid demonstrates how to initiate notes to the contract managers on purchase order eDocs in Quali Financial System.

1. Log in to ebs.msu.edu and click the **Financial System** tab.
2. Follow the [Search for a Purchase Order tutorial](#) to find and open the purchase order eDoc in KFS.
3. In the eDoc window, scroll down to the **Notes and Attachments** tab.
4. Add a new note to this tab.
 - a. In the Note Text box, enter detailed information for the contract manager.
 - b. Under the Actions column at the far left, click the **add** button.



5. Send the note to the Contract Manager.
 - a. In the **Notification Recipient** column (same row as the note), click the magnifying glass to look up the contract manager.
 - b. Enter the contract manager's first and last name.
 - c. Click the search button.
 - d. Select **return value** for the contract manager.
 - e. With the name in the **Notification Recipient** box, click the **send** button.
 - f. The message "Note notification was successfully sent" will appear at the top of the document.



6. Close the eDoc and return to the Main Menu.