

## CU Marketplace How-to: Replying to Comments <sup>[1]</sup>

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 the box to notify the approver that the support has been provided.

### Read the procedures

1. In CU Marketplace, open the Purchase Order.
2. Select the **Comments** tab.
3. Locate the comment requesting additional support.
4. Click the **Reply To** link next to that comment. A popup window will appear.
5. Under Email notification(s), verify the commenter's name is selected. This ensures they receive an email indicating you've responded to their question or request.
6. Use the text field to enter any comments or clarifying information.
7. If additional support was requested, use the bottom of the window to name and attach the file.
8. Click **Choose File** to select the appropriate file from your computer.
9. Click **Add Comment** to save.

**Note:** If you want to add attachments, but they have not been requested via a comment, those can be uploaded from the Attachments tab.

### Have a question or feedback?

## Questions & Feedback <sup>[2]</sup>

### Feedback or Question \*

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#### Your Email Address

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Submit

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**Source URL:** <https://www.cu.edu/psc/cu-marketplace-how-replying-comments>

**Links**

[1] <https://www.cu.edu/psc/cu-marketplace-how-replying-comments>

[2] <https://www.cu.edu/controller/forms/questions-feedback-0>