

Creating a Requisition for a Contract

Go to Requisition Entry in TCM and select “Add” at the top.

Complete the following information:

Back Accept Cancel

Main Terms/Miscellaneous User Defined

Main Information

Dept/Loc 20100 FINANCE ADMINISTRATION

Fiscal year 2023 Current Next

Requisition number 787

General commodity

General description

General Notes

Status 2 Created

Needed by

Entered * 10/13/2022 By nsimmons

PO expiration

Receive by Quantity Amount

Project accounts applied

Unselect the “Project accounts applied” (unless there is a project account that will be applied to the requisition).

Enter in the Vendor #:

Vendor Information

Vendor 1710 Committed

Name BALCO PROPERTIES LTD LLC

PO mailing 1322 WEBSTER ST STE 200

OAKLAND CA 94612-3217

Delivery method Print Fax E-Mail

Remit 0

Vendor/Sourcing Notes Vendor Quotes (0)

Shipping Information

Ship to * FINADM

FINANCE ADMINISTRATION

1000 WEBSTER STREET

1ST FLOOR

Fairfield CA 94533

Email

Reference

Go to “User Defined” and in the Procurement Method and select “X – Contract” (for the operating contracts).

Select Accept at the top of the screen.

This will take you the “Line Items” screen where you will enter in the information for each line item. You will need to enter in the Contract number in this screen for each line item:

☰
Line Items

← Back
✓ Accept
✕ Cancel

Item

Replenish inventory

Item

Contract 🗑

Commodity 🗑

Warehouse

Type Pick ticket Purchase

Description *

Additional Info

***Note – you will not be able to enter in the contract number if the contract is not in Posted Status.**

Once the requisition is approved and converted to a PO if you go to the Contract you will see at the bottom that the PO is now linked to the contract.

Totals							
Original	439,753.48	Open Req	0.00	0.00	%	Requisitions (1)	
Revised	439,753.48	Open PO	39,753.48	9.04	%	Purchase Orders (1)	
Liquidated amt	39,753.48	Expended	0.00	0.00	%	Invoices (0)	
Unrelieved	400,000.00	Available	400,000.00	90.96	%		
Contingency balance	0.00	Avail w/Contingency	400,000.00				