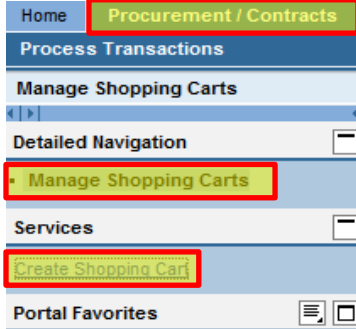
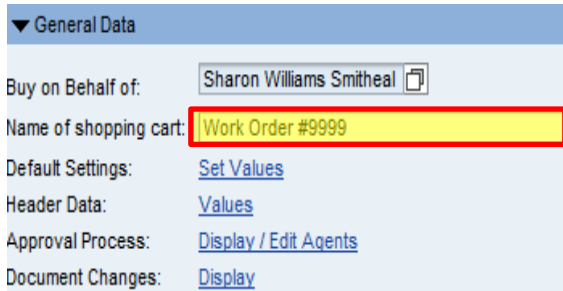


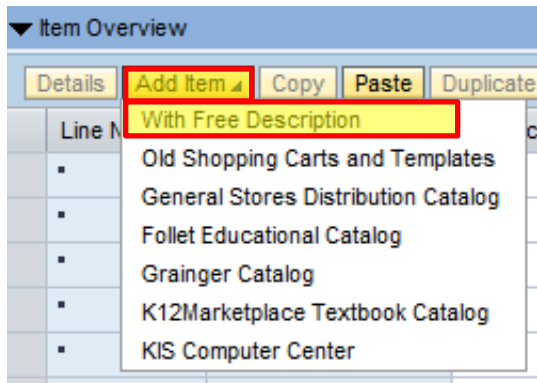
1. Create a Shopping Cart



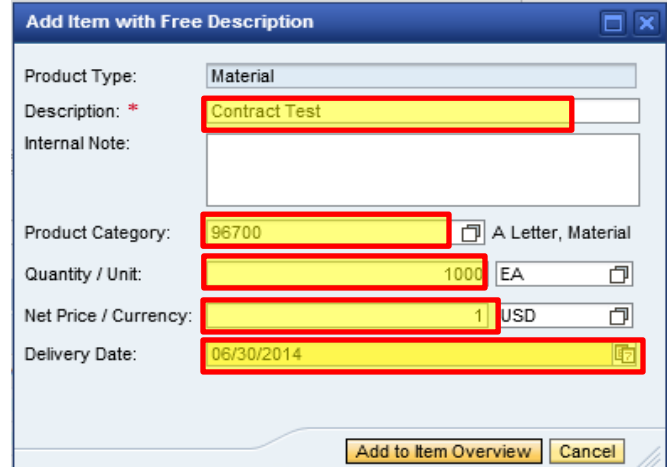
2. Rename Shopping Cart



3. Click "Add Item" & select "With Free Description"



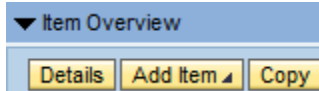
4. Add information to highlighted fields



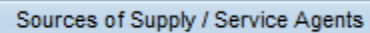
5. Click "Add to Item Overview"



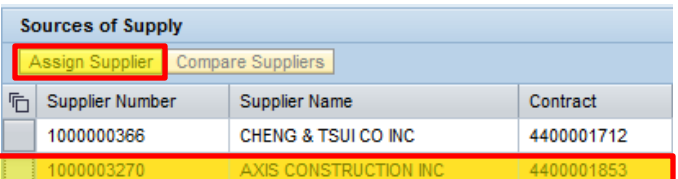
6. Click "Details"



7. Click "Sources of Supply /Service Agents" tab



8. Find and Highlight the Contract to be used and Click "Assign Supplier"



9. Click The "Account Assignment" tab

Account Assignment

10. Click the "Details" button

Cost Distribution Percentage **Details**

11. Change Account Assignment Category to "WBS Element"

Details for Item 0001 : WBS element

Percentage: * 100.00

Account Assignment Category: WBS element

12. Add the WBS Element Code

Fund Center: 1052501

WBS Element: * F-300256-03-401-99

13. Add the Functional Area Code

Grant: NOT_RELEVANT

Functional Area: 0000-8500-12401

14. Add the General Ledger Code

General Ledger Account: 580001

Business Area:

15. Click "Check"

Check

16. Click the "Certification Box"

I certify that, to the best of my knowledge, the information provided is true and accurate, and I understand that any applicable laws, regulations, and policies apply to this contract and/or purchase order.

17. Click "Order"

Order