

## Using the IT Consulting Services Form

Before you can submit the IT Consulting Services Form in iBuy, you must review the contract information and instructions on the [IT Consulting Contracts webpage](#).

### Opening the IT Consulting Services Form in iBuy

Step	Task
1.	Click the <b>IT Consulting Services - KRS102</b> sticker in the <b>University Forms</b> section. The form opens in a new window.

### Completing the Supplier Info Section

Step	Task
1.	Select the consulting firm from the <b>Supplier</b> menu. The address and phone number of the firm automatically populates.
2.	Type a description of the services or project information from the <a href="#">IT Consulting Contracts webpage</a> in the <b>Product Description</b> field.
3.	Enter the <b>Amount Per Invoice</b> which is established by taking the total cost of the project, divided by the <b>Quantity</b> field (maximum number of invoices).
4.	Enter the number of invoices you'll receive in the <b>Quantity</b> field. This must match the number of invoices the firm indicated you'll receive on the Request for Quote Form.

### Completing the Internal Info Section

Step	Task
1.	Click the <b>Select Contract...</b> link next to the <b>Contract</b> field. The <b>Select Contract</b> window opens.
2.	In the <b>Select Contract</b> window, select the option for the contract.
3.	Click the <b>OK</b> button. The <b>Select Contract</b> window closes.
4.	Select the category number and name from the <b>Category Number-Name</b> menu in the <b>Internal Info</b> section.
5.	Click the <b>Add Attachments</b> button. The <b>Add Attachments</b> box opens. <b>NOTE:</b> These attachments are internal documents. They are only for use within Purchasing and your department. They will not be seen by the consulting firm you chose.
6.	In the <b>Add Attachments</b> box, click the <b>Select files...</b> button. Attach the Request for Quote Form and the candidate resume from each of the two firms you did not choose. <b>NOTE:</b> The bottom portion of the Request for Quote Forms will not be filled out for the firms not chosen.

Step	Task
7.	Click the <b>Save Changes</b> button when you have attached all internal documents. The <b>Add Attachments</b> box closes.

### Completing the External Info Section

Step	Task
1.	Select the project start date in the <b>Project Start Date</b> field.
2.	Select the project end date in the <b>Project End Date</b> field.
3.	Type any important information for the consulting firm in the <b>Note to Supplier</b> field (optional).
4.	Click the <b>Add Attachments</b> button. The <b>Add Attachments</b> box opens.
5.	In the <b>Add Attachments</b> box, click the <b>Select files...</b> button. Attach the Request for Quote Form and the candidate resume for the firm you chose. <b>NOTE:</b> The top and bottom portions of the Request for Quote Form for the chosen firm must be completed.
6.	Click the <b>Save Changes</b> button when you have attached the documents. The <b>Add Attachments</b> box closes.

### Submitting the Form to Your iBuy Cart

Step	Task
1.	Select <b>Add and Go to Cart</b> from the <b>Available Actions</b> menu.
2.	Click the <b>Go</b> button. The form closes and your <b>Active Shopping Cart</b> opens.
3.	Review the cart and make any necessary changes.
4.	Update the <b>Cart Name</b> to begin with <i>KRS102</i> , followed by other identifying information you may need.
5.	Click the <b>Proceed to Checkout</b> button.
6.	Review the draft requisition and edit as appropriate.
7.	Click the <b>Place Order</b> button.