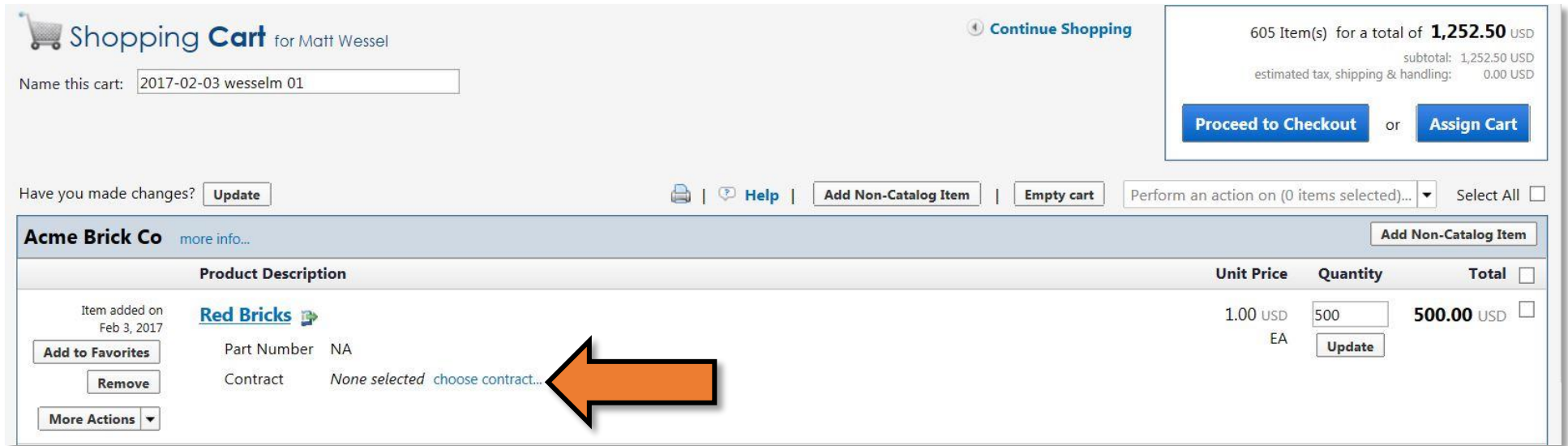


## How to Copy a Contract Number to Other Lines in Cart

1. Click “choose contract...” on a line item in your cart.



Shopping Cart for Matt Wessel

Name this cart: 2017-02-03 wesselm 01

605 Item(s) for a total of **1,252.50** USD  
subtotal: 1,252.50 USD  
estimated tax, shipping & handling: 0.00 USD

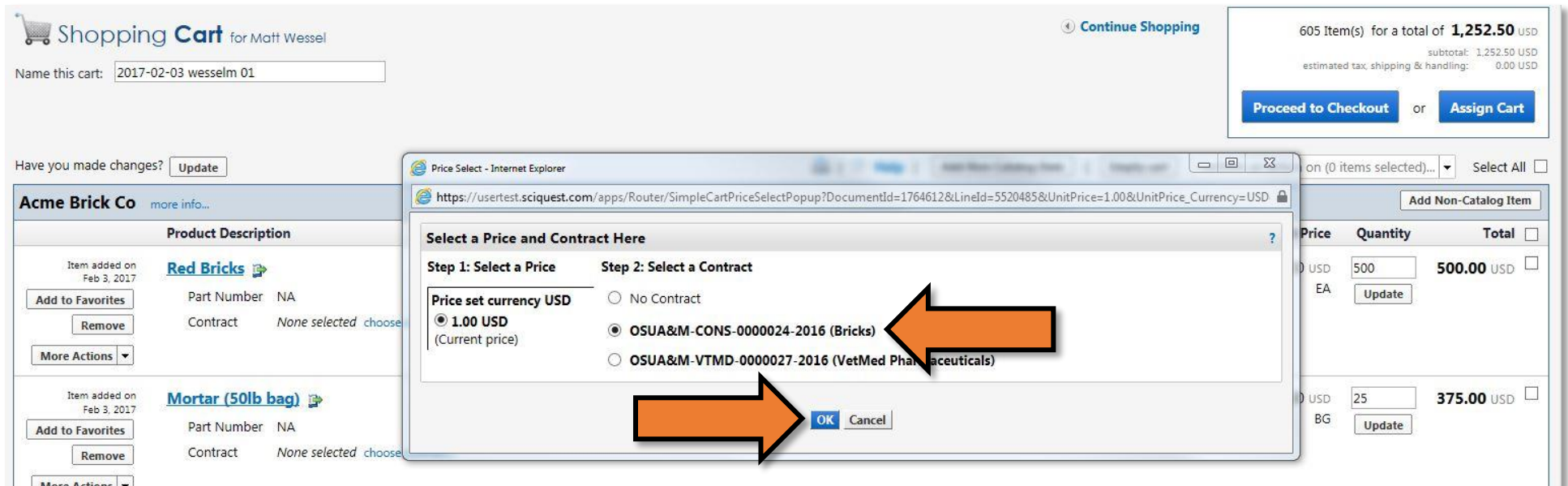
**Proceed to Checkout** or **Assign Cart**

Have you made changes? **Update** | **Help** | **Add Non-Catalog Item** | **Empty cart** | Perform an action on (0 items selected)... | Select All

**Acme Brick Co** [more info...](#) **Add Non-Catalog Item**

| Product Description  | Unit Price     | Quantity             | Total             |
|--|----------------|----------------------|-------------------|
| <p>Item added on Feb 3, 2017</p> <p><b>Red Bricks</b></p> <p>Part Number NA</p> <p>Contract <i>None selected</i> <a href="#">choose contract...</a></p> <p><b>Add to Favorites</b></p> <p><b>Remove</b></p> <p><b>More Actions</b></p> | 1.00 USD<br>EA | 500<br><b>Update</b> | <b>500.00</b> USD |

2. Select the applicable contract number and click “OK”.



Shopping Cart for Matt Wessel

Name this cart: 2017-02-03 wesselm 01

605 Item(s) for a total of **1,252.50** USD  
subtotal: 1,252.50 USD  
estimated tax, shipping & handling: 0.00 USD

**Proceed to Checkout** or **Assign Cart**

Have you made changes? **Update** | **Help** | **Add Non-Catalog Item** | **Empty cart** | Perform an action on (0 items selected)... | Select All

**Acme Brick Co** [more info...](#) **Add Non-Catalog Item**

| Product Description   | Unit Price     | Quantity             | Total             |
|---|----------------|----------------------|-------------------|
| <p>Item added on Feb 3, 2017</p> <p><b>Red Bricks</b></p> <p>Part Number NA</p> <p>Contract <i>None selected</i> <a href="#">choose contract...</a></p> <p><b>Add to Favorites</b></p> <p><b>Remove</b></p> <p><b>More Actions</b></p>        | 1.00 USD<br>EA | 500<br><b>Update</b> | <b>500.00</b> USD |
| <p>Item added on Feb 3, 2017</p> <p><b>Mortar (50lb bag)</b></p> <p>Part Number NA</p> <p>Contract <i>None selected</i> <a href="#">choose contract...</a></p> <p><b>Add to Favorites</b></p> <p><b>Remove</b></p> <p><b>More Actions</b></p> |                | 25<br><b>Update</b>  | <b>375.00</b> USD |

Price Select - Internet Explorer

https://usertest.sciquest.com/apps/Router/SimpleCartPriceSelectPopup?DocumentId=1764612&LineId=5520485&UnitPrice=1.00&UnitPrice\_Currency=USD

**Select a Price and Contract Here**

**Step 1: Select a Price**

Price set currency USD

- 1.00 USD (Current price)

**Step 2: Select a Contract**

- No Contract
- OSUA&M-CONS-000024-2016 (Bricks)
- OSUA&M-VTMD-000027-2016 (VetMed Pharmaceuticals)

**OK** **Cancel**

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

Shopping Cart for Matt Wessel

605 Item(s) for a total of **1,252.50** USD  
subtotal: 1,252.50 USD  
estimated tax, shipping & handling: 0.00 USD

Proceed to Checkout or Assign Cart

Have you made changes?    Perform an action on (0 items selected)... Select All

**Acme Brick Co** [more info...](#)

| Product Description  | Unit Price     | Quantity                                     | Total                               |
|--|----------------|--|-------------------------------------|
| <b>Red Bricks</b><br>Item added on Feb 3, 2017<br><input type="button" value="Add to Favorites"/> <input type="button" value="Remove"/> <input type="button" value="More Actions"/><br>Part Number NA<br>Contract OSUA&M-CONS-0000024-2016 <input type="button" value="more info..."/><br>Bricks change... <input type="button" value="copy to other lines..."/> | 1.00 USD<br>EA | 500<br><input type="button" value="Update"/> | 500.00 USD <input type="checkbox"/> |

4. Select the line items you wish to copy the contract number to. The click “Copy”.

Shopping Cart for Matt Wessel

605 Item(s) for a total of **1,252.50** USD  
subtotal: 1,252.50 USD  
estimated tax, shipping & handling: 0.00 USD

Proceed to Checkout or Assign Cart

Have you made changes?    Perform an action on (0 items selected)... Select All

**Acme Brick Co** [more info...](#)

| Product Description   | Catalog No | Size / Packaging | Unit Price | Quantity | Ext. Price | Contract Number                     |
|-----------------------|------------|------------------|------------|----------|------------|-------------------------------------|
| Mortar (50lb bag)     | NA         | BG               | 15.00      | 25       | 375.00 USD | <input checked="" type="checkbox"/> |
| 3/8" rebar (10ft)     | NA         | EA               | 3.00       | 50       | 150.00 USD | <input checked="" type="checkbox"/> |
| Trowel                | NA         | EA               | 5.50       | 5        | 27.50 USD  | <input checked="" type="checkbox"/> |
| Quickcrete (80lb bag) | NA         | BG               | 8.00       | 25       | 200.00 USD | <input checked="" type="checkbox"/> |

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

| Acme Brick Co <a href="#">more info...</a> |  | Add Non-Catalog Item |                        |            |
|--|--|----------------------|------------------------|------------|
| Product Description                        |  | Unit Price           | Quantity               | Total      |
| Item added on Feb 3, 2017                  | <b>Red Bricks</b>  | 1.00 USD             | 500                    | 500.00 USD |
| <a href="#">Add to Favorites</a>           | Part Number NA   | EA                   | <a href="#">Update</a> |            |
| <a href="#">Remove</a>                     | Contract OSUA&M-CONS-0000024-2016 <a href="#">more info...</a> |                      |                        |            |
| <a href="#">More Actions</a>               | Bricks change...   |                      |                        |            |
| Item added on Feb 3, 2017                  | <b>Mortar (50lb bag)</b>                                       | 15.00 USD            | 25                     | 375.00 USD |
| <a href="#">Add to Favorites</a>           | Part Number NA   | BG                   | <a href="#">Update</a> |            |
| <a href="#">Remove</a>                     | Contract OSUA&M-CONS-0000024-2016 <a href="#">more info...</a> |                      |                        |            |
| <a href="#">More Actions</a>               | Bricks change...   |                      |                        |            |
| Item added on Feb 3, 2017                  | <b>3/8" rebar (10ft)</b>                                       | 3.00 USD             | 50                     | 150.00 USD |
| <a href="#">Add to Favorites</a>           | Part Number NA   | EA                   | <a href="#">Update</a> |            |
| <a href="#">Remove</a>                     | Contract OSUA&M-CONS-0000024-2016 <a href="#">more info...</a> |                      |                        |            |
| <a href="#">More Actions</a>               | Bricks change...   |                      |                        |            |
| Item added on Feb 3, 2017                  | <b>Trowel</b>  | 5.50 USD             | 5                      | 27.50 USD  |
| <a href="#">Add to Favorites</a>           | Part Number NA   | EA                   | <a href="#">Update</a> |            |
| <a href="#">Remove</a>                     | Contract OSUA&M-CONS-0000024-2016 <a href="#">more info...</a> |                      |                        |            |
| <a href="#">More Actions</a>               | Bricks change...   |                      |                        |            |
| Item added on Feb 3, 2017                  | <b>Quickcrete (80lb bag)</b>                                   | 8.00 USD             | 25                     | 200.00 USD |
| <a href="#">Add to Favorites</a>           | Part Number NA   | BG                   | <a href="#">Update</a> |            |
| <a href="#">Remove</a>                     | Contract OSUA&M-CONS-0000024-2016 <a href="#">more info...</a> |                      |                        |            |
| <a href="#">More Actions</a>               | Bricks change...   |                      |                        |            |