Send Note to Contract Manager on KFS Purchase Orders

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.
2. Click the **Financial System** tab.
3. Follow the Search for a Purchase Order tutorial to find and open the purchase order eDoc.
4. Scroll down to the **Notes and Attachments** tab.
5. Add a new note to this tab.
   a. In the **Note Text** box, enter detailed information for the contract manager.
   b. Click **Choose File** to add any corresponding attachments.
   c. Under the **Actions** column at the far left, click the **add** button.

6. Send the note to the Contract Manager.
   a. In the **Notification Recipient** column on the same row as your note, click the **magnifying glass** to look up the contract manager.

   b. Enter the contract manager's first and last name.
   c. Click the **search** button and select **return value** on the corresponding search result for the contract manager.
   d. Click the **send** button.

   e. The message "Note notification was successfully sent" will appear at the top of the document.
7. Close the eDoc and return to the Main Menu.