

Attach a Contract to an AggieMart Cart

The screenshot shows the 'Non-Catalog Item' form in the AggieMart system. The form includes a search bar, navigation tabs, and a table of recently added items. Below the table is a form for adding a new item with fields for Product Description, Catalog No., Quantity, Price Estimate, and Packaging.

Vendor Name	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity
Spectrum Technologies	CANON-C5240 SER#JRA05067 TAG#22446	5560b003aa	EA	195.00 USD	1 EA
Spectrum Technologies	Color Copy Overage Charges		EA	0.055 USD	25,000 EA

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
Tax	0	1	305.00	EA

1. Click Non-Catalog Item
2. Enter Vendor Name
 - a. Spectrum Technologies DBA: Spectrum Imaging Systems (for copiers)
3. Pull a copy of the current Purchase Order
4. Enter Product Description, Catalog No., Quantity, Price Estimate and Packaging from your vendor contract (note the Spectrum Quote is the contract)
 - a. One line for copier
 - b. One line for overage changes (generally color copies)
 - c. One line for tax
5. Save and Close

View Cart and Choose Contract

Kathy Agnew ★ 47 13 4,020.00 USD

My Cart 2018-05-14 kagnew 01

Tax Quantity: 1 Price: 305.00 USD 🗑️	<input type="button" value="View My Cart"/> <input type="button" value="Checkout"/>
Color Copy Overage Charges Quantity: 25,000 Price: 1,375.00 USD 🗑️	
CANON-C5240 SER#JRA05067 T... Quantity: 12 Price: 2,340.00 USD 🗑️	
4,020.00 USD	

Have you made changes?

Spectrum Technologies [more info...](#)
 EF Fulfillment - Procure & AP only 1
 1135 Commerce, Las Cruces, NM 88011 US

Product Description

CANON-C5240 SER#JRA05067 TAG#22446

Part Number: 5560b003aa
 Contract: *None selected* [choose contract...](#)
 Commodity Code: [🔍](#)

Color Copy Overage Charges

Contract: *None selected* [choose contract...](#)
 Commodity Code: [🔍](#)

Tax

Part Number: 0
 Contract: *None selected* [choose contract...](#)
 Commodity Code: [🔍](#)

1. Select View My Cart
2. Select “*choose contract...*”
3. Select the correct contract (you should only be able to see those contracts associated with your department)
4. Click OK

Spectrum Technologies [more info...](#)
 EF Fulfillment - Procure & AP only 1 [Edit](#)
 1135 Commerce, Las Cruces, NM 88011 US

Product Description

CANON-C5240 SER#JRA05067 TAG#22446

Part Number 5560b003aa
 Contract EC-RMA-146 [more info...](#)
 8000092069 - Spectrum Technologies, Admin and f... [change...](#)
[copy to other lines...](#)
 Commodity Code

Color Copy Overage Charges

Contract *None selected* [choose contract...](#)
 Commodity Code

Tax

Part Number 0
 Contract *None selected* [choose contract...](#)
 Commodity Code

Contract Association ✕

Copy the contract EC-RMA-146 to the selected lines. ?

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Contract Number	<input type="checkbox"/>
Color Copy Overage Charges		EA	0.055	25,000	1,375.00 USD		<input checked="" type="checkbox"/>
Tax	0	EA	305.00	1	305.00 USD		<input checked="" type="checkbox"/>

Copy
Close

1. Select **“copy to other lines...”** if there is more than one line (one contract per requisition)
2. Select the lines to copy the contract information

If this procurement is being processed during Dual-Year Processing period, please follow the Dual-Year Processing for Fiscal Year End in AggieMart