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 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. 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.

If you have any questions, please contact the Procurement Department at 355-1700.
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.