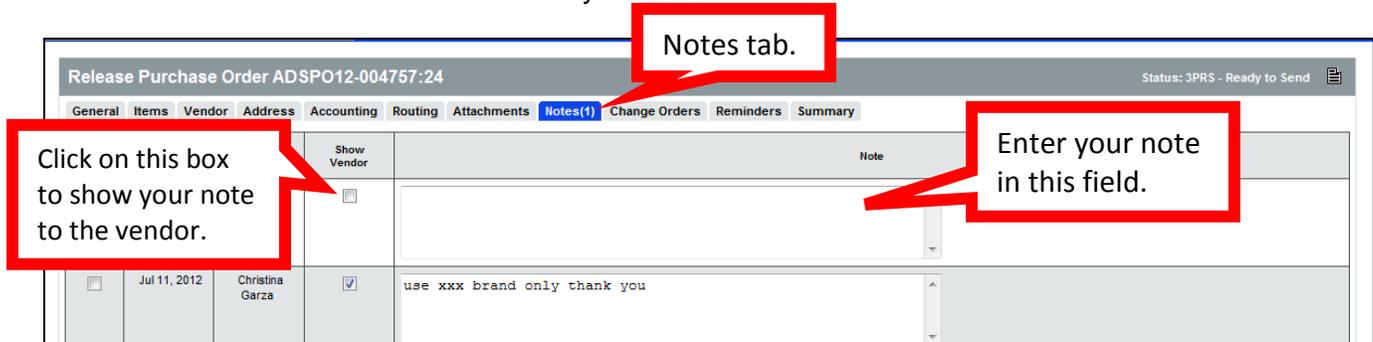


## Showing Notes to Vendors on POs

ProcureAZ version 10 allows you to add notes to a purchase order that are viewable by the vendor.

### Creating the Note

1. You can show notes to vendors on purchase orders (POs) only.
2. Go to the **Notes** tab and type your note in the **Note** field.
3. Click the **Show Vendor** checkbox next to your note.

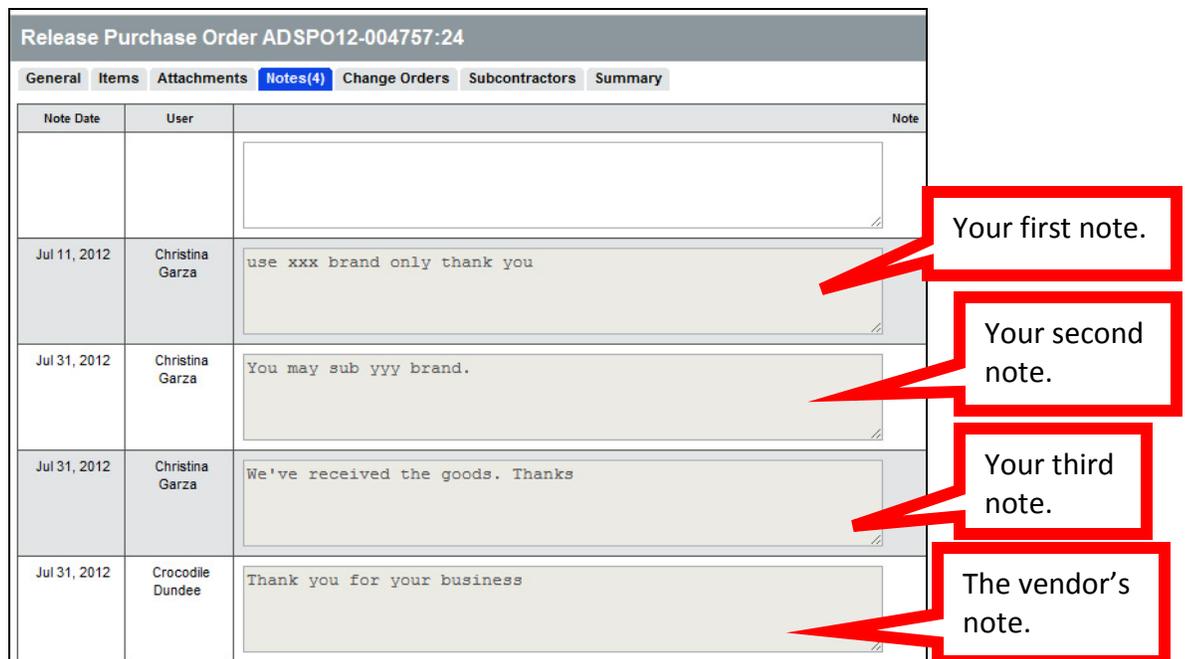


Release Purchase Order ADSP012-004757:24 Status: 3PRS - Ready to Send

General Items Vendor Address Accounting Routing Attachments **Notes(1)** Change Orders Reminders Summary

	Show Vendor	Note
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	use xxx brand only thank you

4. Click the Save & Continue button below your note to save it. The Notes tab will now show (1) note is present on the PO. You can add notes to the PO even after it has reached complete receipt status.
5. **The vendor DOES NOT receive an email notification when a note is added to a PO.** Unless the purchaser notifies the vendor a note has been added to their PO, the vendor will need to notice the **Notes** tab is showing a number in parentheses, indicating there are notes on the PO. In order to see the note(s) the vendor must log in to ProcureAZ, click on the PO number, then click on the notes tab. The vendor is also able to add their own note:



Release Purchase Order ADSP012-004757:24

General Items Attachments **Notes(4)** Change Orders Subcontractors Summary

Note Date	User	Note
Jul 11, 2012	Christina Garza	use xxx brand only thank you
Jul 31, 2012	Christina Garza	You may sub yyy brand.
Jul 31, 2012	Christina Garza	We've received the goods. Thanks
Jul 31, 2012	Crocodile Dundee	Thank you for your business

## Showing Notes to Vendors on POs

ProcureAZ Agency users with access to the PO will see the notes in the **Notes** section of the **Summary** tab. The associated user names and dates the notes were created are not shown on the **Summary** tab. **The vendor does not see a Notes section on the Summary tab of the PO.**

<b>Master Blanket/Contract End Date (Maximum):</b>		
<b>Special Purchase Types:</b>		
<b>Notes:</b>	use xxx brand only thank you You may sub yyy brand. We've received the goods. Thanks Thank you for your business	The Notes section on the Summary tab of an Agency user.
<b>Vendor Information &amp; PO Terms</b>		
<b>Vendor:</b>	<a href="#">000009178 - Wombat Supply</a>	Pre
<b>Remit to Address:</b>	Crocodile Dundee	Pay