Updating Comments on a Requisition

Step	Action
1.	Once you have entered a comment, the **Comments** icon will be shaded. A comment can be edited as needed.
2.	Click the **Add/Edit Comments** button.
3.	Add, remove or edit comment text into the **Line Comments** field as needed.
4.	Once you have edited your comment, click **OK.**
5.	**End of Procedure.**

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