


# ASCENDER - Next Year Purchasing Checklist

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This checklist provides you with the recommended steps to create and manage next year requisitions.

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| ❑ | 1. Finance > Maintenance > Vendor Information > Vendor Name/Address<br>Select **Contract Eligible** to identify vendors that can be used when creating a contract requisition. |
| ❑ | 2. Purchasing > Maintenance > Contract Type/Format > Contract Type<br>Create a contract type and associated description.<br>**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<br>Populate the page with the contract (whether typing or copying from another document). Click **Variables** to add variables where needed in the document.<br><br>Click  to print the contract. |
| ❑ | 4. Purchasing > Maintenance > Create/Modify Contract Requisition<br>Select **Contract Type**.<br><br>Select **Contract Format Nbr**.<br><br>Populate the **Contract Begin Date** and **Contract End Date** fields.<br><br>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<br>Once the requisition has become a purchase order, print the purchase order and the contract. |


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