



## Attach a Contract to a Requisition

From within a goods request, services request, or quick order form where a supplier has been specified:

1. Scroll down within the form and press the **select contract** link.

2. A list of active contracts is displayed. Select the appropriate contract from the list of contracts and press **OK**.



RU MarketPlace only displays contracts that are active and associated with a specific supplier. If you do not see a contract in search results, no active contract for the selected supplier exists.

3. Click the contract name to view more detailed summary information for the contract and to confirm that it is applicable to the requisition you are filling out.

4. Select the **More Info** link to see summary level details about the selected contract.
5. To associate a different contract to the line item, select the **Select Contract** link.