Finance Systems Management

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

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.

â	TEAS TECH UNIVERSITY HEALTH SCIENCES CENTER.	All 🔻 Sea	rrch (Alt+Q) Q 35.00 USD 💘 🗢 🏴 尾
1	Requisition • 4303133		
6	Summary Taxes/S&H PO Preview Comments 3 A	tachments 4 too	Internal & External
9	Internal Notes and Attachments	External Notes and Attachments	Notes/Attachments at
血	internal Note Furniture for Business Manager	Note to all Suppliers Discussed pricing with Business Manager Scienting documentation attached.	neauer and nne levels
₿	Internal Attachments Date Add	Attachments for all suppliers Date Add	Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are
յլի		↓ ExternalNoteRequisition2.pdf 6/18/2025 ····	tor estimation purposes, budget checking, and workflow approvals.
æ	Event i itie no value		Subtotal 35.00 Shipping 0.00

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**.

俞	TEXAS TECH UNIVER HEALTH SCIENCES C	RSITY ENTER.						All 🔻		Searc	n (Alt+Q)	٩	0.00 USD	.	♡ №	₽
E	Requisitio	n•4302962			5	Select	۲	8	0		With	draw Entire Re	quisition	1 of 4	Results 🔻	< >
id	Summary	Taxes/S&H	PO Preview	Comments 3	Comments											
Q	General		ø	Shipping	* ····	Billing				ø	~	Summary	, P	ending		→
血	Status	S Pending HSC New Supplier		Ship To		Bill To						Total (8.3	34 USD)			~
3	Submitted	6/12/2025 2:34 PM	м	Contact Name Shannon Myers Phone +1 (806) 743-3594 Email shannon.myers@ttuhsc.edu		TTUHSC Payables Box 5970 Lubbock, TX 79408						Shipping, and charg are for es	Handling, and jed by each su timation purpo	Tax char pplier. Th oses, bud	ges are calcu e values sho get checking,	ilated wn here , and

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

Summary	Taxes/S&H	PO Preview	Comments 3	Attachments	History	
Records fo	und: 3				Show comments for	Requisition +
Shannon M	yers - 6/12/2025 2:4	8:29 PM			Select Add	Comment Added
Items updat Email sent: Sh	ed. Please approve	t his requisition. .myers@ttuhsc.edu>, Hay	den Vest <hayden.vest@ttuhs< td=""><td>c.edu></td><td colspan="2"></td></hayden.vest@ttuhs<>	c.edu>		

The Add Comment box will appear. Add a **comment** to the cart in the comment box, attach a file, or enter a link. Select **Add Recipient** to search for a user to receive an email notification indicating a comment has been added to the document. Once you have entered the information, click **Add Comment** (Checkmark).

equisition • 4302962		e ()
Summary Taxes/S&H PO Preview Comments	Attachments	History
Records found: 3		Show comments for Requisition
ADD COMMENT Add F	Click Recipient	Click Add Comment (Checkmark)
	This will ach a comment comment has in adde Email notification(s) Ac Shannon Myers (Pi	t to the document. If you select a user they will receive an email indicating that a ad to the document. Id recipient repared by, Approved) <shannon.myers@ttuhsc.edu></shannon.myers@ttuhsc.edu>
1000 characters remaining expand	/ Attach file (optional)	
Characters beyond the limit are not saved, i.e., the note is truncated Once the note is attached, it is accessible from the History tab of the	d. Attachment Type	File
Add Comment,		O Link/URL
Attach File ,	File Name	
	File	Choose File Upload your file

The the number of comments in the Comments heading will increase every time a new comment is added.

â	TEXXS TUGI UNIVERSITY HEALTH SCIENCES ONTHE.	All 🔻 Search (Alt+Q) 🔍 0.00 USD 📜 💙 🏴 🔎
E	Requisition • 4302962	🖶 🕐 Withdraw Entire Requisition 🛛 1 of 4 Results 💌 🤇 >
10	Summary Taxes/S&H PO Preview Comments I Attachments History	
.	Records found: 4	Show comments for Requisition V + Summary V Pending Table (2.34 USD)
₩ 89	Shannon Myers - 6/12/2025 3:16:11 f Approval is still pending and unassign Number of	Requisition - 4302962 Comment Added Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.
☆	Shannon Myers - 6/12/2025 2:48:29 F Items updated. Please approve this re Email sent: Shannon Myers -shannon myers gittubac edus, Hayden Vest Hayden Vest gittubac edus	Requisition - 4302962 Comment Added 5 Subtotal 8.34 Shipping 0.00 Handling 0.00
	Shannon Myers - 6/12/2025 2:46:15 PM	Requisition - 4302962 Comment Added
	Please return instead of unassigned	What's next? ~
	Shannon Myers - 6/12/2025 2:43:20 PM	Regulsition - 4302952 Comment Added
	Please review order and approve Email sent: Shannon Myers «shannon myers@ttuhsc.edu»	Submitted 6/12/2025 2:34 PM

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**.

俞	TEXAS TECH UNIVERSITY HEALTH SCHENCES CENTER.		All Search (Alt+Q)) 🔍 0.00 USD 🖉 🛇 🏴 💒 🗶
1	Requisition • 4302962	Coloct	🖶 🧿 🖤	thdraw Entire Requisition 1 of 4 Results ▼ < >
6	Summary Taxes/S&H PO Preview Comments 4	Select		
0	Records found: 4	Comments	Requisition V +	ummary → Pending
<u>ش</u>				Total (8.34 USD) ~

The Comments page will appear.

Requisitio	n•4302962					e (2)	
Summary	Taxes/S&H	PO Preview	Comments 4	Attachments	History		
Records	found: 4					Show comments for Requisition - +	
Shannor	Myers - 6/12/2025 3:	16:11 PM				Requisition - 4302962 Comment Added	
Approval	is still pending and ur	nassigned.					

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

Requisition	• 4302962						•	?
Summary	Taxes/S&H	PO Preview	Comments 4	Attachments	History			
Records fo	Records found: 4					Show comments for	Requisition V	+
Shannon M	yers - 6/12/2025 3:1	6:11 PM			Select	uisition - 430296	Requisition Purchase Order	5
Shannon M	still pending and una yers - 6/12/2025 2:4	8:29 PM		_	Purchase O	Requisition - 430296	Invoice Receipt 2 Comment Added	5

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 **<u>not</u>** 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.



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, click **Save**.

^	TEXAS TECH UNIVERSITY HEALTHI SCIENCES CENTER.		All 👻 Search (Alt+Q) 🔍 35.00 USD 📜 🛇 🏴 🔎 👤			
1	Requisition • 4303133	Edit Internal Notes And Attachments X	👁 🖶 🕐 ··· Assign Cart Submit Req			
6	Summary Taxes/S&H PO Preview Comments	Internal Note	Enter			
<u>e</u>	Internal Notes and Attachments	Internal Note				
血	internal Note no value	1000 characters remaining expand I clear	Total (35.00 USD)			
39	Internal Attachments Add Event Title no value	Event Title	Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and			
щ	2 Items	ck Save Save Close	··· □ ▼ Subtotal 35.00			
\$	Neurola Office Draducta LLO - Olterra - 25 00 LIOD		Sinpping 0.00			

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.

â	TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER							All 🔻	Search (Alt+Q)
1	Requisition •	4303133							۲
6	Summary	Taxes/S&H	PO Preview	Comments	Attachments	History			
e	Internal Notes	and Attachments			🖌 ··· Externa	Notes and Attachme	nts		¢ ~
血	Internal Note	Furniture f	or Business Manager]←	Interna	al Note is visible			
3	Internal Attachm	ients Add			suppliers				

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.

â	TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.						All 🔻	Search (Alt+	FQ)				
1	Requisition • 4303133							۲	>				
í.	Summary Taxes/S&H	PO Preview Comme	ents Attachr	nents History									
e ĭo	Navajo Office Products LLC · 2 Items · 35.00 USD ··· □ SUPPLIER DETAILS PO Purchase Order 1: 1200 S Taylor St, Amarill												
-	Line Item		Catalog No.	Size/Packaging	Unit Price	e Quantity	Ext. Price						
\$	1 Chair			1/EA	25.00	Qty: 1 EA	25.00	🗆					
ш ж	∧ ITEM DETAILS <a>□			Internal Mate		Select		/					
*	Taxable	×		Internal Attachn	nents	Add							
	Commodity Code	no value		External Note	1	no value							
	Recurring Payment	×		Attachments for	r supplier	Add							

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**.

*	TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.				All Search (Alt+Q)	Q 35.00 USD 📜	♥ 🟴 🔎 🗜
~	Edit Line 1: Item Details						×
	1 Chair			1/EA	25.00	Qty: 1 EA	25.00
	Contract:	Enter Line-Item		Internal Note			
e i	Taxable	Internal Note			1000 characters remaining	expand I clear	
- &	Commodity Code			External Note		h	_
հղ	Recurring Payment				1000 characters remaining	expand I clear	_
\$	Advanced Pay						_
							_
					Select Save	Sav	Close
	Recurring Payment	×	Attachments for supp	nel Add	Ne	xt Step Banner FOAPAL	Approval

The Edit Line-Item Note will now be populated in the cart. 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.

Line	Item		Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1	Chair			1/EA	25.00	Qty: 1 EA	25.00	🗌
	∧ ITEM DETAILS È Contract:	Internal Line Note add	-Item ed	Internal Note	Furnit	ure for Business M	anager - Office 208	3
	Taxable Commodity Code	× no value	Select C	opy to	Copy to nents Add	o other lines		
	Recurring Payment	×	Other	Note	no val	ue		
	Advanced Pay	×		Attachments for	supplier Add			

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

8	TEXASTECH UNIVERSITY HEALTH SCIENCES CENTER.			All 👻 Sea	rch (Alt+Q) Q 35.00 US	D 📜 🤇	
	Copy To Other Lines: Internal Note					1	×
	Navajo Office Products LLC				Select Item		
0	ine Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	4
₩ 魚	2 Table		1/EA	10.00	1 EA	10.00	
%					workflow approvals	Сору	Close

Once an item is selected a green checkmark will appear in the box. Select **Copy**.

	TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.			Ali 👻	Search (Alt+Q)	۹	35.00 USD 📜	! ♡	Û Ý	-
X	Copy To Other Lines: Internal Note								×	
6	Navajo Office Products LLC								~	
~	Line Item	Catalog No.	Size/Packaging	Unit Pri	ce	Quantity	Ext.	Price		
**	2 Table		1/EA	10.00)	1 EA	10.0	00	\checkmark	
Ē										
%				Select	Сору	-	Cc	ору (Close	
			_			worknow app	provals.			

The system will display a message to indicate whether the line(s) copied successfully. The line-item note will now be included for each selected item.



Internal Header Attachments

When you add an internal attachment, it is <u>not</u> 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.



This will open an additional window titled Add Attachments. Insert the file to attach by dropping the file or browsing your computer.

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.			All 🔻	Search (Ait+Q) Q 35.00 USD 崔 🛇 🏴 🖓
Requisition • 4303133	Add Attachments			💿 🖶 🕐 ···· Assign Cart Submit Req
Summary Taxes/S&H PO Preview Comments	Attachment Type	• File C Link		
Internal Notes and Attachments	File(s) 🚖	Drop File or Browse		Insert →
Internal Note Furniture for Business Manager		Max. File Size: 24.41 MB 🛛 🚽		File(s)
Internal Attachments Add				Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are
Event Title no value	★ Required fields Save Changes		Close	for estimation purposes, budget checking, and workflow approvals.
0.Home				Subtotal 35.00

The document name will populate below the File field. Click **Save Changes**.

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.			All 🔻	Search (Alt+Q)	🔍 35.00 USD 👿 🗢 🏴
Requisition • 4303133	Add Attachments		×	۲	🖶 🧿 ··· Assign Cart Submit
Summary Taxes/S&H PO Preview Commen	Attachment Type	• File 🔾 Link			
Internal Notes and Attachments Internal Note Furniture for Business Manager	File(s) ★	Drop File of Browse Max. File Size: 24.41 MB		ø ×	Summary Draft
Internal Attachments Add File attacc	hed	InternalNoteRequisition1.pdf	•		Shiping, Handling, and Tax charges are calculated charged by each supplier. The values shown here an for estimation purposes, budget checking, and workflow approvals.
2 Items Click Sa	ave Change	Save Changes	lose	··· 🗆 🕶	Subtotal 35 Shipping 0 Handling 0

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.

^	TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.	All Search (Alt+Q)
7	Requisition • 4303133	۲
٦	Summary Taxes/S&H PO Preview Comments Attachments 1 History	
e	Internal Notes and Attachments	ø ~
俞	Internal Note Furniture for Bus Internal File Note to all Suppliers no value	
<u>.</u> 29.	Internal Attachments Attachments for all suppliers	
	✓ InternalNoteRequisition1.pdf 6/17/2025 ···· Select Remove	
Шь	Event Title no value Remove Marie La Evternal Attachmente	
\$	2 Items	🗆 💌

The number of attachments that are added/removed will be reflected in the count located in the Attachments heading.

â	TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTE	ER.							All 🝷	Search (Alt+0
1	Requisition	• 4303133						Numł	per of	
5	Summary	Taxes/S&H	P0 Preview	Comments 2		Attachme	ents 1	 Attach	ments	
9	Attachment	ts found: 1							Add Internal Attachment	•
É	Attachment				Size	Туре	Location	Visibility	Create Date \downarrow	
%	<u>↓</u> InternalNot	teRequisition1.pdf			25k	File	Document	Internal	6/17/2025 3:40 PM	

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 next to Internal Attachments.

^	TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.						All 🔻	Search (
E	Requisition • 4303133							
5	Summary Taxes/S&H	PO Preview	Comments 2	Attachments 1	History			
e	V SUPPLIER DETAILS PO PU	irchase Order 1 : 1200 S	Taylor St, Amarill					
	Line Item		Catalog No	Size/Packaging	Unit Price	Quantity	Ext. Price	
щ	1 Chair			1/EA	25.00	Qty: 1 EA	25.00	🗌
5	∧ ITEM DETAILS <a>□				Select	bbA		
յլի	Contract:	no value		Internal Note		Auu	Manager - Office 20	в
\$	Taxable	×				to other lines		
	Commodity Code	no value		Internal Atta	chments Add			
	Recurring Payment	×		External Not	ie no va	lue		

This will open an additional window titled Add attachments. Insert the file to attach by dropping the file or browsing your computer.

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.			All 👻	Search (Alt+Q)	۵	35.00 USD 📜	
Requisition • 4303133	Add Attachments		×	۲	e ?	··· Assign Cart	Submit
Summary Taxes/S&H PO Preview Comment	Attachment Type	● File ○ Link	- 1			1	
SUPPLIER DETAILS PO Purchase Order 1 : 1200 S Taylor St, Amaril	File(s) ★	Drop File or Browse		Inse	ert		
Line Item		Midx. File Size. 24.41 Mb		File	s)	Draft IO USD)	
1 Chair				🗆	Shipping, H charged by	Handling, and Tax charges / each supplier. The values	are calculated as shown here are
ITEM DETAILS Do value	★ Required fields	Save Changes C	lose	•	for estimat workflow a	tion purposes, budget che approvals.	cking, and
Tauchia V		a contra			Subtotal		35

Add Attachments Requisition • 4303133 ? Assign Cart Attachment Type ● File ◯ Link File(s) ★ SUPPLIER DETAILS Drop File o Browse Max. File Size: 24.41 MB Total (35.00 USD) File attached 1 ition2.pd ITEM DETAILS i Click Save Changes Close

The file path will populate below the File field. Click **Save Changes**.

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

â	All 👻 Search (Alt+Q) Q 35.00 USD 👻 🛇 🍋	26
1	Requisition • 4303133 💿 🖶 🗇 … Assign Cart Submit	Req
6	Summary Taxes/S&H PO Preview Comments 2 Attachments 2 History	
Q	Contract no value PO Number To Be Assigned Summary	\rightarrow
	Line Item Catalog No. Size/Packaging Unit Price Quantity Ext. Price Draft	
血	1 Chair 1/EA 25.00 Qty: 1 EA 25.00 🗌 Total (35.00 USD)	~
%	TEM DETAILS Control to the second	nd)
шь м	Taxable X Copy to other lines Sharager - Unice 208	.00
*	File listed under	.00
	Internal Attachments	>
	Attachments for supplier Add Move to External Attachments	

The number of attachments that are added/removed will be reflected in the count located in the Attachments heading.

E	Requisition ·	4303133					Numbr	or of	
6	Summary	Taxes/S&H	PO Preview	Comments 2	_	Attachments 2	 Attachm	nents	
2	Attachment	s found: 2						Add Internal Attac	chment 🔻
<u>ش</u>	Attachment			Size	Туре	Location	Visibility	Create Date \downarrow	
3 9	<u>↓</u> InternalNot	eRequisition2.pdf		25k	File	Line 1 (Unit Price)	Internal	6/17/2025 3:54 PM	
lik.	<u>↓</u> InternalNot	eRequisition1.pdf		25k	File	Document	Internal	6/17/2025 3:40 PM	

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 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.

^	TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.							All 🔻	Search (Al
1	Requisition • 4303133								<
í.	Summary Taxes/S&H PO Preview	Comments	2	Attachments	2	History			
Q	Internal Notes and Attachments	ø	Externa	l Notes ar	nd Attachments	Select		✓ ✓	
俞	Internal Note Furniture for Business Manage	r		Note to a	all Suppliers	no value	Eult		
	Internal Attachments	Date	Add	Attachm suppliers	ents for all	Add			
	<u>↓</u> InternalNoteRequisition1.pdf	6/17/2025							

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

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.	IA	🔹 Search (Alt+Q) Q 35.00 USD 📜 ♡ 🏴
Requisition • 4303133	Edit External Notes And Attachments $ imes$	👁 🖶 🕐 ··· Assign Cart Subm
Summary Taxes/S&H PO Preview Comments	2 External Info	
Internal Notes and Attachments	Note to all Suppliers Discussed pricing with Business Manager. Supporting documentation attached!	Enter External Note
Internal Note Furniture for Business Manager	925 characters remaining expand I clear	Total (35.00 USD)
Internal Attachments D	Click Save Save Close	Shipping, Handling, and Tax charges are calculate charged by each supplier. The values shown here for estimation purposes, budget checking, and workflow approvals.

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

^	TEXAS HEALTH	TECH UNIVERSITY H SCIENCES CENTER.									All 🔻	Search (Al
E	Red	quisition •	4303133									<
5	Su	ummary	Taxes/S&H	PO Preview	Comments	2	At	tachments	2	History		
e	In	nternal Notes a	and Attachment	5			s	External	Notes and	d Attachments		• v
血	In	ternal Note	Furni	External Adde	Note d	-		Note to al	l Suppliers	Discussed pricing with Business documentation attached.	s Manager. Supporti	ng
3	h	nternal Attachme	ents		Date		Add	Attachme suppliers	nts for all	Add		
	2	↓ InternalNoteR	equisition1.pdf		6/17/2025							

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 an external, line-item note, select **Edit** to the right of the item in the cart.

â	TEXAS TECH UNIVERSIT HEALTH SCIENCES CENT	Y ER.								All 🕶	Search (Al
1	Requisition	• 4303133									<
í	Summary	Taxes/S&H	PO Preview	Comments	2	Attachments	2	History			
Q	Navajo Off	ice Products LLC	· 2 Items · 35.00	0 USD							… 🗆
	✓ SUPPLIER	DETAILS PO Purcha	ase Order 1 : 1200 S Ta	ylor St, Amarill							
	Line Item			С	atalog No.	Size/Packa	aging	Unit Price	Quantity	Ext. Price	
%	1 Chair					1/EA		25.00	Qty: 1 EA	25.00	🗌
հե	∧ ITEM	DETAILS 🗎						Select	Edit	\rightarrow	
8	Contr	act:	no value			Inter	nal Note	Furniture	for Business N	Aanager - Office 20	8
	Taxa	ble	×					Copy to ot	her lines		

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**.

î			
-	Edit Line 1: Item Details		h
1	1 Chair 1/EA	25.00 Qty: 1 EA 25.00	
	Contract:	Furniture for Business Manager - Office 208	
*	Taxable	957 characters remaining expand I clear	
39	Commodity Code External Note	John Smith quoted pricing for chair	
.lılı	Recurring Payment	965 characters remaining expand I clear	
4	Advanced Pay		
\$	Advanced Pay	Select Save	ose

The Edit Line-Item Note will now be populated in the requisition. The Copy to Other Lines feature allows you to add the same external note to other items on the requisition. Click **Copy to Other Lines** if you would like to add the line-item external note to other commodities.

Sumr	mary Taxes/S&H	PO Preview	Comments 2	Attachments 2	History			
Line	Item		Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1	Chair			1/EA	25.00	Qty: 1 EA	25.00	
	∧ ITEM DETAILS <a>[]							ø
	Contract:	no value		Internal Note	Externa	l Line-Ite	Office 208	3
	Taxable	×			Note	Added		
	Commodity Code	no value		Internal Attachm	ients	1	_	Add
	Recurring Payment	\times		↓ InternalNote	Requisition2.pdf	↓		
	Advanced Pav	~		External Note	John :	Smith quoted pricing	g for chair	
	haranoo i aj	Click (Copy to Othe	Lines	Copy to	o 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.

*	HEALTH SCIENCES CENTER.			All 👻 Search (A	.lt+Q) Q 35	.00 USD 📜 🤇	> 1 ↓ 26 1
1	Copy To Other Lines: External Note			_			×
	Navajo Office Products LLC				Select Item		
Q	Line Item	Catalog No.	Size/Packaging	Unit Price		+ Price	
血	2 Table		1/EA	10.00	1 EA	10.00	
%	i laxable X		Conv to other lines		workflow approval	Сору	Close

Once an item is selected, a green checkmark will appear in the box. Select Copy.

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The system will display a message to indicate whether the line(s) copied successfully. 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 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.

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7	Requisition	4303133								<
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This will open an additional window titled Add Attachments. Insert the file to attach by dropping the file or browsing your computer.

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The file path will populate below the File field. Click **Save Changes**.

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

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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.

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The number of attachments that are added/removed will be reflected in the count located in the Attachments heading.

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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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This will open an additional window titled Add Attachments. Insert the file to attach by dropping the file or browsing your computer.

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The file path will populate below the File field. Click **Save Changes**.

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▲ ITEM DETAILS → Contract: Taxable	File attache	d>	ExternalNoteRequisition3.pdf	✓ أأ	*	Total (35.00 USD) Shipping, Handling, and Tax cha charged by each supplier. The va for estimation purposes, budget workflow approvals.	rges are calculated and alues shown here are checking, and
Commodity Code Recurring Payment	Click Save	Changes	Save Changes	Close	Add	Subtotal Shipping Handling	35.00 0.00 0.00

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



The number of attachments that are added/removed will be reflected in the count located in the Attachments heading.

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E	Requisition • 4303133		Number of
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