



## What is it?

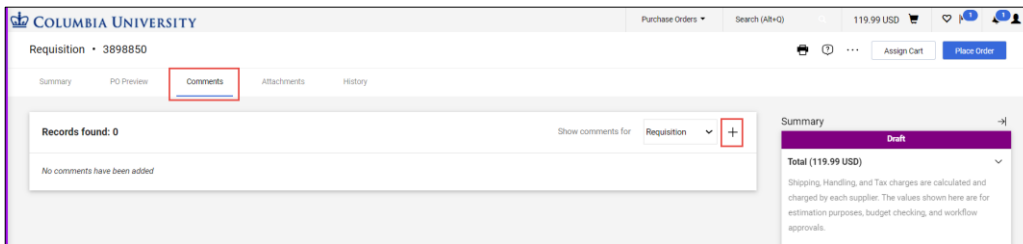
Comments allow Initiators and Approvers to communicate back and forth within a Requisition or Voucher. An email notification is sent to the recipient via email indicating that a Comment has been added and a conversation thread is contained within the document. Some reasons for the use of Comments are shared below to help you seamlessly communicate within the CU Marketplace.

- Be proactive and notify your Approver that a document is awaiting their approval.
- Request your Approver *return* the document to you for editing or if it was submitted with an error.
- Respond to Approvers asking for additional information or documentation.
- Add attachments *after* the document is submitted into workflow without asking for it to be returned.

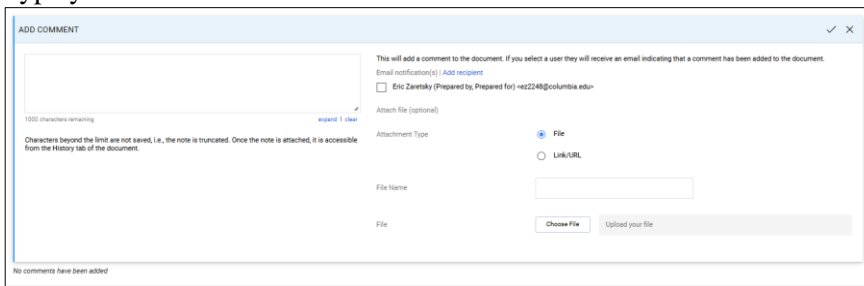
## Adding Comments and Notifying Approvers

From within a Requisition or Voucher document:

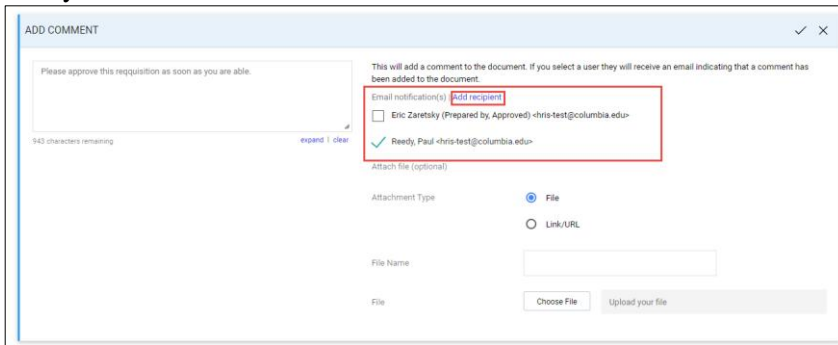
1. Click the **Comments** tab.



2. Click the **New Comments** + icon. The Add Comment screen appears.
3. Type your **Comment**.



You can select the individuals listed who have worked with your document to receive your Comment as an Email Notification, or, click **Add recipients** to search for Approvers or other individuals you wish to send your Comment to.



4. You can **Attach a File or Link/URL** as part of your Comment. Select the **Attachment Type**.

Depending on the Attachment Type, choose your File or provide the Link/URL.

- Click the **Complete** icon. Comments are indicated on the Comments tab and listed on the Comments screen.

## Viewing Returned Documents

Any returned documents will be listed in the **Actions Items** tile on the CU Marketplace Welcome Page or from the **Action Items** icon in the upper right corner of the CU Marketplace screen.

Click **My Returned (Requisitions or Voucher)** to view and select your returned item.


## Responding to Approver Comments

If an Approver returns a Requisition or Voucher to you for more information or revisions, they will include a Comment explaining the reason for the return. You can respond directly to the Comment and also attach any requested files.

- When viewing the document navigate to the **Comments** tab.

- Click the **Reply To** icon next to the document returned message to respond to the Comment.

3. Type your **Comment**.
4. If the Approver is requesting additional documentation, you can **Attach a File**.

5. Click the **Complete**  icon.  
Make any other revisions required by the Approver and resubmit your document.

## Where do I get help?

View previous [CU Marketplace Tips](#).

Contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

Log an incident or request a service via Service Now

<https://columbia.service-now.com>