Overview: This job aid demonstrates how to initiate Notes to the Contract Managers on Purchase Order eDocs in Kuali Financial System.

1. Log in to ebs.msu.edu and click the Financial System tab.
2. Follow the How to Search for a Purchase Order Job Aid to find and open your PO 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 your note), click the magnifying glass to look up the Contract Manager.
   b. Enter their first and last name.
   c. Click the search button.
   d. Select return value for the Contract Manager.
   e. With their name now 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.