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.

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PC000115 TEST 1-08	Contract ID: F Description: 1 Date: 2025-0			
IOT RESPOND TO THIS EMAIL. IT IS SYSTEM GENERATED AND REPLIES ARE NOT MONITORED. If	PLEASE DO N			
S Reply > Forward				

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

Line ⑦	
Contract Sourcing Controls	Details Ship 16/Due Date Status Supplier Information [fem Information Attributes
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3. Click on the Contract Search button

		Status	Supplier Information	Itom Inform	otion Attaih	utee	Contract
Details	Ship TorDue Date	Status	Supplier mormation	Item Inform	auon <u>A</u> ttrib	utes	Contract
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4. Enter the Contract ID. If ID is not known, contact Procurement. Click Search.



5. Select the contract.

Contract Details Contract Details Contract Details Contract Details Contract Details	
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CK Cancel Refresh	

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.