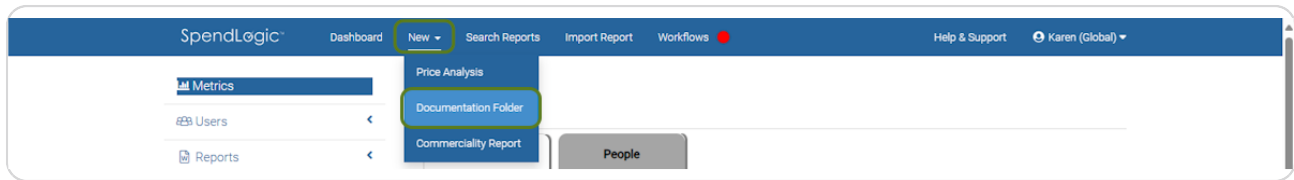# Documentation Folder | Multiple Prime Contracts

SpendLogic has added the capability for Buyers to select multiple contracts against one Purchase Order. Follow the easy step-by-step process.

12 Steps

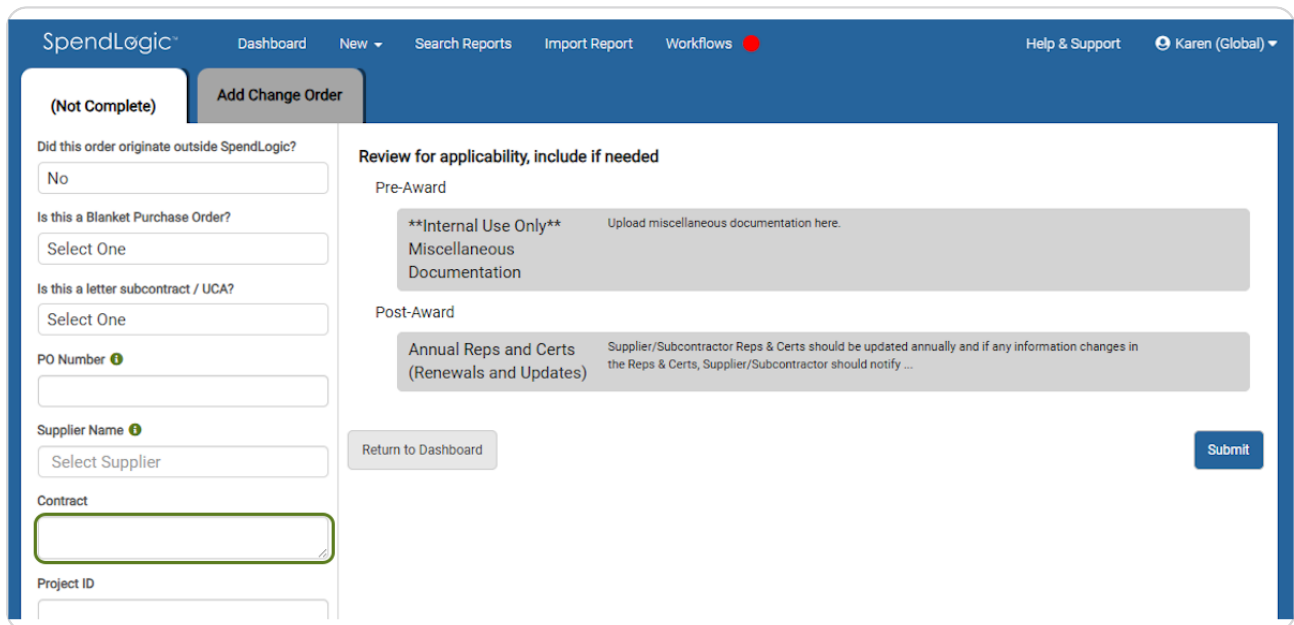| Created by | Creation Date | Last Updated |
|---|---|---|
| Karen Stein (SpendLogic) | Oct 18, 2024 | Oct 18, 2024 |

**STEP 1**

## Create a New Documentation Folder
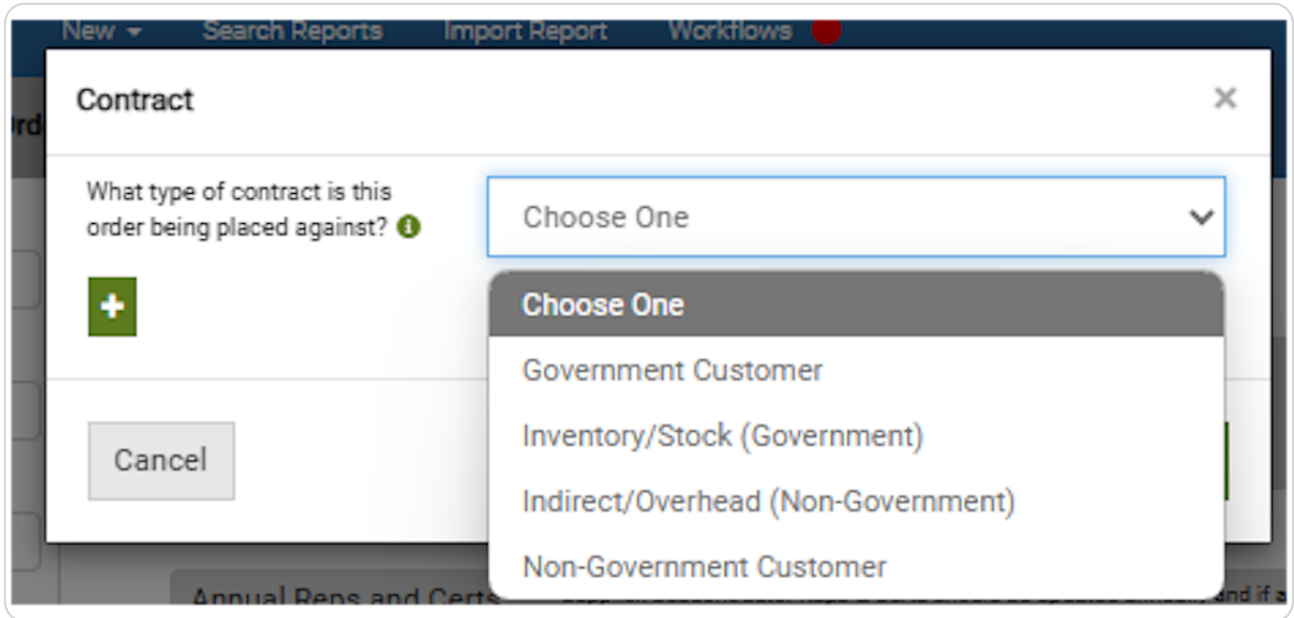


**STEP 2**

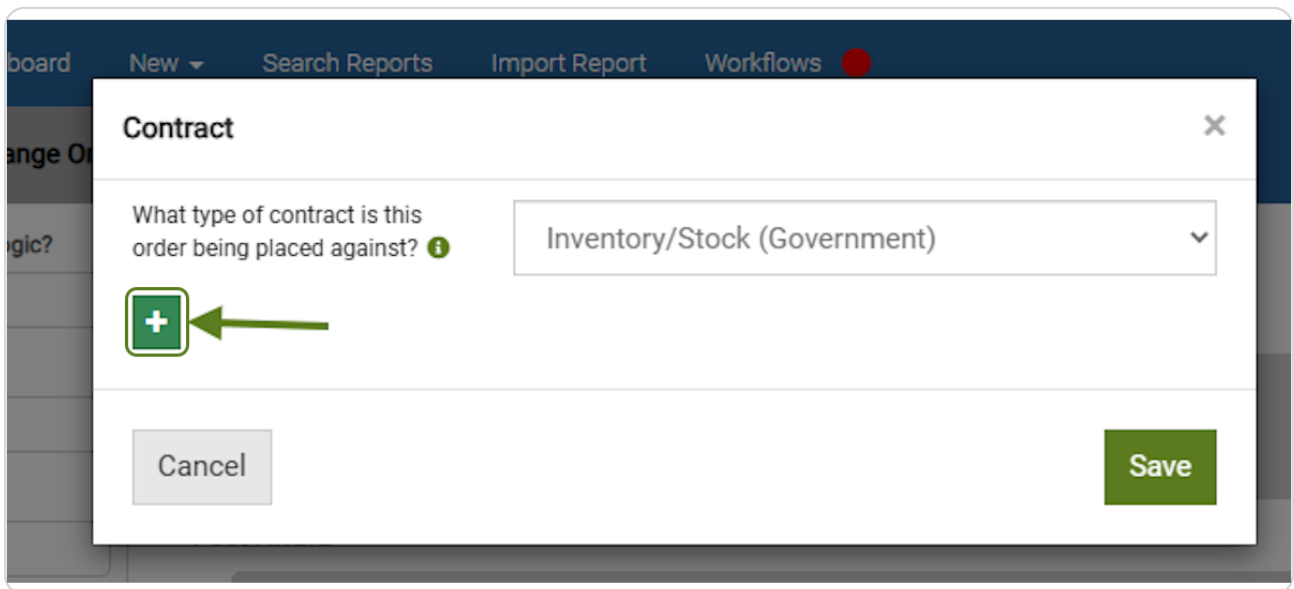## Click on Contract

STEP 3

**Make your selection from the dropdown options for what type of contract is this order being placed against.**

Note: You will add contracts one at a time.



STEP 4

**Add your next contract:  Click the "+" to add the next contract**

**Make your next selection from the dropdown options of what type of contract is this order being placed against.**
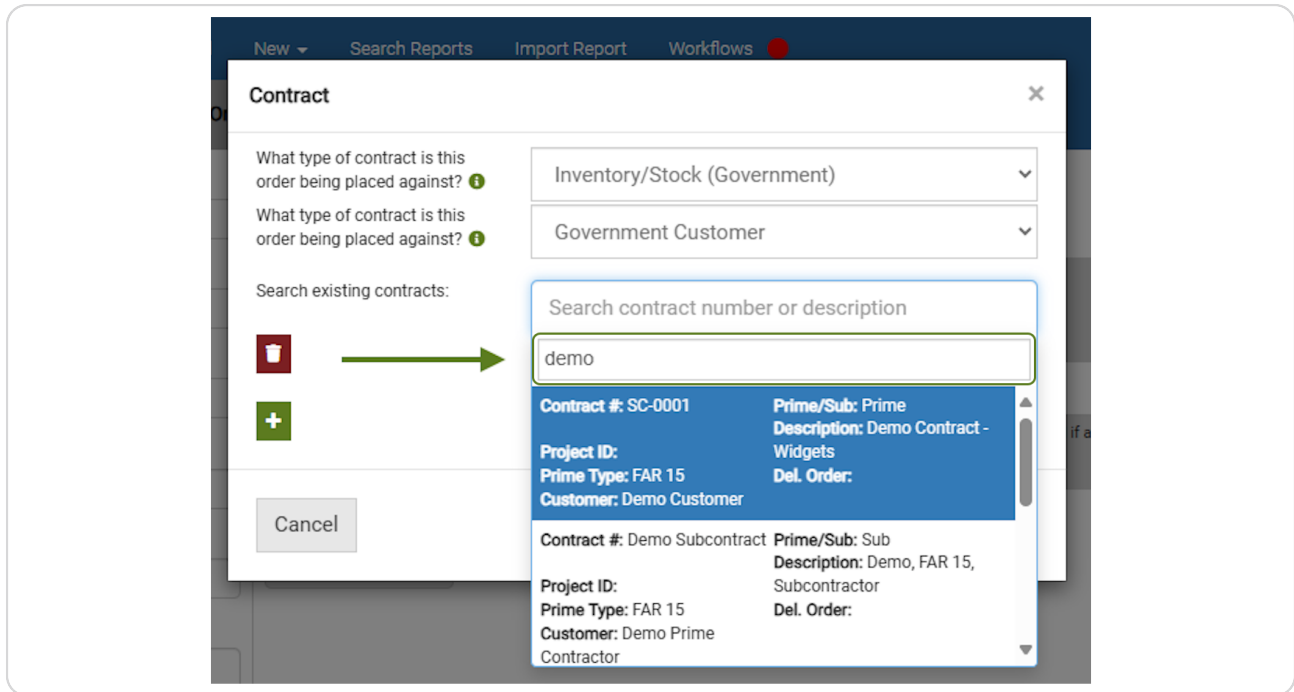
## If adding a Government Contract, search for the specific contract

## Search for your contract by entering known data in the search bar, e.g. Contract Number, Project ID, Customer Name, Contract Description

**STEP 8**

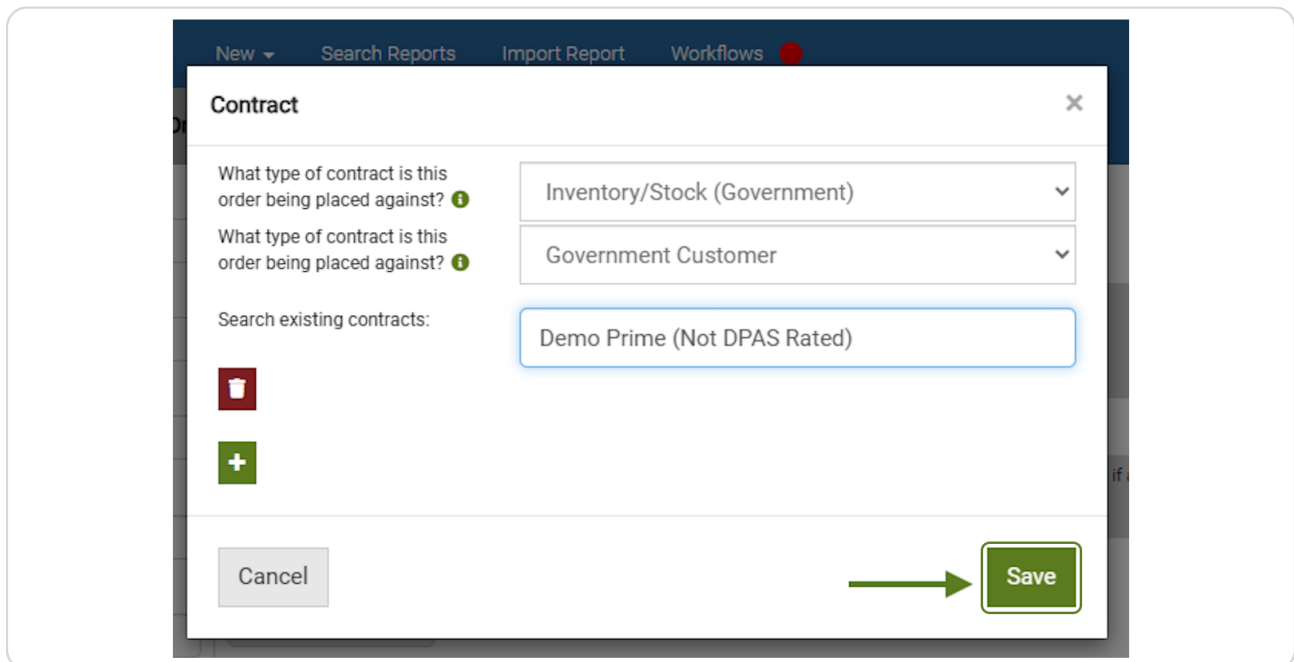## Make your selection
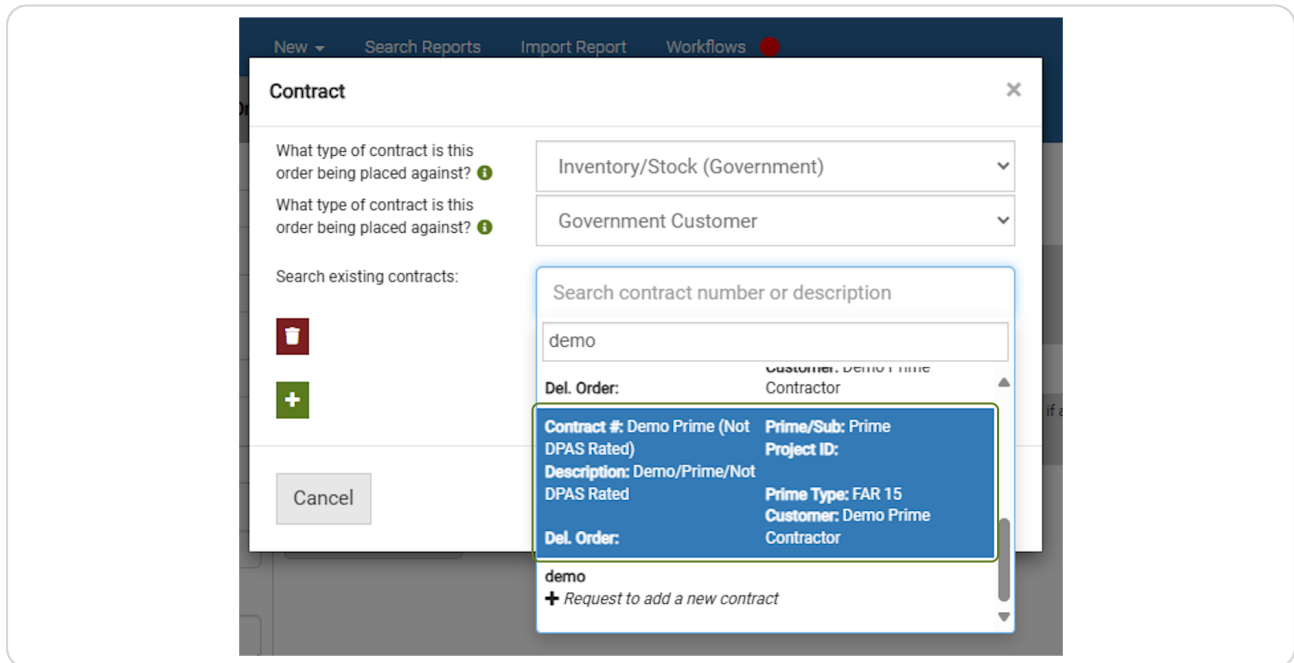


**STEP 9**

## Once you have selected all applicable contracts, click "Save".

## NOTE:  All of your contract selections appear in the Left-Hand Blocks.

The system will automatically default to the selection with the most regulatory requirements. For example, documentation requirements will trigger on FAR 15 and DPAS if these are included in the list of contracts selected.

## Remove a Contract

If you need to remove a contract from the list of contracts added to your Documentation Folder, click the Trash Can Icon underneath the contract you wish to remove.
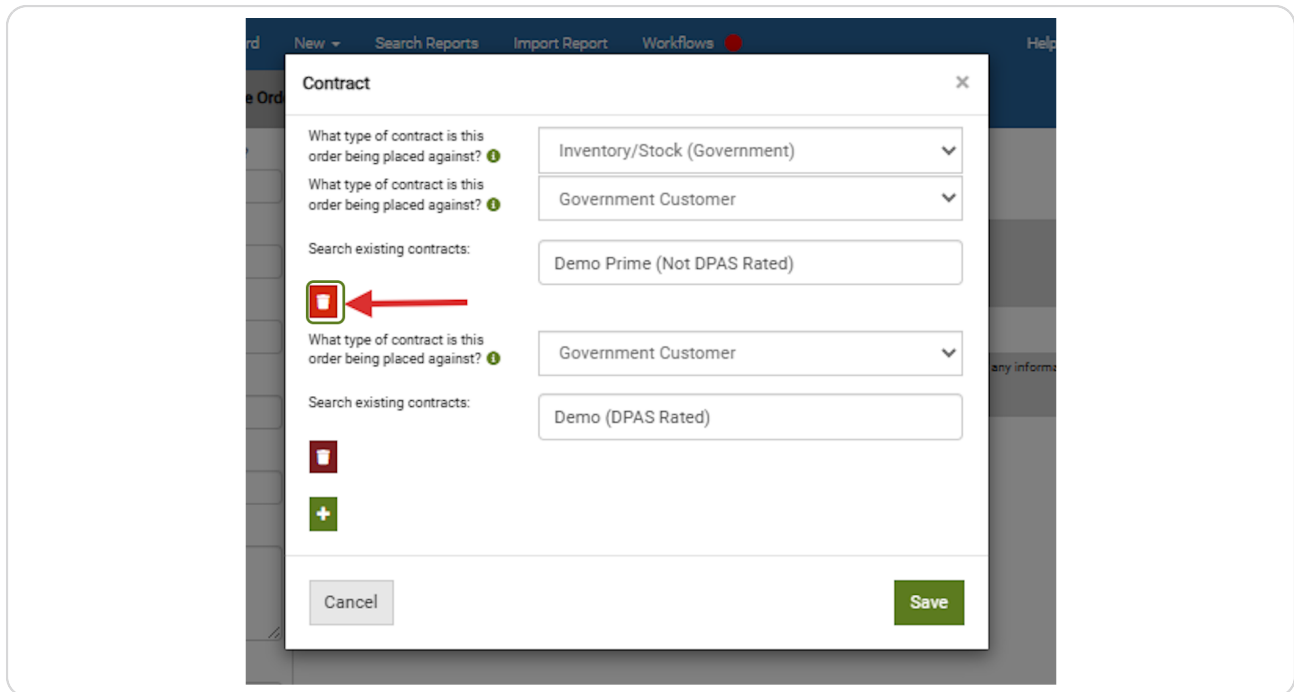
## Click on Save after you have removed your contract.



ℹ️ If you have any questions, contact us at help@spendlogic.com

SpendLogic