DATE: 02/02/2021

SUBJECT: Linking Requisition Line Items to eCatalog Contracts

Dear RealSource User,

A recent review of requisitions for eCatalog transactions revealed that you are not consistently linking requisition lines to the requisite eCatalog contract number. This simple process can be accomplished with one click of the mouse and is required for all RealSource eCatalog requisitions. As a courtesy, we have attached a simple set of instructions for your immediate use.

Information on linking requisitions to contracts was broadly disseminated in October to all RealSource users, including User Help-Guides, info-sessions and video training, all of which is accessible from the RealSource homepage under QuickLinks.

 Appropriately linking your requisitions to RealSource contracts is a condition to retaining RealSource user access and provides valuable information about "on contract" items that are purchased across the university. Tracking spend in this way assists the university’s buying power when negotiating future eCatalog prices.

We request that you immediately begin to add the appropriate contract to all of your future eCatalog requisitions. You may also find, from time to time, that your non-eCatalog requisitions can also be linked to university contracts for the same purposes.

Over the next 90 days, we will continue to monitor the university's overall progress towards linking requisitions to contracts and especially hope to acknowledge your progress.

If you have questions or need help, please reply to this email and a RealSource Help-Desk representative will promptly assist you.