

Search for PO and go to the *Comments* Tab.

Status Summary Revisions **1** Confirmations Shipments Receipts **1** Invoices **1** **Comments** Attachments History

Records found: 0

Show comments for

Purcha... ▾



No comments have been added

Click on the *plus* sign to add a comment.

Status Summary Revisions **1** Confirmations Shipments Receipts **1** Invoices **1** **Comments** Attachments History

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No comments have been added

Click on *Add recipient*.

ADD COMMENT



1000 characters remaining

expand | clear

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s) | [Add recipient](#)

- Michelle Sanchez Guillen (Prepared for) <masanchez22@utep.edu>
- Monica Zaragoza (Prepared by) <mzaragoza2@utep.edu>

Attach file (optional)

Attachment Type File Link/URL

File Name

File

Choose File

Upload your file

Type in *Billing* under *User Name*. Click *Search*.

User Search ✕

Last Name ?

First Name ?

User Name ?

Email ?

Department ?

Role ?

Results Per Page

Click on *plus* sign to add our billing email.

User Search ✕

Name ^	User Name	Email	Phone	Action
Accounts Payable, Billing	billing	billing@utep.edu		<input button"="" type="button" value="Close"/>

Type in okay to pay comment and click on "Choose File" in order to attach invoice.

ADD COMMENT ✓ ✕

okay to pay

989 characters remaining expand | clear

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s) | [Add recipient](#)

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Attach file (optional)

Attachment Type File Link/URL

File Name

File

**** Please note that Accounts Payable is not alerted if a PO is okay to pay, unless a MM comment is sent to our billing email. ****