

## Purchasing with a Contract Attached (copier, etc.)

### Contracts (general, non-copier)

You may apply a contract to your order only if one exists in the system for the vendor you are purchasing from.

1. Begin by initiating a **Non-Catalog** order. Once the items are in your cart, proceed below.

Shopping Cart • 3294157 ▾

Assign Cart Proceed To Checkout


Simple Advanced

Search for products, vendors, forms, part number, etc.

2 Items

Jasons Test Company · 2 Items · 499.98 USD

VENDOR DETAILS

Item	
1	 Combo Wrench Set, Metric
MWS0 1	EA - Each
2	2 EA - Each
	499.98

ITEM DETAILS

Contract [choose contract...](#)

Commodity Code

2. Go to the line item → Click on the **choose contract...** link.

The **Change Price** window will be displayed.

**Change Price** ✕

No Contract  
**C-PRO-CC-025 (Test 12-29)**  
**C-PRO-PA-041 (PA Test 4)**

**Select a Price and Contract Here**

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Step 1: Select a Price

249.99 USD  
(Current price)

No Contract 3

5
4
Save
Close

3. Click on the **Step 2: Select a Contract** drop-down arrow to select a contract if one exists.
4. If a contract is not listed → Click **Close**.
5. After making the appropriate selection → Click **Save**.

Shopping Cart • 3294157 ▾
☰
🖨
Assign Cart
Proceed To Checkout

**2 Items** ☐ ▾

**Jasons Test Company · 2 Items · 499.98 USD** ☐ ▾

VENDOR DETAILS

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1  Combo Wrench Set, Metric	MWS01	EA - Each	249.99	<input style="width: 50px;" type="text" value="2"/> EA - Each	499.98

^ ITEM DETAILS

Contract C-PRO-PA-041 ▾

PA Test 4

Commodity Code

7

6. The contract will be attached in your cart.
7. Click **Proceed to Checkout** or **Assign Cart**. *Note: the options available to you depend on your role in AggieMart. A Purchaser (**Shopper+**) will see both options, whereas a Requester (**Shopper**) will see only Assign Cart.*

## Copier Contracts

You may attach a contract only if you already have an approved contract in the system. Your contract will have your Department name in the title. Otherwise, you need to attach a copy of the draft contract to your cart for review and approval by Procurement Services.

1. From the AggieMart home page → Click **Non-Catalog Order** under the **Quick Links**.

**Add Non-Catalog Item** [X]

Existing Vendor | Vendor Not Known

Spectrum Technologies Inc [X] [Q] | Spectrum Technologies Inc [X]

**Fulfillment Address** [v]

EF Fulfillment -Procure & AP only 1 - 12360 S Industrial Drive East, Plainfield, IL 60585

**Distribution Methods** [>]


**Item** [v]

Description *	Catalog No.	Quantity *	Price	Packaging
Copier lease for department <small>227 characters remaining</small>		1	3600.00	LO [v]

**Additional Details** [>]

★ Required fields

Save | Save And Add Another | Close

2. Find and select the vendor by using the **Vendor Search**  function or by entering the name in the **Select Vendor** field.
3. Complete the product information. Ensure that **Packaging** is **LO**.
4. Click **Save**. Clicking **Close** will cancel this item.
5. Continue processing this as an **Open Order**. Refer to the [Placing an Open Order](#) guide.