


## Updating Comments to the Requisition Line in Review & Submit Mode

Step	Action
1.	Click the <b>Add/Edit Comments</b> button. 
2.	Click in the <b>Line Comments</b> field.
3.	Enter the desired information into the <b>Line Comments</b> field. Enter " <b>This is where you would enter comments for the line level on the requisition.</b> ".
4.	Click <b>OK</b> .
5.	Congratulations! You just learned how to add comments to a requisition.  For help, contact the Service Desk at <a href="mailto:servicedesk@pugetsound.edu">servicedesk@pugetsound.edu</a> ( <a href="mailto:servicedesk@pugetsound.edu">mailto:servicedesk@pugetsound.edu</a> ) or 253.879.8585. <b>End of Procedure.</b>