CU Marketplace How-to: Replying to Comments [1]

When an approver is reviewing an invoice, they may add Comments to ask a question or request supporting documentation.

When attaching support requested in a comment, attach the document using the **Comments** tab not the **Attachments** tab. Make sure to select to box to notify the approver that the support has been provided.

In CU Marketplace, open the Purchase Order or Voucher. Select the **Comments** tab and locate the comment requesting additional support. Click the **Reply To** link next to that comment:
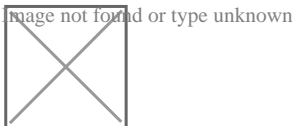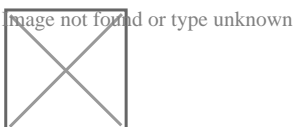

A pop-up window will appear.

Under *Email notification(s)*, 1) verify the commenter's name is selected. This ensures they receive an email indicating their question was responded to.
2) Use the text field to enter any comments or clarifying information and
3) if additional support was requested, use the bottom of the window to name and attach the file. Click **Choose File** to select the appropriate file from your computer
4) Click **Add Comment** to save: