



Last Revised: 6/9/2010

Buying Off a Contract

Requisitioning will look and feel the same, except, catalogs will be available to search and select from.

Preferences

RQ691023: Test Contracts Requisition
Items: 1 Total: \$22.00USD

1 Add Title

Enter the requisition title and change one or more of the other requisition fields, if desired. If you are apply.

Title:

Preparer's Agency:

On Behalf Of:

ePIF#:

Funds Status:

Planned Procurement:

Retainage Flag:

1. Enter the requisition title and other Title page fields as needed and click **Next**.
2. The "Add Items" Screen will appear as illustrated below. You will now see a list of possible categories of catalogs for you to explore.

2 Add Items Requisition

Add items to your requisition from the catalog or from your favorites groups. You can also enter details for non-catalog items. [How To](#)

Keywords:

Contract:

10 items found View By:

[Automotive & Transportation Equipment and Supplies \(1\)](#)
[Aircraft & Airport Equipment, Parts and Supplies \(1\)](#)
[Food Related Supplies and Equipment \(2\)](#)
[Cafeteria and Kitchen Equipment \(1\)](#)
[Retrooperation Equipment and Accessories \(1\)](#)
[Security & Safety Equipment and Supplies \(1\)](#)
[Police Equipment and Supplies \(1\)](#)
[Tools and General Machinery \(1\)](#)
[Air Compressors and Accessories \(1\)](#)

[Building & Construction Machinery and Accessories \(3\)](#)
[Acoustical Tile, Insulating Materials and Supplies \(3\)](#)
[Office Supplies and Equipment \(1\)](#)
[Addressing, Copying, Mimeograph and Spirit Duplicating Machine Supplies, Chemicals, Inks, Paper, Etc... \(1\)](#)
[Services \(1\)](#)
[Communications and Media Related Services \(1\)](#)

Can't find what you are looking for? Fill out a [non-catalog form](#).

3. You can either click the link of the **category** that contains the item you need and drill down within the category to locate the item – or – you can **use the keyword search** to find your goods or services. If you choose to browse by category, you will need to drill down to the items list by narrowing down the list of available options. See the screen below for an example items list.

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Keywords:

Contract:

1 items found Show Results: View By: with

1 items found in: [Services > Communications and Media Related Services](#)

newspaper	\$2.00USD / each	<input type="button" value="Add to Cart"/>
Supplier: WASHINGTON NEWSPAPER PUBLISH	newspaper	<input type="button" value="Add to Favorites *"/>
Supplier Part #: paper		
ETA (Days): 0		

Can't find what you are looking for? Fill out a [non-catalog form](#).

4. **Add to Cart** to select the item. You will notice that everything except for the quantity is already populated for you. You will add the desired quantity and click **Next**. You may add other items from the same catalog.
5. Complete the Accounting section and click **Next**.
6. Submit your Requisition for approval by your chain of command. Procurement will not be included in this approval chain.

Note: You must create different requisitions when buying from different catalogs and/or different vendors.