


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
<p>Item added on Jul 27, 2016</p> <p>Add to Favorites</p> <p>Remove</p> <p>More Actions</p> <p>Hay on an as needed basis for the period of 7/1/16 - 6/30/17 </p> <p>Part Number NA</p> <p>Contract <i>None selected</i> choose contract...</p>	15,000.00 USD LO	<input type="text" value="1"/> Update	15,000.00 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 displays "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 modal content 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, the text "(Current price)" is visible.

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.

In the background, the shopping cart interface is partially visible. It includes a "Matts Purchasing Test" section with a "Have you made changes?" checkbox. Below that, there is a table with columns for "Quantity" and "Total". The "Total" column shows "15,000.00 USD". There are also buttons for "Add to Favorites", "Remove", and "More Actions".

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? 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
<p>Item added on Jul 27, 2016</p> <p>Hay on an as needed basis for the period of 7/1/16 - 6/30/17</p> <p>Part Number NA</p> <p>Contract OSUA&M-AGRI-0000073-2017</p> <p>Hay change...</p>	15,000.00 USD LO	<input type="text" value="1"/> Update	15,000.00 USD

4. Proceed with normal requisition procedures.