

ASCENDER - Contract Requisition/Purchase Order Checklist

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This checklist is used to assist you in creating a contract requisition and/or purchase order. Before performing any tasks, print the Contract Requisition/Purchase Order Checklist and perform all tasks in the order listed below:

❑	1. Finance > Maintenance > Vendor Information > Vendor Name/Address Select **Contract Eligible** to identify vendors that can be used when creating a contract requisition.
❑	2. Purchasing > Maintenance > Contract Type/Format > Contract Type Create a contract type and associated description. **Example**: A contract for maintenance could be set up with a contract type M, and the description could be Maint Contract. The M is displayed at the beginning of the assigned purchase order number.
❑	3. Purchasing > Maintenance > Contract Type/Format > Contract Format Populate the page with the contract (whether typing or copying from another document). Click **Variables** to add variables where needed in the document. Click  to print the contract.
❑	4. Purchasing > Maintenance > Create/Modify Contract Requisition Select **Contract Type**. Select **Contract Format Nbr**. Populate the **Contract Begin Date** and **Contract End Date** fields. Click **Scope of Work**, and type the scope of the work that is to be added to the contract. The variable should exist in the Contract Format contract template so it can be populated in the appropriate place on the contract.
❑	4. Purchasing > Reports > Purchase Order Reports > REQ1450 - Print Purchase Orders Once the requisition has become a purchase order, print the purchase order and the contract.


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