Shopping – Contract Order

How to Order from a Contract

**Quick steps:**
1. Enter Contract Number, Supplier Name, or Keyword in shop search box
2. Enter Quantity next to the item and add to cart
3. View the cart and adjust any applicable optional fields
4. Click “Submit Order”

1. A contract has been set up by Procurement Services and you need to purchase items from this contract. You or someone in your department should know the contract number.
2. Add all items needed to your cart
3. View my Cart

The “Pre-Pay & Add” checkbox may be used on local funds only for up to $50
a. Check with your dept’s business office on usage of this field
b. Cannot be used with state funds

The “Cost Receipt Required” checkbox is normally left blank.
c. Please check with your department’s business office on how to use this field.
Once this screen has been completed you may click “Proceed to Checkout”

Click “Submit Order”