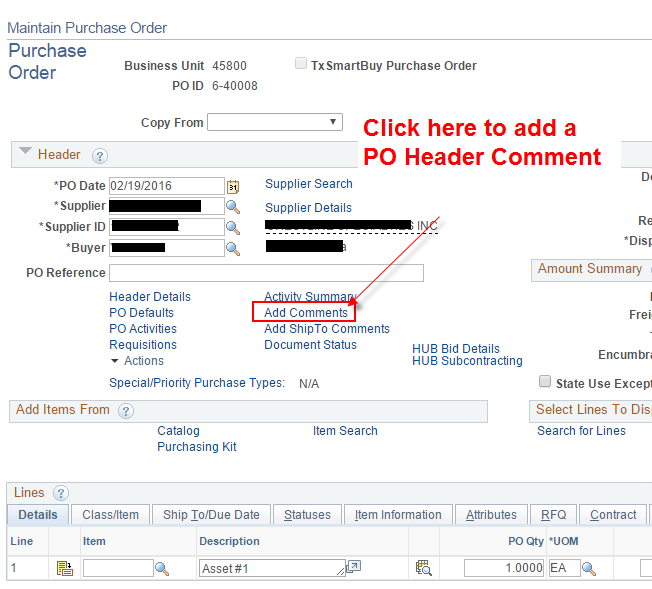
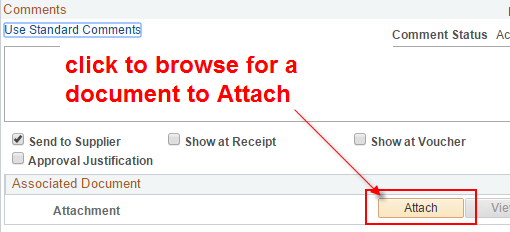
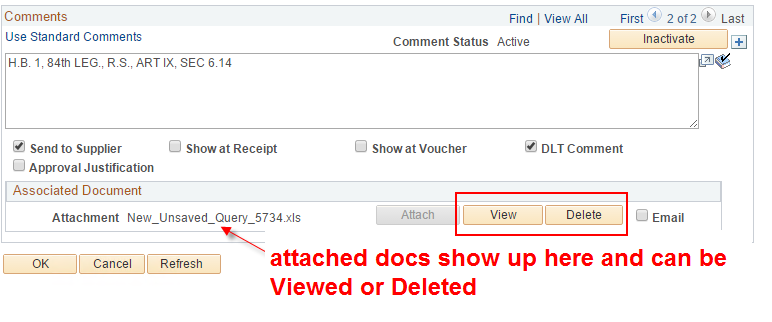
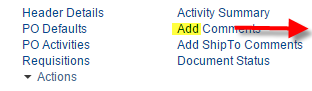
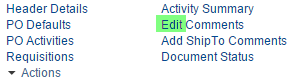
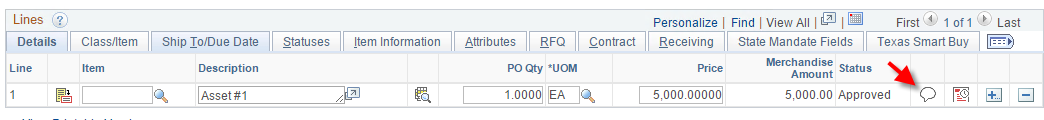
# PO– Comments and Attachments

1. PO Header Comments apply to the entire PO.
2. PO Line Comments apply to individual lines.
3. Attachments are connected via comments pages.
4. 
5. 
6. 
7. 
8. 
9. 
10. When a PO Header comment exists, the Add Comments link changes to.  
     
11. PO Line comments are entered just like PO Header comments, just in a different place.  
    
12. When a PO Line comment exists, the button indicates so by changing.  
    From this:  To this: 
13. Documents can be attached to PO Line Comments just like PO Header comments.
14. Note: when a Requisition line or lines are pulled into a PO, comments may already exist. The purchaser has full access to make any changes to those comments.