GEARS
General Enterprise And Resource Support

Quick Reference Tip Sheet

General Information

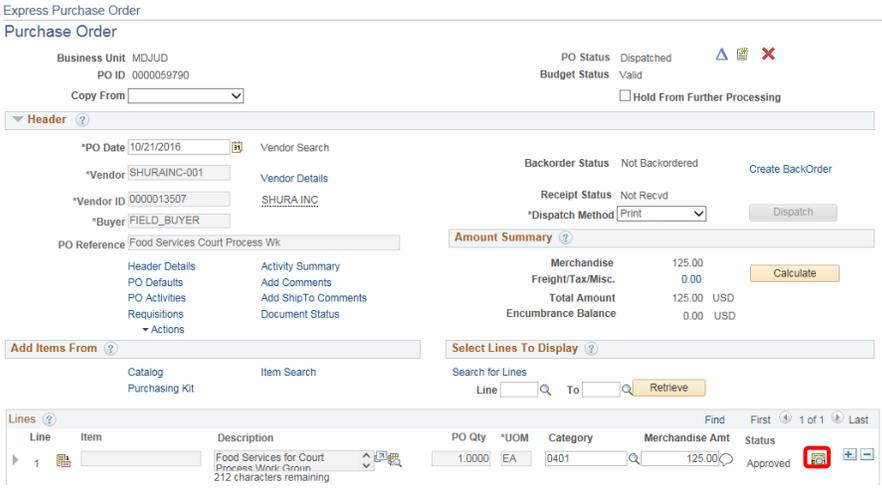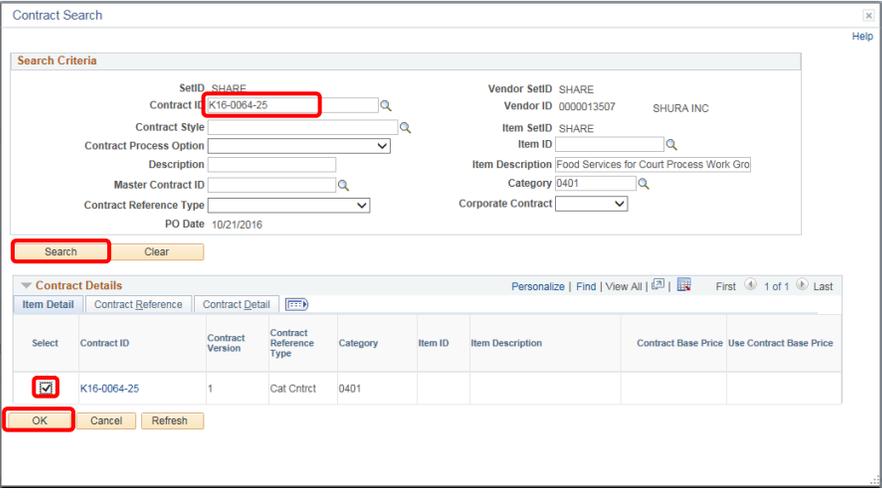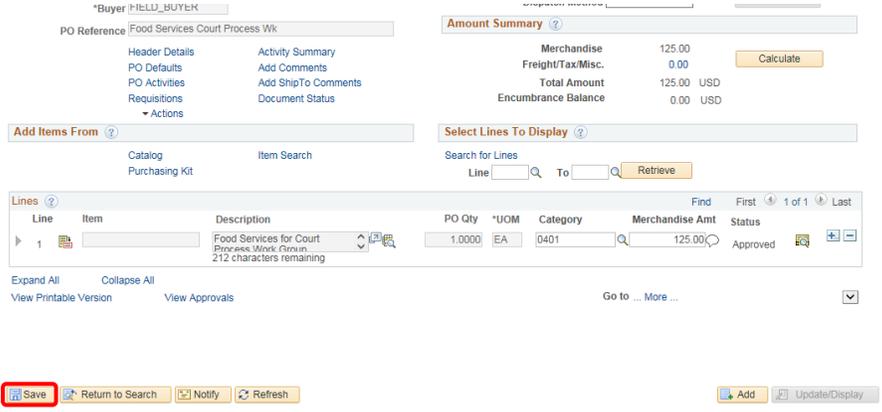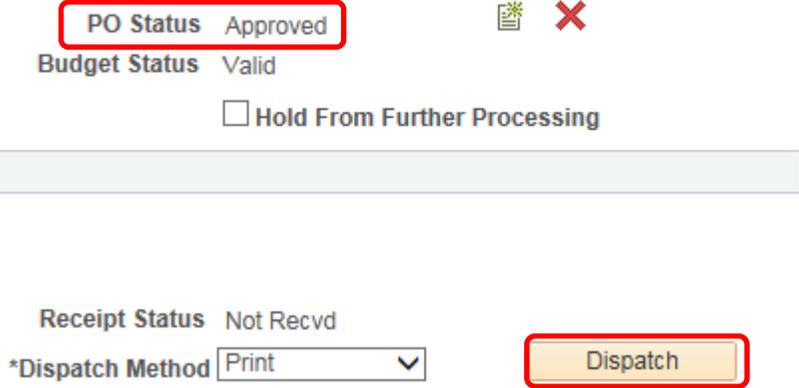| Task	Process Information
Associating a Contract to a Dispatched PO **Note:** If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.	The association of Contracts to PO line(s) gives the Judiciary the ability to accurately track expenses against contracts.

GEARS Navigation

Purchasing > Purchase Orders > Add/Update Express POs	Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update Express POs

Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	Select the **Find an Existing Value** tab. Enter the PO number and click **Search**	

2.	Click on the **Contract Search** icon [icon], on the PO line(s) that you want to associate with a contract.	
3.	Enter the Contract number and click [Search]. **Note:** You can also search for the contract by clicking on the search icon [magnifier]. Select the contract line by checking the box ☑ and then click [OK].	
4.	Click [💾 Save]. **Note:** Please repeat the above steps for all lines on a multi-line PO.	

5.	If the PO Status reverted back to "Approved", you will need to ▭Dispatch the PO again.	
You've completed the steps necessary to associate a Contract to a PO line.		

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