# Requisition – Comments and Attachments

1. Comments can be added to an individual line, called **Line Comments**.
2. Add a **Line Comment** by clicking the **Line Comments** button at the right side of each line.
3. Multiple comments can be added by using the plus (+) button.
The ‘Send to Supplier’ button allows the comment to carry through to the Purchase Order. 
4. To attach a document to a line comment, click the ‘Add Attachments’ button.

5. After you enter a comment, the Line Comment button changes
from this to this.
6. **Requisition Comments** **and attachments** that are not specific to a particular line are entered near the bottom of the req entry page.

 