



TechBuy – Creating Comments, Notes and Attachments

TechBuy provides comments, internal and external notes, and attachments for additional information and communication. The comments, internal notes and attachments are only available within TechBuy and are not sent to the supplier. External notes and attachments allow you to send information to the vendor. This document will review internal and external notes and attachments at the header and line levels.

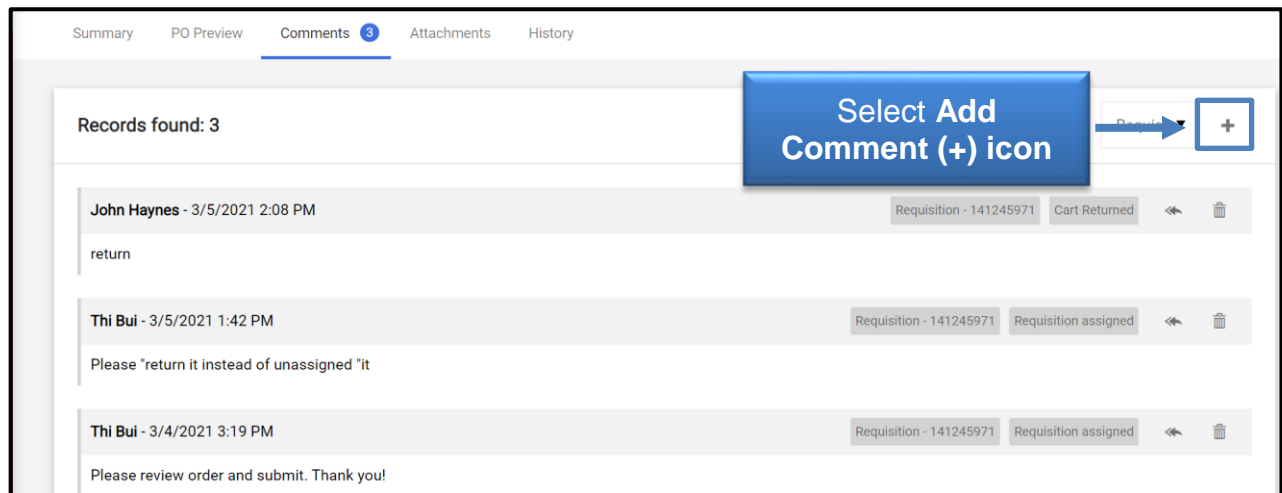
Comments

You can add comments to a cart or requisition at any point during the Review or Approval process. The comments will stay in the order history and can be accessed at any time.

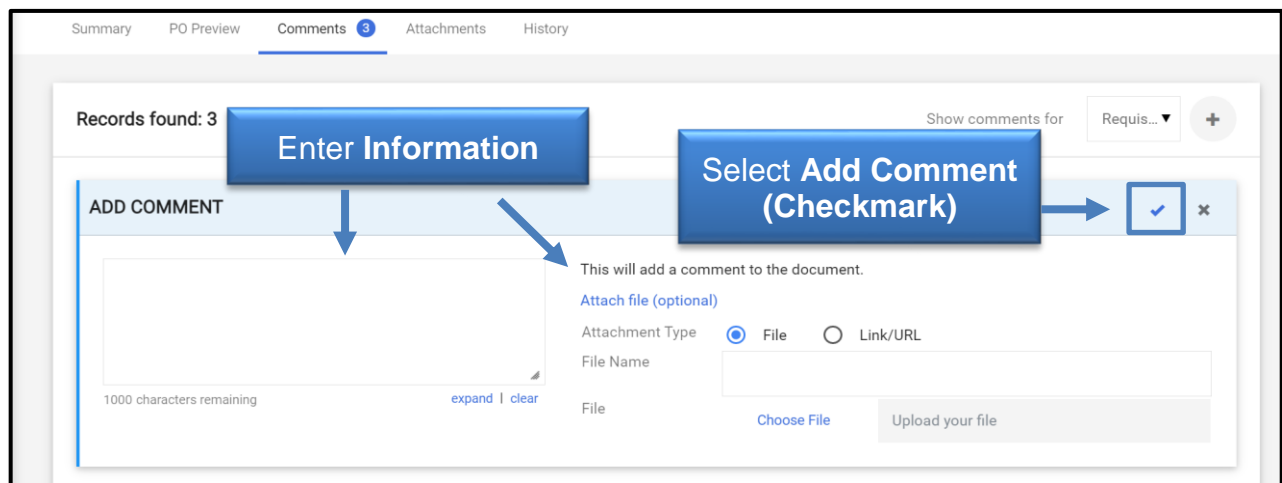
To add a comment to a cart, select **Comments**.

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Any previous comments will populate. Select the **Add Comment (+)** icon.

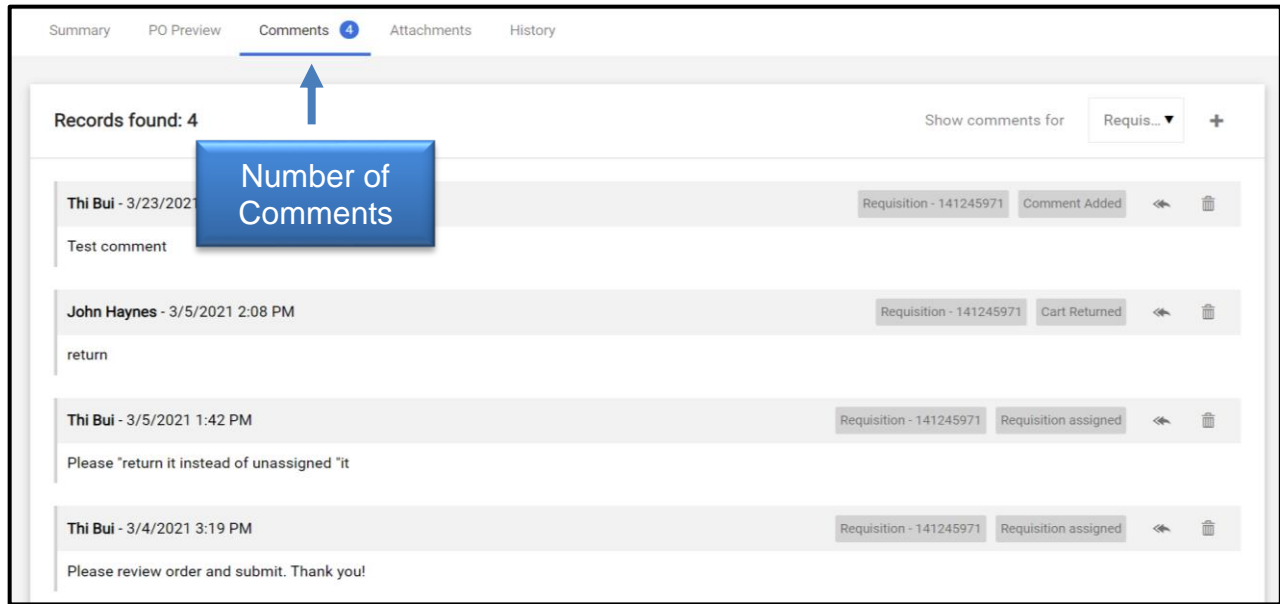


The Add Comment box will appear. Enter the **information** you want to add to the cart in the comment box and / or attach a file. Once you have entered the data, select **Add Comment (Checkmark)**.



Notice the number of comments (4) has been added in the Comments heading.

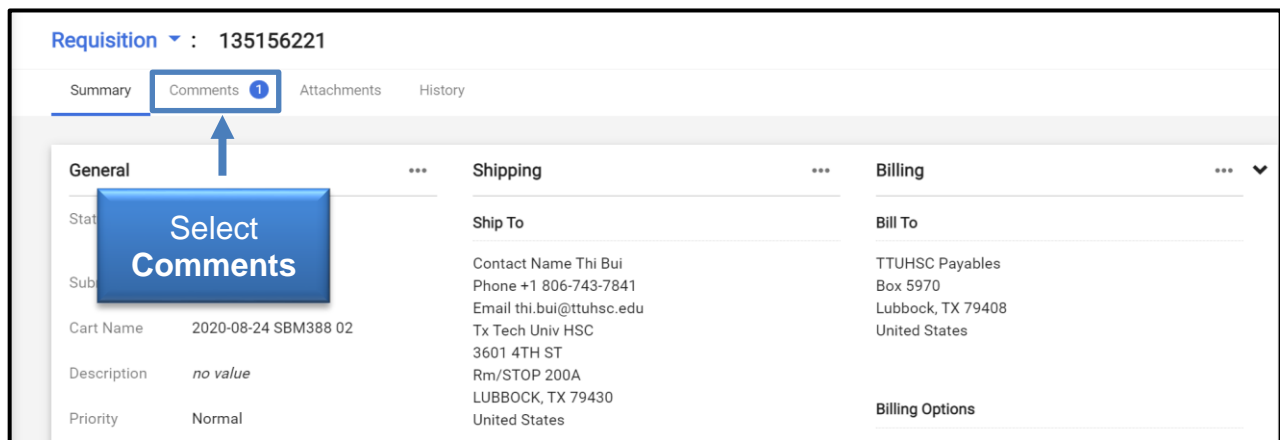
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Reviewing the comments on an order is a common way to track the status. You can select to view all comments, or you can select to view the comments for a requisition, purchase order, invoice or receipt. The comments will default to the document that you are currently reviewing.

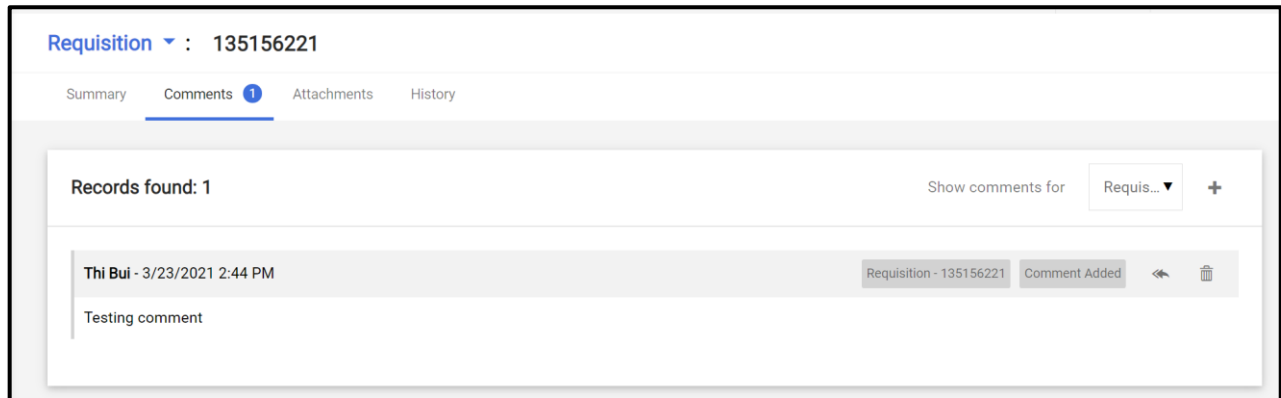
From a requisition, you can see the comments for the purchase order, invoice, and receipts that pertain to that requisition. From an invoice, you can see all the comments for the requisition, purchase order and receipts that correspond to that invoice. From the receipt, you can see all comments for that receipt and its associated requisition, purchase order and invoice.

To view the comments from a requisition, select **Comments**.

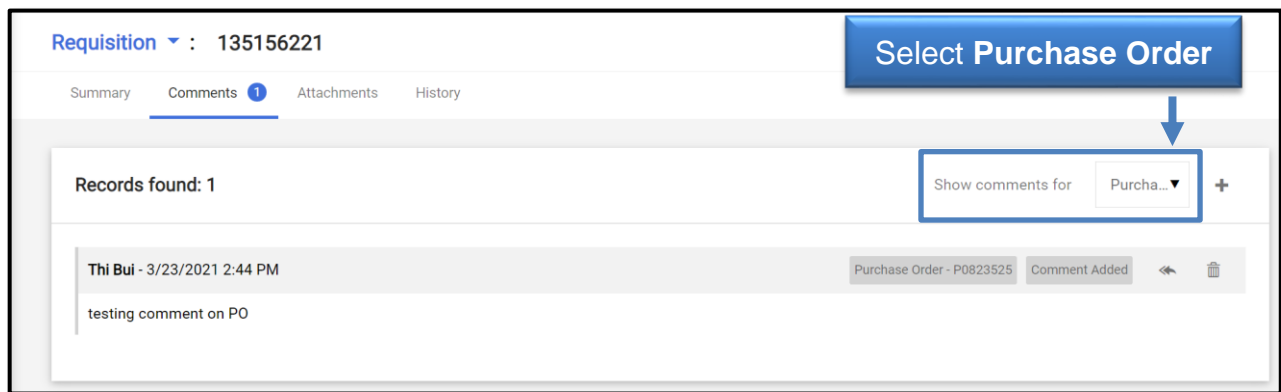


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The Comments page will appear.



To view the comments for a different document, use the **Show comments for** drop-down box and select the **document**. By selecting **Purchase Order** as the document type, you can view the comments of the purchase order that pertains to that requisition.



Internal Header Level Notes

Internal notes allow users to add detailed notes or information to the cart and are available to all roles as the requisition goes through the workflow process. These notes are **not** sent to the supplier.

Internal notes entered at the header level are intended to apply to all items in the cart. To add an internal note to the header, select **Edit** at the top right-hand corner of the Internal Notes and Attachments header section.

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The screenshot shows two side-by-side panels. The left panel is titled 'Internal Notes and Attachments' and contains three rows: 'Internal Note' with 'no value', 'Internal Attachments' with an 'Add' link, and 'Event Title' with 'no value'. The right panel is titled 'External Notes and Attachments' and contains three rows: 'Note to all Suppliers' with 'no value', 'Attachments for all suppliers' with an 'Add' link, and 'PO Clauses' with an 'Add' link. A blue box highlights the edit icon (pencil) in the top right of the Internal Notes panel. An arrow points from this box to a blue button labeled 'Select Edit'.

An additional window titled Edit Internal Notes and Attachments will open. Enter the **information** in the text box. If you need additional space, select **Expand**. When you have completed the note, select **Save Changes**.

The screenshot shows a window titled 'Edit Internal Notes And Attachments' with a red header and a close button (X). Inside the window, there is a section for 'Internal Note' with a text box containing 'Furniture for Office Manager.' Below the text box, it says '971 characters remaining' and has links for 'expand' and 'clear'. There is also a section for 'Event Title' with a text box containing 'No Value'. At the bottom, there is a blue button labeled 'Select Save Changes' with an arrow pointing to a blue button labeled 'Save Changes', and a grey button labeled 'Close'.

Once you save the note, the additional window will close. You will notice the Internal Notes and Attachments header information will now be updated with the note.

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The screenshot shows two panels: 'Internal Notes and Attachments' on the left and 'External Notes and Attachments' on the right. In the left panel, an 'Internal Note' field contains the text 'Furniture for Office Manager.' and is highlighted with a blue border. A blue arrow points from this field to a blue callout box that says 'Internal Note is now visible'. Below the note field are 'Internal Attachments' with an 'Add' link and an 'Event Title' field with the value 'no value'. The right panel shows 'External Notes and Attachments' with a 'suppliers' field and 'PO Clauses' with an 'Add' link.

Internal Line Item Level Notes

Internal line item notes are similar to internal header notes except that they contain information specifically relating to a particular item in the cart. To enter a line item note, select **Edit** to the right of the item in the cart.

The screenshot displays a cart for 'Navajo Office Products LLC' with 2 items and a total of 3.00 USD. Under 'SUPPLIER DETAILS', it shows 'Contract: H-TXMAS-11-71050-7' and 'PO Number: To Be Assigned'. A table lists the items:

Item	Catalog No.	Unit Price	Quantity	Ext. Price
1 Chair for purchasing office	test	1.00	Qty: 1 1/EA	1.00

Below the table, the 'ITEM DETAILS' section for the selected item shows:

- Contract: H-TXMAS-11-71050-7
- Part Number: test
- Specifications/Long Text: Chair for purchasing office
- Commodity Code: no value
- Recurring Payment: (marked with a red X)
- Advanced Pay: (marked with a red X)

To the right of these details, there are fields for 'Internal Note' (no value), 'Internal Attachments' (Add), 'External Note' (no value), and 'Attachments for supplier' (Add). A blue 'Select Edit' button is positioned above the 'Internal Note' field, with a blue arrow pointing to the 'Edit' icon (a pencil inside a square) to its right.

At the bottom, a 'FUNDING INFORMATION' section is partially visible, and a note states 'Values have been overridden for this line'.

This will open an additional window titled Edit Line. Enter the **information** in the Internal Note text box. When you have completed the note, select **Save**.

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Edit Line 1: Item Details

1 Chair for purchasing office

Contract: test 1.00 Qty: 1 EA 1.00

Commodity Code

Recurring Payment ☐

Advanced Pay ☐

★ Required fields

Enter Line Item Internal Notes → Internal Note: Furniture for Office Manager - Room 120 (961 characters remaining) expand | clear

External Note: 1000 characters remaining expand | clear

Select Save → Save Cancel

The Edit Line window will close and the line item note will now be populated in the cart.

Navajo Office Products LLC · 2 Items · 3.00 USD

⤴ SUPPLIER DETAILS PO Purchase Order 1 : 1200 S Taylor St, Amarill...

Contract H-TXMAS-11-71050-7 PO Number To Be Assigned

Item	Catalog No.	Unit Price	Quantity	Ext. Price
1 Chair for purchasing office	test	1.00	Qty: 1 1/EA	1.00

⤴ ITEM DETAILS

Contract: H-TXMAS-11-71050-7

Part Number test

Commodity Code no value

Recurring Payment

Internal Line Item Note → Internal Note: Furniture for Office Manager - Room 120 (Copy to other lines)

Internal Attachments Add

The Copy to Other Lines feature allows you to add the same internal note to other items in the cart. Select **Copy to Other Lines** if you would like to include the line item internal note to other commodities.

Navajo Office Products LLC · 2 Items · 3.00 USD

⤴ SUPPLIER DETAILS PO Purchase Order 1 : 1200 S Taylor St, Amarill...

Contract H-TXMAS-11-71050-7 PO Number To Be Assigned

Item	Catalog No.	Unit Price	Quantity	Ext. Price
1 Chair for purchasing office	test	1.00	Qty: 1 1/EA	1.00

⤴ ITEM DETAILS

Contract: H-TXMAS-11-71050-7

Commodity Code no value

Internal Note: Furniture for Office Manager - Room 120 (Copy to other lines)

Select Copy to Other Lines → Copy to other lines

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The Copy To Other Lines: Internal Note window will open and provide a list of the remaining commodities on the order. Select **each item** for which you would like the line item note included and select **Copy**.

Item	Catalog No.	Unit Price	Quantity	Ext. Price
2 table	12345	2.00	1 EA	2.00

The line item note will now be included for each selected item.

ITEM DETAILS

Contract: H-TXMAS-11-71050-7

Commodity Code: no value

Internal Note: Furniture for Office Manager - Room 120

Part Number: test

Recurring Payment: X

Internal Attachments: Add

Specifications/Long Text: Chair for purchasing office

Advanced Pay: X

External Note: no value

Attachments for supplier: Add

FUNDING INFORMATION

Values have been overridden for this line

Item	Catalog No.	Unit Price	Quantity	Ext. Price
2 table	12345	2.00	1 1/EA	2.00

Internal Header Attachments

When you add an internal attachment, it is **not** sent to the supplier. Internal attachments added at the header level apply to all items in the requisition.

To add a header level attachment, select **Add** located in the Internal Notes and Attachments section.

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The screenshot shows two panels: 'Internal Notes and Attachments' and 'External Notes and Attachments'. In the 'Internal' panel, the note 'Furniture for Office Manager' is selected. Under 'Internal Attachments', there is an 'Add' button highlighted with a blue box. A blue arrow points from this button to a 'Select Add' button. The 'Event Title' field is empty, showing 'no value'. The 'External' panel shows a note 'Note to all Suppliers' with 'no value' in the 'Attachments for all suppliers' field, and 'PO Clauses' with an 'Add' button.

This will open an additional window titled Add Attachments. Click **Select Files**. Select the file from your computer.

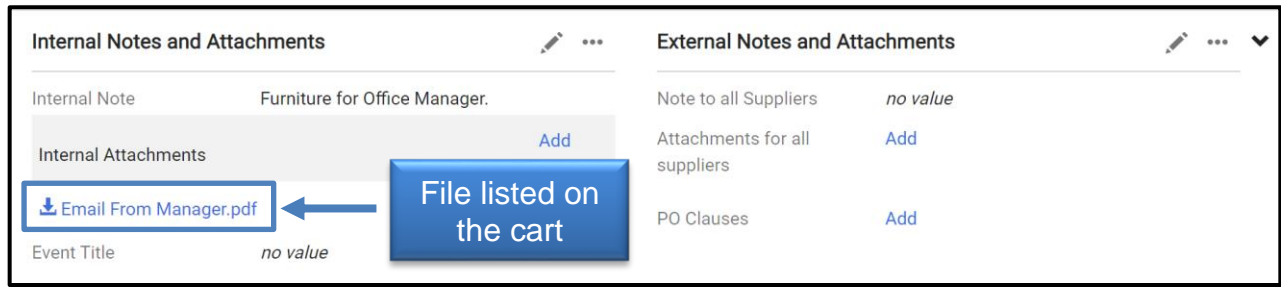
The 'Add Attachments' dialog box is shown. The 'Attachment Type' is set to 'File'. A blue box highlights the 'Click Select Files' button. A blue arrow points from this button to the 'SELECT FILES...' button. The 'File(s)' field is empty. The maximum upload file size is 24.41 MB. The 'Save Changes' button is highlighted.

The document name will populate in the File field. Select **Save Changes**.

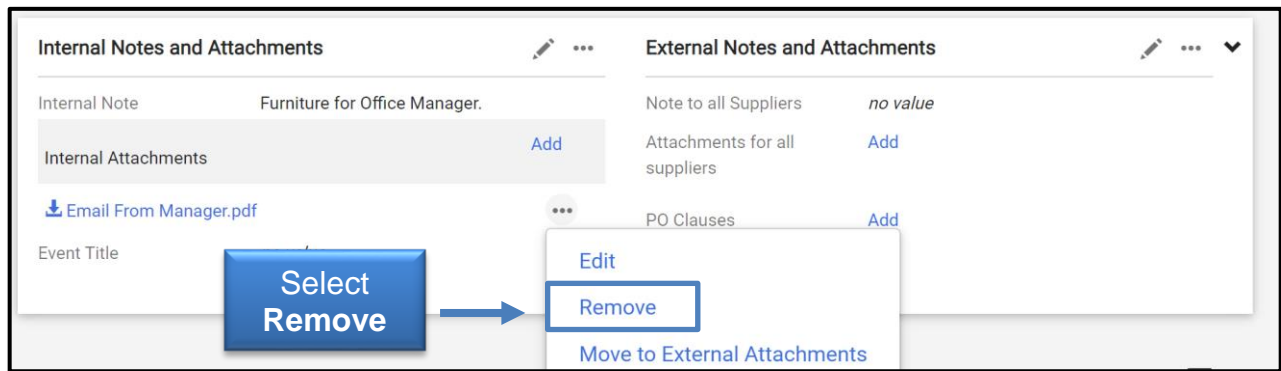
The 'Add Attachments' dialog box is shown with the file 'Email From Manager.pdf' attached. A blue box highlights the 'File attached' label. A blue arrow points from this label to the 'Email From Manager.pdf' text. The 'Save Changes' button is highlighted.

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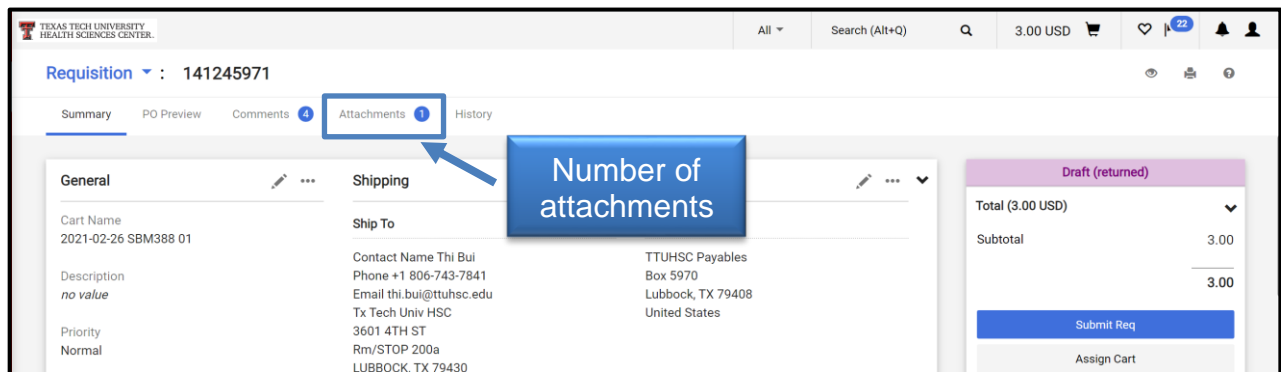
The file will now be listed under Internal Attachments at the header level.



If you need to remove the attachment, select **Remove** from the Actions icon drop-down list to the right of the attachment. You can also attach additional documents by following the same steps.



Notice the number of attachments (1) has been added in the Attachments heading.



Internal Line Level Attachments

Internal attachments added at the line item level are intended to apply only to the specific item. To add a line item level attachment, select **Add** located under Internal Attachments.

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Navajo Office Products LLC · 2 Items · 3.00 USD

SUPPLIER DETAILS PO Purchase Order 1 : 1200 S Taylor St, Amarill...

Contract: H-TXMAS-11-71050-7 PO Number: To Be Assigned

Item	Catalog No.	Unit Price	Quantity	Ext. Price
1 Chair for purchasing office	test	1.00	Qty: 1 1/EA	1.00

ITEM DETAILS

Contract: H-TXMAS-11-71050-7

Part Number: test

Specifications/Long Text: Chair for purchasing office

Commodity Code: no value

Recurring Payment:

Advanced Pay:

Internal Note: Furniture for Office Manager - Room 120
[Copy to other lines](#)

Internal Attachments: [Add](#)

External Note: no value

Attachments for supplier: [Add](#)

This will open an additional window titled Add attachments. Click **Select Files**. Select the file from your computer.

Add Attachments

Attachment Type: ☒ File ☐ Link

File(s) ★ [SELECT FILES...](#) *Drop files to attach, or browse.*

Maximum upload file size: 24.41 MB

[Save Changes](#) [Close](#)

The file path will populate in the File field. Select **Save Changes**.

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Add Attachments

Attachment Type ☒ File ☐ Link

File(s) ★

SELECT FILES... Drop files to attach, or browse.

 Done ✓

File attached

Floor Plan.pdf

✓

Maximum upload file size: 24.41 MB

Select Save Changes

Save Changes

Close

The file will now be listed under Internal Attachments at the line item level.

Navajo Office Products LLC · 2 Items · 3.00 USD

SUPPLIER DETAILS PO Purchase Order 1 : 1200 S Taylor St, Amarill...
Contract H-TXMAS-11-71050-7 PO Number To Be Assigned

Item	Catalog No.	Unit Price	Quantity	Ext. Price	
1 Chair for purchasing office	test	1.00	Qty: 1 1/EA	1.00	...

ITEM DETAILS

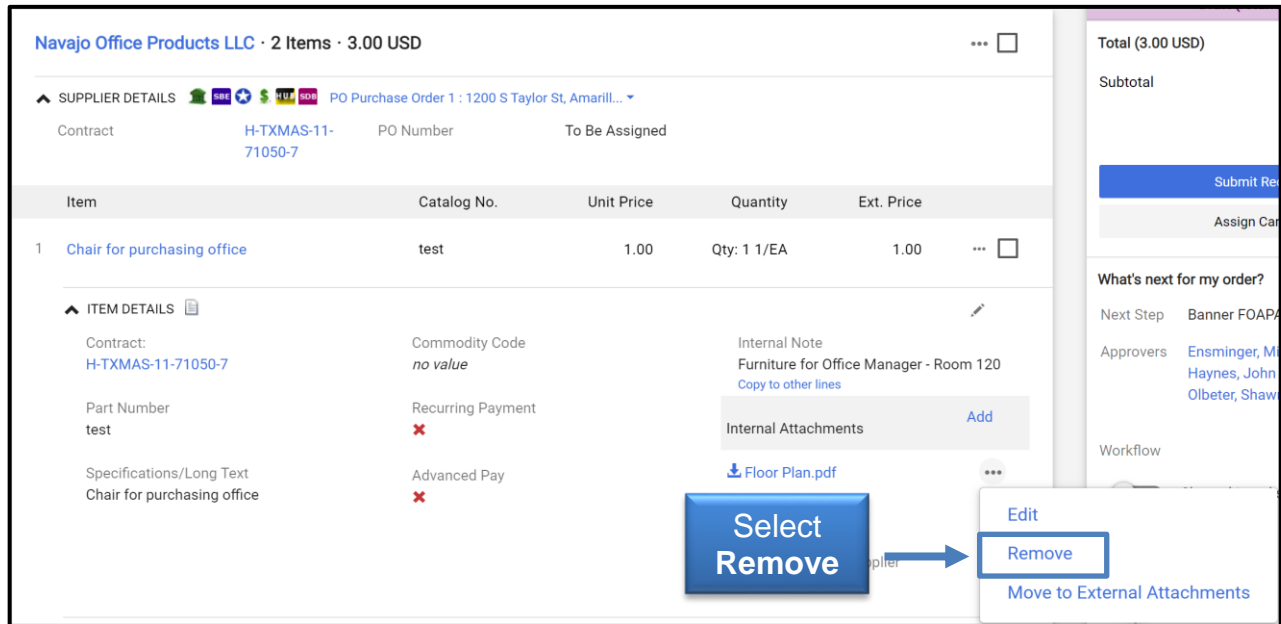
Contract: H-TXMAS-11-71050-7
Part Number test
Specifications/Long Text Chair for purchasing office

Commodity Code no value
Recurring Payment

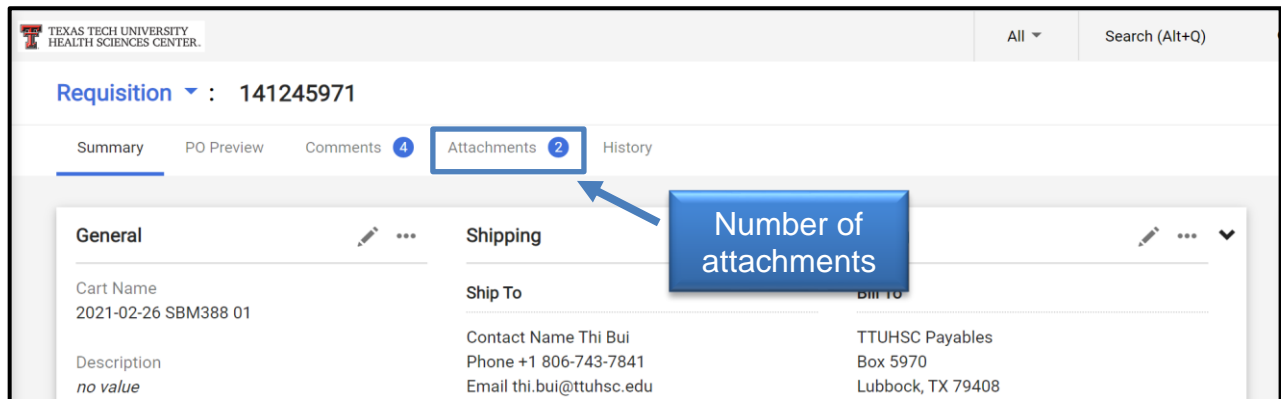
Internal Note Furniture for Office Manager - Room 120
Copy to other lines
Internal Attachments Add
Floor Plan.pdf
External Note no value
Attachments for supplier Add

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If you need to remove the attachment, select **Remove** from the Actions icon drop-down list to the right of the attachment. You can also attach additional documents by following the same steps.



Notice the number of attachments (2) has been added in the Attachments heading.



External Header Level Notes

External notes allow users to send information with the purchase order to the supplier. You can add external notes at the header level, which apply to the entire cart or at the line item level. If you add external notes to the cart, verify that your cart only contains items from one vendor.

Because most punch-out vendors currently cannot receive this information electronically, we discourage users from entering or attaching any external notes to

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punch-out vendors unless specifically told to do so by the vendor. Doing so could cause the order to be delayed or rejected in the vendor's system.

To add an external note to the header, select **Edit** at the top right-hand corner of the External Notes and Attachments header section.

The screenshot shows two side-by-side panels. The left panel, titled 'Internal Notes and Attachments', contains an 'Internal Note' with the text 'Furniture for Office Manager.', an 'Internal Attachments' section with an 'Add' button, a download link for 'Email From Manager.pdf', and an 'Event Title' field with 'no value'. The right panel, titled 'External Notes and Attachments', contains a 'Note to all Suppliers' field with 'no value', an 'Attachments for all suppliers' section with an 'Add' button, and a 'PO Clauses' section with an 'Add' button. A blue box highlights the 'Edit' button in the top right corner of the right panel, with an arrow pointing to it from a larger 'Select Edit' button below.

An additional window titled Edit External Notes and Attachments will open. Enter the **information** in the text box. If you need additional space, select **Expand**. When you have completed the note, select **Save Changes**.

The screenshot shows a window titled 'Edit External Notes And Attachments'. It has a red header bar with a close button. Below the header, there is a section titled 'External Info' with a blue button labeled 'Enter External Note'. An arrow points from this button to a text box containing the text 'Discussed pricing with John Doe. Supporting email attached.' Below the text box, it says '941 characters remaining' and has links for 'expand' and 'clear'. At the bottom, there are three buttons: 'Select Save Changes', 'Save Changes', and 'Close'. An arrow points from 'Select Save Changes' to 'Save Changes'.

Once you save the note, the additional window will close. You will notice the External Notes and Attachments header information will now be updated with the note.

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The screenshot shows two side-by-side panels. The left panel, titled 'Internal Notes and Attachments', contains an 'Internal Note' field with the text 'Furniture for Office Manager.', an 'Internal Attachments' section with an 'Add' button, and an 'Email From Manager.pdf' attachment. The right panel, titled 'External Notes and Attachments', contains an 'External Note' field with the text 'Discussed pricing with John Doe. Supporting email attached.', an 'Attachments for all suppliers' section with an 'Add' button, and a 'PO' field. A blue box highlights the 'External Notes and Attachments' section, and a blue arrow points to the 'Add' button next to 'Attachments for all suppliers'.

External Line Item Level Notes

External line item notes are similar to external header notes except that they contain information specifically related to a particular item in the requisition. To enter a line item note, select **Edit** to the right of the item in the cart.

The screenshot shows a requisition page for 'Navajo Office Products LLC' with 2 items and a total of 3.00 USD. The page is divided into 'SUPPLIER DETAILS' and 'ITEM DETAILS' sections. The 'ITEM DETAILS' section shows a table with columns: Item, Catalog No., Unit Price, Quantity, and Ext. Price. The first item is 'Chair for purchasing office' with a unit price of 1.00 and a quantity of 'Qty: 1 1/EA'. A blue box highlights the 'Select Edit' button next to the first item, and a blue arrow points to the 'Edit' icon in the top right corner of the item row.

This will open an additional window titled Edit Line. Enter the **information** in the External Note text box. When you have completed the note, select **Save**.

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Edit Line 1: Item Details

1 Chair for purchasing office test 1.00 Qty: 1 EA 1.00

Contract: H-TXMAS-11-71050-7
[Select price or contract...](#)

Internal Note: Furniture for Office Manager - Room 120

Commodity Code:

Recurring Payment: ☐

Advanced Pay: ☐

External Note: John Doe quoted pricing for chair

★ Required fields

Select Save

Save Cancel

The Edit Line window will close and the line item note will now be populated in the requisition.

Navajo Office Products LLC · 2 Items · 3.00 USD

SUPPLIER DETAILS: [H-TXMAS-11-71050-7](#) PO Number: To Be Assigned

Item	Catalog No.	Unit Price	Quantity	Ext. Price
1 Chair for purchasing office	test	1.00	Qty: 1 1/EA	1.00

ITEM DETAILS

Contract: H-TXMAS-11-71050-7

Part Number: test

Specifications/Long Text: Chair for purchasing office

Internal Note: Furniture for Office Manager - Room 120
[Copy to other lines](#)

External Note: John Doe quoted pricing for chair
[Copy to other lines](#)

Attachments for supplier: [Add](#)

The Copy to Other Lines feature allows you to add the same external note to other items on the requisition. Select **Copy to Other Lines** if you would like to add the line item external note to other commodities.

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Navajo Office Products LLC · 2 Items · 3.00 USD

SUPPLIER DETAILS PO Purchase Order 1 : 1200 S Taylor St, Amarill...

Contract H-TXMAS-11-71050-7 PO Number To Be Assigned

Item	Catalog No.	Unit Price	Quantity	Ext. Price
1 Chair for purchasing office	test	1.00	Qty: 1 1/EA	1.00

ITEM DETAILS

Contract: H-TXMAS-11-71050-7

Part Number test

Specifications/Long Text Chair for purchasing office

Commodity Code no value

Recurring Payment

Advanced Pay

Internal Note Furniture for Office Manager - Room 120
[Copy to other lines](#)

Internal Attachments [Add](#)

[Floor Plan.pdf](#)

External Note John Doe quoted pricing for chair
[Copy to other lines](#)

Attachments for supplier [Add](#)

Select Copy to Other Lines

The Copy To Other Lines: External Note window will open and provide a list of the remaining commodities for the order. Select **each item** that should include the note, and click **Copy**.

Copy To Other Lines: External Note

Navajo Office Products LLC

Item	Catalog No.	Unit Price	Quantity	Ext. Price
2 table	12345	2.00	1 EA	2.00

Select Item

Click Copy

Copy Close

The line item note will now be included for each selected item.

External Header Attachments

External attachments allow users to send documents with the purchase order to the supplier. You can add external attachments at the header level, which apply to the entire cart, or at the line item level. If you add external attachments to the cart, verify that your cart only contains items from one vendor.

Because most punch-out vendors currently cannot receive this information electronically, we discourage users from adding any external attachments to punch-out

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vendors unless specifically told to do so. Doing so could cause the order to be delayed or rejected in the vendor's system.

To add a header level attachment, select **Add** located in the External Notes and Attachments section.

The screenshot displays two side-by-side panels. The left panel, titled 'Internal Notes and Attachments', contains an 'Internal Note' with the text 'Furniture for Office Manager.', an 'Internal Attachments' section with an 'Add' button, a download link for 'Email From Manager.pdf', and an 'Event Title' field with the value 'no value'. The right panel, titled 'External Notes and Attachments', contains a 'Note to all Suppliers' with the text 'Discussed pricing with John Doe. Supporting email attach...', an 'Attachments for all suppliers' section with an 'Add' button, and 'PO Clauses' with an 'Add' button. A blue box labeled 'Select Add' with an arrow points to the 'Add' button in the 'Attachments for all suppliers' section.

This will open an additional window titled Add Attachments. Click **Select Files** to add a document.

The 'Add Attachments' dialog box has a red header bar with a close button. Below the header, there is an 'Attachment Type' section with radio buttons for 'File' (selected) and 'Link'. A blue box labeled 'Click Select Files' with an arrow points to the 'SELECT FILES...' button. Below this is a text input field labeled 'File(s) ★' and a note 'Drop files to attach, or browse.' Below the input field, it says 'Maximum upload file size: 24.41 MB'. At the bottom right, there are two buttons: 'Save Changes' and 'Close'.

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Select the file from your computer. The file path will populate in the File field. Select **Save Changes**.

Add Attachments [Close]

Attachment Type: ☒ File ☐ Link

File(s) ★ SELECT FILES... *Drop files to attach, or browse.* Done ✓

File attached → Quote.pdf ✓ [Trash]

Maximum upload file size: 24.41 MB

Select Save Changes → Save Changes Close

The file will now be listed under Attachments for All Suppliers at the header level.

Internal Notes and Attachments [Edit] [More]

Internal Note: Furniture for Office Manager. [Add]

Internal Attachments: [Add]

External Notes and Attachments [Edit] [More] [Dropdown]

Note to all Suppliers: Discussed pricing with John Doe. Supporting email attached. [Add]

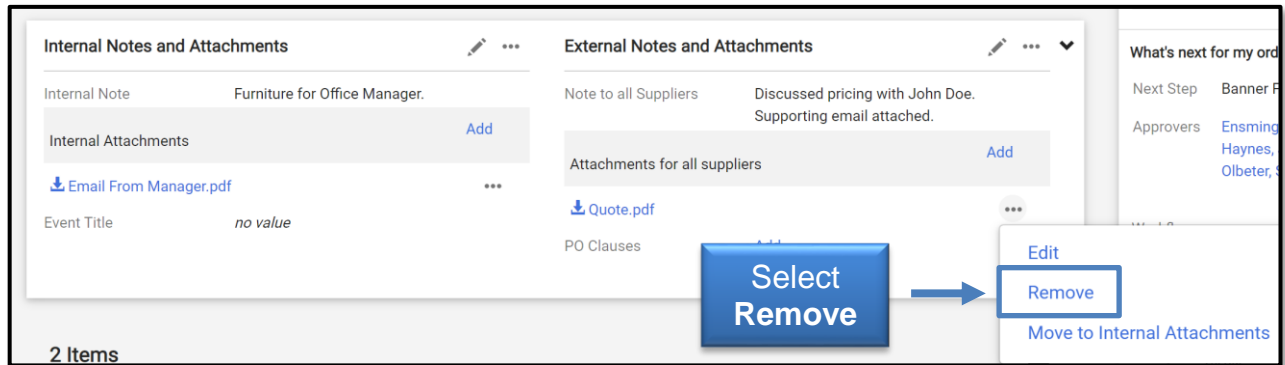
Attachments for all suppliers: Quote.pdf [Add]

PO Clauses: [Add]

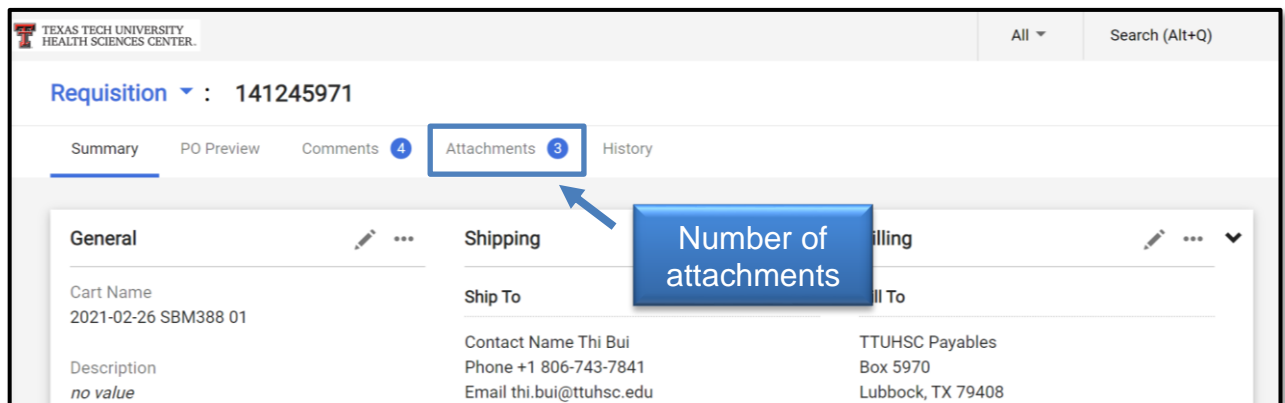
File listed under Attachments for All Suppliers → Quote.pdf

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If you need to remove the attachment, select **Remove** from the Actions icon drop-down list to the right of the attachment. You can also attach additional documents by following the same steps.



Notice the number of attachments (3) has been added in the Attachments heading.




External Line Level Attachments

External attachments added at the line item level are intended to apply only to the specific item. To add a line item level attachment, select **Add** located under Attachments for Supplier.


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Navajo Office Products LLC · 2 Items · 3.00 USD

^ SUPPLIER DETAILS  PO Purchase Order 1 : 1200 S Taylor St, Amarill...

Contract H-TXMAS-11-71050-7 PO Number To Be Assigned

Item	Catalog No.	Unit Price	Quantity	Ext. Price	
1 Chair for purchasing office	test	1.00	Qty: 1 1/EA	1.00	...


^ ITEM DETAILS 


Contract: H-TXMAS-11-71050-7

Part Number test

Specifications/Long Text Chair for purchasing office

Commodity Code no value

Recurring Payment 

Advanced Pay 

Internal Note Furniture for Office Manager - Room 120
[Copy to other lines](#)

Internal Attachments [Add](#)


[Floor Plan.pdf](#) ...

External Note John Doe quoted pricing for chair
[Copy to other lines](#)

Attachments for supplier [Add](#)

Select Add → Add

This will open an additional window titled Add Attachments. Click **Select Files**. Select the file from your computer.

Add Attachments 

Attachment Type ☒ File ☐ Link

File(s) ★ [SELECT FILES...](#) *Drop files to attach, or browse.*

Maximum upload file size: 24.41 MB

[Click Select Files](#)

[Save Changes](#) [Close](#)

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The file path will populate in the File field. Select **Save Changes**.

Add Attachments [X]

Attachment Type: ☒ File ☐ Link

File(s) ★ SELECT FILES... *Drop files to attach, or browse.* Done ✓

File attached → Quote.pdf ✓ [trash icon]

Maximum upload file size: 24.41 MB

Select Save Changes → Save Changes Close

The file will now be listed under Attachments for Supplier at the line item level.

Navajo Office Products LLC · 2 Items · 3.00 USD [more options]

SUPPLIER DETAILS [icons] PO Purchase Order 1 : 1200 S Taylor St, Amarill...

Contract: [H-TXMAS-11-71050-7](#) PO Number: To Be Assigned

Item	Catalog No.	Unit Price	Quantity	Ext. Price
1 Chair for purchasing office	test	1.00	Qty: 1 1/EA	1.00

ITEM DETAILS [edit icon]

Contract: [H-TXMAS-11-71050-7](#)

Part Number: test

Specifications/Long Text: Chair for purchasing office

Commodity Code: no value

Recurring Payment: [X]

Internal Note: Furniture for Office Manager - Room 120
[Copy to other lines](#)

Internal Attachments: [Add](#)

[Floor Plan.pdf](#) [more options]

External Note: John Doe quoted pricing for chair
[Copy to other lines](#)

Attachments for supplier: [Add](#)

[Quote.pdf](#) [more options]

File listed under Attachments for Supplier → [Quote.pdf](#)

TechBuy – Creating Comments, Notes, and Attachments

If you need to remove the attachment, select **Remove** from the Actions icon drop-down list to the right of the attachment. You can also attach additional documents by following the same steps.

Navajo Office Products LLC · 2 Items · 3.00 USD

SUPPLIER DETAILS PO Purchase Order 1 : 1200 S Taylor St, Amarill...

Contract H-TXMAS-11-71050-7 PO Number To Be Assigned

Item	Catalog No.	Unit Price	Quantity	Ext. Price
1 Chair for purchasing office	test	1.00	Qty: 1 1/EA	1.00

ITEM DETAILS

Contract: H-TXMAS-11-71050-7

Commodity Code no value

Internal Note Furniture for Office Manager - Room 120

Part Number test

Recurring Payment X

Specifications/Long Text Chair for purchasing office

Advanced Pay X

Internal Attachments

Floor Plan.pdf

Quote.pdf

What's next for my order?

Next Step Banner FOAPA

Approvers Ensminger, M Haynes, John Olbeter, Shaw

Workflow

Select Remove

Edit Remove Move to Internal Attachments

Notice the number of attachments (4) has been added in the Attachments heading.

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.

Requisition : 141245971

Summary PO Preview Comments 4 Attachments 4 History

Number of attachments

General

Cart Name 2021-02-26 SBM388 01

Description no value

Priority Normal

Prepared by

Shipping

Ship To

Contact Name Thi Bui

Phone +1 806-743-7841

Email thi.bui@ttuhsc.edu

Tx Tech Univ HSC

3601 4TH ST

Rm/STOP 200a

LUBBOCK, TX 79430

United States

Billing

Bill To

TTUHSC Payables

Box 5970

Lubbock, TX 79408

United States

Billing Options