

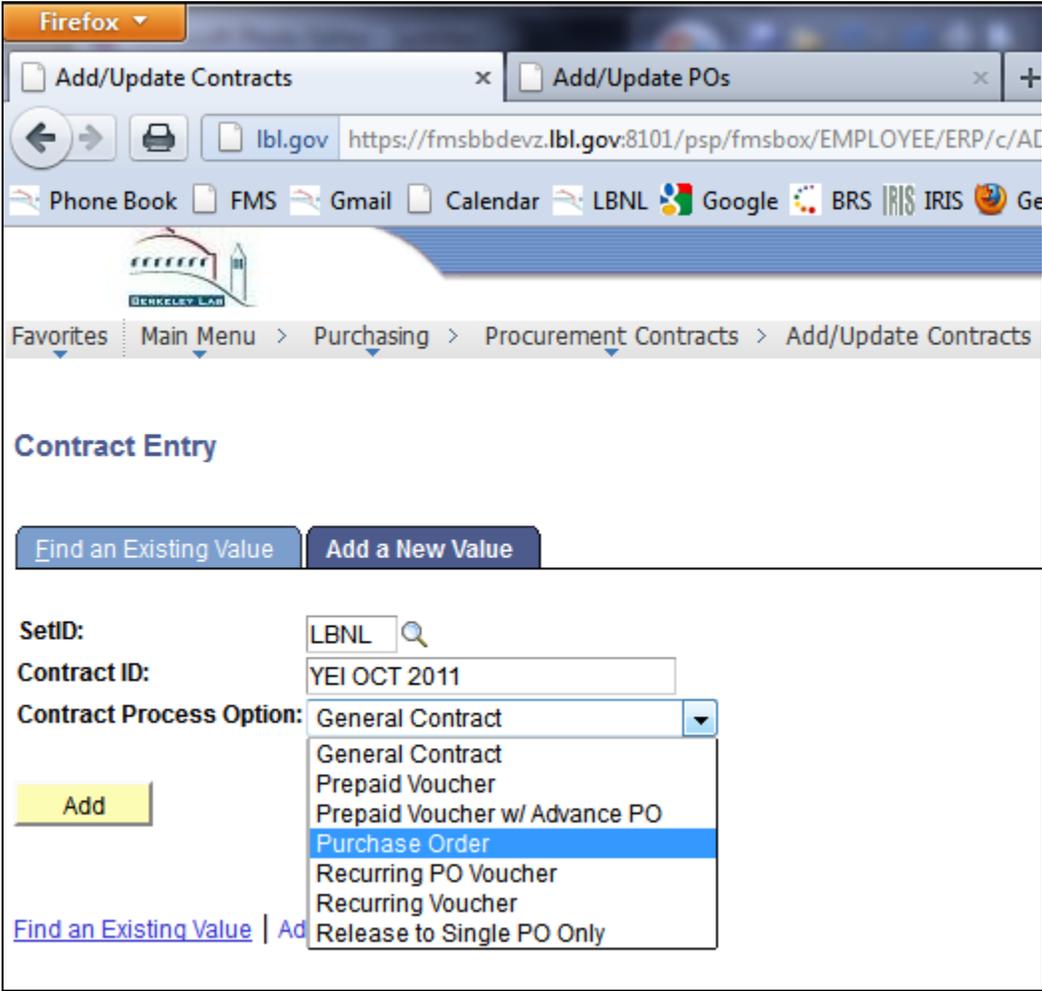
ePROCUREMENT 8.8

CONTRACTS

Create the Contract (MTA)

Create the Contract (MTA) using the below navigation.

- Enter a Contract ID name using the Vendor, Month, and Year
- For Contract Process Options, select *Purchase Order*
- Click the Add button



On the Contract Screen, enter the following minimum information:

- Vendor/Vendor ID
- Begin Date
- Expire Date
- Maximum Amount (total to be spent on the Contract)
- Check *Allow Open Item Reference*
- Check *Price Can Be Changed on Order*
- For Line 1 of the contract, enter a Description, UOM, and Item Category

Search: _____

Home | Worklist | Add to Favorites | Sign Out

Favorites | Main Menu > Purchasing > Procurement Contracts > Add/Update Contracts

New Window | Help | Customize Page | _____

Contract | Create Releases | Review Releases

SetID: LBNL [Copy From Contract](#) *Status: Open

Contract ID: YEI - OCT 2011

▼ Header

Process Option: Purchase Order [Add Comments](#) [Activity Log](#)

Vendor: YEI ENGINEERS [Vendor Search](#) [Contract Activities](#) [Document Status](#)

*Vendor ID: 0000000061 YEI ENGINEERS INC [Primary Contact Info](#) [Contract Thresholds](#)

*Begin Date: 10/11/2011

Expire Date: 09/30/2012

Currency: USD CRRNT

Primary Contact: _____

Vendor Contract Ref: _____

Description: _____

Master Contract ID: _____

Tax Exempt

Amount Summary

Maximum Amount: 1,000,000.00 USD

Total Line Released Amount: 0.00

Open Item Amount Released: 0.00

Total Released Amount: 0.00

▼ Order Contract Options

Allow Multicurrency PO Allow Open Item Reference Must Use Contract Rate Date

Corporate Contract Adjust Vendor Pricing First Rate Date: 09/29/2011

Lock Chartfields Price Can Be Changed on Order

PO Defaults [PO Open Item Pricing](#) *Dispatch Method: Print [Dispatch](#)

Add Items From

[Catalog](#) [Item Search](#)

Lines

Details | Order By Amount | Item Information | Default Schedule | Release Amounts | Release Quantities

Line	Item	Description	UOM	Category	Include for Release	Status
1		A&E MTA Services	EA	ARCH	<input checked="" type="checkbox"/>	Active

[View Category Hierarchy](#) [Category Search](#)

Save | Notify | Refresh | Add | Update/Display | Correct History

Contract | Create Releases | Review Releases

Click the Line Details icon for Line 1 (circled in red above) then enter a Price Location

- Expand the *Pricing Information* area
- Click the *Price Loc* lookup icon
- Select *USD*
- Click the OK button at the bottom of the screen
- Click OK to ignore the warning that says “Warning – Unit price has no value on line 1.”

The screenshot displays the 'Maintain Contracts' interface for 'Details for Line 1'. The contract ID is YEI - OCT 2011 and the vendor is YEI ENGINEERS. The line item is 'ARCH' (Architect - Engineer Services) with a status of 'Active'. The 'Pricing Information' section is expanded, showing options for 'Use Contract Base Price' and 'Price Can Be Changed on Order'. A 'Look Up Price Loc' dialog box is open, displaying search results for Vendor Location '1' and Currency Code 'USD'. The dialog also includes fields for Vendor SetID (LBNL), Vendor ID (000000061), and Vendor Location (begins with). Buttons for 'Look Up', 'Clear', and 'Cancel' are visible, along with a 'Basic Lookup' link. The background interface includes sections for 'Schedule Defaults' and 'Shipping Template'.

Finish the Contract:

- At the top, change the Status to *Approved*
- At the bottom, click *Save*
- Click OK to ignore the warning that says “Warning – Unit price has no value on line 1.”

Contract | Create Releases | Review Releases

SetID: LBNL [Copy From Contract](#) *Status: **Approved** (Open, Canceled, Closed, On-Hold, Open)

Contract ID: YEI OCT 2011

Header

Process Option: General Contract [Add Comments](#) [Activity Log](#)

Vendor: YEI ENGINEERS [Vendor Search](#) [Contract Activities](#) [Document Status](#)

*Vendor ID: 0000000061 YEI ENGINEERS INC [Primary Contact Info](#) [Contract Thresholds](#)

*Begin Date: 10/01/2011 [B1](#)

Expire Date: 09/30/2012 [B1](#)

Currency: USD [CRRNT](#)

Primary Contact: [B1](#)

Vendor Contract Ref: [B1](#)

Description: [B1](#)

Master Contract ID: [B1](#)

Tax Exempt

Amount Summary

Maximum Amount:	1,000,000.00	USD
Total Line Released Amount:	0.00	
Open Item Amount Released:	0.00	
Total Released Amount:	0.00	

Order Contract Options

Allow Multicurrency PO Allow Open Item Reference Must Use Contract Rate Date

Corporate Contract Adjust Vendor Pricing First Rate Date: 09/29/2011 [B1](#)

Lock Chartfields Price Can Be Changed on Order

[PO Defaults](#) [PO Open Item Pricing](#) *Dispatch Method: Print [Dispatch](#)

Voucher Contract Options

Invoice Number: [B1](#)

AP Business Unit: [B1](#)

Accounting Template: [B1](#)

Payment Terms ID: [B1](#)

Basis Dt Type: [B1](#)

Gross Amount: 0.00 USD

Freight Amount: 0.00

Sales Tax Amount: 0.00

VAT Amount: 0.00

Misc. Amount: 0.00

[Miscellaneous Charges](#) [Retention](#)

Add Items From

[Catalog](#) [Item Search](#)

Lines [Customize](#) [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

Line	Item	Description	UOM	Category	Merchandise Amt	Include for Release	Status
1	B1	A&E MTA Services	EA	ARCH	B1	<input checked="" type="checkbox"/>	Active

[View Category Hierarchy](#) [Category Search](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#) [Correct History](#)

Create the Task Order (PO Release)

Create a PO Release the same as you create a regular PO:

- Add a new PO number to the system
- Enter the Buyer and the Contract's Vendor
- Copy the requisition onto the PO
- In the Lines area, click the *Contracts* tab
- Search for the *Contract ID* with the lookup icon (magnifying glass)
- Process the PO as usual. (The Item Category should match that of the Contract.)

Maintain Purchase Order
Purchase Order

Unit: LBNL
PO ID: 6969028
Copy From:

PO Status: Open
Budget Status: Not Chk'd
 Hold From Further Processing

Header

*PO Date: 10/03/2011
Vendor: YEI ENGINEERS
*Vendor ID: 0000000061
*Buyer: JHTENNYSON

Receipt Status: Not Recvd
*Dispatch Method: Phone

PO Reference:

Amount Summary
Merchandise: 1000.00
Freight/Tax/Misc.: 0.00
Total Amount: 1000.00 USD

Add Items From | **Select Lines To Display**

Purchasing Kit | Catalog | Item Search | Line: To: Retrieve

Lines

Line	Description	SetID	Contract ID	Contract Line	Release	Milestone Line
1	Task Order #1 - Building 50...	LBNL	YEI OCT 2011		NEXT	

View Printable Version | Print PO Detail? | Print Trial PO/Copy? | *Go to: ... More ...

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

Viewing Contract Releases

Standard on-line Inquiry Screens and Reports can be used to view PO releases (Task Orders) placed against the contract. To use the *Review Contracts by PO* Inquiry screen:

- Navigate to the Review Contracts by PO screen as shown below
- Enter or search for a *Contract ID*
- Click the *PO with Contract* box
- Click the *Search* button

A list of POs associated with the Contract is displayed. To view information about the PO or go directly to the PO:

- Click the box to the left of the PO
- Click one of the links at the bottom of the screen

Unit	PO ID	Line	Line Status	UpToDt Qty	UpToDt Amt	Item	
<input checked="" type="checkbox"/>	LBNL	6969028	1	Active	1.00	1000.000 USD	Task Order #1 - Building 50 Boiler System Design Services

The Contract screen itself gives you a summary of the total release amount on the Contract

Contract | Create Releases | Review Releases

SetID: LBNL *Status: Approved

Contract ID: YEI OCT 2011

Header

Process Option: General Contract [Add Comments](#) [Activity Log](#)
 Vendor: YEI ENGINEERS [Contract Activities](#) [Document Status](#)
 Vendor ID: 0000000061 YEI ENGINEERS INC [Primary Contact Info](#) [Contract Thresholds](#)

Begin Date: 10/01/2011

Expire Date: 09/30/2012

Currency: USD CRRNT

Primary Contact:

Vendor Contract Ref:

Description:

Master Contract ID:

Tax Exempt

Amount Summary

Maximum Amount: 1,000,000.00 USD
 Total Line Released Amount: 0.00
 Open Item Amount Released: 1,000.00
 Total Released Amount: 1,000.00
 Remaining Amount: 999,000.00
 Remaining Percent: 99.90

Order Contract Options

Allow Multicurrency PO Allow Open Item Reference Must Use Contract Rate Date
 Corporate Contract Adjust Vendor Pricing First Rate Date: 09/29/2011
 Lock Chartfields Price Can Be Changed on Order

[PO Defaults](#) [PO Open Item Pricing](#) *Dispatch Method: Print [Dispatch](#)

Voucher Contract Options

Invoice Number: Gross Amount: 0.00 USD
 AP Business Unit: Freight Amount: 0.00
 Accounting Template: Sales Tax Amount: 0.00
 Payment Terms ID: VAT Amount: 0.00
 Basis Dt Type: Misc. Amount: 0.00
[Miscellaneous Charges](#) [Retention](#)

Add Items From

[Catalog](#) [Item Search](#)

Lines Customize | Find | View All | First 1 of 1 Last

Line	Item	Description	UOM	Category	Merchandise Amt	Include for Release	Status
1		A&E MTA Services	EA	ARCH		<input checked="" type="checkbox"/>	Active