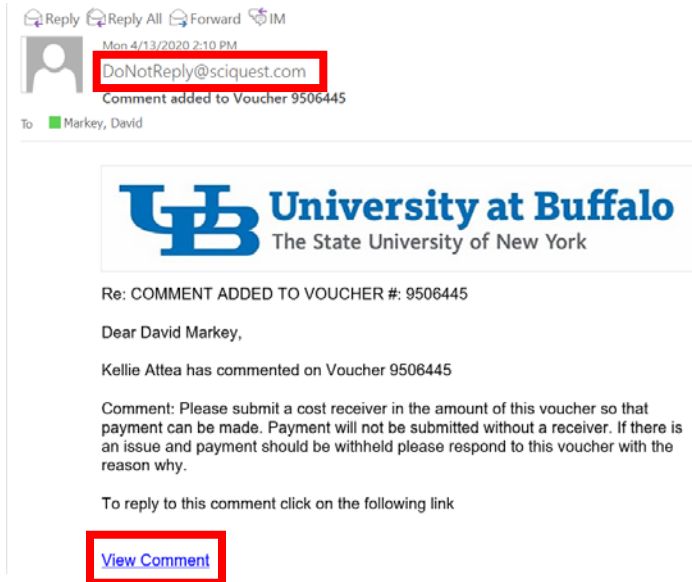


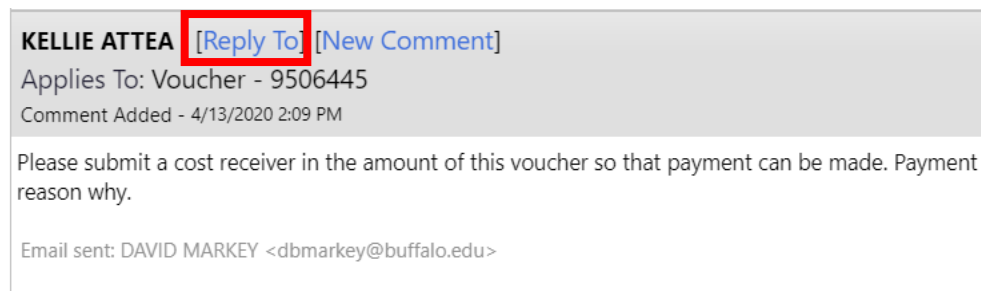
## Replying To Comments in ShopBlue

In ShopBlue, comments can be made within requisitions, POs, vouchers and receivers. These comments can also be sent directly to other users. These comments should be replied to within ShopBlue, as well, if required.

1. When a comment is sent to you through ShopBlue, you will receive an email from ShopBlue, with the sender being [DoNotReply@scquest.com](mailto:DoNotReply@scquest.com). To go directly to that comment, click **View Comment**.



2. To reply to these comments, click **Reply To** next to the name of the previous sender.



3. Enter your message. The person you are directly replying to will already be checked to have this message sent to them. You can also quickly add others who have been a part of this document by checking the box next to their name, or you can add someone new by clicking **add email recipient...** and searching for who you'd like to add. You can also attach documents you may need to send at this point by clicking **Choose File**. To finish, click **Add Comment**.

## Add Comment

indicating that a comment has been added to the document.

Email notification(s):

- ☐ DAVID MARKEY (Receiver Creator, Requisition prepared by) <dbmarkey@buffalo.edu>
- ☒ KELLIE ATTEA <kobrien3@buffalo.edu>
- ☐ Leanne Martin (Prepared by, Approved) <lmartin7@buffalo.edu>
- ☐ MIRIAM MOLDENHAUER-MAJEWSKI (Prepared for) <mmoldenh@buffalo.edu>

[add email recipient...](#)

Cost receiver completed

977 characters remaining

Attach file to this document (optional):

Attachment Type

File Name

File  No file chosen

4. The comment will now be added to the document. It will show who it has been sent to underneath the comment, and they will receive an email with this comment.

**DAVID MARKEY** [\[Reply To\]](#) [\[New Comment\]](#)

Applies To: Voucher - 9506445

Comment Added - 4/13/2020 6:34 PM

Cost receiver completed

Email sent: KELLIE ATTEA <kobrien3@buffalo.edu>