Assigning the Contract to Your Requisition

1. From your shopping cart, click on the "choose contract…" link below the "Product Description" (this will appear only if there is a active contract in the system for the selected vendor).

2. Click on "No Contract" then choose the correct contract for your requisition from the list that appears.

3. Once you have selected your contract, click "Save".

4. Your shopping cart should now show the contract number below the "Product Description".