

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 IT Consulting Services - KRS102 sticker in the University Forms section. The form opens in a new window.

Completing the Supplier Info Section

Step	Task
1.	Select the consulting firm from the Supplier menu. The address and phone number of the firm automatically populates.
2.	Type a description of the services or project information from the IT Consulting Contracts webpage in the Product Description field.
3.	Enter the Amount Per Invoice which is established by taking the total cost of the project, divided by the Quantity field (maximum number of invoices).
4.	Enter the number of invoices you'll receive in the Quantity 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 select contract... link next to the Contract field. The Select Contract window opens.
2.	In the Select Contract window, select the option for the contract.
3.	Click the OK button. The Select Contract window closes.
4.	Select the category number and name from the Category Number-Name menu in the Internal Info section.
5.	Click the Add Attachments button. The Add Attachments box opens. NOTE: These attachments are internal documents. They're only for use within Purchasing and your department. They will not be seen by the consulting firm you chose.
6.	In the Add Attachments box, click the Select files... button. Attach the Request for Quote Form and the candidate resume from each of the two firms you did not choose. NOTE: The bottom portion of the Request for Quote Forms will not be filled out for the firms not chosen.
7.	Click the Save Changes button when you've attached all internal documents. The Add Attachments box closes.

Completing the External Info Section

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

Submitting the Form to Your *iBuy* Cart

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