

Link a Contract to a Requisition



Contracts must be in an **Executed: In Effect** status in order for the link to show up

From the Shopping Cart (before checkout)

1. After your Direct Payment or PO Request is complete, proceed to the shopping cart
2. Click the [Choose Contract...](#) link located right above the **Commodity Code** box

Shopping Cart ▾ 2020-07-14 BAJKAAB 01

Simple Advanced

Search for products, suppliers, forms, part number, etc.

1 Item

Montrell Davis · 1 Item · 150.00 USD

SUPPLIER DETAILS PO Purchase Order 3 - 4571 Langdon Dr Apt 205, ...

Item	Catalog No	Unit Price	Quantity	Ext. Price
1 Contract Services		150.00	Qty: 1	150.00

ITEM DETAILS

Contract choose contract...

Commodity Code 86000000 Education and Training Services

Estimate (150.00 USD)

Subtotal

Shipping

Handling

Proceed To Checkout

Assign Cart

3. Select the appropriate contract for this direct payments
4. If the link is not displayed, the contract may not be fully executed

Related Articles

- [Contract Request Status Meaning](#)
- [Contract Status Meaning](#)
- [How to Submit a Contract Request](#)
- [Quirks of TCM](#)

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