



9.2.38 eProcurement

Attaching a Contract to a Requisition Line

This guide provides step-by-step instructions for attaching a contract to a requisition line.

	DESCRIPTION																																	
1.	Sign into PeopleSoft																																	
2.	Click on the Procurement tile on the Home page																																	
3.	Under the eProcurement menu, click on Manage Requisitions																																	
4.	On the Manage Requisitions page, select the Edit option on the [Select Action] dropdown menu and click Go.																																	
5.	On the Edit Requisition – Review and Submit page, click on the Line Details icon. <table><thead><tr><th>Line</th><th>Description</th><th>Item ID</th><th>Supplier</th><th>Quantity</th><th>UOM</th><th>Price</th><th>Total</th><th>Details</th><th>Comments</th><th>Delete</th></tr></thead><tbody><tr><td>▶ 1</td><td>ITEM 1</td><td></td><td>J & A ENGINEERING LLC</td><td>10.0000</td><td>Each</td><td>50.0000</td><td>500.00</td><td></td><td></td><td></td></tr><tr><td>▶ 2</td><td>ITEM 2</td><td></td><td>J & A ENGINEERING LLC</td><td>10.0000</td><td>Each</td><td>25.0000</td><td>250.00</td><td></td><td></td><td></td></tr></tbody></table>	Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete	▶ 1	ITEM 1		J & A ENGINEERING LLC	10.0000	Each	50.0000	500.00				▶ 2	ITEM 2		J & A ENGINEERING LLC	10.0000	Each	25.0000	250.00			
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6.	On the Line Details page, click on the magnifying glass next to the Contract ID field. ▼ Contract Information ? ☒ Use Contract if Available Contract ID																																	
7.	Based on the Supplier ID on the requisition, the search results will display the contract(s) for that Supplier. Click on the Contract ID to attach it to the Requisition Line. Look Up Contract ID SetID STATE Contract ID begins with Short Supplier Name begins with Description begins with Look Up Clear Cancel Basic Lookup Search Results View 100 First 1-3 of 3 Last <table><thead><tr><th>Supplier SetID</th><th>Supplier ID</th><th>Contract ID</th><th>Short Supplier Name</th><th>Contract Status</th><th>Description</th><th>Contract Beginning Date</th></tr></thead><tbody><tr><td>STATE</td><td></td><td>14-J2N1900021</td><td></td><td>Approved</td><td>Waycross RYDC</td><td>08/13/2019</td></tr><tr><td>STATE</td><td></td><td>14-J2N1900020</td><td></td><td>Approved</td><td>Dalton RYDC</td><td>08/15/2019</td></tr><tr><td>STATE</td><td></td><td>14-J2N1900014</td><td></td><td>Approved</td><td>Terrell RYDC- Voc. Camera's</td><td>08/12/2019</td></tr></tbody></table>	Supplier SetID	Supplier ID	Contract ID	Short Supplier Name	Contract Status	Description	Contract Beginning Date	STATE		14-J2N1900021		Approved	Waycross RYDC	08/13/2019	STATE		14-J2N1900020		Approved	Dalton RYDC	08/15/2019	STATE		14-J2N1900014		Approved	Terrell RYDC- Voc. Camera's	08/12/2019					
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8.	To attach the Contract ID to additional lines, follow the procedures outlined in Steps 6 & 7 for each Requisition Line. The Contract ID will have to be attached to each Requisition Line it applied to.
9.	When finished editing the Requisition, click on the Save & Submit button.