


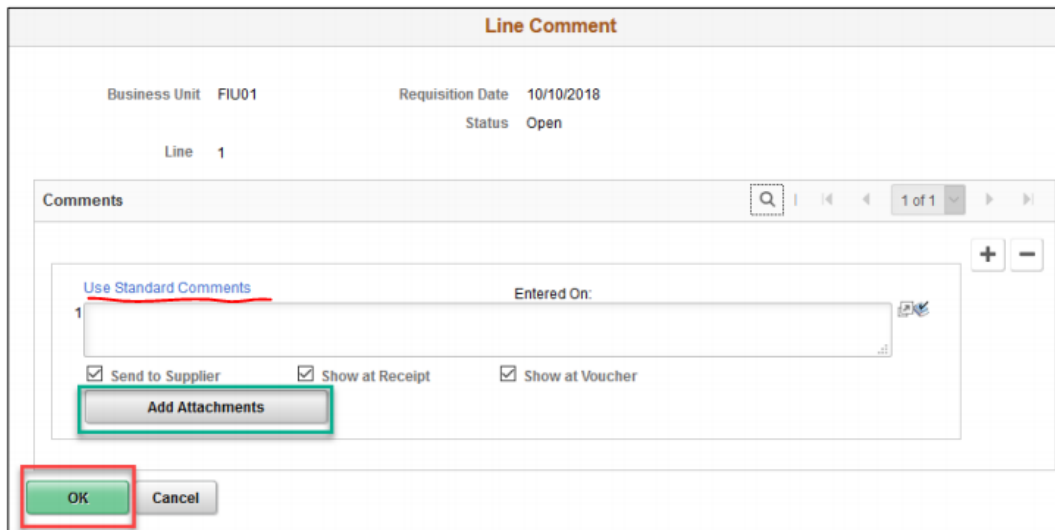
## Line Comments and Attachments

1. To add Comments or Attachments to the line itself, click the Comments Add icon under the blue Comments header to the right side of the expense line. All screens are below.



Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	equipment		12TH AVENUE GRAPHICS	1.0000	Each	10.0000	10.00			
Shipping Line	1		*Ship To 0022001136							
			Address MODESTO A MADRIQUE CAMPUS 11200 S W 8TH ST. CSCS 01136	Quantity 1.0000		Price 10.0000			<a href="#">Price Adjustment</a> <a href="#">Pegging Inquiry</a> <a href="#">Pegging Workbench</a>	

2. The comments box appears. Select **Use Standard Comments** link



**Line Comment**

Business Unit: FIU01      Requisition Date: 10/10/2018  
Status: Open

Line: 1

Comments: 1 of 1

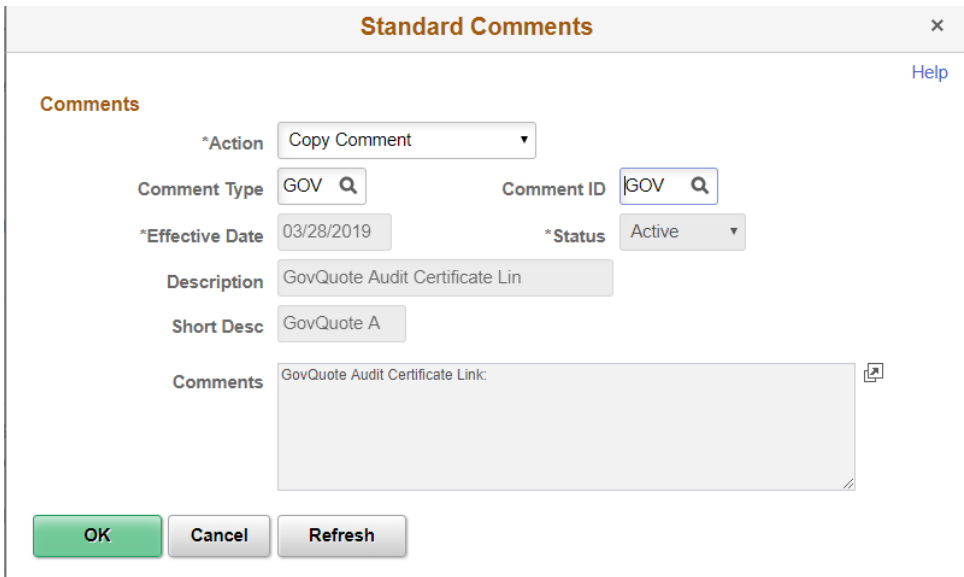
[Use Standard Comments](#)      Entered On: [text box]

Send to Supplier     Show at Receipt     Show at Voucher

**Add Attachments**

**OK**    Cancel

3. Type in GOV for both Comment Type and Comment ID as shown below and once complete, click OK.



**Standard Comments**      x

Help

Comments

\*Action: Copy Comment

Comment Type: GOV      Comment ID: GOV

\*Effective Date: 03/28/2019      \*Status: Active

Description: GovQuote Audit Certificate Lin

Short Desc: GovQuote A

Comments: GovQuote Audit Certificate Link

**OK**    **Cancel**    **Refresh**

4. The comments box is populated with the Standard Comment for GovQuote purchases. You will need to copy and paste the Audit Certificate Link from GovQuote.

**Comments** 1 of 1 | View All

Use Standard Comments Comment Status Active Inactivate +

GovQuote Audit Certificate Link: | 📎

Send to Supplier  Show at Receipt  
 Show at Voucher

**Associated Document**

Attachment	Attach	View	Delete	<input type="checkbox"/> Email
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OK Cancel Refresh

5. Add an additional comment by clicking the “+” sign. Enter your Quote Number as a comment. Add the quote attachments to the line by clicking the Add Attachments button. Once complete, click OK.

**Line Comment**

Business Unit FIU01 Requisition Date 10/10/2018  
Status Open

Line 1

**Comments** 1 of 1 + -

Use Standard Comments Entered On:

1 | 📎

Send to Supplier  Show at Receipt  Show at Voucher

**Add Attachments**

OK Cancel