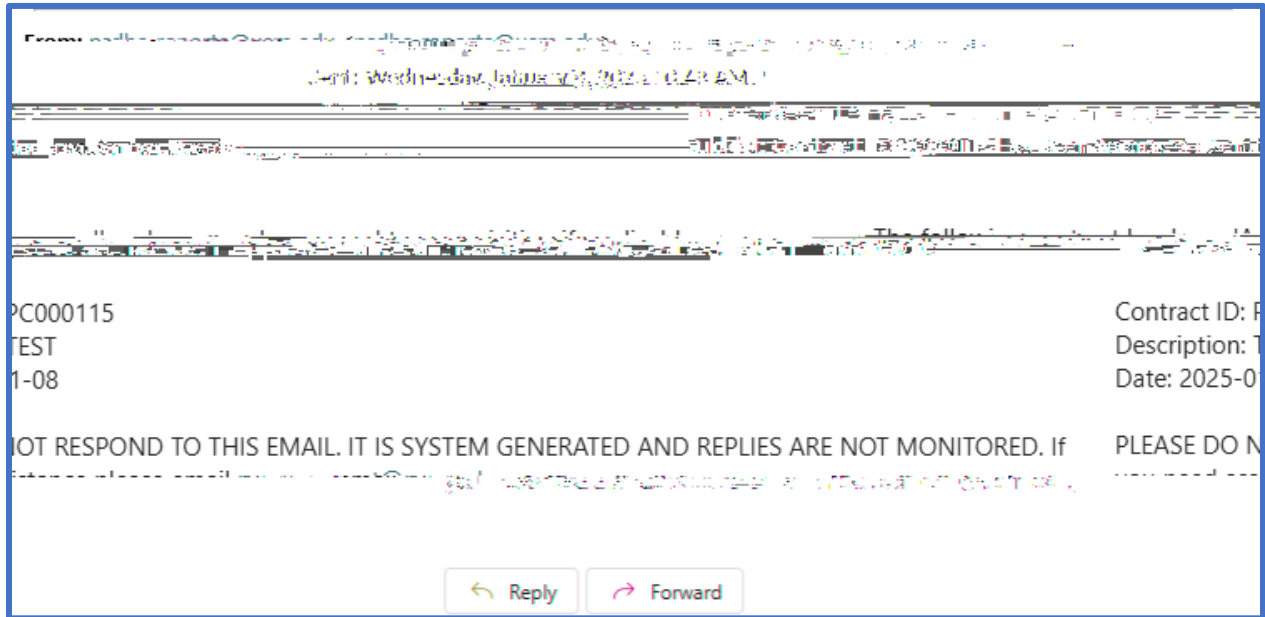
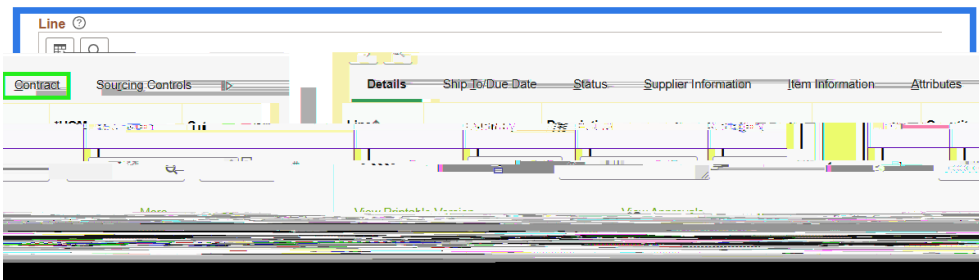


Any goods or services associated with a contract will now require reference of Contract ID during requisition entry.

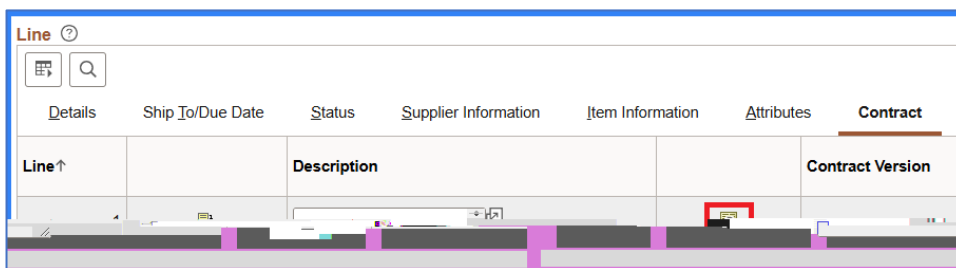
Contract ID will be emailed to the department contact once the contract has been reviewed and signed.



1. Follow *Purchasing 101 and Requisition Training Manual* steps 1-5, then complete the steps below.
2. On the main requisition page, Click Contract



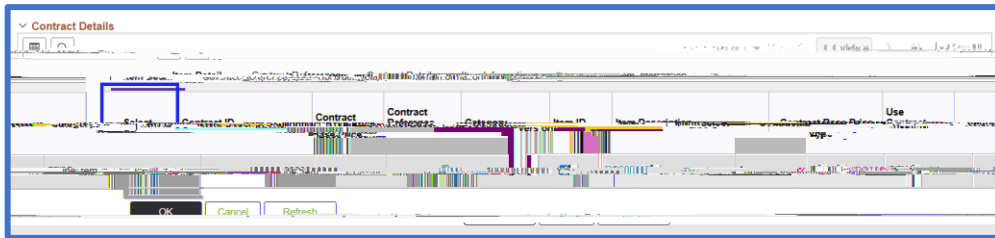
3. Click on the Contract Search button



4. Enter the Contract ID. If ID is not known, contact Procurement. Click Search.



5. Select the contract.



6. Click to return to the main requisition page. If there is a popup regarding New Contract, click Yes. If you receive another error, contact Procurement.



7. Return to *Purchasing 101 and Requisition Training Manual* and pick up at step 39.