## **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 <u>Active for Shopping AND within the term dates of the agreement</u>, you can create a PO or Check Request directly from your contract. To do so, follow the below steps:

Search for your contract by going to Contracts→Contracts→Search Contracts 1 Enter the contract number or name. Once the search results appear, **DO NOT** click on the Contract. **Contract Search Results** 2 1-1 of 1 Results Sort by Best Match • 20 Per Page • **Contract Details** TCM000042 Click on the Open 2 Word App Test Summary button Second Party: Microsoft Services Start Date: 4/23/2019 Version Type: Origi Contract Type: Consultant/ Vendor Agreement End Date: 5/31/2019 Renewal No.: 0 from the search Executed: In Effect Active for Shopping: Yes Amendment No.: 0 Status: results list. Extension Count: 0 20 Per Page -1-1 of 1 Results Expand the Goods and Services Summary of Contract # TCM000042 3 section. Click on the form you would like to complete. Based on the Open Main Document contract type, the user will have the Header **Dates And Renewal** options to select either the Non-Contract Name \* 4/23/2019 12:00 AM EDT Word App Test Start Date **Catalog Form or the Check** Contract Type Consultant/ Vendor Agreement End Date 5/31/2019 11:59 PM EDT **Request Form** Dyson College of Arts and **Contract Managers** Work Group \* Sciences Meghan O'Mara momara@pace.edu +1 914-923-2684 ext. 22684 First Party \* Pace University Microsoft Services Second Party Summary View Summary Additional Details Attachments Procurement, Budget, and Spend Applies To Goods and Services ntract Items Non-Catalog Form - Mozilla Fire Description Non-Catalog Form Available Actions: Add and go to Cart • Go Close Non-Catalog Form Supplier Info PO Cla Choose Supplier: Microsoft Services more info Fulfillment Address BU Business Address 1: (preferred) PO Box 844510 Professional Support Sales Dailas, TX 75284-4510 US \* Required Supplier (Vendor) Phone +1 800-936-3500 Distribution Fax Manual +1 425-708-5737 The form will open in a new General Info window and the user should follow Non-Configurable Fields Request Type Non-Catalog Form the usual E-Procurement process Item Name/No. Product Description to complete.