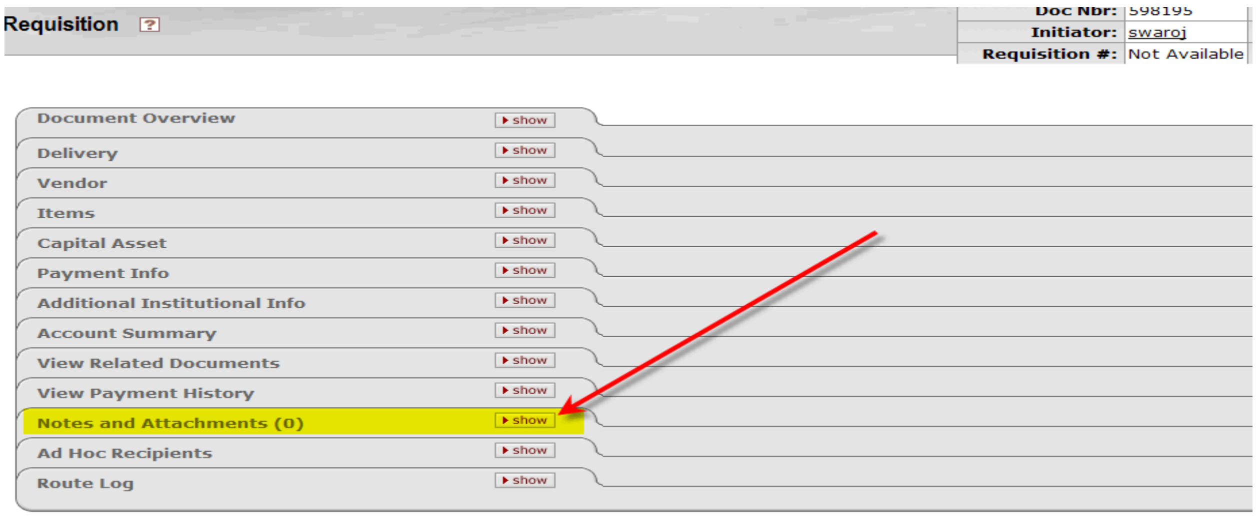
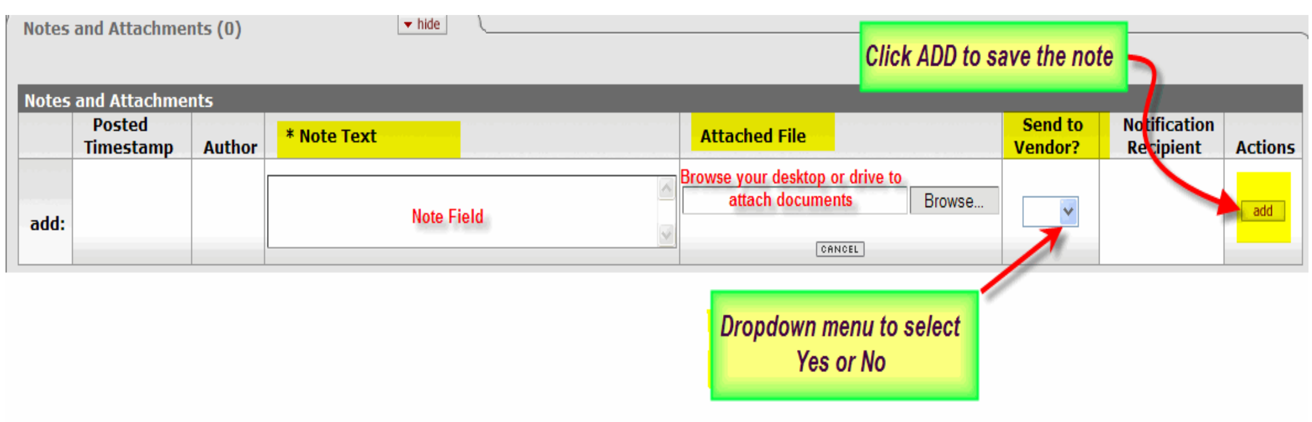
Sending Notes and Attachments to a Supplier

As of February 1, 2010, Kuali Financial System users can now communicate with suppliers by sending notes and/or notes and attachments. This quick guide will provide the steps in order to send notes and attachments to suppliers. When using shop catalogs or a standard non catalog requisition, the user will need to use the Notes and Attachments Tab in the Kuali requisition eDOC.



The user has the option of sending a note or a note and attachment. Kuali will always require a note when attaching a document. Note: Once a note or attachment is added, it cannot be removed. Please be cognizant of what types of information that you attach and send to the vendor.



User will complete the steps on the requisition to trigger the workflow for workflow approval. When the PO is created the note and/or note and attachment will appear on the body of the PO with any attachments to send via email or fax to the supplier.

Colorado State University

6010 Campus Delivery
Purchasing Department
555 S. Howes Street
Fort Collins, CO 80523

970-491-5105

Purchase Order

Purchase Order Date	PO/Reference No.	Revision No.
1/29/2010	**900028**	**0**

Purchaser Information

Requestor Name	Kevin L McHenry
Requestor Email	Kevin.Mchenry@ColoState.EDU
Requestor Phone	+1 (970) 491-1586

Order acceptance instructions:

Purchase Order Terms and Conditions http://www.purchasing.colostate.edu/pages/pdf/potermsconditions.pdf

Supplier Information

Sciquest Inc	
Address	Dept At 952232
City/State/Zip	Atlanta, GA 31192-2232
Fax	+1 (970) 491-5523
F.O.B.	
Payment Terms	

Delivery Information

Delivery Address

Colorado State University	
Name	McHenry, Kevin L
ContactEmail	Kevin.Mchenry@ColoState.EDU
Phone	970-491-1586
Building	Univ Services Center - Rm 204
1029-1 200 West Lake Street 1029 Campus Delivery Fort Collins, CO 80523-1029 United States	
ShipTo Address Code	1029-1
Delivery Information	
Delivery	
Expedite	No
Ship Via	Best Carrier-Best Way

Shipping Instructions

Note to Supplier	This note has not attachment (2) This is a test attachment
Attachments for supplier	
Rice_IU_CSU_Stats_Ja... (11k)	
Supplier Terms and Conditions	

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 1	<<<<<<<<<<<<<<<<<<<<<< LINE CANCELLED >>>>>>>>>>>>>>>>>>>>>>					
LINE CANCELLED	This is a test pruchase order		BX	1.00 USD	1 BX	1.00 USD
	ADDITIONAL INFO					
	Taxable: No Capital Expense: No PO Clauses: Refer below					
				Total		0.00 USD

Purchasing Information

Contract	*no value*
Quote number	
Purchasing Agent	*no value*
970-491-5105	*no value*

Billing Address

Company	COLORADO STATE UNIVERSITY
Phone	970-491-7113
ACCOUNTS PAYABLE 6003 CAMPUS DELIVERY FORT COLLINS, CO 80523-6003 United States	

PO Terms

There are no clauses associated with this Purchase Order.