

Add Comment Recipient in JAGGAER



1

www.bullybuy.msstate.edu

Shop

Orders

Contracts

Accounts Payable

Vendors

Sourcing

Reporting

Administer

Setup

1 of 1 Results

<

>

Receipts

Invoices

Comments

Attachments 2

History

Records found: 0

Show comments for

Purchase Order

+

No comments have been added

Summary

Completed

Details

Vendor Status

Sent To Vendor

Vendor

Dell Marketing LP

Total (3,396.62 USD)

Shipping, Handling, and Tax charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal

3,396.62

3,396.62

Related Documents

2 Click "Comments"

The screenshot shows the 'Purchase Order' page for 'Dell Marketing LP' with ID '25608520 Revision 0'. The left sidebar contains navigation links: Home, Shop, Orders, Contracts, Accounts Payable, Vendors, Sourcing, Reporting, Administer, and Setup. The top header includes the Mississippi State University logo, a search bar, and currency '1.00 USD'. The main content area has tabs for Receipts, Invoices, Comments (highlighted with an orange circle), Attachments (2), and History. Below the tabs, a box displays 'Records found: 0' and 'Show comments for Purchase Order'. A message states 'No comments have been added'. On the right, a 'Summary' section shows 'Completed' status, details for 'Dell Marketing LP', and a total of '3,396.62 USD'.

3 Click this button.

This screenshot is identical to the previous one, but with an additional orange circle highlighting the '+' button next to the 'Purchase Order' dropdown in the 'Show comments for' section. A tooltip labeled 'New Comment' is visible over this button. The rest of the interface, including the sidebar, header, and summary section, remains the same.

4 Click "Add recipient"

Records found: 0 Show comments for Purchase Order

ADD COMMENT

1000 characters remaining expand | clear

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 document.

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**

☐ [Redacted Name] <[Redacted Email]>

☐ Sasha Cole (Approved) <snc64@msstate.edu>

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Subtotal 3,396.62

3,396.62

Related Documents

Requisition: 212238023

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5 Click the "First Name" field.

User Search

Last Name

First Name

User Name

Email

Business Unit Business Unit Name

Department

Role

Results Per Page 10

Purchase Order

Records found: 0

ADD COMMENT

1000 characters remaining

Character note is at

This will

Summary

Completed

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Vendor

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3,396.62

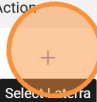
Related Documents

Requisition: 212238023

6 Type "laterra **Enter**"

7 Click this icon.

The screenshot displays a web application interface for Mississippi State University. A 'User Search' modal is open, showing a table of search results. The table has the following data:

Name ↑	User Name	Email	Phone	Action
Bell, Laterra	LMB277	lmb277@msstate.edu		

Below the table is a 'Close' button. In the background, a document editor is visible with a character limit warning: '1000 characters remaining'. A vendor summary for 'Dell Marketing LP' is also shown, with a total of 3,396.62 USD.