Entering Contract Requisitions for Next Fiscal Year

1.	Click the Purchasing link from the menu
2.	Click the Requisitions link from the menu
3.	Click Contract Requisition Link from the menu
4.	Enter the Business Unit
5.	Click Add
6.	Enter Vendor ID
7.	Enter Buyer
8.	Click Header Details Link
9.	Change the Accounting Date to 07/01/YYYY (current calendar year) or later
10.	Click OK when the “Date out of range” message display
11.	Click Requisition Defaults
12.	Enter: Ship To Due Date Original Promise Date Account Program Location Fund Code Class Dept Project (if applicable) Program
13.	Verify that Budget date is 07/01/YYYY (current calendar year)
14.	Click OK
15.	Click Line Details
16.	Enter Contract ID
17.	Enter Contract Line Number
18.	Click OK
19.	Change REQ Qty
20.	Save
21.	Add additional lines to the requisition as necessary. Add header or line comments
22.	Save.