

Quick Reference for Referencing Contracts During Requisition Entry

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.

From: psdba-reports@usm.edu <psdba-reports@usm.edu>
Sent: Wednesday, January 8, 2025 10:43 AM
To: Jessica Whitten <Jessica.L.Turner@usm.edu>
Subject: Contract ID PC000115 Has Been Approved - Sent to Floyd,Amber Davida

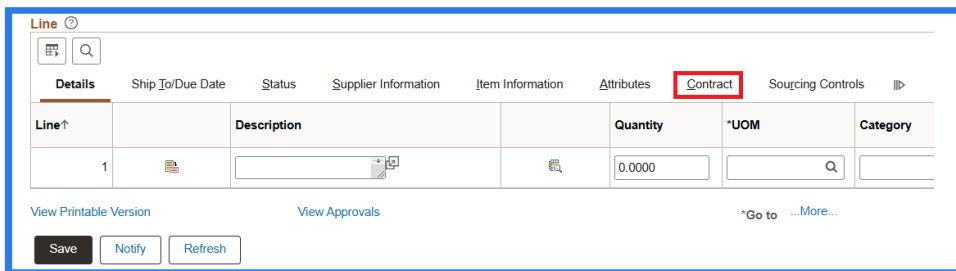
The following contract has been 'Approved' and can now be sourced to a requisition if applicable.

Contract ID: PC000115
Description: TEST
Date: 2025-01-08

PLEASE DO NOT RESPOND TO THIS EMAIL. IT IS SYSTEM GENERATED AND REPLIES ARE NOT MONITORED. IF you need assistance please email procurement@usm.edu.

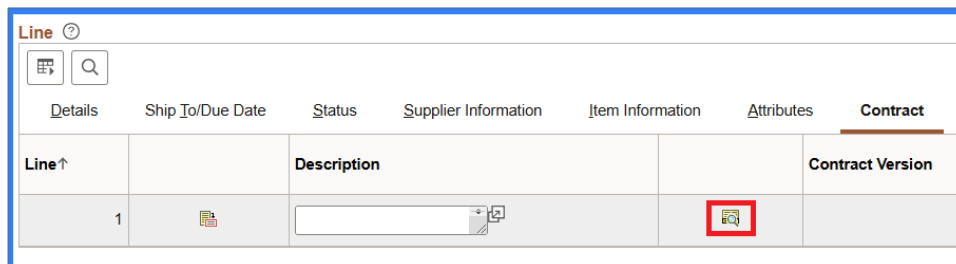
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1. Follow *Purchasing 101 and Requisition Training Manual* steps 1-5, then complete the steps below.
2. On the main requisition page, Click Contract



The screenshot shows a requisition line item interface. At the top, there are tabs for 'Details', 'Ship To/Due Date', 'Status', 'Supplier Information', 'Item Information', 'Attributes', 'Contract', and 'Sourcing Controls'. The 'Contract' tab is highlighted with a red box. Below the tabs is a table with columns: 'Line', 'Description', 'Quantity', '*UOM', and 'Category'. The first row shows '1' in the 'Line' column, a search icon in the 'Description' column, '0.0000' in the 'Quantity' column, and a search icon in the '*UOM' column. At the bottom, there are buttons for 'Save', 'Notify', and 'Refresh', and a link for 'View Approvals'.

3. Click on the Contract Search button



The screenshot shows the same requisition line item interface as above, but with the 'Contract' tab selected. The 'Contract Search' button, represented by a magnifying glass icon, is highlighted with a red box. The table now has a 'Contract Version' column instead of 'Category'.

4. Enter the Contract ID. If ID is not known, contact Procurement. Click Search.

The image shows a 'Contract Search' form with the following fields and values:

- SetID: USM01
- Contract ID: (highlighted with a red box)
- Contract Style: (with a search icon)
- Contract Process Option: (dropdown menu)
- Administrator/Buyer: (with a search icon)
- Description: (text field)
- Master Contract ID: (with a search icon)
- Contract Reference Type: (dropdown menu)
- Corporate Contract: (dropdown menu)
- Requisition Date: 12/19/2024
- Supplier SetID: JUSM01
- Supplier ID: (with a search icon)
- Item SetID: USM01
- Item ID: (with a search icon)
- Item Description: (text field)
- Category: (with a search icon)
- Manufacturer ID: (with a search icon)
- Manufacturer's Item ID: (with a search icon)
- Supplier Item ID: (text field)
- UPN ID: (with a search icon)

At the bottom, there are 'Search' and 'Clear' buttons. The 'Search' button is highlighted with a red box.

5. Select the contract.

The image shows a 'Contract Details' table with the following data:

Select	Contract ID	Contract Version	Contract Reference Type	Category	Item ID	Item Description	Contract Base Price	Use Contract Base Price	
<input checked="" type="checkbox"/>	PC000115	1	Line Item	CHW		TEST	100000.00000	Y	

Buttons at the bottom: OK, Cancel, Refresh. The 'Select' column and the first row are highlighted with a red box.

6. Click **OK** to return to the main requisition page. If there is a popup regarding New Contract, click Yes. If you receive another error, contact Procurement.

The image shows a popup dialog box with the following text:

Newly found best contract is different from existing contract. Do you want to change to new one? (10150,251)

Buttons: Yes, No. The 'Yes' button is highlighted with a red box.

7. Return to *Purchasing 101 and Requisition Training Manual* and pick up at step 39.