How to assign a TCM contract #, when creating a requisition in Marketplace

1. Go to **Item details** for each line(s) to add the contract
2. Click on the **pencil** to the right (Edit line 1: Item details), for each line(s)

3. **Select price or contract; Click**

4. Select the contract from the dropdown arrow, click contract and save.

5. **Save**

Edit Line 1: Item Details				
1	Project: Blanco Hall-Preheat Coil Replacement. SOW: Removal of (1) exising preheat coil & pipe connections as required. Providing & installing (1) new preheat coil as required. Re-piping coil with new pipe & fittings. Insulation is included.		15,696.12	1 EA

Contract: TXST-BUYB-2021-6358-Procure
Select price or contract...

Internal Note

1000 characters remaining   expand | clear

Commodity Code 🔍

External Note

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PO Clauses

★ Required fields   Save   C

*If more line(s) to a requisition, follow steps 1-5 to enter the contract to all line(s) of the requisition.