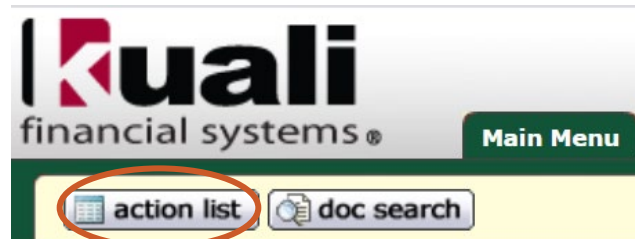




## Responding to Purchase Order Contract Manager's Notes/Request for Changes

**Overview:** This job aid demonstrates how to find and respond to Notes and Request for Changes from Contract Managers on Purchase Order eDocs in Kual Financial System.

1. Log in to [ebs.msu.edu](http://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.

Action List										
One item retrieved.										
<u>Id</u>	<u>Type</u>	<u>Title</u>	<u>Status</u>	<u>Action Requested</u>	<u>Initiator</u>	<u>Delegator</u>	<u>Date Created</u>	<u>Group Request</u>	<u>Log</u>	
510097	Purchase Order Amendment	Purchase Order Amendment - Payment Hold test - wma	FINAL	READ NOTES	Quinney, Desiree		02:54 PM 04/04/2011			

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

Notes and Attachments			
	<u>Posted Timestamp</u>	<u>Author</u>	<u>* Note Text</u>
<b>add:</b>			<input type="text"/>
1	04/04/2011 12:43 PM	Anderson, Wendy	Please REDUCE quantity order from 75 to 70 each on line 1.
2	04/04/2011 02:54 PM	Quinney, Desiree	Note entered while amending a Purchase Order : Reducing line item 1 from 75 to 70 each per department request. (Previous Document Id is 510023)
3	04/04/2011 02:54 PM	Quinney, Desiree	Accounts Payable received invoice for payment. The unit price is \$125.50 NOT \$125.00. Need department approval to increase budget \$35 on this PO. Please respond as soon as possible.

6. Research and address the contract manager's note, replying via the Notes and Attachments tab when appropriate.
  - 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.



Notes and Attachments (4) hide

Notes and Attachments							
	Posted Timestamp	Author	* Note Text	Attached File	Attachment Type	Notification Recipient	Actions
add:			<input type="text"/>	<input type="text" value="Browse..."/> <input type="button" value="CANCEL"/>		<input type="text"/>	<input type="button" value="add"/>
1	04/04/2011 12:43 PM	Anderson, Wendy	Please REDUCE quantity order from 75 to 70 each on line 1.			<input type="text"/>	<input type="button" value="send"/>
2	04/04/2011 02:54 PM	Quinney, Desiree	Accounts Payable received invoice for payment. The unit price is \$125.50 NOT \$125.00. Need department approval to increase budget \$35 on this PO. Please respond as soon as possible.			<input type="text"/>	<input type="button" value="send"/>
3	04/04/2011 02:54 PM	Quinney, Desiree	Note entered while amending a Purchase Order : Reducing line item 1 from 75 to 70 each per department request. (Previous Document Id is 510023)			<input type="text"/>	<input type="button" value="send"/>
4	04/04/2011 03:10 PM	Anderson, Wendy	The department approves the increase of the unit price of \$125.50 per fiscal officer Lynn Croze. Please amend PO and increase the budget \$35.			<input type="text"/>	<input type="button" value="send"/>

7. Follow the **Sending Notes to Contract Manager** Job Aid to send the added note to the Contract Manager.
8. Select the FYI button at the bottom of the eDoc page to remove the document from your Action List.
9. Return to the Main Menu.