Total Contract Manager: Creating a PO from a Contract

Total Contract Manager facilitates the complete Procure to Pay process. Once a fully executed contract is **Active for Shopping AND within the term dates of the agreement**, you can create a PO or Check Request directly from your contract. To do so, follow the below steps:

1. Search for your contract by going to Contracts→Contracts→Search Contracts
   Enter the contract number or name. Once the search results appear, **DO NOT** click on the Contract.

2. Click on the Open Summary button from the search results list.

3. Expand the Goods and Services section. Click on the form you would like to complete. Based on the contract type, the user will have the options to select either the Non-Catalog Form or the Check Request Form.

4. The form will open in a new window and the user should follow the usual E-Procurement process to complete.