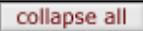




**Navigation:** KFS > Main Menu > Transactions > Purchasing/Accounts Payable > Requisition

Step	Action
1.	Click the <b>Requisition</b> link.
2.	Before you begin you may choose to click the <b>collapse all</b> button in the upper right-hand corner. 
3.	Complete <b>Document Overview, Procurement Address, Delivery, and Items</b> tabs.
4.	To open the <b>Vendor</b> tab, click the <b>show</b> button. 
5.	To search for the Vendor Contract, click the <b>magnifying glass</b>  button next to <b>Contract Name</b> .
6.	To Search for a contract, enter <b>"*key words*"</b> in the <b>Description</b> field.
7.	To complete the search, click the <b>search</b> button. 
8.	Once you have found the desired contract, click the <b>return value</b> link to add the <b>Vendor Contract</b> to the <b>Requisition</b> .
9.	Once the <b>Vendor Contract</b> is selected, all the required <b>Vendor</b> information will automatically populate on the <b>Requisition</b>
10.	You can now successfully submit the <b>Requisition</b> using a <b>Vendor Contract</b> . The <b>Requisition</b> will be routed to the appropriate approvers before it is finalized.