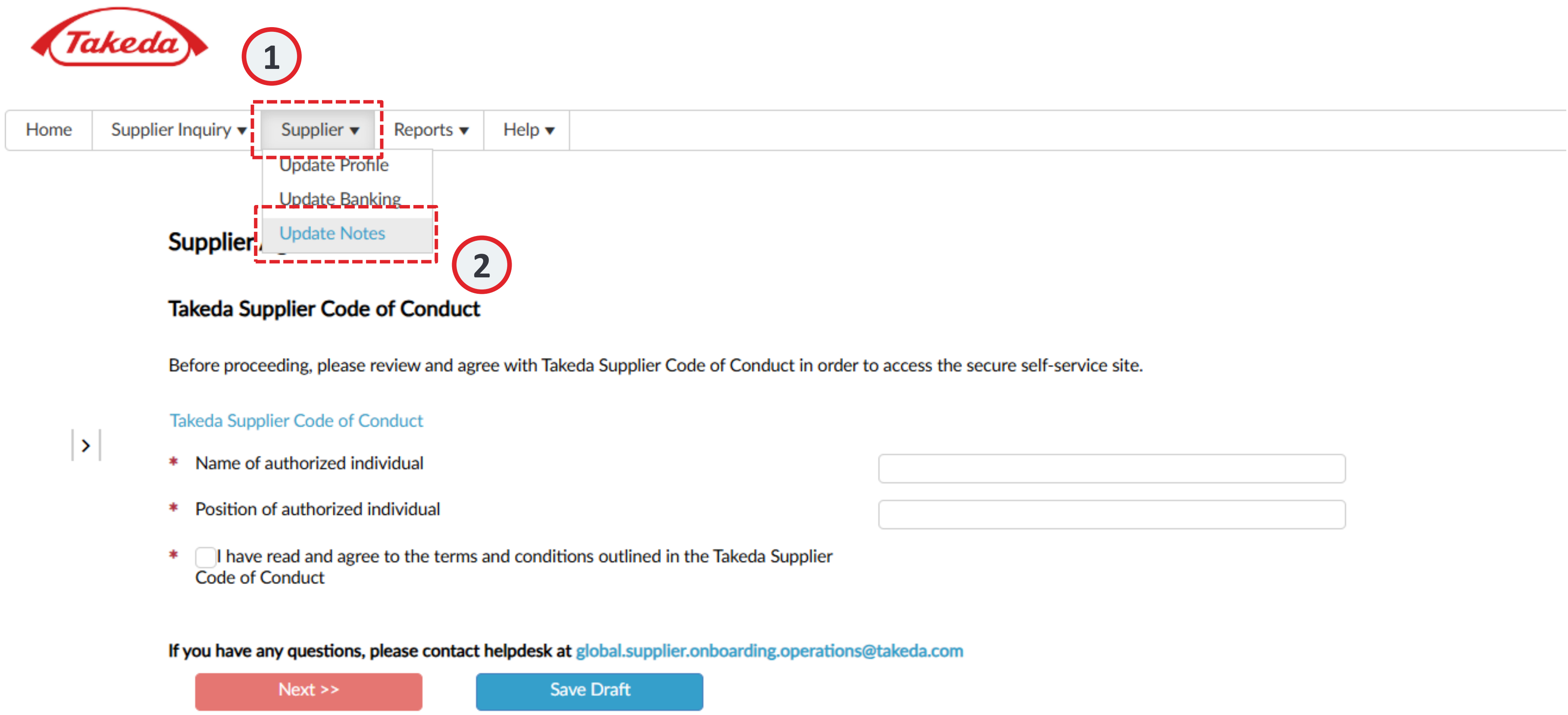
QRG

How to create a note response

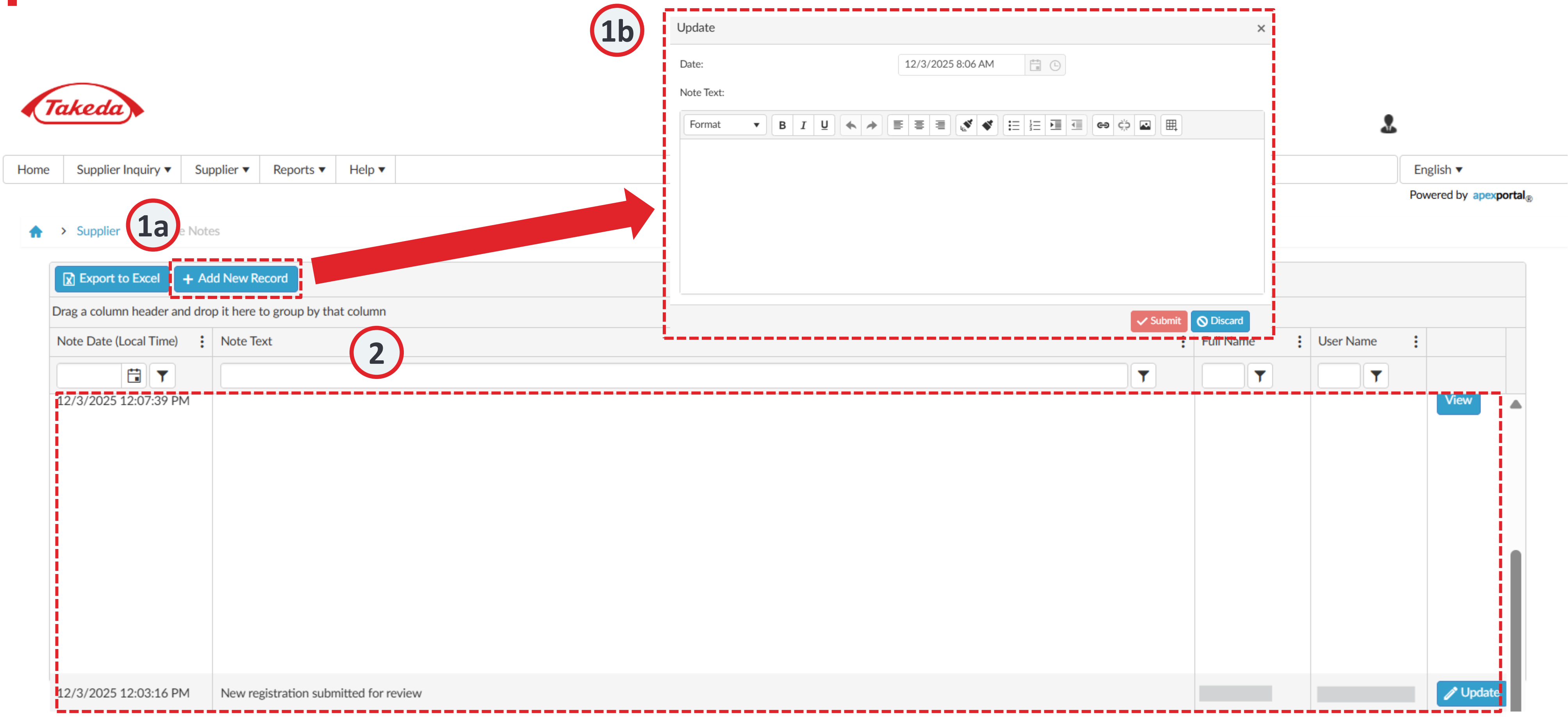
How to create a note response



1 Select **Supplier** from menu

2 Choose **Update Notes** from the drop-dowm menu

How to create a note response



1a Select **Add New Record** to open the message creation window.

1b Create a note and send it by selecting **Submit**.

2 You can view any previous messages sent to you or by you.

Thank you!