

## Requisition with a Contract indicating a Pcard Payment

Contracts that have procurement elements needing to be reviewed and the requested payment method is with a Pcard can be created in ePro using this form request.

This process is to assist with the approval process and will not create a purchase order.

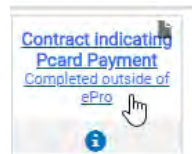
The PCard holder must not proceed with the purchase until the Summary section indicates “Completed” inside a green bar and a Procurement buyer has entered a comment that the PCard holder can proceed. A completed “Contract indicating Pcard Payment” requisition is indication that the Pcard holder should contact the Supplier directly to process the order and payment.

Please add a COMMENT indicating the date & time the order was placed.

Additionally adding a COMMENT once the product / service is received / completed is useful. This will help various end users track the request through the cycle to completion.

### At Dashboard

Locate Other Forms area



Select sticker – Contract indicating Pcard Payment

Instructions tab

Read

Next

Details tab

Change Form Name field to Supplier’s name

Form Name \*

Update to list Supplier's name here

Save Progress

Next

Supplier tab

Under Action option – click on SELECT

Supplier Name	Doing Business As	Fulfillment Centers	Additional Supplier Distribution Data	Action
Requisition with contract and Pcard payment method			system.will.not.distribute.to.supplier@coastal.edu	Select

Next

## Attachments tab

Add separate attachments as needed

Example:      Contract  
                 Routing Form + Quote + other supporting documentation  
                 COI

Save Progress

Next

## Forms Field tab

Enter Supplier's name, Contact, Email Address, and Unit Price Total (including tax)

Explain nature of requisition – this information appears as the Product Description line within the cart

Save

Next

## Review and Submit

Select "Add to new Cart"

## Within the Cart screen

Select Proceed to Checkout


In the Cart Summary screen, key in any remaining supporting information - similar to information entered on a Punchout or Non-Catalog Item order

Updates to the "Explain nature of requisition" ( which shows as the product description line) can be access via the Supplier's name

Once all updates are complete

Save Progress

Click on Back to Requisition



< Back to Requisition

Do not enter in Pcard information at this time

Depending on your role, proceed as normal