

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)

1 Item □ ▾

5-F MECHANICAL GROUP, INC. · 1 Item · 15,696.12 USD ... □

▲ **SUPPLIER DETAILS** 5-F MECHANICAL GROUP, INC.: PO Box 81305, Aust... ✎

Contract	TXST-BUYB-2021-6358-Procure	PO Number	To Be Assigned
Account Code	no value	Pricing Code	no value
Quote number	no value	PO Clauses	Add

Status	Item	Catalog No.	Unit Price	Quantity	Ext. Price	
1	Project: Blanco Hall-Preheat Coil Replacement. SOW: Removal of (1) existing preheat coil & pipe connections as required. Providing...		15,696.12	<input type="text" value="1"/> EA	15,696.12	... □

▲ **ITEM DETAILS** ✎

Contract:	TXST-BUYB-2021-6358-Procure	Internal Note	no value
Commodity Code	no value	Internal Attachments	Add

3. Select price or contract; Click

Edit Line 1: Item Details

1 Project: Blanco Hall-Preheat Coil Replacement. SOW: Removal of (1) existing preheat coil & pipe connections as required. Providing & installing (1) new preheat coil as required. Re-piping coil with new pipe & fittings. Insulation is included.

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

Commodity Code

PO Clauses

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

Change Price

Select a Price and Contract Here

Step 1: Select a Price

15,696.12 USD
(Current price)

Step 2: Select a Contract

▾

5. Save

Edit Line 1: Item Details

1 Project: Bianco Hall-Preheat Coil Replacement. SOW: Removal of (1) existing 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 EA 1

Contract: TXST-BUYB-2021-6358-Procure
[Select price or contract](#) Internal Note
1000 characters remaining expand | clear

Commodity Code External Note
1000 characters remaining expand | clear

PO Clauses

★ Required fields

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