





To review E-Pro comments and attachments:

Attachments or supporting documentation for requisition requests can be viewed by clicking the  icon in the Comments column.

1. Open a requisition from your e-mail or from the Worklist link.
2. Click  to open the available comments and attachments.

Line Information							
	Line	Item Description	Vendor Name	Qty	UOM	Price	Comments
<input type="checkbox"/>	1	SERVICE: Telephone System Ma...	AT&T-006	1.0000	EA	3,400.00 USD	
<input type="checkbox"/>	2	SERVICE: Telephone System Ma...	AT&T-006	1.0000	EA	3,990.00 USD	

Select All / Deselect All
 View Line Details

3. Click  to open specific attachments.

Requisition Comments

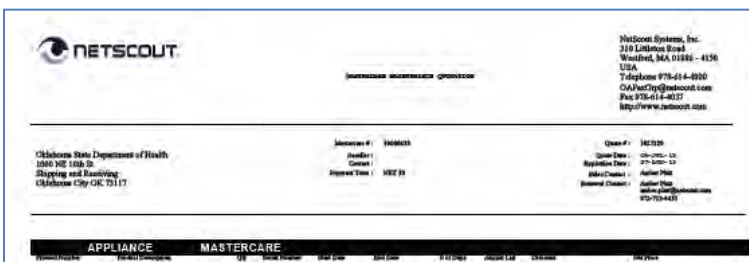
Line Information							
	Line	Item Description	Vendor Name	Qty	UOM	Price	
<input type="checkbox"/>	1	SERVICE: Telephone System Ma...	AT&T-006	1.0000	EA	\$3,400.00 USD	
<input type="checkbox"/>	2	SERVICE: Telephone System Ma...	AT&T-006	1.0000	EA	\$3,990.00 USD	

Line Comments:
 PRODUCT #: 5508W-WG PRODUCT DESCRIPTION: nGenius Performance Manager Server w/ Work Serial Number: 8NYXJMI Start Date: 9/28/2013 - 9/27/2014

Line Comments:
 PRODUCT #: 2916/GS PRODUCT DESCRIPTION: nGenius InfiniStream, 4-Port 10/100/1000Base Serial Number: NSA100298062D Start Date: 9/28/2013 - 9/27/2014

Attachments		
Attached File	View	Send to Vendor
1 340_Netscout_Renewal.pdf		<input type="checkbox"/>

4. Attachments can include price quotes, technical specs, etc.



Notes:

Access requisitions in need of action from your e-mail or from your Worklist.

The  will open attachments.