# Total Contract Manager: Creating a PO from a Contract

Total Contract Manager facilitates the complete Procure to Pay process. Once a fully executed contract is **Active for Shopping AND within the term dates of the agreement**, you can create a PO or Check Request directly from your contract. To do so, follow the below steps:

1 Search for your contract by going to **Contracts→Contracts→Search Contracts**

Enter the contract number or name. Once the search results appear, **DO NOT** click on the Contract.

2 Click on the **Open Summary** button from the search results list.
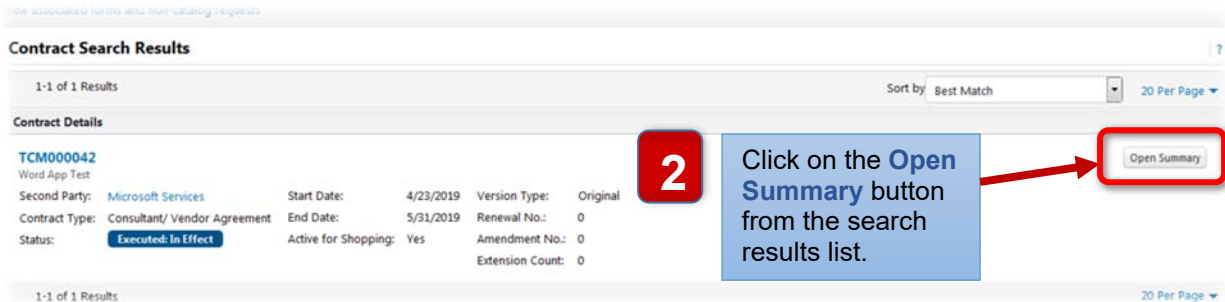
3 Expand the **Goods and Services** section. Click on the form you would like to complete. Based on the contract type, the user will have the options to select either the **Non-Catalog Form** or the **Check Request Form**

4 The form will open in a new window and the user should follow the usual E-Procurement process to complete.