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<th>Step</th>
<th>Action</th>
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| 1.   | **Comments**  
You can use the Comments function in BuyWays as an “instant messaging” system to communicate with buyers, approvers and other UMass Boston employees. Once you have approved your requisition, if the buyer in the Procurement Office has any questions about your requisition, she will enter a comment in the requisition. BuyWays will then send an email notification to you. Instead of having your communications related to a particular requisition in separate emails, all of the comments will be permanently attached to the requisition in BuyWays.  
Click on the link to the requisition in the email notification, as shown in this sample message: |

```
From: support@uquest.com [mailto:support@uquest.com]
Sent: Monday, May 06, 2013 2:39 PM
To: Cathy Hennessy
Subject: Comment added to requisition 3943529

Re: COMMENT ADDED TO REQUISITION of 3943529 Cart Name bus transportation extra trips Prepared by: Betty Ann Collins

Dear Catherine Hennessy,

Catherine Hennessy has commented on Requisition 3943529

Comments: Testing comment

To reply to this comment click on the following link

https://solutions.uquest.com/app/#/Requisition/RequisiteID=3943529&AuthUser=c157745674d78c7ea967b901c884&DocumentSearch=0&DocumentSimpleSearch=off

Support Team Contact Information:

Thank you,
University of Massachusetts```
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| 2.   | Log into BuyWays.  
The system will open to the **Comments** tab of the requisition noted in the email.  
To respond to the comment, click [Add Comment](#).  
A box will open listing everyone associated with the comments in the requisition.  
Click on the checkbox next to each person, including yourself, you want to receive an email notification and link to your comment.  
You may also send the email notification to any other UMass Boston employee by clicking on the **add email recipient** link. A search box will open.  
Search for the person by name or email address, then click **Select**. The selected person will be added to the list of recipients with the checkbox already selected.  
Enter your comment in the text box.  
Click **Add Comment**. Your email notification will be sent. |