

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).

The screenshot displays the OK CORRAL shopping cart interface. At the top, the header includes the logo, navigation icons, a search bar, and a total amount of 5,650.00 USD. Below the header, the cart items are listed under the heading '5,000 Items'. The first item is from 'Acme Brick Co' with a total value of 5,650.00 USD. The item details section shows a table with columns for Item, Catalog No., Size/Packaging, Unit Price, Quantity, and Ext. Price. The first row lists 'Red bricks (item 54678) per quote 46255896 previously submitted.' with a quantity of 5,000 EA and an extended price of 5,650.00. Below the table, there is a section for 'ITEM DETAILS' with a 'Contract' link and a 'choose contract...' link. An orange arrow points to the 'choose contract...' link. On the right side, there is an 'Estimate (5,650.00 USD)' summary box showing Subtotal (5,650.00), Shipping (0.00), and Handling (0.00), with a total of 5,650.00. Below the estimate are buttons for 'Proceed To Checkout' and 'Assign Cart'.

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Red bricks (item 54678) per quote 46255896 previously submitted.	54678	EA	1.13	5,000 EA	5,650.00

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

The screenshot displays the 'Change Price' dialog box in the OK CORRAL system. The dialog has a purple header with the title 'Change Price' and a close button (X). Below the header, the text 'Select a Price and Contract Here' is displayed. Underneath, 'Step 1: Select a Price' is shown. The current price is '1.13 USD' with '(Current price)' below it. A dropdown menu is open, showing three options: 'No Contract', 'OSUA&M-CONS-0000024-2016 (Bricks)', and 'No Contract'. An orange arrow points to the first 'No Contract' option, and another orange arrow points to the 'OSUA&M-CONS-0000024-2016 (Bricks)' option. At the bottom right of the dialog, there are 'Save' and 'Close' buttons. The background shows a table with columns: 'item', 'Catalog No.', 'Size/Packaging', 'Unit Price', 'Quantity', and 'Ext. Price'.

3. Once you have selected your contract, click “Save”.

Change Price

Select a Price and Contract Here

Step 1: Select a Price

1.13 USD
(Current price)

Step 2: Select a Contract

OSUA&M-CONS-000024-2016 (Bricks) ▼

Save Close

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

Shopping Cart

Simple Advanced

Search for products, suppliers, forms, part number, etc.

5,000 Items

Acme Brick Co · 5,000 Items · 5,650.00 USD

SUPPLIER DETAILS

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Red bricks (Item 54678) per quote 46255896 previously submitted.	54678	EA	1.13	5,000 EA	5,650.00

ITEM DETAILS

Contract OSUA&M-CONS-000024-2016
Bricks

Estimate (5,650.00 USD)

Subtotal	5,650.00
Shipping	0.00
Handling	0.00
Total	5,650.00

Proceed To Checkout

Assign Cart