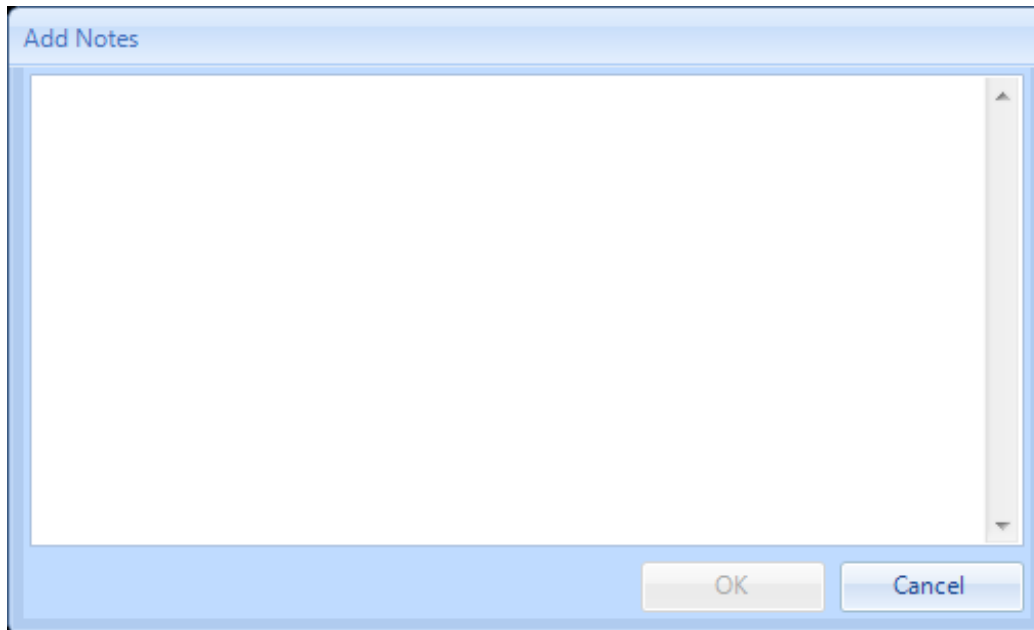


# Add Notes

📅 Wed, Jan 17, 2024    📁 [Agent Actions - Purchasing](#)

This section of a Purchase Order is where the User can add any additional information which has been provided to add extra clarity to the requirements of the Purchase Order.

1. Enter the required text in the text box and click OK.

A screenshot of a software dialog box titled "Add Notes". The dialog box has a light blue header bar with the title. Below the header is a large, empty white rectangular area for text input, which includes a vertical scrollbar on the right side. At the bottom right of the dialog box, there are two buttons: "OK" and "Cancel".

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=324>