

**To review E-Pro comments and attachments:**

Attachments or supporting documentation for requisition requests can be viewed by clicking the  icon in the Comments column.

1. Open a requisition from your e-mail or from the Worklist link.
2. Click  to open the available comments and attachments.

Line Information							
	Line	Item Description	Vendor Name	Qty	UOM	Price	Comments
<input type="checkbox"/>	1	<a href="#">SERVICE: Telephone System Ma...</a>	AT&T-006	1.0000	EA	3,400.00 USD	
<input type="checkbox"/>	2	<a href="#">SERVICE: Telephone System Ma...</a>	AT&T-006	1.0000	EA	3,990.00 USD	

Select All / Deselect All  
 View Line Details

3. Click  to open specific attachments.

**Requisition Comments**

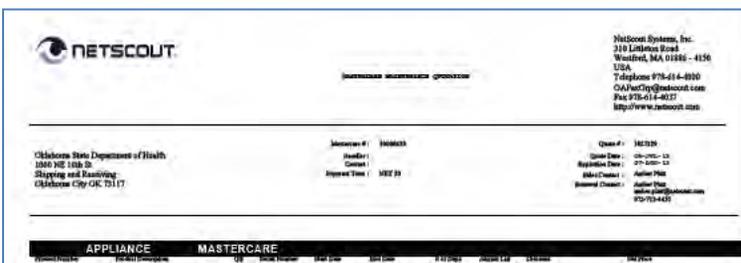
Line Information							
	Line	Item Description	Vendor Name	Qty	UOM	Price	
<input type="checkbox"/>	1	<a href="#">SERVICE: Telephone System Ma...</a>	AT&T-006	1.0000	EA	\$3,400.00 USD	
<input type="checkbox"/>	2	<a href="#">SERVICE: Telephone System Ma...</a>	AT&T-006	1.0000	EA	\$3,990.00 USD	

**Line Comments:**  
 PRODUCT #: 5508W-WG PRODUCT DESCRIPTION: nGenius Performance Manager Server w/ Work Serial Number: 8NYXJMI Start Date: 9/28/2013 - 9/27/2014

**Line Comments:**  
 PRODUCT #: 2916/GS PRODUCT DESCRIPTION: nGenius InfiniStream, 4-Port 10/100/1000Base Serial Number: NSA100298062D Start Date: 9/28/2013 - 9/27/2014

Attachments		View	Send to Vendor
Attached File			<input type="checkbox"/>
1 340_Netscout_Renewal.pdf			<input type="checkbox"/>

4. Attachments can include price quotes, technical specs, etc.



**Notes:**

Access requisitions in need of action from your e-mail or from your Worklist.

The  will open attachments.