


Adding a Contract to a Requisition

If your order is associated with a contract that has been setup in BennyBuy, you can associate the contract with the requisition document.

Adding a Contract

1. To add a contract during the checkout process or while a requisition is going through approvals, first scroll down to where the line items are listed. Select the  icon for the line you'd like to add the contract to.

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1 Line 1			500.00	Qty: 10	5,000.00	...

ITEM DETAILS			
Contract:	no value	Internal Note:	no value
Commodity Code:	no value	Internal Attachments:	Add
PO Clauses:	Add	External Note:	no value
		Attachments for supplier:	Add

2. In the popup box, click the **Select Price or Contract...** link.

Edit Line 1: Item Details

1 Line 1

Contract: [Select price or contract...](#)

Commodity Code:

3. A popup box will open. Select the link titled **No Contract** and then choose the contract you wish to associate with the order. Click **Save**. The contract will now be associated with that line. Click **Save** again.

Change Price

Select a Price and Contract Here

Step 1: Select a Price

300.00 USD

300.00 USD

[No Contract](#)

[3021-000538 \(Default\)](#)

[Save](#) [Cancel](#)

Edit Line 1: Item Details

1 Line 1

Contract: [3021-000538](#) [select price or contract...](#)

Commodity Code:

PO Clauses:

Internal Note:

External Note:

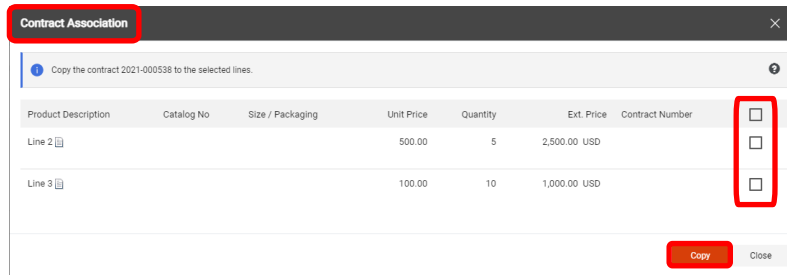
[Save](#) [Cancel](#)

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- The contract will now be associated with that line. To associate the contract with other line items, select the **Copy to Other Lines...** link under the line item you just associated the contract with.



- The **Contract Association** box will appear. Use the checkboxes on the right hand side to select other line items to associate. Once all desired lines have been selected, click **Copy**.



- The contract will now be associated with the other line items you selected.

