

How to Copy a Contract Number to Other Lines in Cart

1. Form the cart view, click “choose contract...” on a line item in your cart.

Acme Brick Co · 9,000 Items · 10,650.00 USD ...

SUPPLIER DETAILS PO Purchase Order 1 : 2500 Nw 10th, Oklahoma Ci... ▾

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	... <input type="checkbox"/>

^ ITEM DETAILS 

Contract [choose contract...](#) 

2. Click the drop-down next to “No Contract”, then select the desired contract number and click “Save”.

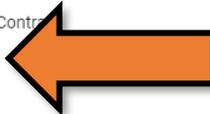
Change Price ×

Select a Price and Contract Here

Step 1: Select a Price

1.13 USD
(Current price)

Step 2: Select a Contract

No Contract ▾ 



Change Price ✕

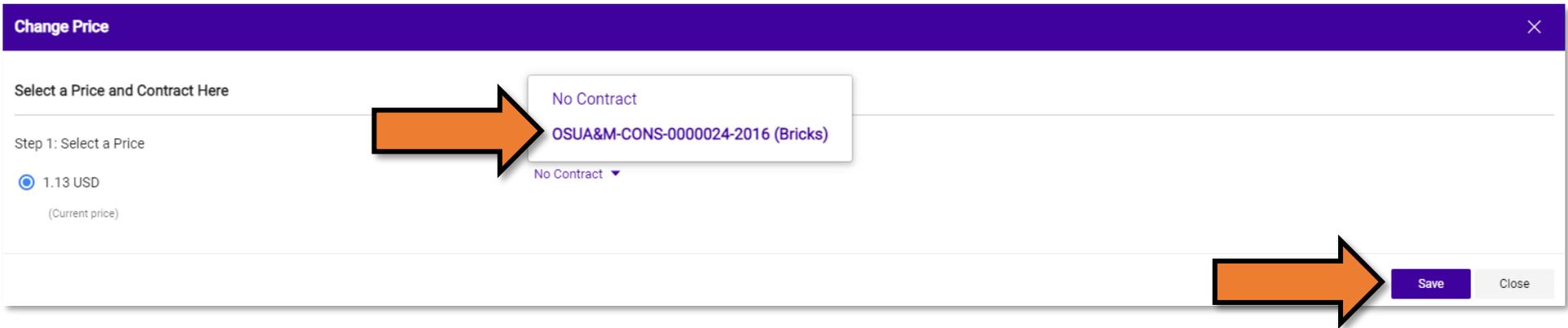
Select a Price and Contract Here

Step 1: Select a Price

1.13 USD
(Current price)

[No Contract](#)
[OSUA&M-CONS-0000024-2016 \(Bricks\)](#)
[No Contract](#) ▼

[Save](#) [Close](#)



3. Click **“copy to other lines...”** below the contract number on the line item.

Acme Brick Co · 9,000 Items · 10,650.00 USD ... □

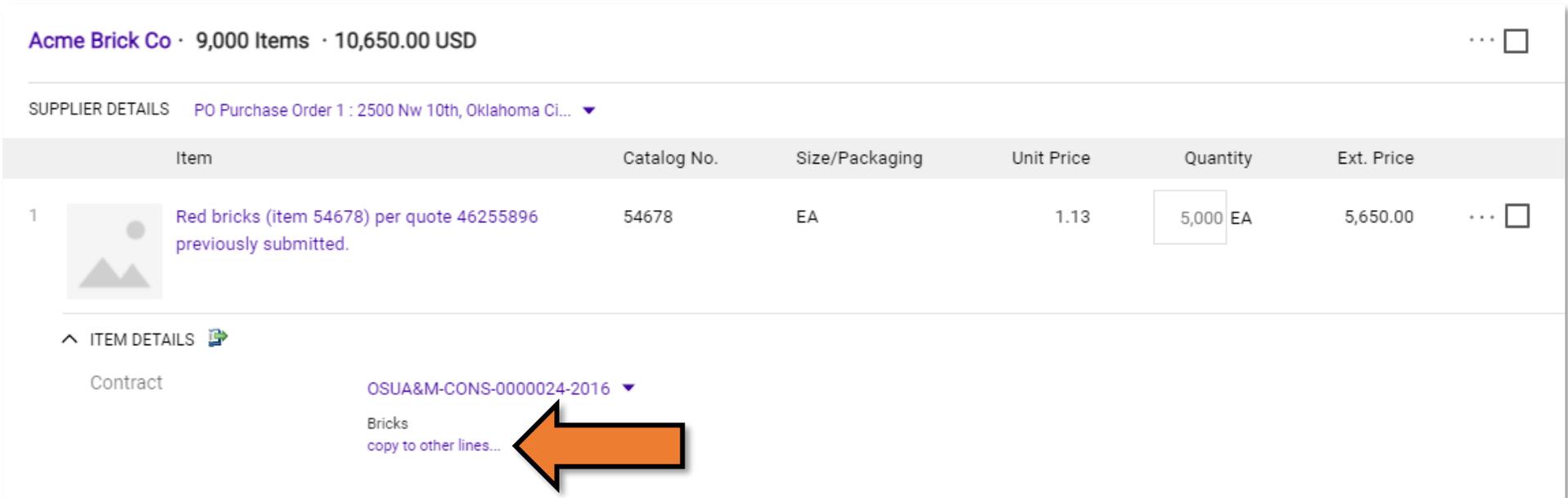
SUPPLIER DETAILS [PO Purchase Order 1 : 2500 Nw 10th, Oklahoma Ci...](#) ▼

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1  Red bricks (item 54678) per quote 46255896 previously submitted.	54678	EA	1.13	<input type="text" value="5,000"/> EA	5,650.00	... □

^ ITEM DETAILS 

Contract [OSUA&M-CONS-0000024-2016](#) ▼

Bricks
[copy to other lines...](#)



4. Select the line items you wish to copy the contract number to by checking the box to the right of the item. The click "Copy".

Contract Association ✕

i Copy the contract OSUA&M-CONS-0000024-2016 to the selected lines. ?

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
Gray Bricks (item 54652) per quote 46255896 previously submitted.	54652	EA	1.25	2,000	2,500.00 USD	<input type="checkbox"/>
Tan Bricks (item 54626) per quote 46255896 previously submitted.	54626	EA	1.25	2,000	2,500.00 USD	<input type="checkbox"/>

Copy Close



Contract Association ✕

i Copy the contract OSUA&M-CONS-0000024-2016 to the selected lines. ?

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Contract Number
Gray Bricks (item 54652) per quote 46255896 previously submitted.	54652	EA	1.25	2,000	2,500.00 USD	<input checked="" type="checkbox"/>
Tan Bricks (item 54626) per quote 46255896 previously submitted.	54626	EA	1.25	2,000	2,500.00 USD	<input checked="" type="checkbox"/>

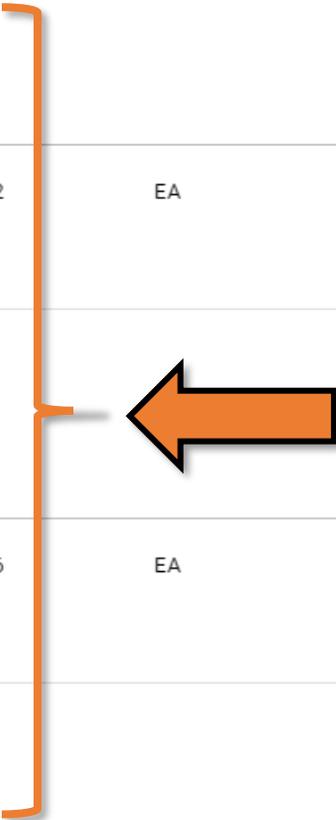
Copy Close

5. The contract number will now show on all of the line items you selected in step 4.

Acme Brick Co · 9,000 Items · 10,650.00 USD

SUPPLIER DETAILS PO Purchase Order 1 : 2500 Nw 10th, Oklahoma Ci...

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-0000024-2016 Bricks					
2  Gray Bricks (item 54652) per quote 46255896 previously submitted.	54652	EA	1.25	2,000 EA	2,500.00
ITEM DETAILS					
Contract OSUA&M-CONS-0000024-2016 Bricks					
3  Tan Bricks (item 54626) per quote 46255896 previously submitted.	54626	EA	1.25	2,000 EA	2,500.00
ITEM DETAILS					
Contract OSUA&M-CONS-0000024-2016 Bricks					



6. Proceed with your requisition as normal.