How to Copy a Contract Number to Other Lines in Cart

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

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

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

4. Select the line items you wish to copy the contract number to. Click “Copy”.
5. The contract number will now show on all of the line items you selected in step 4.