


# Assigning the Contract Number to Your Requisition

1. From your shopping cart, click on the “choose contract...” link below the “Product Description” (this will appear if there is a contract in the system for this vendor).

 **Shopping Cart** for Matt Wessel [Continue Shopping](#)


Name this cart:


1 Item(s) for a total of **15,000.00** USD  
subtotal: 15,000.00 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](#)

**Matts Purchasing Test Vendor** [more info...](#) [Add Non-Catalog Item](#)

	Product Description	Unit Price	Quantity	Total
<small>Item added on Jul 27, 2016</small> <a href="#">Add to Favorites</a> <a href="#">Remove</a> <a href="#">More Actions</a> ▼	<a href="#">Hay on an as needed basis for the period of 7/1/16 - 6/30/17</a>  Part Number NA Contract <i>None selected</i> <a href="#">choose contract...</a>	15,000.00 USD LO	<input type="text" value="1"/> <a href="#">Update</a>	<b>15,000.00</b> USD <input type="checkbox"/>



## 2. Choose the correct contract for you requisition from the list.

The screenshot shows a web application interface for a shopping cart. At the top left, it says "Shopping Cart for Matt Wessel". Below this, there is a text input field for "Name this cart:" containing "2016-07-27-Hay - Wessel". To the right, there is a "Continue Shopping" button. Further right, a summary box shows "1 Item(s) for a total of 15,000.00 USD", with a "subtotal: 15,000.00 USD" and "estimated tax, shipping & handling: 0.00 USD". Below the summary, there are buttons for "Checkout" and "Assign Cart".

In the center, a modal window titled "Price Select - Internet Explorer" is open. The modal has a URL bar showing "https://usertest.sciquest.com/apps/Router/SimpleCartPriceSelectPopup?DocumentId=1624593&LineId=5105716&UnitPrice=15,000.00&UnitPrice\_Currency=USD&UnitPriceSource=0&Price=...". The main content of the modal is titled "Select a Price and Contract Here" and is divided into two sections: "Step 1: Select a Price" and "Step 2: Select a Contract".

Under "Step 1: Select a Price", there is a "Price set currency" dropdown menu currently set to "US". A large green arrow points to this dropdown. Below it, there is a radio button selected for "(Current price)".

Under "Step 2: Select a Contract", there are three radio button options:

- No Contract
- OSUA&M-AGRI-0000073-2017 (Hay)
- OSUA&M-MRO-0000039-2016 (2nd Test Cart funtion with CCT)

At the bottom of the modal, there are "OK" and "Cancel" buttons. The background of the shopping cart interface is partially visible behind the modal, showing a "Matts Purchasing Test" section with a "Have you made changes?" checkbox and a table with columns for "Quantity" and "Total". The table shows a total of "15,000.00 USD".

3. Your shopping cart should now show the contract number below the “Product Description”.

Shopping Cart for Matt Wessel Continue Shopping

Name this cart:

1 Item(s) for a total of **15,000.00** USD  
subtotal: 15,000.00 USD  
estimated tax, shipping & handling: 0.00 USD

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

Have you made changes?  [Help](#) |  |  Perform an action on (0 items selected)...  Select All

**Matts Purchasing Test Vendor** [more info...](#)

Product Description	Unit Price	Quantity	Total
<p>Item added on Jul 27, 2016</p> <p><input type="button" value="Add to Favorites"/> <input type="button" value="Remove"/> <input type="button" value="More Actions"/></p> <p><b>Hay on an as needed basis for the period of 7/1/16 - 6/30/17</b> </p> <p>Part Number NA</p> <p>Contract <b>OSUA&amp;M-AGRI-0000073-2017</b> </p> <p>Hay change...</p>	15,000.00 USD LO	<input type="text" value="1"/> <input type="button" value="Update"/>	<b>15,000.00</b> USD <input type="checkbox"/>

4. Proceed with normal requisition procedures.