

Comments, files, and history on a purchase job

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A purchase job is the record you keep while purchasing work moves from its request into supplier and order processing. After the record is saved, use its follow-up surfaces to keep supporting files with the job and review the job's recorded changes.

If you need to...	Go to
Find a saved purchase job	Find and open a saved purchase job
Keep a supporting file with the job	Keep supporting files with the purchase job
Review changes made to the job	Review Last Modifications
Work on the main purchase-job record	Purchase job record
Maintain files beyond their link to a purchase job	Libraries and files

The saved record has the **Attachment** and **Last Modifications** tabs. The **Comments** tab is not part of the available follow-up surface. RFQ, quotation, and purchase-order work remain on their own purchase-job pages.

Before you start

You need a saved purchase job before the follow-up tabs can appear. The saved-record area also depends on subscription access. File actions depend on whether the attachment surface is read-only.

Prerequisites

Have or know	Why it matters
A saved purchase job	The bottom tabs are shown only for a saved record.
Access to the purchasing feature	The attachment and history surfaces require subscription access.
Whether the record is editable	Attach File appears when the attachment surface is not read-only.
The details you want to keep with the file	Have the file name, category, tags, and any accompanying note ready to enter or review.

The attachment list can be in an empty, loading, or error state. History rows appear when the record has user logs. These states determine what you can review after you select a tab.

Find and open a saved purchase job

The purchase-job list is where you locate an existing job before opening its saved record.

Prerequisites

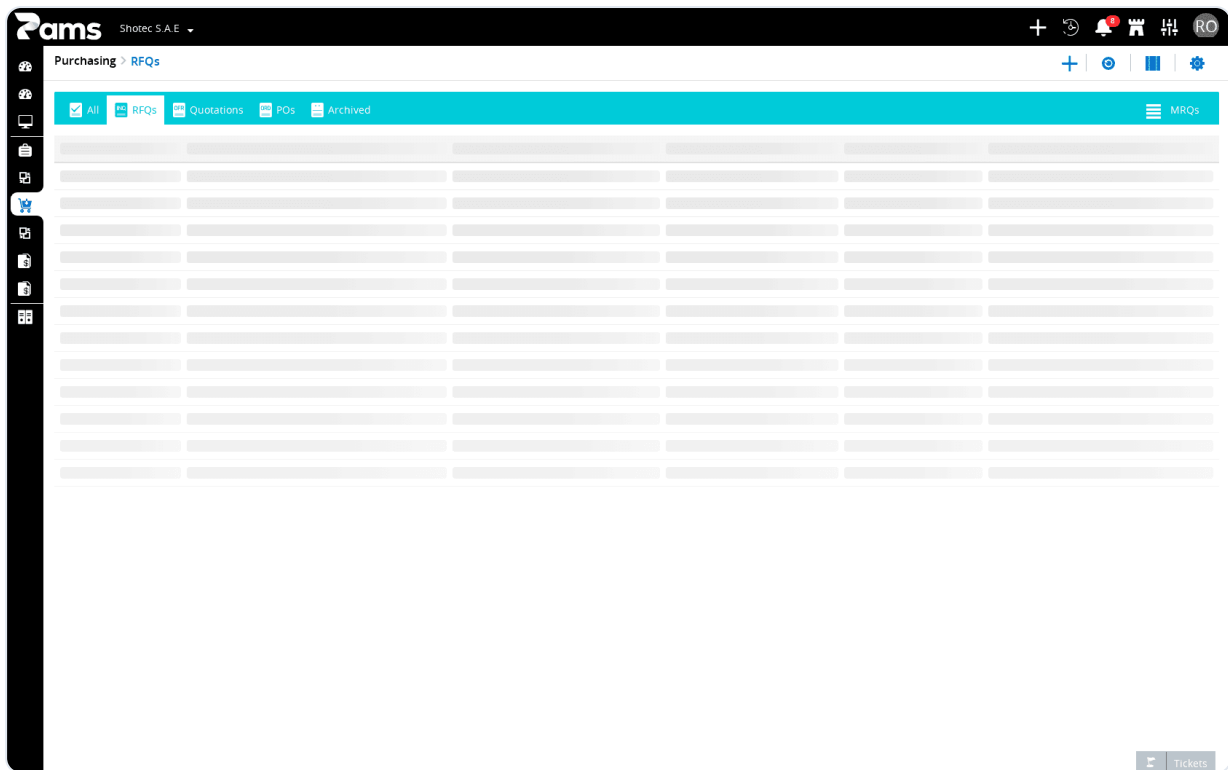
- Know which saved purchase job you need to open.

Steps

1. Open the purchase-job list.
2. Choose the list tab that matches the work you need to review: **All**, **RFQs**, **Quotations**, **POs**, or **Archived**.
3. Use **MRQs** or **Tickets** when those list entries are the starting point for your work.
4. Choose the list tool that matches what you need.

If you need to...	Choose
Reload the list	Refresh
Adjust the list	Table Layout
Open list settings	Settings

5. Select the saved purchase job you want to review.



Result: The saved purchase-job record opens, ready for you to select **Attachment** or **Last Modifications**.

Keep supporting files with the purchase job

The **Attachment** area keeps documents and their identifying details with the saved purchase job. A row can show **File name**, **Category**, **Tags**, **Size**, and **Modified**.

Prerequisites

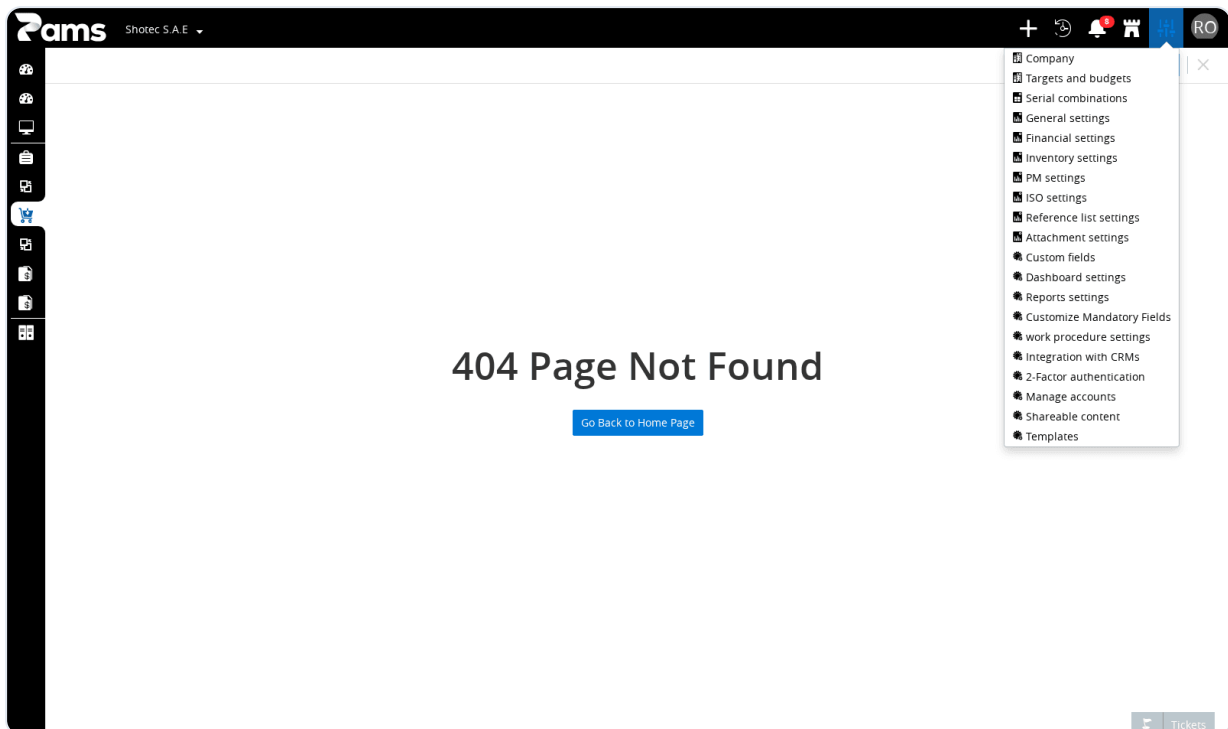
- Open a saved purchase job.
- Use an editable attachment surface when you need to add or change a file.

Steps

1. Select **Attachment** on the saved purchase-job record.
2. Select **Attach File** to open the files library.
3. In the files library, choose the file or library item you need to associate with the job.
4. Enter the file's **File Name** when the upload form asks for it.
5. Choose a value in **Links** when you need to associate the upload with another record type.
6. Enter a **Comment** when the file needs an accompanying note.

7. Select **Category** in the attachment list to assign or edit the file category.
8. Use the file manager's **Open**, **Add/Remove tags**, **Rename**, or **Export** actions for the corresponding file-management task.
9. Select **unattach** when you need to remove the file's link to the purchase job.

The attachment grid appears when at least one file is present and the list is not loading or in an error state. When no files are present, the attachment area shows its empty state. When loading fails, select **Try Again** to reload the attachment list.



Result: The attachment area shows the files associated with the purchase job, or its empty or retry state when no file list is available.

Review Last Modifications

Last Modifications is the purchase job's chronological history of actions performed by users.

Use it to review the available history entries and expand an edit entry when it contains changes.

Prerequisites

- Open a saved purchase job with **Last Modifications** available.

Steps

1. Select **Last Modifications**.
2. Select **Refresh** to reload the history.
3. Use the **Filter by user** field to narrow the history by user.
4. Use the **Filter by field** field to narrow the history by field.
5. Select a **Registration** entry when you need to review its history row.
6. Select an edit row that has changes to expand its details.

Result: The history area shows the available chronological entries and any expanded changes for the selected row.

When a follow-up surface is unavailable

The available follow-up choices depend on the saved record. Use **Attachment** for supporting files and **Last Modifications** for history. Discussion and some file actions are not available on these follow-up surfaces.

Steps

1. Choose the alternative that matches what you need.

If you need to...	Use this option
Keep a file linked to the purchase job	Select Attach File to open the files library.
Remove a file's purchase-job link	Select unattach when the attachment area is editable.
Download a file	Open the files library from Attach File .
Reload a failed attachment list	Select Try Again .
Correct a file or folder name	Use only the characters described by Just ' _ ' - ' ' . ' And ' & ' Characters Accepted .
Recover from 404 Page Not Found	Open the saved job from the purchase-job list.

A completed file request can display `Your request was completed successfully` .

Result: You have the available follow-up option for your task and its next action.

Continue after reviewing the purchase job

File and history review does not move the purchase job to another purchasing stage.

After reviewing

the follow-up information, return to the broader [Purchase job record](#)

or continue file maintenance in [Libraries and files](#).

Result: You know whether to continue on the purchase-job record or in the files library.