State of Oklahoma COR211

Contracts Manual

Office of Management & Enterprise Services

OKLAHOMA

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Document History

Document Revision	Date	Description
1.0	03/04/2003	Initial Document
1.1	07/01/2004	ADA Compliance
1.2	05/10/2011	CORE Template used to standardize
1.3	01/04/2012	Updated Screen Shots and Processes
1.5	11/12/2024	Updated Screen Shots and Processes

Supplier Contracts Introduction

Overview

PeopleSoft Purchasing automates the business processes involved in the procurement of goods and services. PeopleSoft Purchasing features several key functions:

- Creating and Maintaining Supplier Information
- Creating and Maintaining Items for Purchasing
- Entering Requisitions
- Managing Requests for Quotes (RFQ's)
- Administering Supplier Contracts
- Creating, Generating and Dispatching Purchase Orders
- Integration with Other PeopleSoft Applications

This training manual focuses on creating Supplier contracts, specifically:

- Creating State of Oklahoma statewide contracts
- Creating State of Oklahoma Agency contracts

Supplier contracts will be used in the State of Oklahoma for purchasing specific items from approved suppliers at an agreed upon price. All contracts have specific start and end dates and maximum dollar amounts that can be purchased under the contract.

There are two (2) types of Supplier contract relationships that can be established: Fixed and Open Item.

- **Fixed Item** – The contract is only valid for purchases that specifically reference the items identified on the contract.
- **Open Item** – Agreements that apply for any item purchased from the supplier while the contract is in effect.

Two types of contracts will be used in the State of Oklahoma:

- Statewide Contracts – available to all State agencies
- Agency Contracts – available to specific State agencies only

Once a contract has been created, POs can be released against it by:

1. Building the PO from a requisition that was created against the contract.
2. Creating a PO which copies directly from the contract.

PO Releases are addressed in Course P110 – Purchase Order Administration.

NOTE: Throughout this manual page shots are included to illustrate and describe the data fields that must be entered for specific transactions. Not all pages or fields on a page will be explained. This manual focuses on those pages and fields that are required for data entry for the State of Oklahoma.

NOTE: Throughout this training manual, you will be asked to **click** **OK** buttons, **Refresh** buttons, or **Save** buttons while entering information. It is important to remember that **clicking** the **OK** button just accepts the information on a sub-page and returns you to the main page. It does not save the information if you exit the transaction. Only the **Save** button actually saves the information you have entered. **Clicking** the **Refresh** button updates the display to incorporate the information and defaults you have entered.

Creating a Statewide Contract

The major steps in creating a statewide contract are:

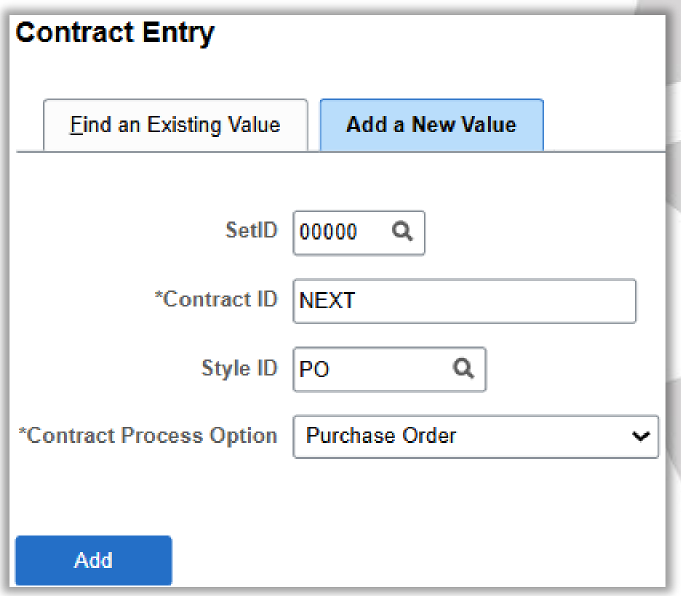
1. **Select** the Contract Type.
2. **Enter** general information.
3. **Enter** line, line pricing, and line price adjustment information.
4. **Approve** and save the contract.
5. **Dispatch** the contract.

Step 1 – Select Contract Type

To create a statewide contract, navigate as follows:

Navigation: Procurement Contracts > Add / Update Contracts

Click the **Add a New Value** Tab.



SetID – ALL contracts must be entered under SetID "00000".

Contract ID – LEAVE AS NEXT. The system will automatically assign the next Contract number when the contract is saved.

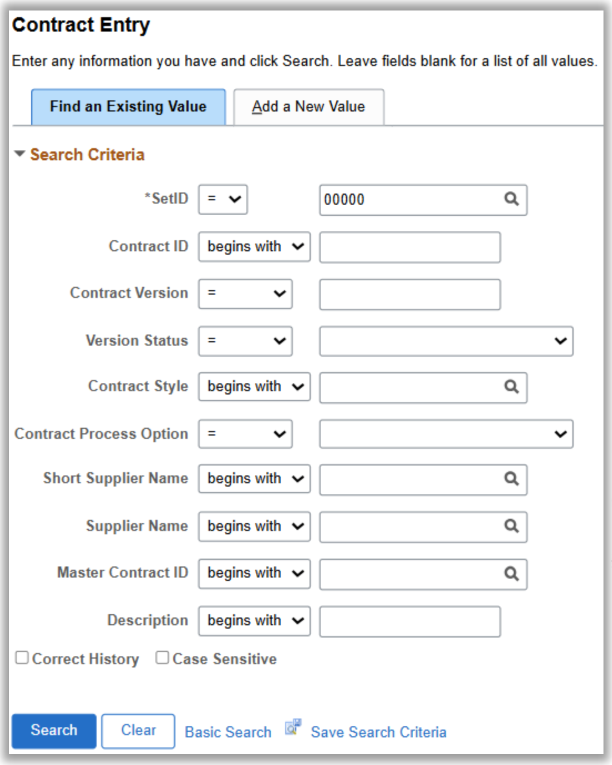
Contract Process Option – Select Purchase Order.

Click the **Add** button.

If you have saved a new contract prior to completing all of the information (e.g., you need to verify the contract expiration date), you can go back to update the contract by using the following navigation:

Navigation: Procurement Contracts > Add / Update Contracts

Click the **<u>Find an Existing Value</u>** Tab.



SetID – Make sure this is "00000." All contracts are entered in SetID "00000."

Contract ID – **Enter** the Contract ID. (Alternatively, you can enter the short supplier name or press the **<u>looking glass icon</u>**.)

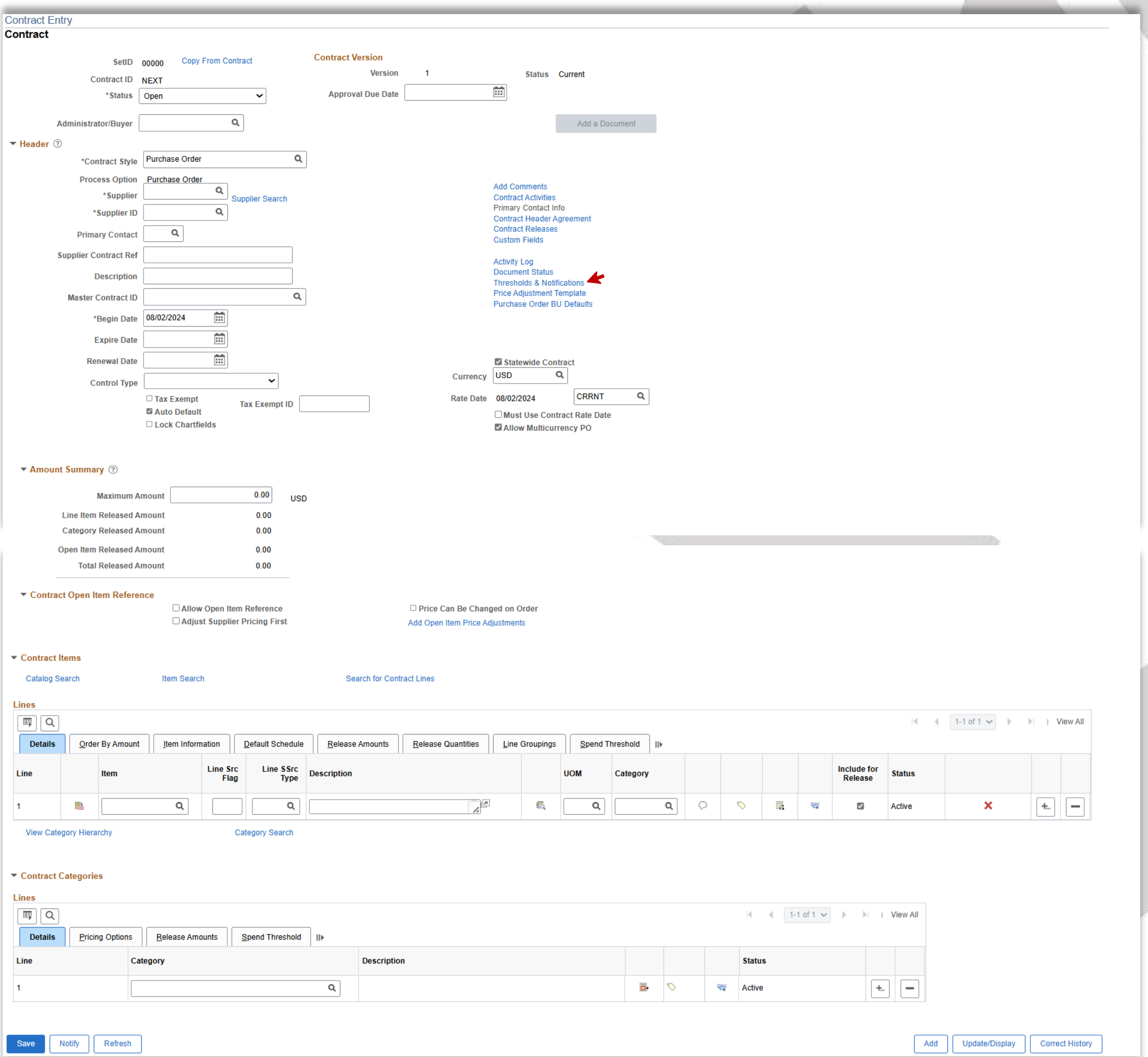
Short Supplier Name – **Enter** the short supplier name or lookup **<u>looking glass icon</u>** the name. (Alternatively, you can enter the contract ID or press the **<u>looking glass icon</u>** button.)

Click the **<u>Search</u>** button. A list of contracts will come up. **Select** the contract you want to update.

Step 2 – Enter General Information

When you are creating a new contract, enter the supplier information and contract terms on the Contract Header page.

Contract Tab



Status – The contract status will automatically default to Open. Available statuses are:

- *Open* – Indicates the initial status of the contract - not yet approved. A contract must be in an Open status in order to make changes to it.
- *Approved* - Only contracts with an approved status can be released.
- *On Hold* - Identifies the contract as being on hold - not eligible for releases.
- *Closed* - Indicates the completion of the term of the contract - no longer eligible for releases.
- *Canceled* – Identifies the contract as being canceled.

Supplier / Supplier ID – **Select** the short supplier name or supplier ID. The lookup icon can also be used to select the supplier. Verify that the correct supplier is selected at the proper location.

Primary Contact – Use the lookup icon to select the supplier's contact person, if one has been set up in the supplier file.

Description – **Enter** a brief description for the contract.

Master Contract ID – LEAVE BLANK.

Maximum Amt – **Enter** the maximum amount of the contract, if applicable.

supplier Contract Ref – LEAVE BLANK.

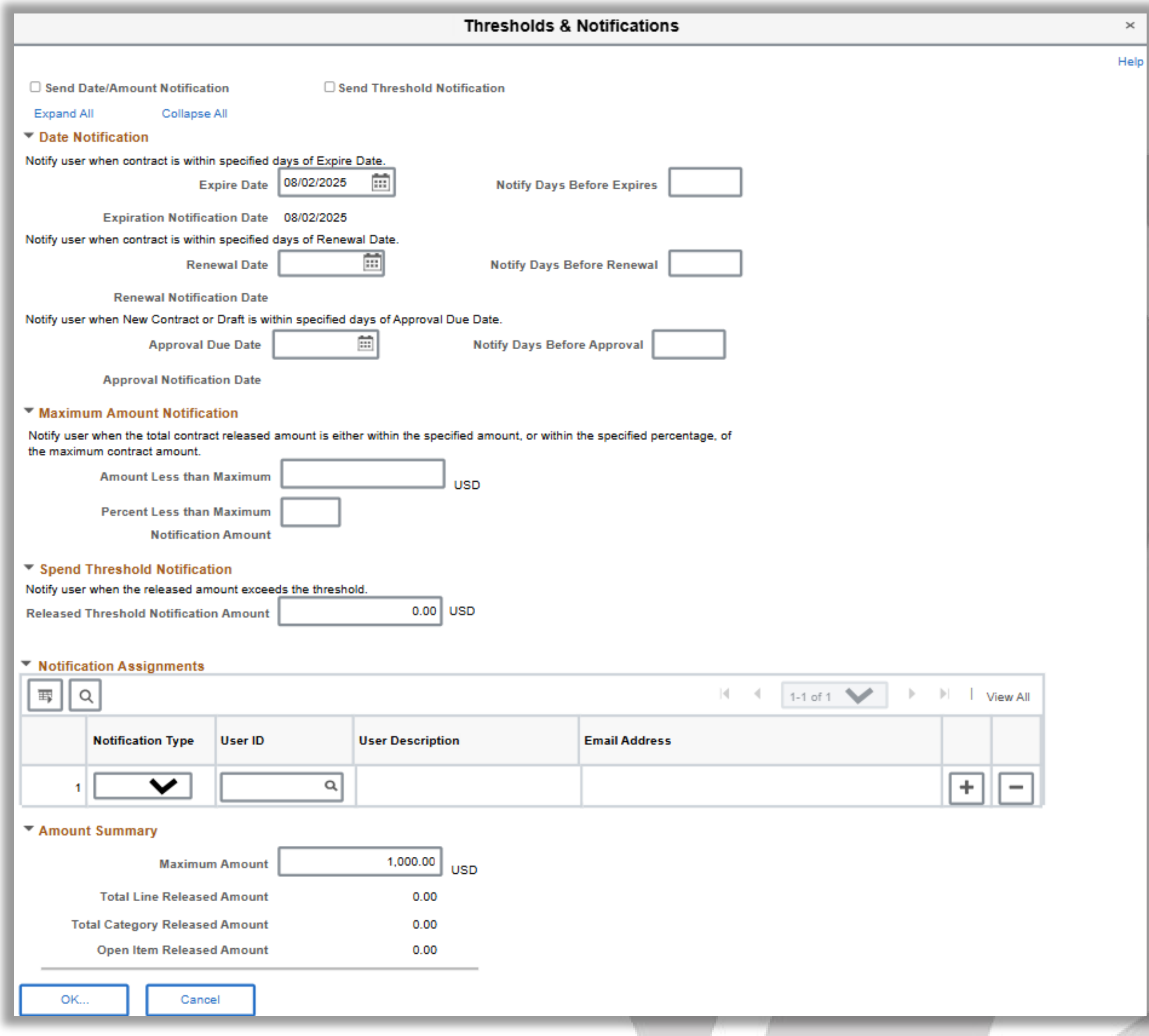
Tax Exempt – Check the box if the contract is tax exempt. **Enter** the tax exempt ID in the text box to the right of the check box. Do **NOT** check this box unless the supplier is "Tax Exempt."

Begin Date – Defaults to the current date. This can be changed if the contract will begin at a later date.

Expire Date – **Enter** the expiration date for the contract.

Click the Thresholds & Notifications link to specify the notification parameters when a contract is nearing expiration.

Thresholds & Notifications



Click the Expand All link to open all sections.

Send Date/Amount Notification Box – Select this check box to notify the identified user when a contract expires or reaches the maximum amount on the contract. Check the box.

Send Threshold Notification – Select this check box to notify the buyer when a contract reaches or exceeds the spend threshold. After you enable notifications, you can define the controls using this page. This check box is available only if PeopleSoft Supplier Contract Management has been installed.

Notify Days Before Expires – **Enter** the number of days prior to expiration that you want to be notified that the contract will be expiring.

Notification Type - Select the notification type for which you want to notify a user.

- *Approval Due Date:* Select to notify a user when the approval of a contract draft is due.
- *Expiration:* Select to notify a user when a contract is nearing its expiration date.
- *Max Amt:* (maximum amount): Select to notify a user when the contract is nearing the maximum amount defined for the contract.
- *Renewal:* Select to notify a user when a contract is ready for renewal.
- *Spend Threshold:* Select to notify a user when the spend threshold for a contract has reached the amount that appears in the Threshold Notification Amount field.

User ID – **Enter** the user to whom you want to send notifications.

Click the **OK** button to return to the Header page.

On the Header Page, **enter** the following:

Order Contract Options

Allow Multicurrency PO – UNCHECK the box.

Statewide Contract – Make sure you check this box for Statewide contracts.

Allow Open Item Reference – CHECK the box. When checked, it allows items not specified on this contract to be purchased against it. Whether you are defining an open or fixed item contract, this option enables you to reference this contract for any Purchase Order item ordered from this supplier within the terms and limits of this contract.

Rate Date – Use the default date.

Adjust supplier Pricing First – UNCHECK the box.

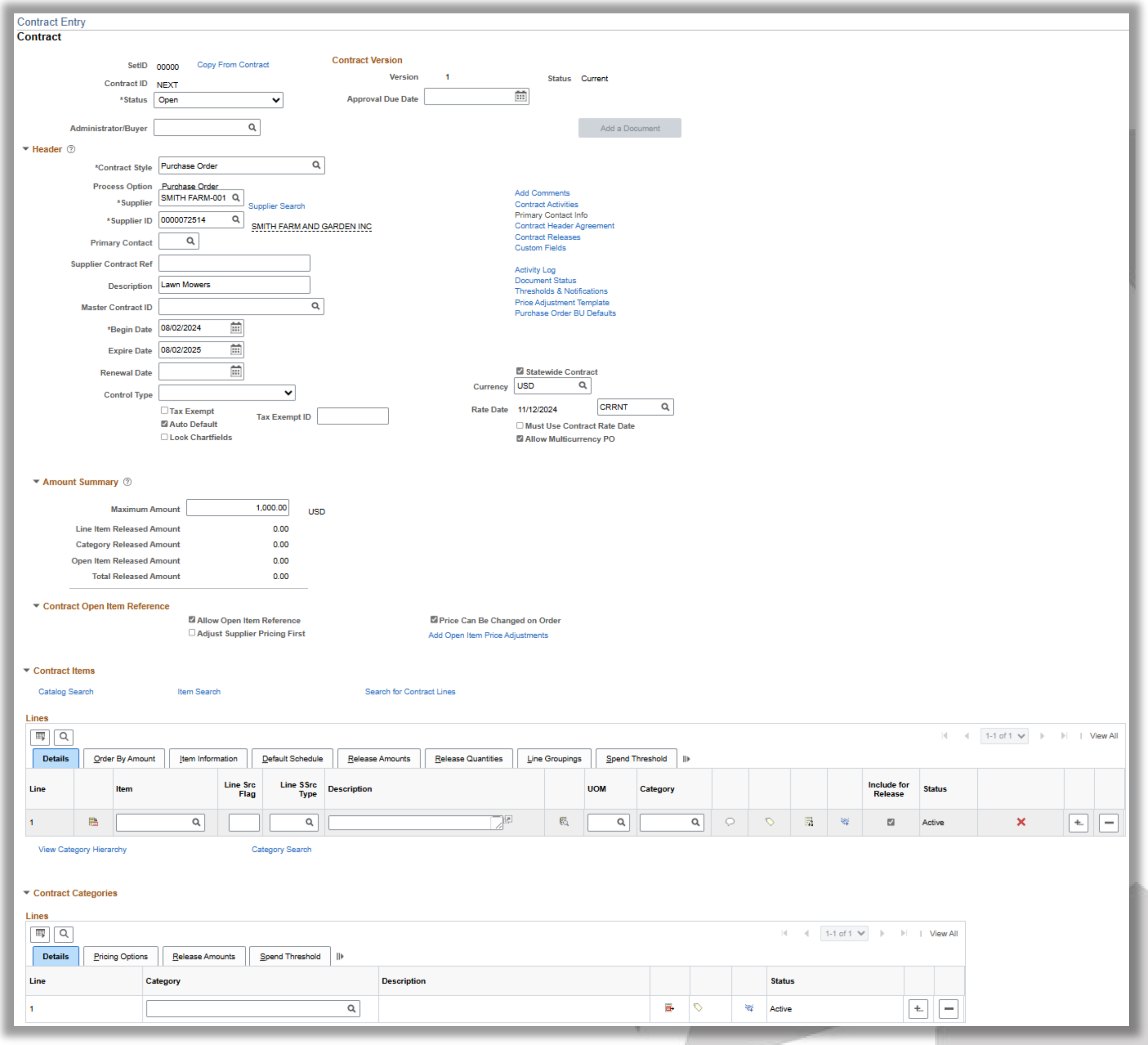
Price Can Be Changed on Order – CHECK the box.

Dispatch Method – Defaults to Print.

Open Item Amount Released - Displays the current total amount of open item quantities released for the contract.

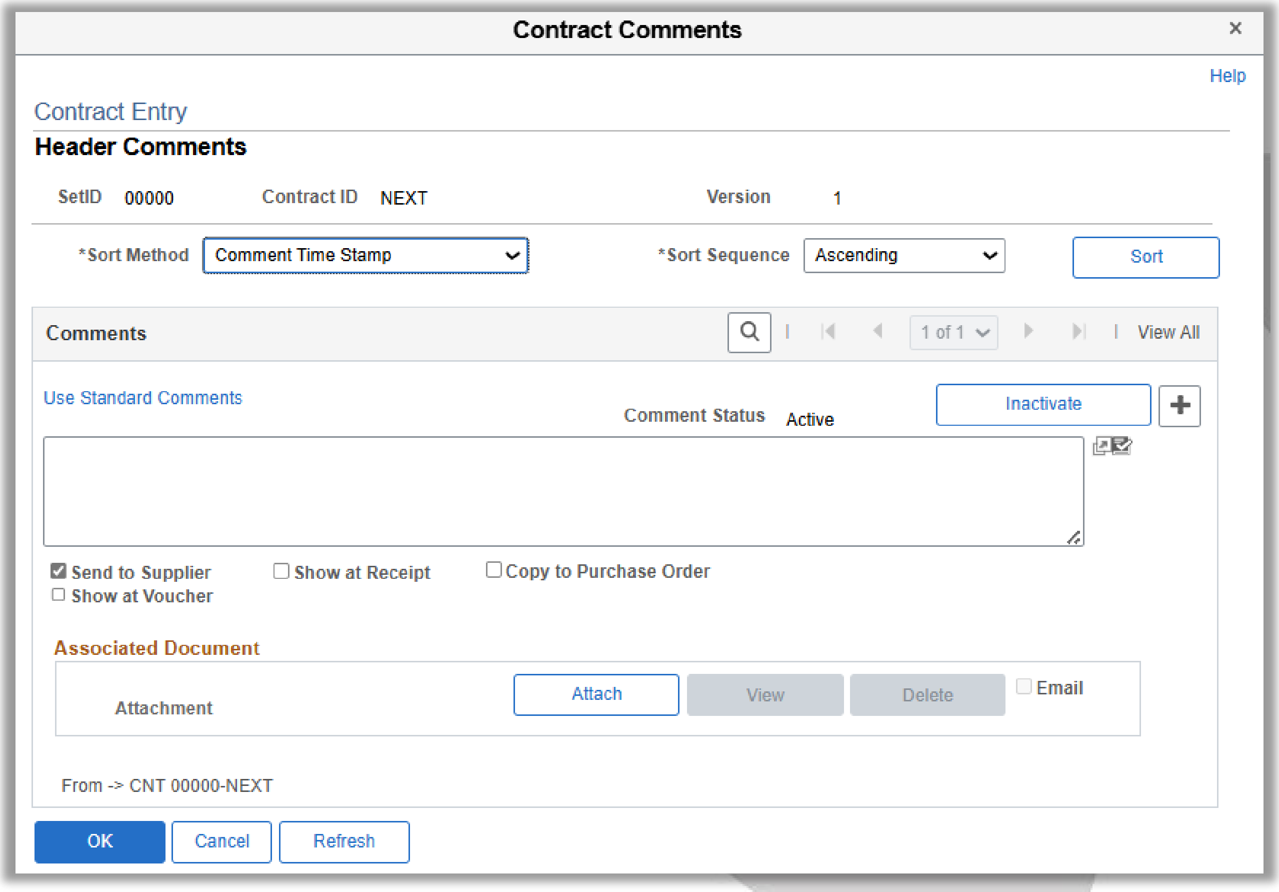
Total Released Amount - The current total amount of all releases for the contract. This field is editable only in Update mode.

Once all of the information is entered, the Contract Header should look similar to the following page shot:



Click the Add Comments link on the Contract Entry Page. You will be transferred to the Contract Comments page.

Header Comments Page



Sort Method - **Select** from the dropdown list whether you want to sort the comments by the Comment Time Stamp or the Supplier Flag.

Sort Sequence - **Select** from the dropdown list whether you want to sort comments in Ascending or Descending order.

Click the **<u>Sort</u>** button to sort all comments (active and inactive). The comments will be sorted based on the Sort Method and Sort Seq that you selected.

Click the **<u>Inactivate</u>** button to deactivate a current comment. If you deactivated a comment by mistake, **click** the **<u>Undo</u>** button. This button is visible only if you inactivated a comment.

Send to Supplier - This defaults to checked. If you do not want a supplier to read this comment, make sure that you uncheck this box.

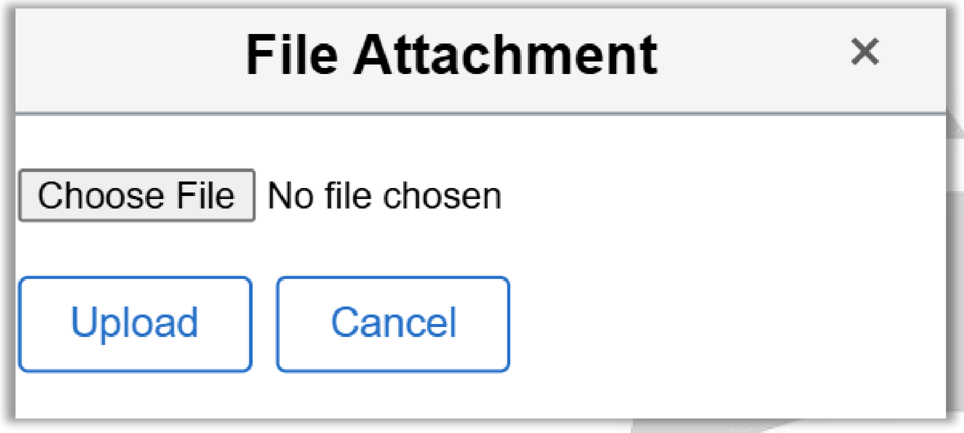
Shown at Receipt – Check the box if you want the comment to be visible on receipt documents.

Show at Voucher - Check the box if you want the comment to be visible on vouchers.

Copy to Purchase Order - Check the box if you want the comment to be copied to Purchase Orders related to the contract.

Associated Document – Identifies a document associated with each Contract line.

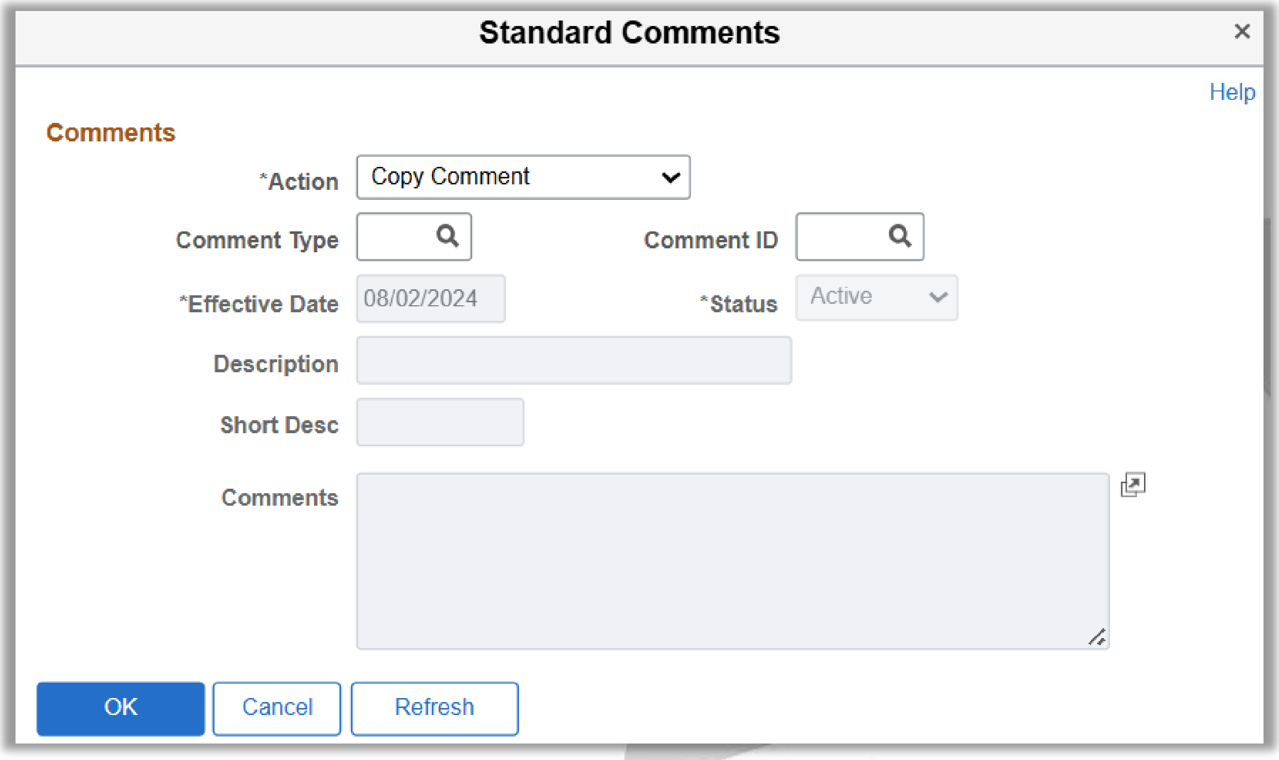
Click the **Attach** button to find the associated document (e.g., Microsoft Word, Excel, or PDF file).



Click the **Choose File** button to locate the desired file.

Click the **Upload** button to attach file to contract.

Click Use Standard Comments link to choose a comment pre-defined as a Standard Comment.



Action – **Select** "Copy Comment" ONLY.

Comment Type – **Click** the **looking glass** icon to lookup the Standard Type that you want to use.

Comment ID – **Click** the **looking glass** icon to lookup the Comment ID that you want to use.

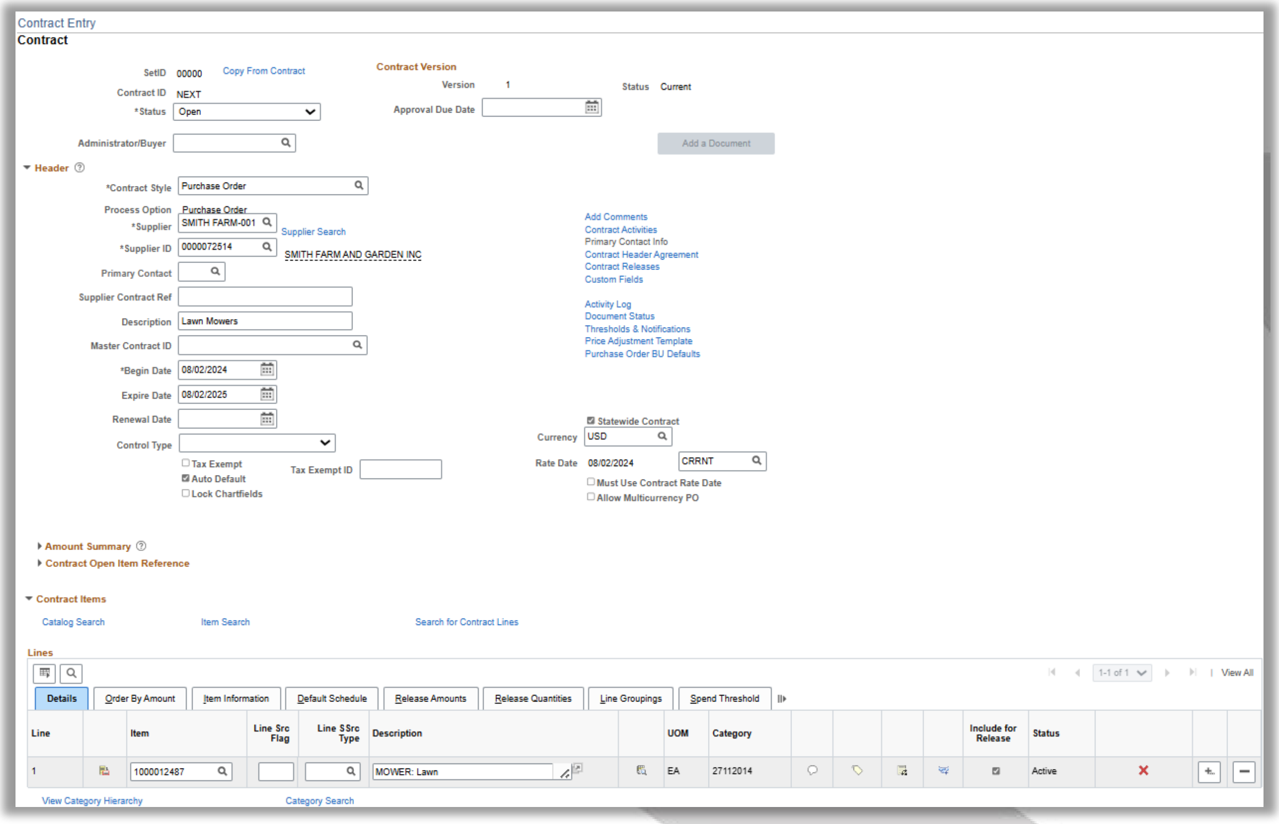
To add additional comments, **click** the **plus** button in the upper right corner of the comment page.

NOTE: When there are multiple comments, the system will display only the most recent comment. The scroll display indicates the number of comments available for viewing. To view the remaining comments, either **click** the **right arrow** button to go to the next comment or **click** View All to see all the comments in the scroll area. To return to viewing only one line and its associated schedules, **click** View 1.

When you have finished entering your standard comments, **click** the **OK** button to return to the Header Comments page.

Click the **OK** button again to return to the Header page.

Step 3 – Enter Line Information



<u>Details Tab</u>

Item ID – **Enter** the Item ID. The Item ID will default in the Description, UOM, and Category.

Line Src Flag – Check the box if sole source is required.

Line SSrc Type – Lookup the Sole Source Type. Select one of the following values:

- *TYP1* – Sole Make/Model/Brand
- *TYP2* – Sole Supplier
- *TYP3* – Additional/Replacement Parts
- *TYP4* – Original Supplier
- *TYP5* – Brand Name for Resale
- *TYP6* – Compelling Urgency Limit
- *TYP7* – Litigation Expert
- *TYP8* – Statute Authorization

Description – **Enter** the Item Description. If an existing Item ID is used, the Description will default from the Item ID.

UOM – **Enter** the Unit of Measure. If an existing Item ID is used, the UOM will default from the item supplier UOM and cannot be changed.

Category – **Enter** the Item Category. If an existing Item ID is used, the Category will default from the item.

NOTE: When buying from OCI (Oklahoma Correctional Industries), use category codes starting with "8".

Include for Release – Defaults to checked.

Order By Amount Tab

Amt Only – **Check** the box if the contract is to be received by amount. This box must be checked if you intend to use Milestone tracking. When amount is selected:

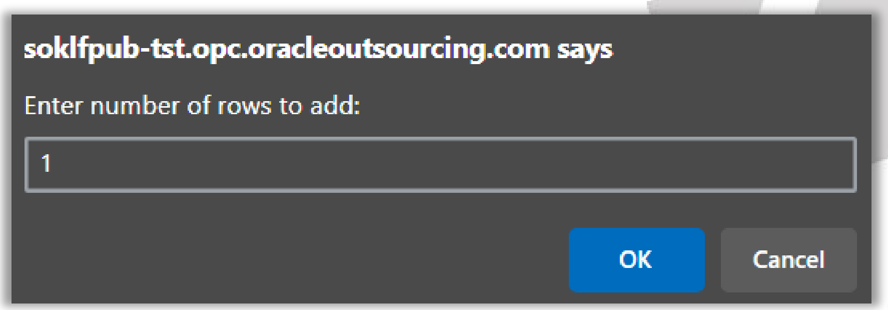
- The quantity field is set to "1" and is unavailable for editing.
- The Merch Amt on the contract line becomes a required field.

Merch Amt – **Enter** the amount of the item, if it does not default in from the item ID.

Item Information Tab

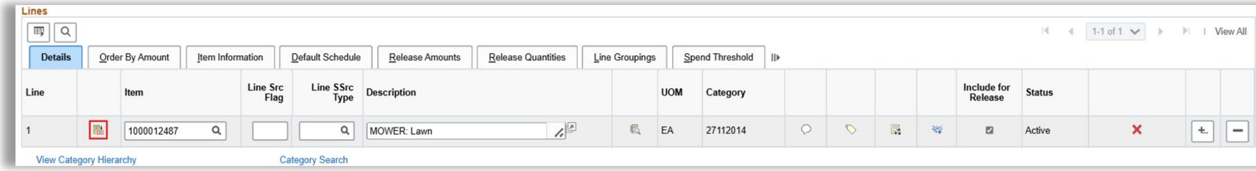
This tab is used to select the physical nature, Goods or Services. Also, you can enter the Supplier's Item ID, Catalog, Manufacturer ID and Manufacturer Item ID, if needed.

To add additional lines to the Contract, scroll to the right and **click** the **plus** button. The following popup window appears:

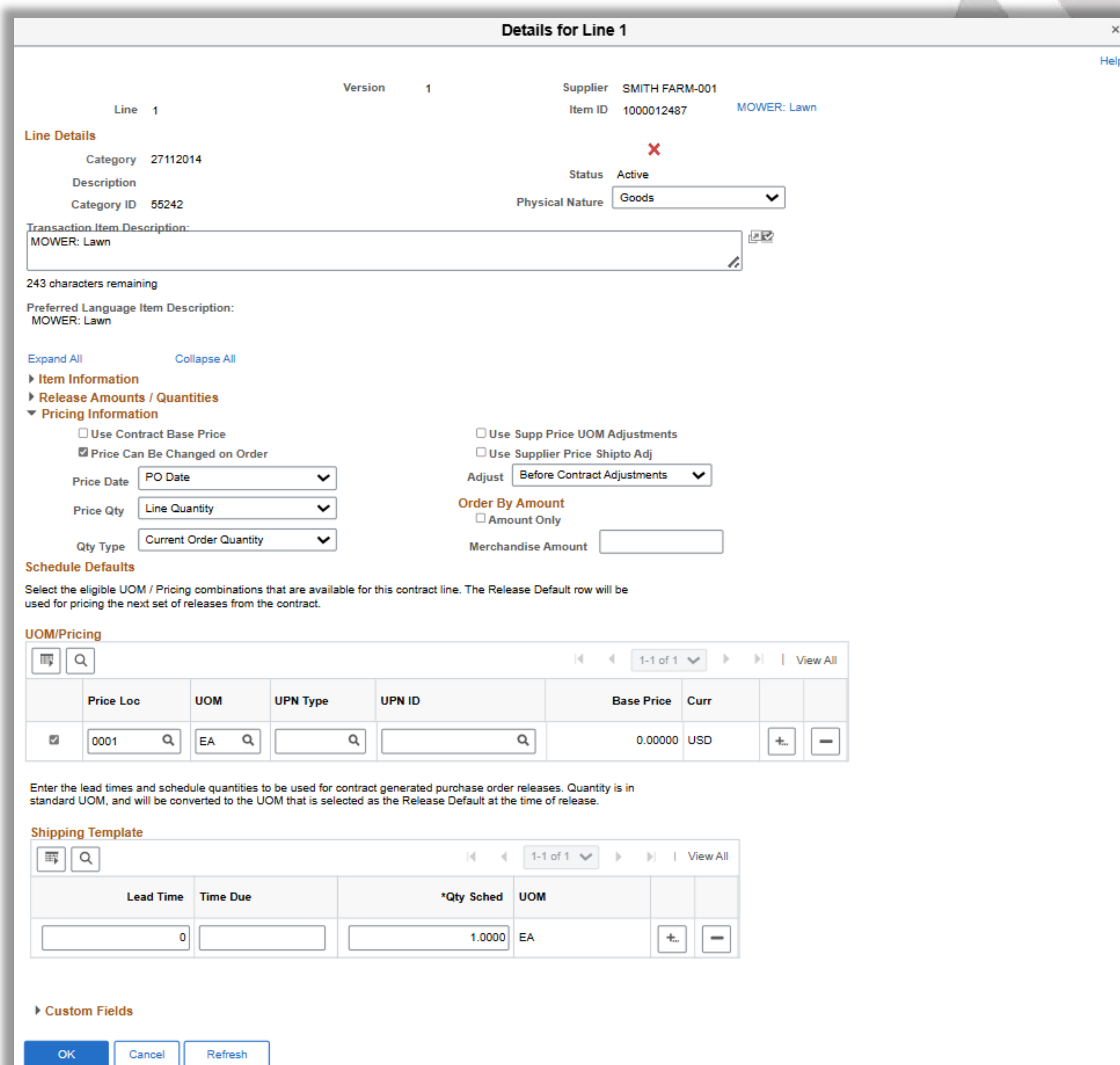


Enter the number of lines you want to insert. **Complete** the line information for the added rows.

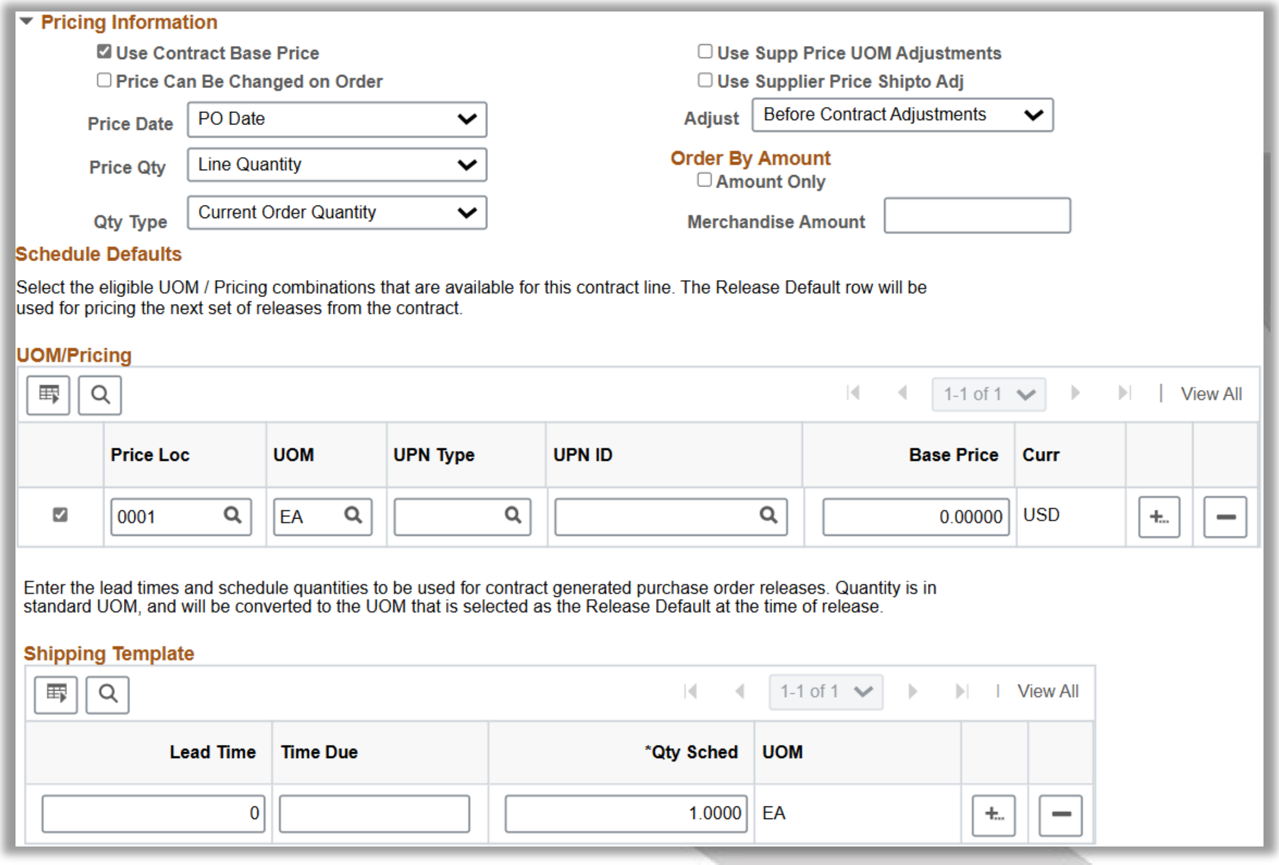
NOTE: The contract status must be "Open" to add additional information.



Click the **Line Details** icon and then **Click** the Pricing Information field to expand.



Pricing Information



Price Can Be Changed on Order – **Check** the box.

Use Contract Base Price – **Check** the box. **Select** to use the base price on the contract rather than the price on the Supplier's UOM & Pricing Info page as the base price when calculating the purchase order price for the item. The Base Price field becomes available for entry when you select this option. For ad hoc items, this option is automatically selected and unavailable for entry, because a base price value is required for ad hoc items.

DO NOT CHANGE the other Pricing Information defaults.

<u>Schedule Defaults / UOM/Pricing</u>

Default – Check the box.

Pricing Location – **Select** the supplier location if it does not default or click the **lookup** icon (magnifying glass) to search for the location.

UOM – Defaults from the Item.

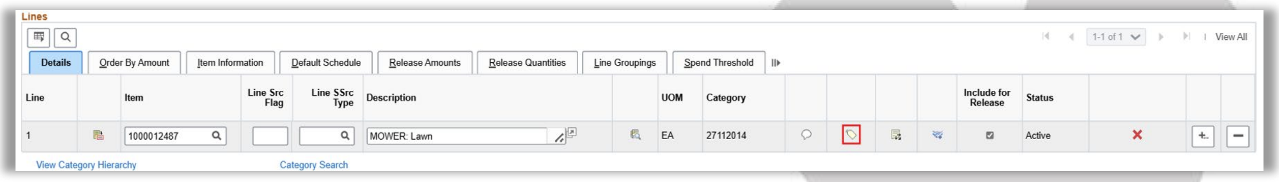
Curr – Defaults to USD.

Base Price – **Enter** the base price for the item or change the base price if it defaults in from the item.

Allow all other defaults on the page to remain as is.

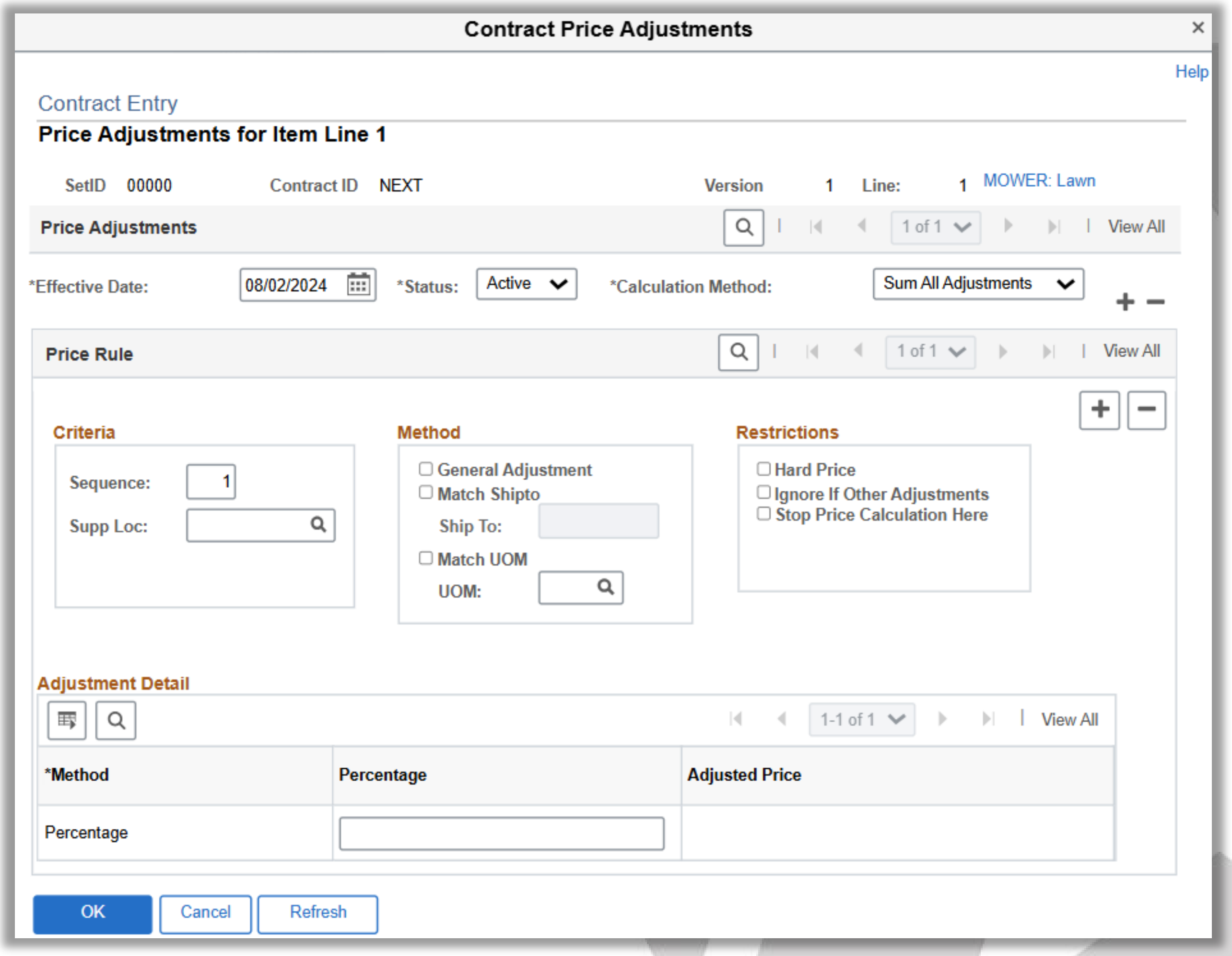
Click the **OK** button to return to the Contract Entry page. Repeat the PO Line Pricing for each line of the contract.

If you want to add a price adjustment (e.g., the contract allows a standard 10% discount on the item on Line 1), **click** the **Price Adjustment** icon. You will be transferred to the PO Line Pricing Adjustments page.



PO Price Adjustments Page

This page allows you to enter price adjustments that apply only to the specific line item. The PO Line Price Adjustments page applies to order releases only.



Calculation Method – **Enter** the method used to calculate the adjustments. The default is "Sum All Adjustments." DO NOT CHANGE.

- **Sum All Adjustments**: Adjustments are summed and made against the original base price. For example, if you have a base price of 100 and two percentage adjustments of -10% each, the system will take the total adjustment of -20 and deduct it from the base price of 100 for a final adjusted price of 80.
- **Increment Adjustments**: Each valid adjustment is made against the current (base or adjusted) price. For example, if you have a base price of 100 and two percentage adjustments (price rules) of -10% each, then the first adjustment is deducted from the base price of 100, for a current adjusted price of 90. The second adjustment of -10% is deducted from 90 for a final adjustment price of 81.

Seq – System generated number for the price adjustment.

Supp Loc – Supplier price location for this contract.

Match UOM - Select if this adjustment is to be based on the UOM. If you select this option you can add rows to the Details grid and use either Pct (percentage) or Amt (amount) as the **Adjustment Method** in the **Details** grid.

UOM – This field is only available if you **select** Match UOM.

Match Ship to - Select if this adjustment is to be based on the ship to ID. For example, if the supplier gives you an additional 5% discount if you purchase items within Oklahoma, you could define a price adjustment for each ship to location within your state. When you select this option without also selecting **UOM Match**, no rows can be added in the **Details** grid and the **Adjustment Method** defaults to Pct (percentage) and cannot be overridden.

Ship To - This field becomes available for entry if you **select** the Match Ship option.

General Adjustment - Select if this is a general adjustment that does not fall into the classification of a UOM or ship to adjustment. When you select general adjustment, the **UOM Match** and **Match Ship** options become unavailable for entry. The **Adjustment Method** defaults to Pct (percentage) and cannot be overridden. If you select this option, no rows can be added to the **Details** grid.

Hard Price - **Select** if you want the system to apply the price resulting from an adjustment regardless of any other adjustments it finds.

Stop Price Calculation Here - **Select** to have the adjustment that you defined set a final price. If the check box is selected, the system does not calculate any further adjustments.

Ignore If Other Adjustments - **Select** this adjustment restriction to create a price adjustment scenario in which the system ignores this price adjustment if the contract qualifies for another adjustment. If another adjustment does not apply, this adjustment will apply even if the Ignore If Other Adjustments check box is selected.

Adjustment Method – **Select** whether to adjust the price by amount or percentage. Amounts and percents can be either positive or negative. A negative adjustment (discount) means the price or schedule value will be reduced by the adjustment. A positive adjustment (surcharge) means the price or schedule value will be increased by the adjustment.

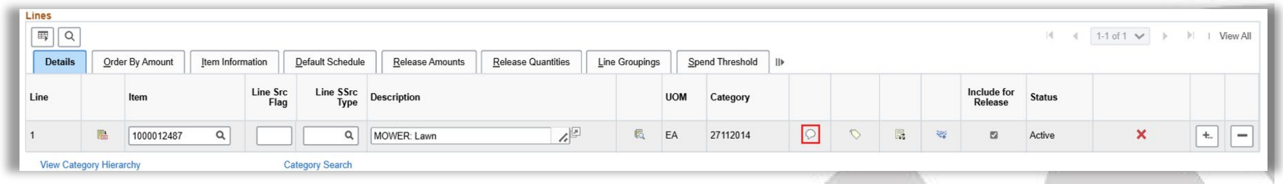
- *Amt (amount)*: If you choose to adjust by amount, the Adjustment Amount field displays. This value applies only if the UOM Match option is selected.
- *Pct (percent)*: If you choose to adjust by a percentage, the Adjustment Percentage field displays.

Min Qty – The minimum quantity to which the price adjustment can be applied.

Max Qty – The maximum quantity to which the price adjustment can be applied.

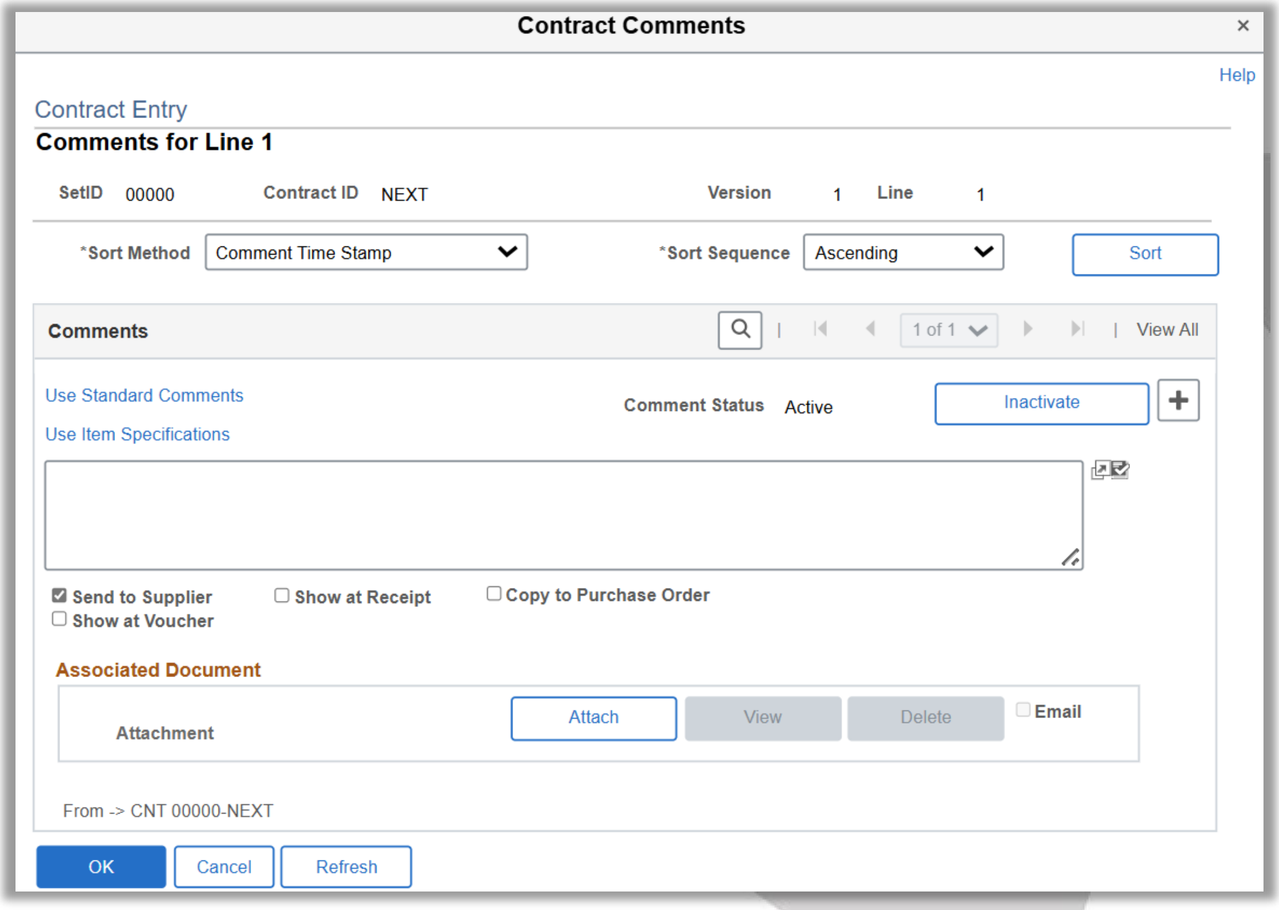
Adjusted Price - Price after the adjustment is applied. This is calculated from the base price and only applies to line item adjustments. For ship to and general adjustments, the adjusted price is calculated based on the default base price.

Click the **OK** button to return to the contract header page.



Click the **Comment** icon. You will be transferred to the Line Comments page.

Line Comments Page



This page is similar to the header comments page. Enter any comments that you want to apply to a specific line on the contract. Select the documents that you want the Line comments to be visible on (e.g., Send to supplier, Shown at Receipt, Shown at Voucher and/or Copy to PO).

Click the Standard Comments link to add pre-defined comments to the contract. If there are associated files that you want to attach, **click** the **Attach** button to find the associated document (e.g., Microsoft Word, Excel, or PDF file). **Enter** file path or **click** the **Choose File** button to locate desired file.

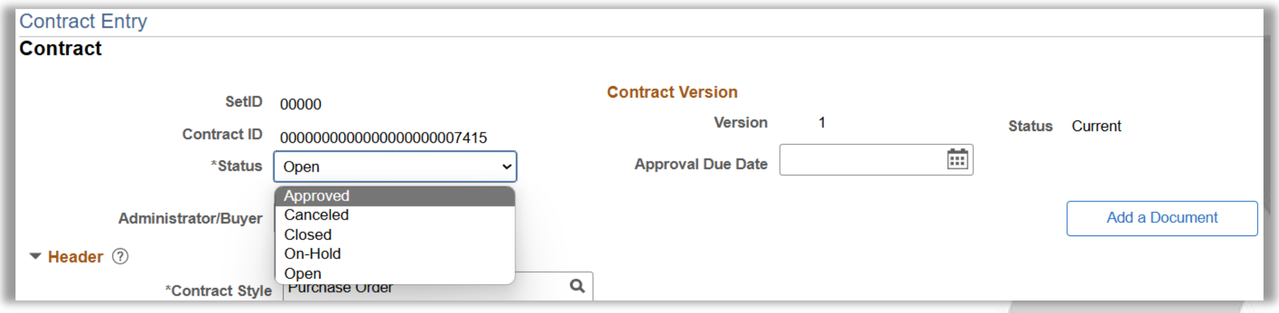
Click the **Upload** button to attach a file to the contract.

Click the **OK** button to return to the Header page.

Click the **Save** button Note the Contract Number.

Step 4 – Approve the Contract and Save

Change the **Status** on the Header from Open to ***Approved***.

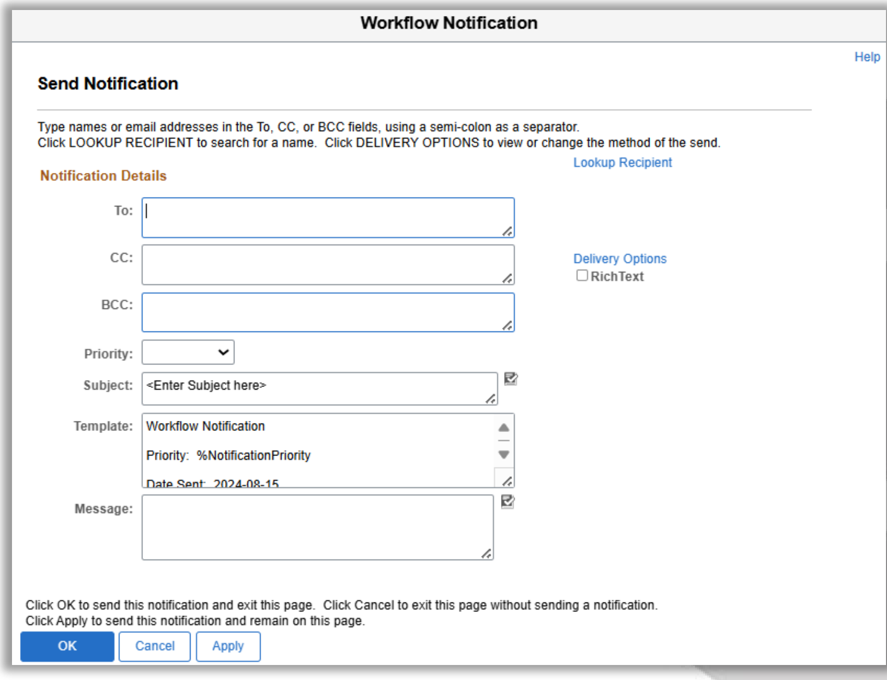


Click the **Save** button.

NOTE: Once the contract is in an “Approved” status, the fields are not available for editing.

Notify Button

At the bottom of most pages, you will see a **Notify** button. It transfers you to the following page where you can send an e-mail or worklist notification to individuals regarding information or questions about the page you are on. The notification will provide a link to the PeopleSoft page you are on.



TO: / CC: / BCC: – **Enter** the e-mail addresses of the individuals.

Priority – **Select** the priority level: Low, Medium or High.

Template – DO NOT CHANGE.

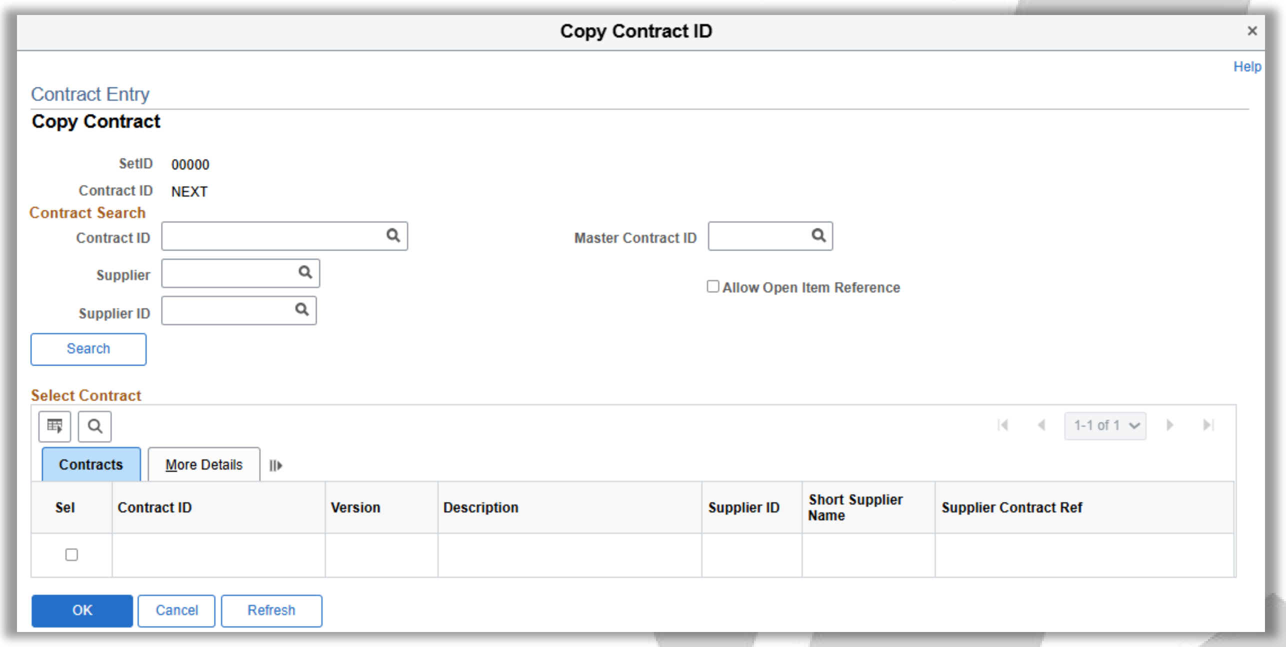
Message – Type in your message.

Click the Delivery Options link and select whether you want this message to go to the recipient's Worklist or E-mail.

Click the **OK** button to return to the Header page.

Copy Contract ID Option

From the **Contract Entry** page, **click** the Copy From Contract link – This is an option that allows you to copy the information from another Contract into a new contract.



If you want to copy an existing Contract, enter the Contract ID and **click** the **Search** button.

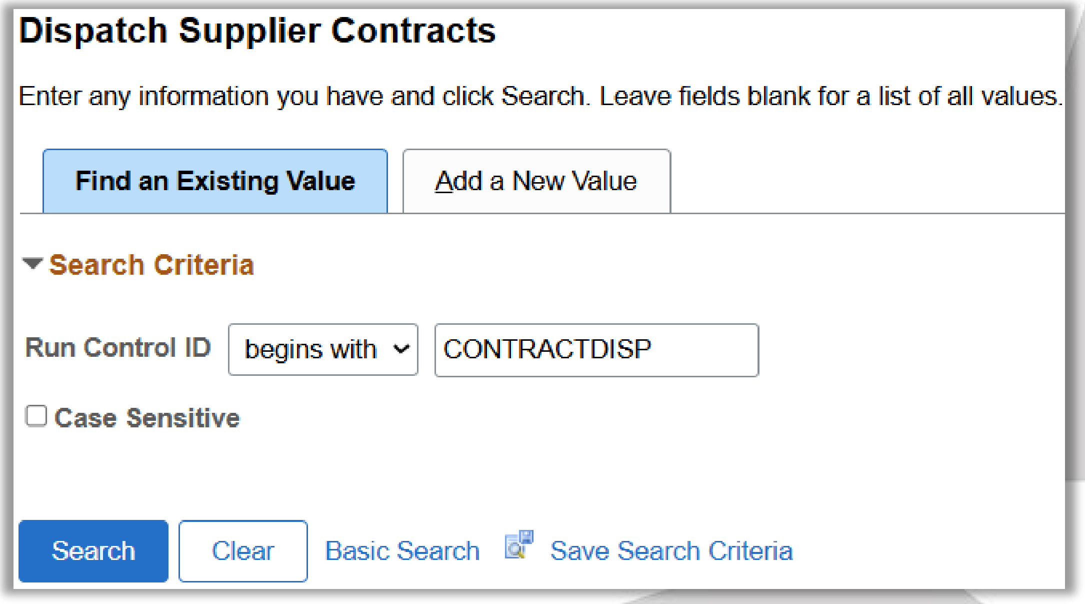
Select the contract you want to use by **clicking** the Sel box to the left of the Contract ID

Click the **OK** button to return to the Contract Header.

Step 5 – Dispatch the Contract

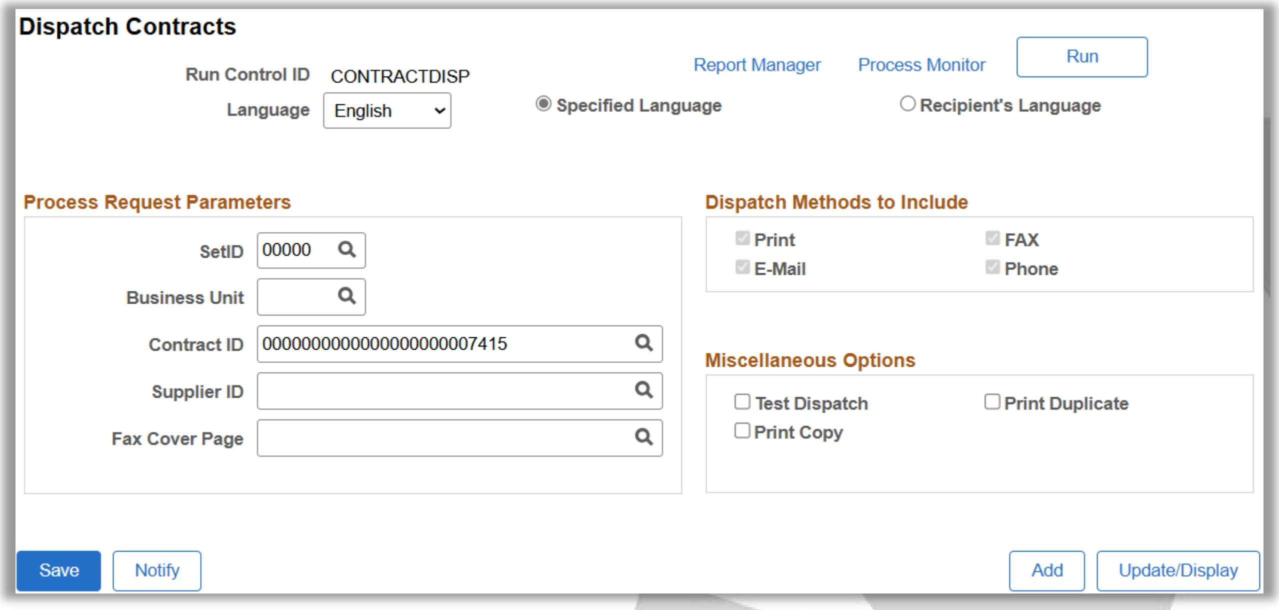
To print a hard copy of the contract, run the Contract Dispatch process.

Navigation: Procurement Contracts > Dispatch Contracts



Enter an existing Run Control ID and **click** the **<u>Search</u>** button or **select** the <u>Add a New Value Tab</u> and **click** the **<u>Add</u>** button. If you are adding a new Run Control enter the Run Control ID.

Dispatch Supplier Contracts Tab



SetID – Enter ‘00000’. ALL contracts for the State of Oklahoma will be created under SetID ‘00000’.

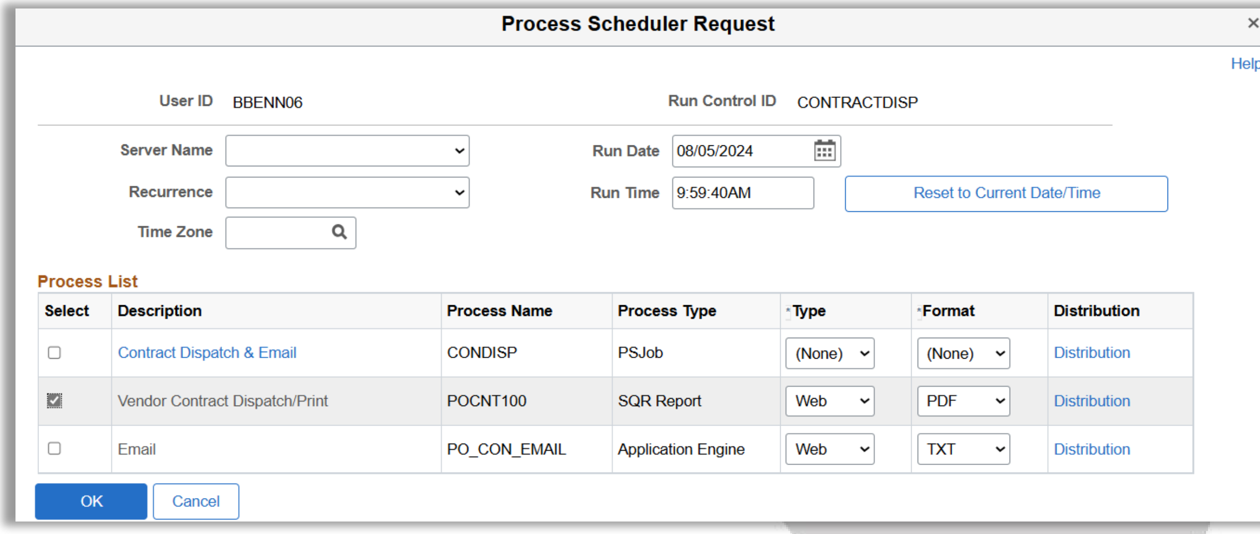
Business Unit – Enter the Business Unit.

Contract ID – Enter the Contract ID if you want to dispatch only a specific contract. Leave this field blank if you want to dispatch all approved contracts for the business unit.

Click the **Save** button.

Click the **Run** button. You will be transferred to the Process Scheduler Request page.

Process Scheduler Request Page

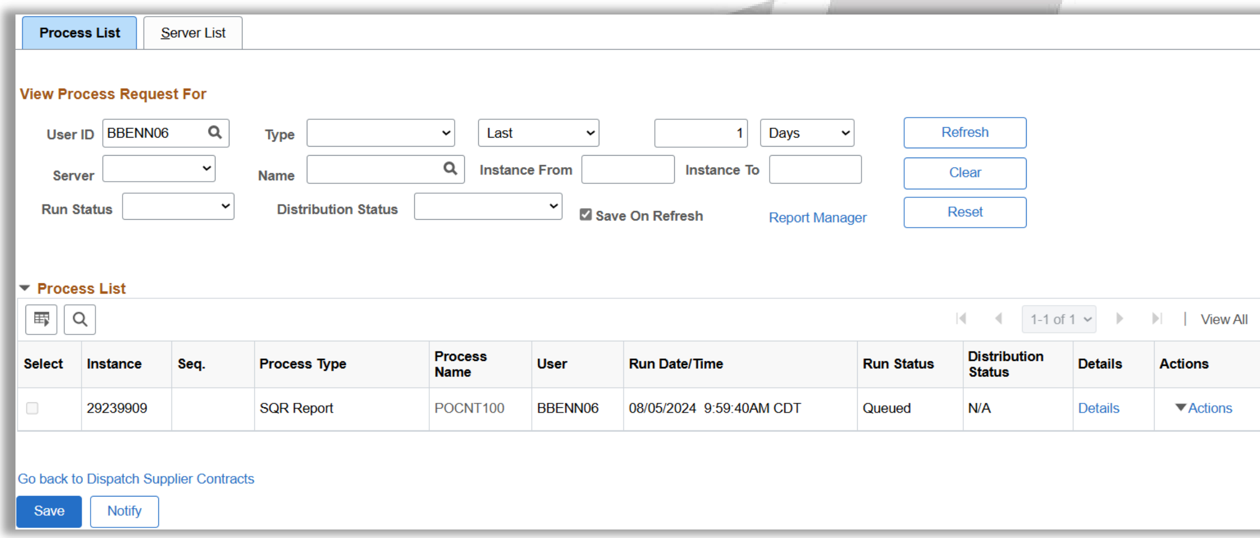


Server Name – Leave server name blank to default or **select** the **PSNT** server option.

Check the **Vendor Contract Dispatch/Print** process. The user can change the **Type** or **Format** options. For example, the **Type** option can be changed to **Email** if the user wants it sent there.

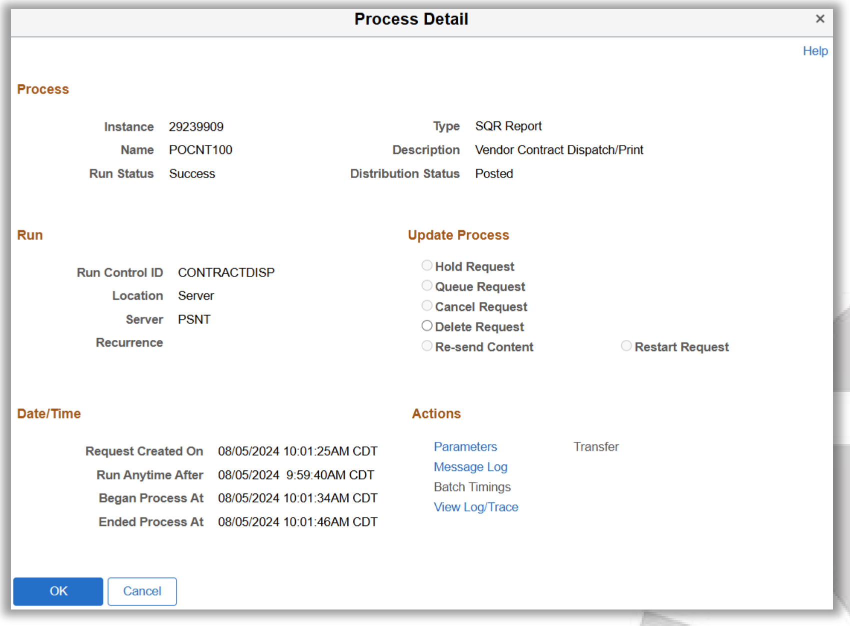
Click the **OK** button to return to the Dispatch Supplier Contracts page and **click** the Process Monitor link in upper right corner of page. You will be transferred to the Process List Page where you can review the progress of the process.

Process List Tab

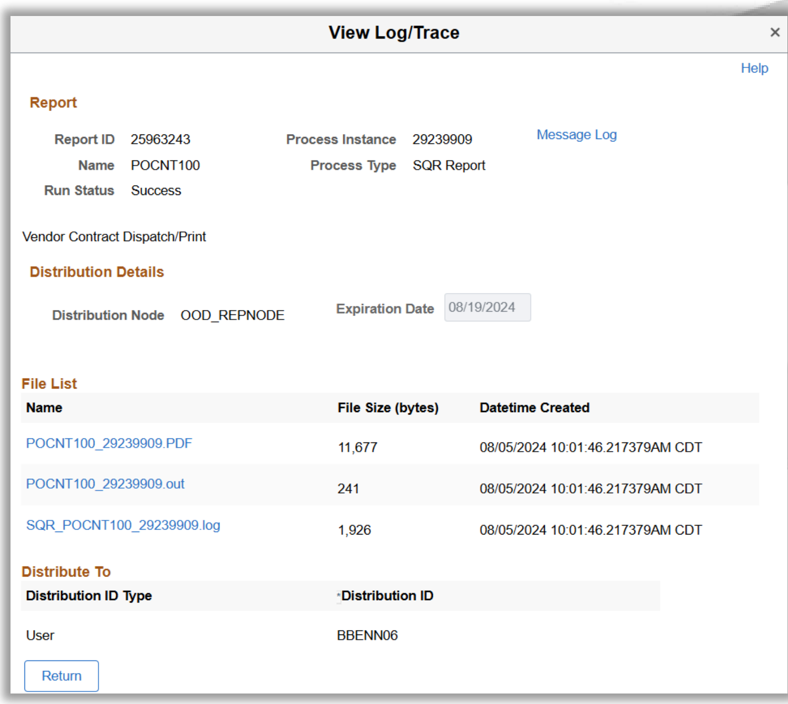


When the Run Status = "Success" and Distribution Status = "Posted", **click** the Details link. You will be transferred to the Process Detail Page.

Process Detail Page



Click the View Log/Trace link.



Click the .PDF link to view the contract and print it.

CONTRACT

OKLAHOMA **State of Oklahoma**

Dispatch via Print

Contract ID			Page
00000000000000000000007415			1 of 1
Contract Dates	**Currency**	**Rate Type**	**Rate Date**
08/02/2024 to 08/02/2025	USD	CRRNT	PO Date
Description:		**Contract Maximum**	
Lawn Mowers		1,000.00	

TYPE: STATEWIDE

Supplier 0000072514
SMITH FARM AND GARDEN INC
3733 NW 10TH ST
OKLAHOMA CITY OK 73107-6032
USA

Tax Exempt? Y Tax Exempt ID:736017987

Contract Lines:

Line #	**Cat CD / Item ID / Item Desc**	**UOM**	**Minimum Order Qty**	**Amt**	**Maximum / Open Qty**	**Amt**
1	27112014 / 1000012487 MOWER: Lawn	EA	1.00	0.00	0.00	0.00

Contract Base Pricing	0.00000	EA	0001

COMMENTS:

Printable version is displayed.

Creating an Agency Contract

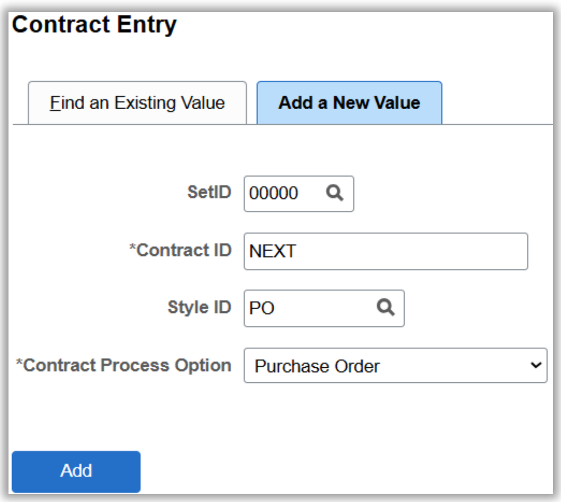
The major steps in creating an agency supplier contract are:

1. **Select** the Contract Type.
2. **Enter** general information.
3. **Create** PO Defaults (Agency contract only).
4. **Enter** line, line pricing, and line price adjustment information.
5. **Approve** and save contract.
6. **Dispatch** the contract.

Step 1 – Select Contract Type

To create an Agency contract, navigate as follows:

Navigation: Procurement Contracts > Add / Update Contracts



SetID – ALL contracts must be entered under SetID “00000”.

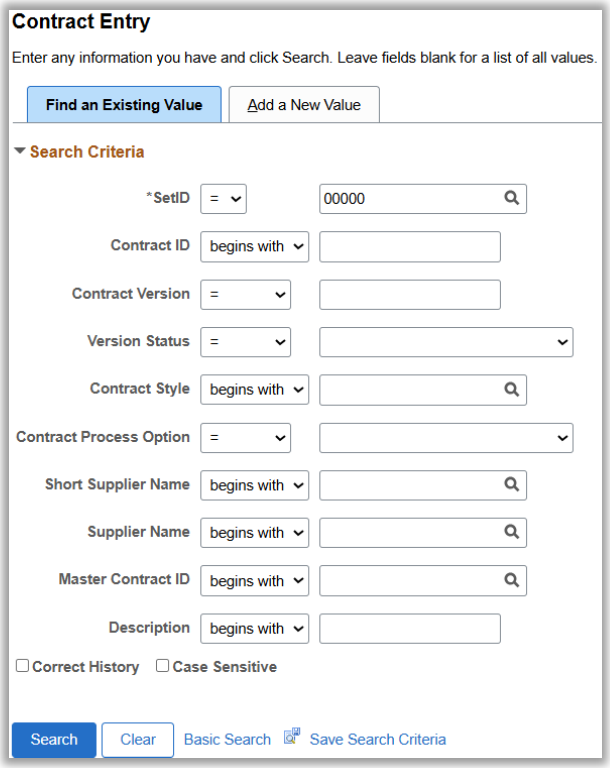
Contract ID – LEAVE AS NEXT. The system will assign the next Contract number automatically when the contract is saved.

Contract Process Option – **Select** Purchase Order.

Click the **<u>Add</u>** button.

If you have saved a new contract prior to completing all of the information (e.g., you need to verify the contract expiration date), you can go back to update the contract by using the following navigation:

Navigation: Procurement Contracts > Add Update Contracts



SetID – Make sure this is “00000.” All contracts are entered in SetID “00000.”

Contract ID – **Enter** the Contract ID. (Alternatively, you can enter the short supplier name or **click** the **Search** button.)

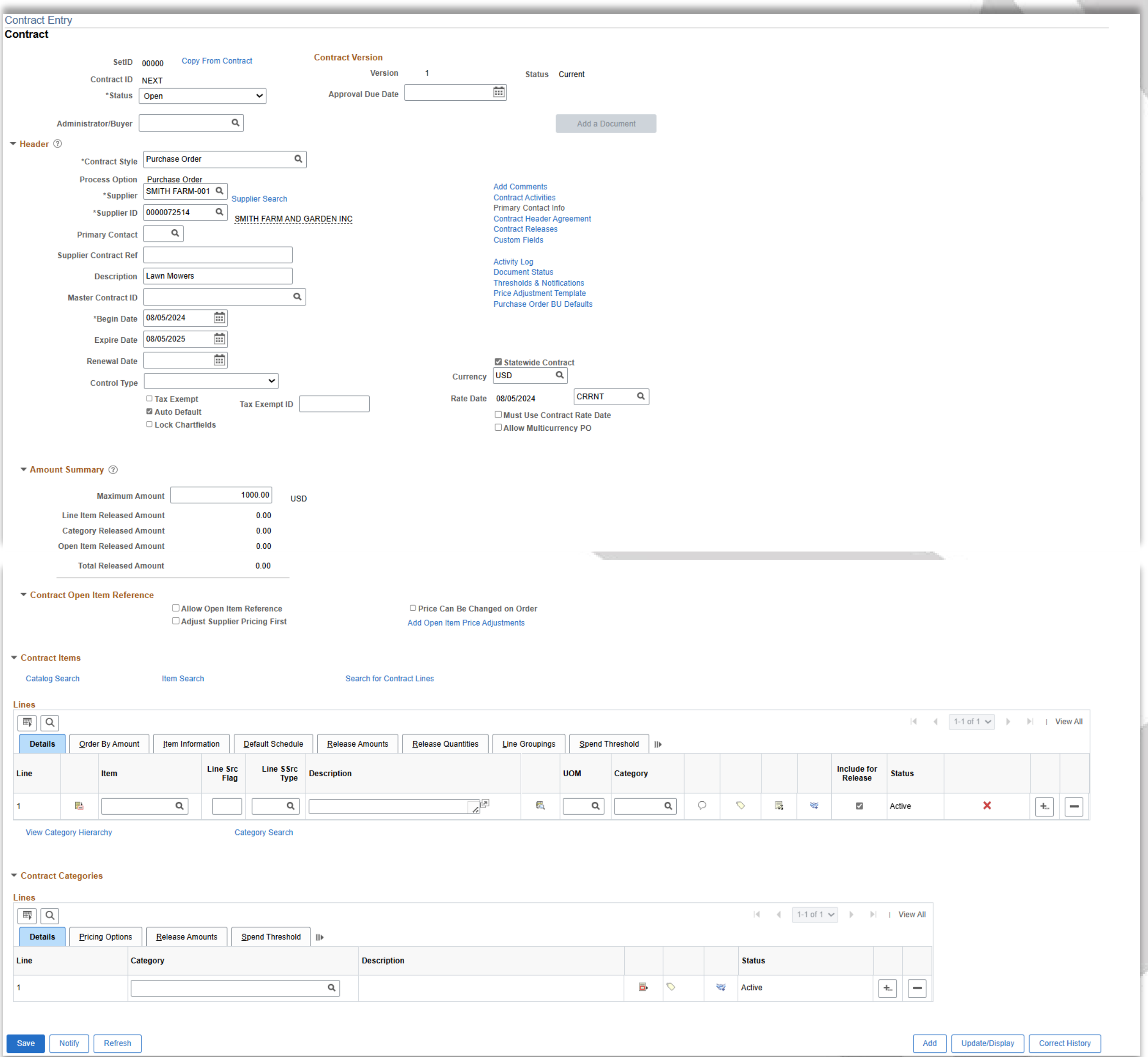
Short Supplier Name – **Enter** the short supplier name or lookup the name. (Alternatively, you can enter the contract ID or **click** the **Search** button.)

Click the **Search** button. A list of contracts will come up. **Select** the contract you want to update.

Step 2 – Enter General Information

When you are creating a new contract, enter the supplier information and contract terms on the Contract Header page.

Contract Tab



Status – The contract status will automatically default to Open. Available statuses are:

- *Open* – Indicates the initial status of the contract - not yet approved. A contract must be in an Open status in order to make changes to it.
- *Approved* - Only contracts with an approved status can be released.
- *On Hold* - Identifies the contract as being on hold - not eligible for releases.
- *Closed* - Indicates the completion of the term of the contract - no longer eligible for releases.
- *Canceled* – Identifies the contract as being canceled.

Supplier/Supplier ID – **Select** the short supplier name or supplier ID. The **looking glass** icon can also be used to select the supplier. Verify that the correct supplier is selected at the proper location.

Begin Date – Defaults to the current date. This can be changed if the contract will begin at a later date.

Expire Date – Enter the expiration date for the contract.

Primary Contact – Use the **looking glass** icon to select the supplier's contact person, if one has been set up in the supplier file.

Supplier Contract Ref – LEAVE BLANK.

Description – **Enter** a brief description for the contract.

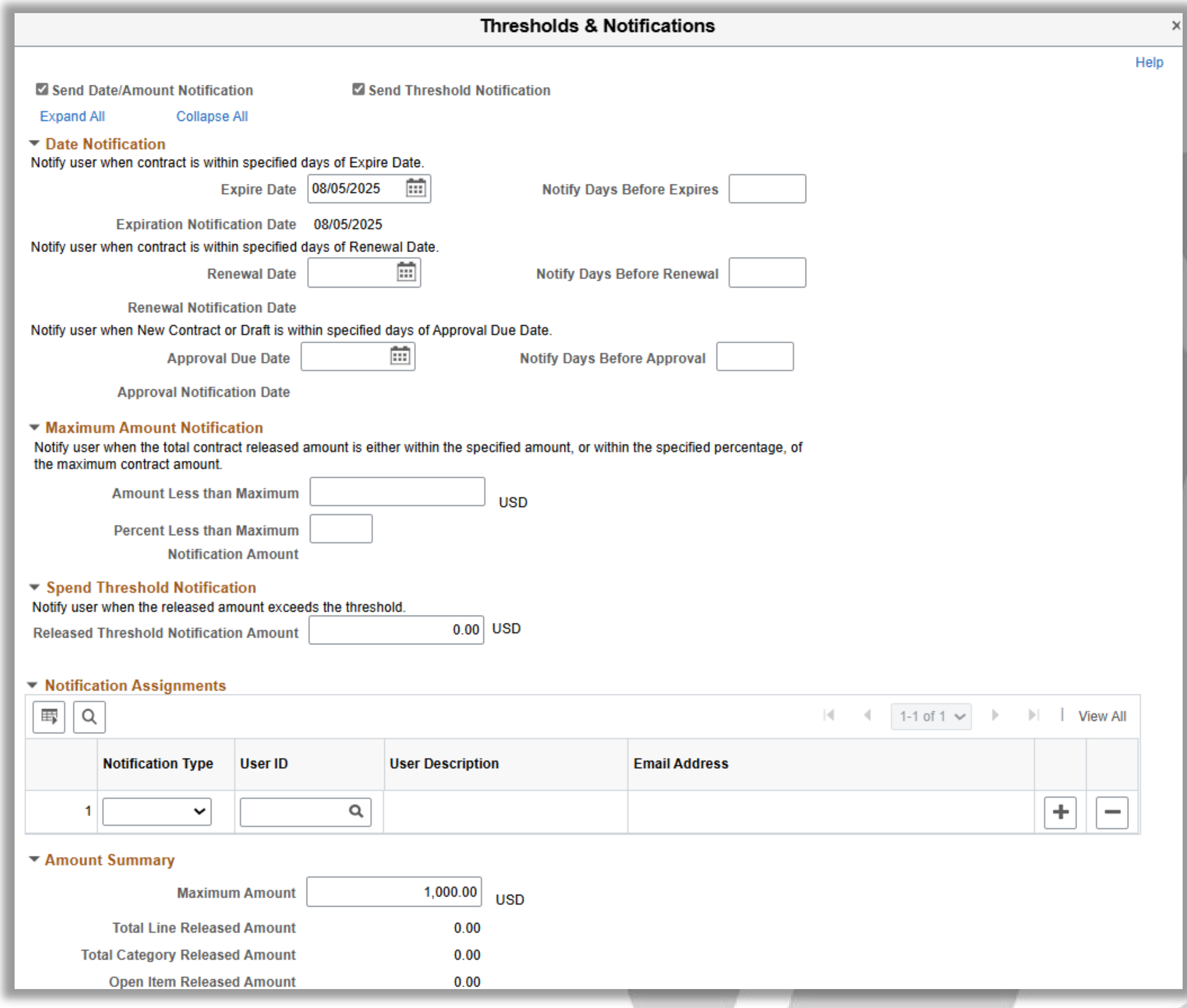
Master Contract ID – LEAVE BLANK.

Maximum. Amount – **Enter** the maximum amount of the contract if applicable.

Tax Exempt – Check Tax Exempt box if the contract is tax exempt. **Enter** the tax exempt ID in the text box to the right of the check box. Do NOT check this box unless the supplier is "Tax Exempt."

Click the Thresholds & Notifications link to specify the notification parameters when a contract is nearing expiration.

Thresholds & Notifications



Click the Expand All link to open all sections.

Send Date/Amount Notification Box – Select this check box to notify the identified user when a contract expires or reaches the maximum amount on the contract. Check the box.

Send Threshold Notification – Select this check box to notify the buyer when a contract reaches or exceeds the spend threshold. After you enable notifications, you can define the controls using this page. This check box is available only if PeopleSoft Supplier Contract Management has been installed.

Notify Days Before Expires – **Enter** the number of days prior to expiration that you want to be notified that the contract will be expiring.

Notification Type - Select the notification type for which you want to notify a user.

- *Approval Due Date:* Select to notify a user when the approval of a contract draft is due.
- *Expiration:* Select to notify a user when a contract is nearing its expiration date.
- *Max Amt:* (maximum amount): Select to notify a user when the contract is nearing the maximum amount defined for the contract.
- *Renewal:* Select to notify a user when a contract is ready for renewal.
- *Spend Threshold:* Select to notify a user when the Spend Threshold for a contract has reached the amount that appears in the Threshold Notification Amount field.

User ID – **Enter** the user to whom you want to send notifications.

Click the **OK** button to return to the Header page.

Order Contract Options

Allow Multicurrency PO – UNCHECK the box.

Statewide Contract – For Agency contracts, make sure you UNCHECK this box.

Allow Open Item Reference – CHECK the box. When checked, it allows items not specified on this contract to be purchased against it. Whether you are defining an open or fixed item contract, this option enables you to reference this contract for any Purchase Order item ordered from this supplier within the terms and limits of this contract.

Rate Date – Use the default.

Adjust Supplier Pricing First – UNCHECK the box.

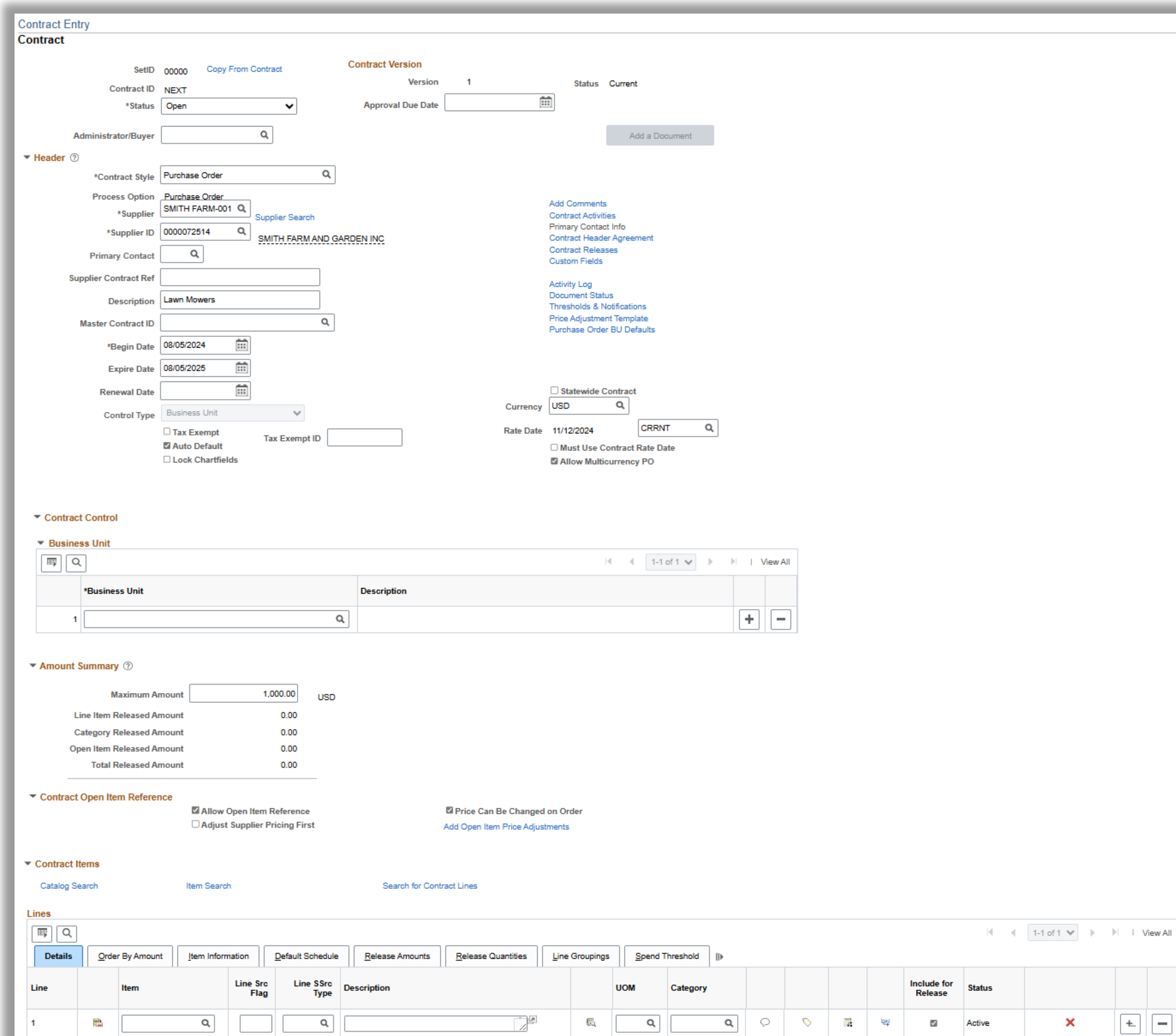
Price Can Be Changed on Order – CHECK the box.

Dispatch Method – Defaults to Print.

Open Item Amount Released - Displays the current total amount of open item quantities released for the contract. This should always be "0" for State of Oklahoma since open item contracts are not permitted.

Total Released Amount - The current total amount of all releases for the contract. This field appears only in Update mode.

Once all of the information is entered, the Contract Header page should look similar to the following print screen.

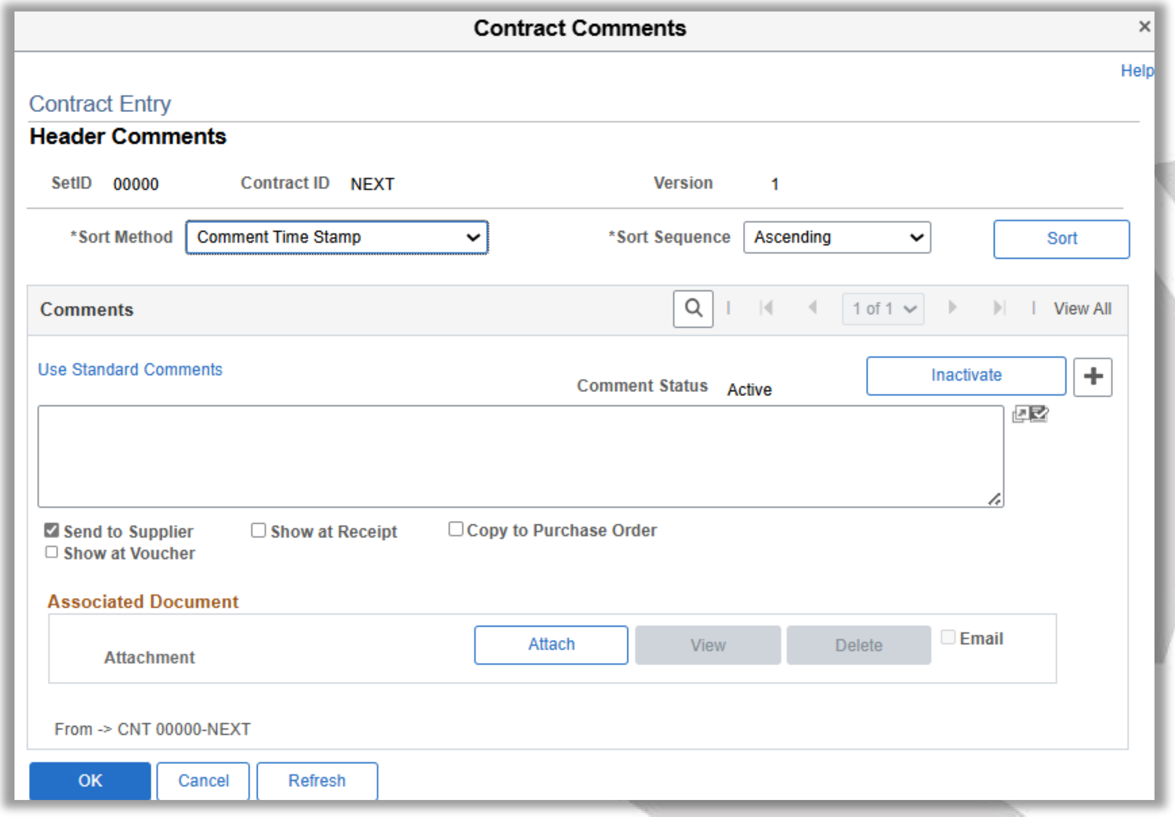


Since the **Statewide Contract** box is unchecked, a Business Unit must be entered into the Contract Control section.

Enter the Agency BU into the **Business Unit** field.

Click the Add Comments link. You will be transferred to the Header Comments page.

Header Comments Page



Sort Method - Select from the dropdown list whether you want to sort the comments by the Comment Time Stamp or the Supplier Flag.

Sort Sequence - Select from the dropdown list whether you want to sort comments in Ascending or Descending order.

Click the **Sort** button to sort all comments (active and inactive). The comments will be sorted based on the Sort Method and Sort Seq that you selected.

Click the **Inactivate** button to deactivate a current comment. If you deactivated a comment by mistake, **click** the **Undo** button. This button is visible only if you inactivated a comment.

Send to Supplier - This defaults to checked. If you do not want a supplier to read this comment, make sure that you uncheck this box.

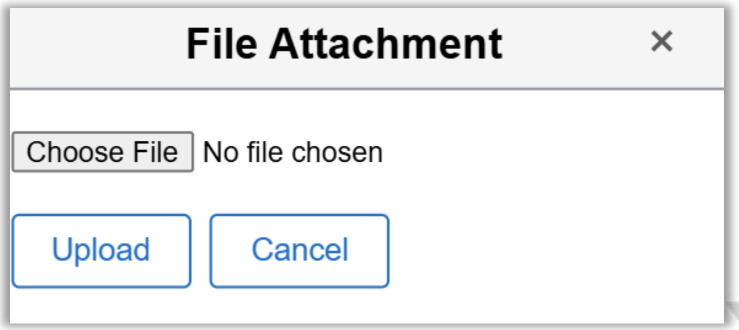
Shown at Receipt – Check the box if you want the comment to be visible on receipt documents.

Show at Voucher - Check the box if you want the comment to be visible on vouchers.

Copy to Purchase Order - Check the box if you want the comment to be copied to Purchase Orders related to the contract.

Associated Document – Identifies a document associated with each Contract line.

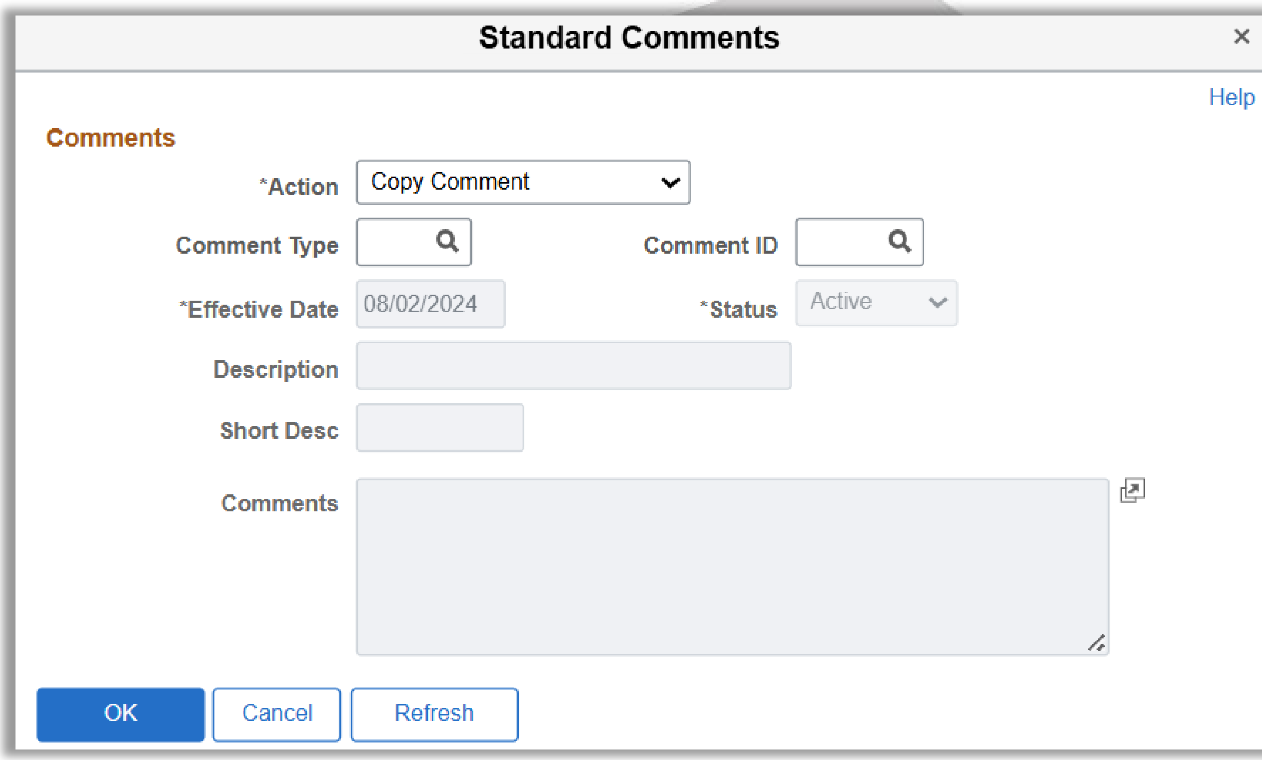
Click the **Attach** button to find the associated document (e.g., Microsoft Word, Excel, or PDF file).



Click the **Choose File** button to locate the desired file.

Click the **Upload** button to attach the file to the contract.

Click Use Standard Comments link to choose a comment pre-defined as a Standard Comment.



Action – **Select** "Copy Comment" ONLY.

Comment Type – **Click** the **looking glass** icon to lookup the Standard Type that you want to use.

Comment ID – **Click** the **looking glass** icon to lookup the Comment ID that you want to use.

To add additional comments, **click** the **plus** button in the upper right corner of the comment page.

NOTE: When there are multiple comments, the system will display only the most recent comment. The scroll display indicates the number of comments available for viewing. To view the remaining comments, either **click** the **right arrow** button to go to the next comment or **click** View All to see all the comments in the scroll area. To return to viewing only one line and its associated schedules, **click** View 1.

When you have finished entering your standard comments, **click** the **OK** button to return to the Header Comments page.

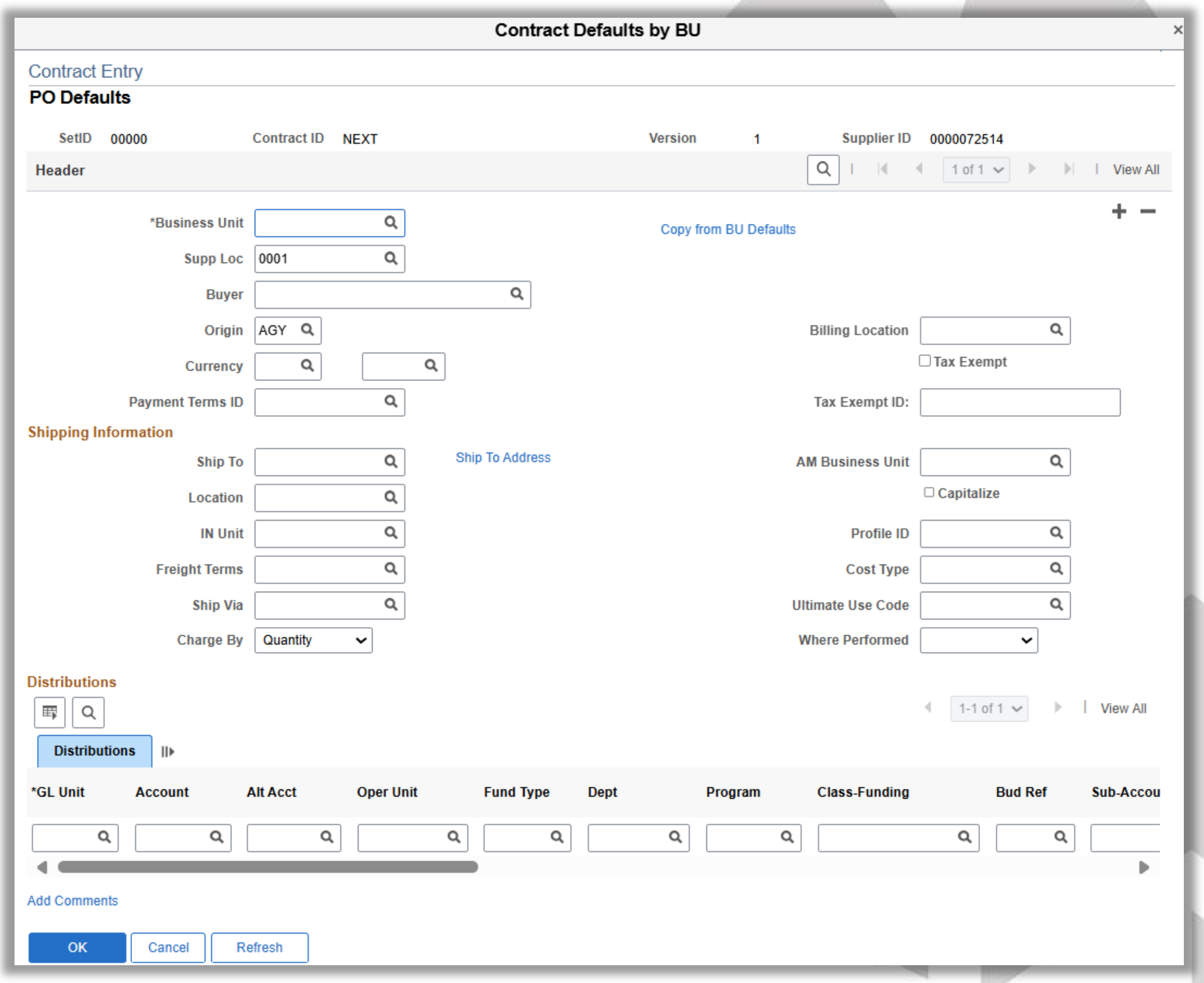
Click the **OK** button again to return to the Header page.

Step 3 – Enter PO Defaults

Click the Purchase Order BU Defaults link on the Header page.

Use the PO Defaults page to set up default information for the contract for each business unit to which the contract will apply. The information that you set up on this page defaults to each release schedule you define for the specified contract/business unit combination. This page applies to order contract releases only.

PO Defaults Page



Business Unit – **Enter** the business unit to which the default values will apply. Use the **plus** button to insert additional rows if the contract will apply to more than one business unit.

Supplier Loc – **Enter** supplier location or **click** the **looking glass** icon.

Buyer – **Enter** the Buyer or **click** the **looking glass** icon.

Origin – **Enter** the origin or **click** the **looking glass** icon.

Currency – **Enter** currency.

Payment Terms – **Enter** pay terms or **click** the **looking glass** icon.

Billing Location – **Enter** billing location or **click** the **looking glass** icon.

Ship To – **Enter** the ship to location or **click** the **looking glass** icon.

Location – **Enter** the location or **click** the **looking glass** icon.

IN Unit – **Enter** inventory unit or **click** the **looking glass** icon.

Freight Terms – **Enter** the freight terms or **click** the **looking glass** icon.

Ship Via – **Enter** shipping arrangement or **click** the **looking glass** icon.

Charge By – Defaults to quantity.

AM Business Unit – **Ente**r the asset management business unit or **click** the **looking glass** icon.

Profile ID – **Enter** the asset profile or **click** the **looking glass** icon.

Cost Type – **Enter** the cost type or **click** the **looking glass** icon.

Ultimate Use Code – **Enter** the ultimate use code or **click** the **looking glass** icon.

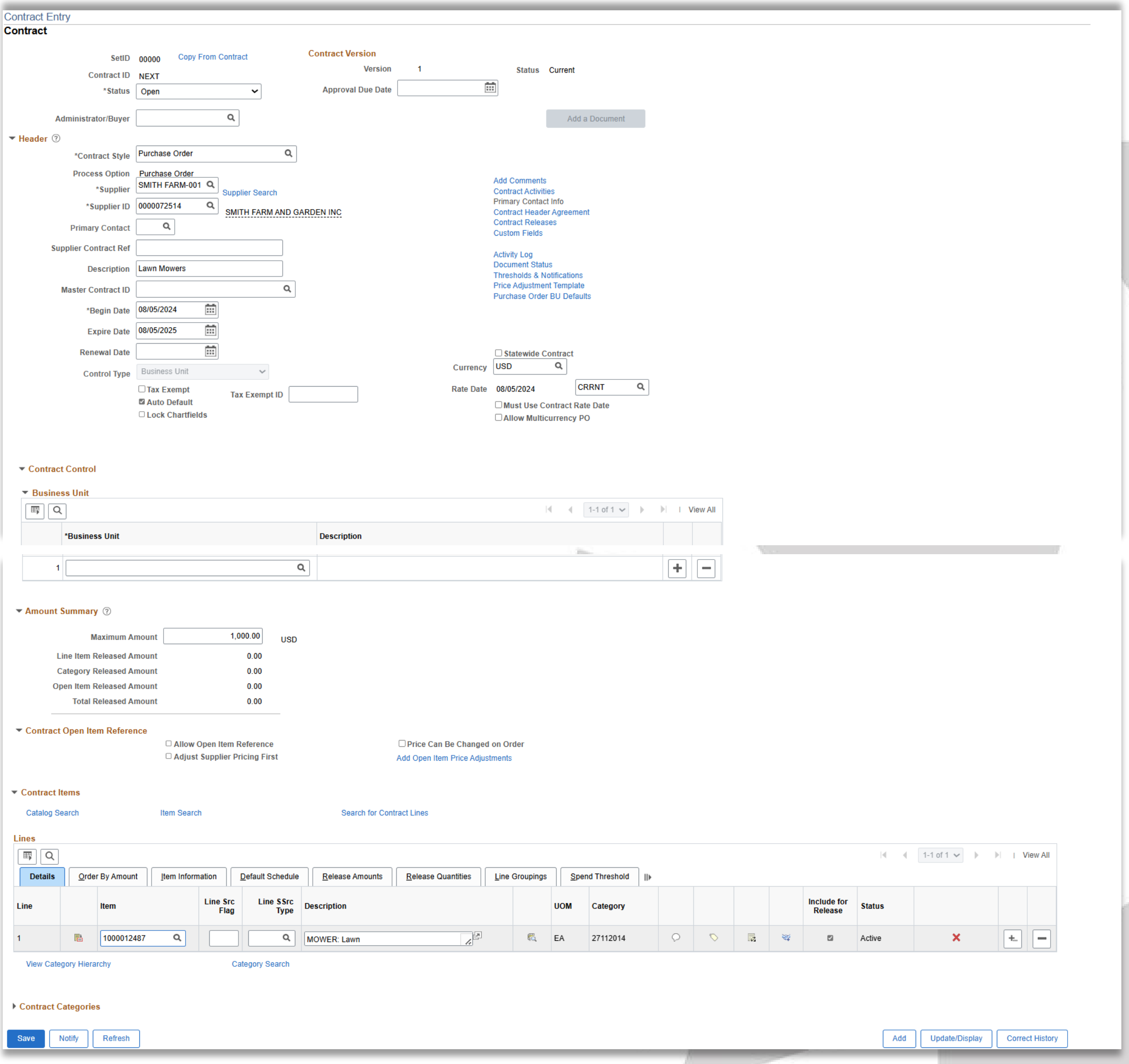
Where Preformed – **Click** the drop-down menu and **select** the appropriate one

Chartfield Distribution

For each Business Unit to which the agency contract applies, enter the default chartfields that you want to populate on the POs created from the contract. It is advisable to fill in only those chartfields that you do not expect to change from PO to PO. Leave the other chartfields blank and fill them in when the PO is created.

Click the **OK** button to return to the Header page.

Step 4 – Enter Line Information



<u>Details Tab</u>

Item ID – Enter the Item ID. The Item ID will default in the Description, UOM, and Category.

Line Src Flag – Check the box if sole source is required.

Line SSrc Type – **Click** the **looking glass** icon to lookup the Sole Source Type. Select one of the following values:

- *TYP1* – Sole Make/Model/Brand
- *TYP2* – Sole Supplier
- *TYP3* – Additional/Replacement Parts
- *TYP4* – Original Supplier
- *TYP5* – Brand Name for Resale
- *TYP6* – Compelling Urgency Limit
- *TYP7* – Litigation Expert
- *TYP8* – Statute Authorization

Description – **Enter** the Item Description. If an existing item ID is used, the Description will default from the Item ID.

UOM – **Enter** the Unit of Measure. If an existing item ID is used, the UOM will default from the item Supplier UOM and cannot be changed.

Category – **Enter** the Item Category. If an existing item ID is used, the Category will default from the item.

NOTE: When buying from OCI (Oklahoma Correctional Industries), use category codes starting with "8".

Include for Release – Defaults to checked.

Order By Amount Tab

Amt Only – **Check** the box if the contract is to be received by amount. This box must be checked if you intend to use Milestone tracking. When amount is selected:

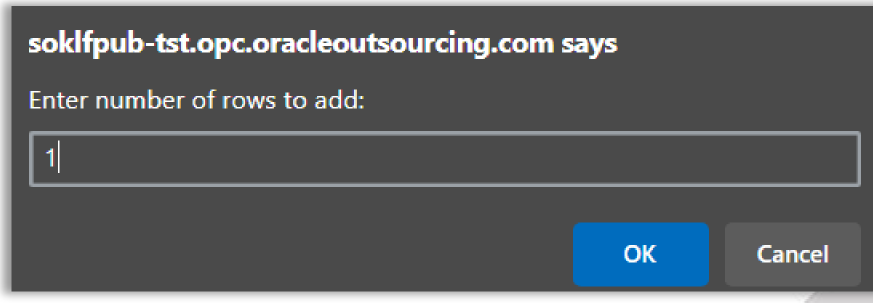
- The quantity field is set to "1" and is unavailable for editing.
- The Merch Amt on the contract line becomes a required field.

Merch Amt – **Enter** the amount of the item, if it does not default in from the item ID.

Item Information Tab

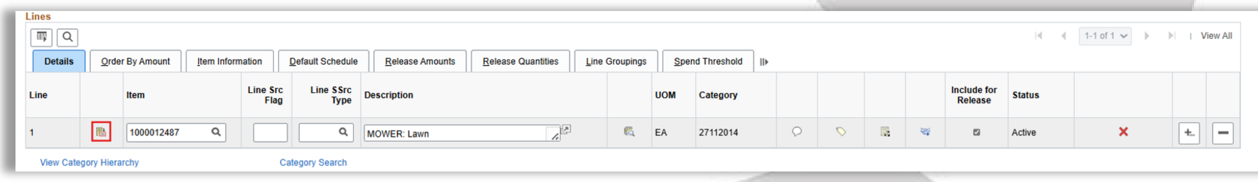
This tab is used to select the physical nature, Goods or Services. Also, you can enter the Supplier's Item ID, Catalog, Manufacturer ID and Manufacturer Item ID, if needed.

To add additional lines to the Contract, scroll to the right and **click** the **plus** button. The following popup window appears:



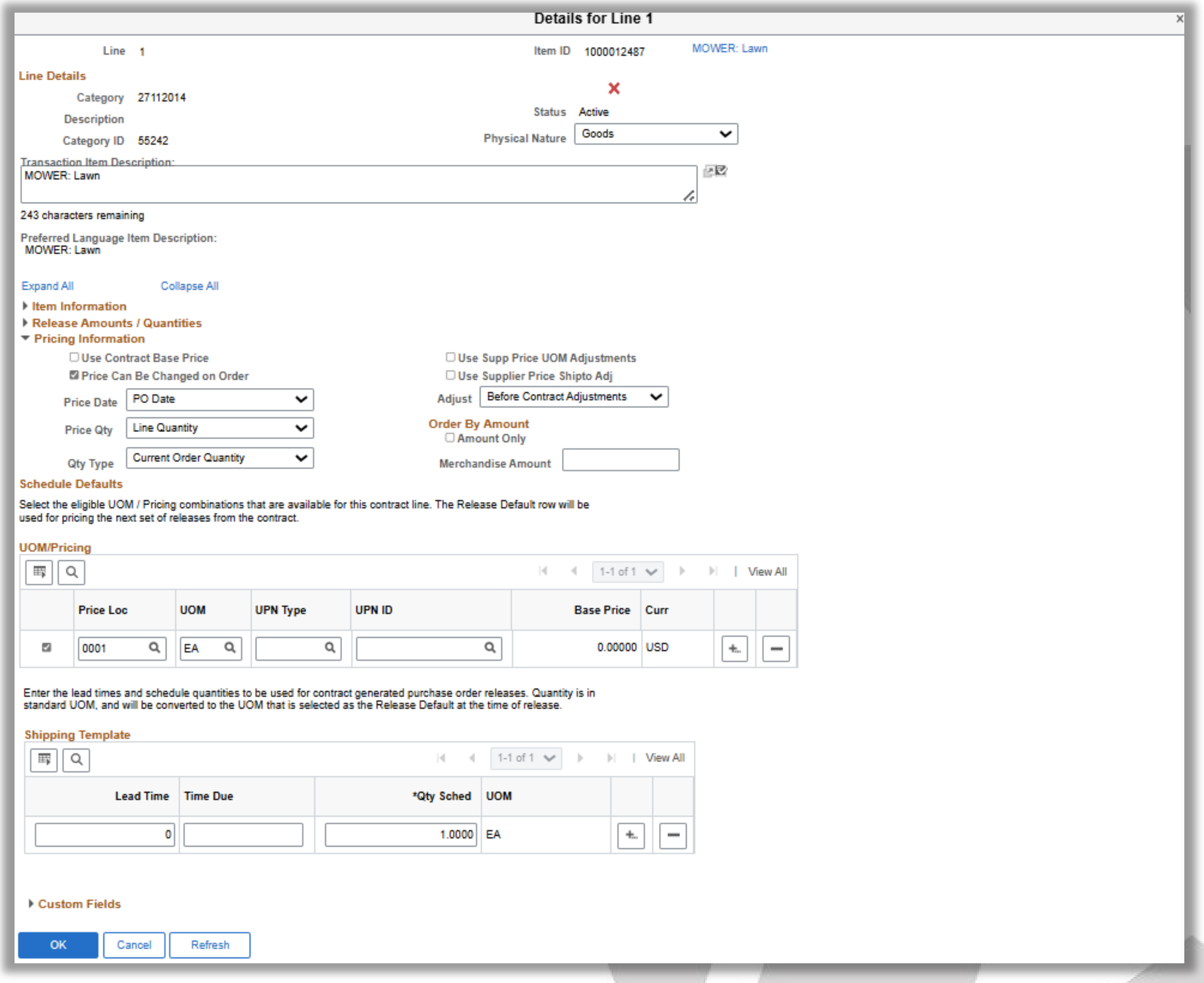
Enter the number of lines you want to insert. **Complete** the line information for the added rows.

NOTE: The contract status must be “Open” to add additional information.



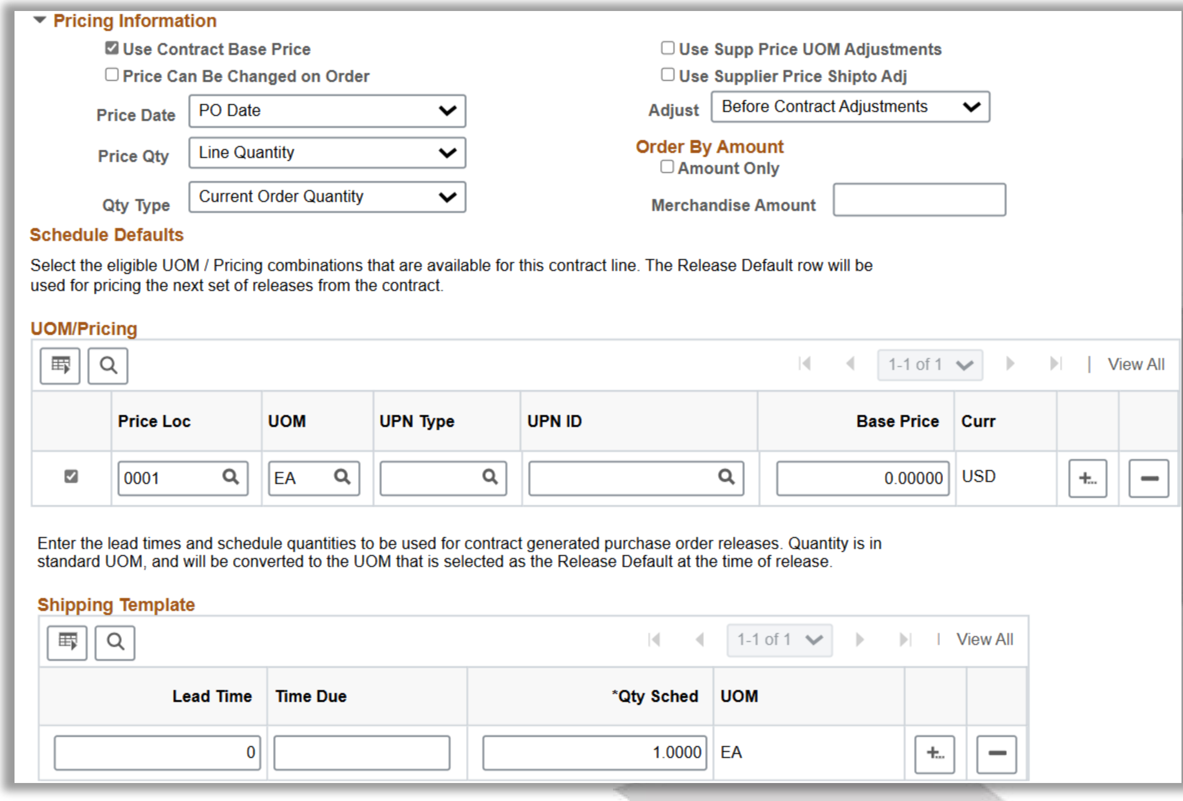
Click the **Line Details** icon and then **Expand** the Pricing Information field.

Line Details Page



Click the **Pricing Information** section header to expand the section.

Pricing Information



Price Can Be Changed on Order – CHECK the box.

Use Contract Base Price – **Check** the box. **Select** to use the base price on the contract rather than the price on the Supplier's UOM & Pricing Info page as the base price when calculating the purchase order price for the item. The Base Price field becomes available for entry when you select this option. For ad hoc items, this option is automatically selected and unavailable for entry, because a base price value is required for ad hoc items.

DO NOT CHANGE the other Pricing Information defaults.

<u>Schedule Defaults / UOM/Pricing</u>

Default – Check the box.

Price Loc– **Select** the Supplier location if it does not default or lookup the location.

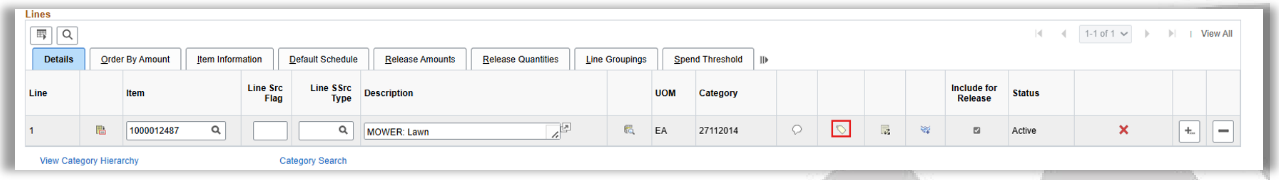
UOM – Defaults from the Item.

Curr – Defaults to USD.

Base Price – **Enter** the base price for the item or change the base price if it defaults in from the item.

Allow all other defaults on the page to remain as is.

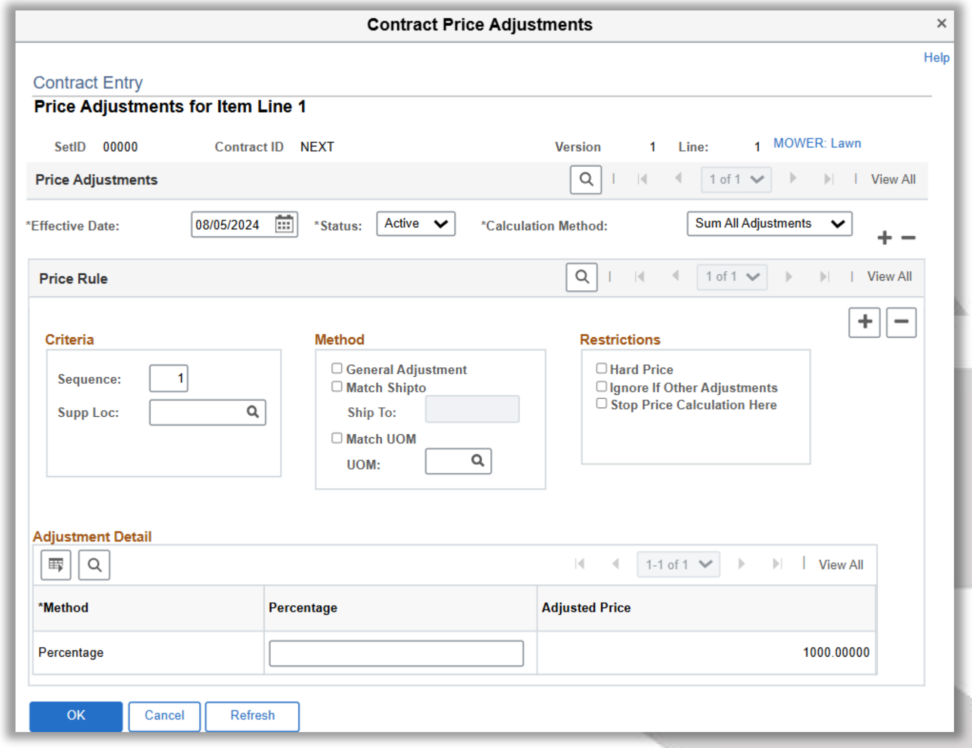
Click the **OK** button to return to the Line page. Repeat the PO Line Pricing for each line of the contract.



If you want to add a price adjustment (e.g., the contract allows a standard 10% discount on the item on Line 1), **click** the **Price Adjustment** icon. You will be transferred to the PO Line Pricing Adjustments page.

PO Price Adjustments Page

This page allows you to enter price adjustments that apply only to the specific line item. The PO Line Price Adjustments page applies to order releases only.



Calculation Method – Enter the method used to calculate the adjustments. The default is “Sum All Adjustments.” DO NOT CHANGE.

- **Sum All Adjustments**: Adjustments are summed and made against the original base price. For example, if you have a base price of 100 and two percentage adjustments of -10% each, the system will take the total adjustment of -20 and deduct it from the base price of 100 for a final adjusted price of 80.
- **Increment Adjustments**: Each valid adjustment is made against the current (base or adjusted) price. For example, if you have a base price of 100 and two percentage adjustments (price rules) of -10% each, then the first adjustment is deducted from the base price of 100, for a current adjusted price of 90. The second adjustment of -10% is deducted from 90 for a final adjustment price of 81.

Seq – System generated number for the price adjustment.

Supp Loc – Supplier price location for this contract.

Match UOM - Select if this adjustment is to be based on the UOM. If you select this option, you can add rows to the Details grid and use either Pct (percentage) or Amt (amount) as the **Adjustment Method** in the **Details** grid.

UOM – This field is only available if you **select** Match UOM.

Match Ship to - **Select** if this adjustment is to be based on the ship to ID. For example, if the supplier gives you an additional 5% discount if you purchase items within Oklahoma, you could define a price adjustment for each ship to location within your state. When you select this option without also selecting **UOM Match**, no rows can be added in the **Details** grid and the **Adjustment Method** defaults to Pct (percentage) and cannot be overridden.

Ship To - This field becomes available for entry if you **select** the Match Ship option.

General Adjustment - Select if this is a general adjustment that does not fall into the classification of a UOM or ship to adjustment. When you select general adjustment, the **UOM Match** and **Match Ship** options become unavailable for entry. The **Adjustment Method** defaults to Pct (percentage) and cannot be overridden. If you select this option, no rows can be added to the **Details** grid.

Hard Price - **Select** if you want the system to apply the price resulting from an adjustment regardless of any other adjustments it finds.

Stop Price Calculation Here - Select to have the adjustment that you defined set a final price. If the check box is selected, the system does not calculate any further adjustments.

Ignore If Other Adjustments - **Select** this adjustment restriction to create a price adjustment scenario in which the system ignores this price adjustment if the contract qualifies for another adjustment. If another adjustment does not apply, this adjustment will apply even if the Ignore If Other Adjustments check box is selected.

Adjustment Method – **Select** whether to adjust the price by amount or percentage. Amounts and percents can be either positive or negative. A negative adjustment (discount) means the price or schedule value will be reduced by the adjustment. A positive adjustment (surcharge) means the price or schedule value will be increased by the adjustment.

- *Amt (amount)*: If you choose to adjust by amount, the Adjustment Amount field displays. This value applies only if the UOM Match option is selected.
- *Pct (percent)*: If you choose to adjust by a percentage, the Adjustment Percentage field displays.

Min Qty – The minimum quantity to which the price adjustment can be applied.

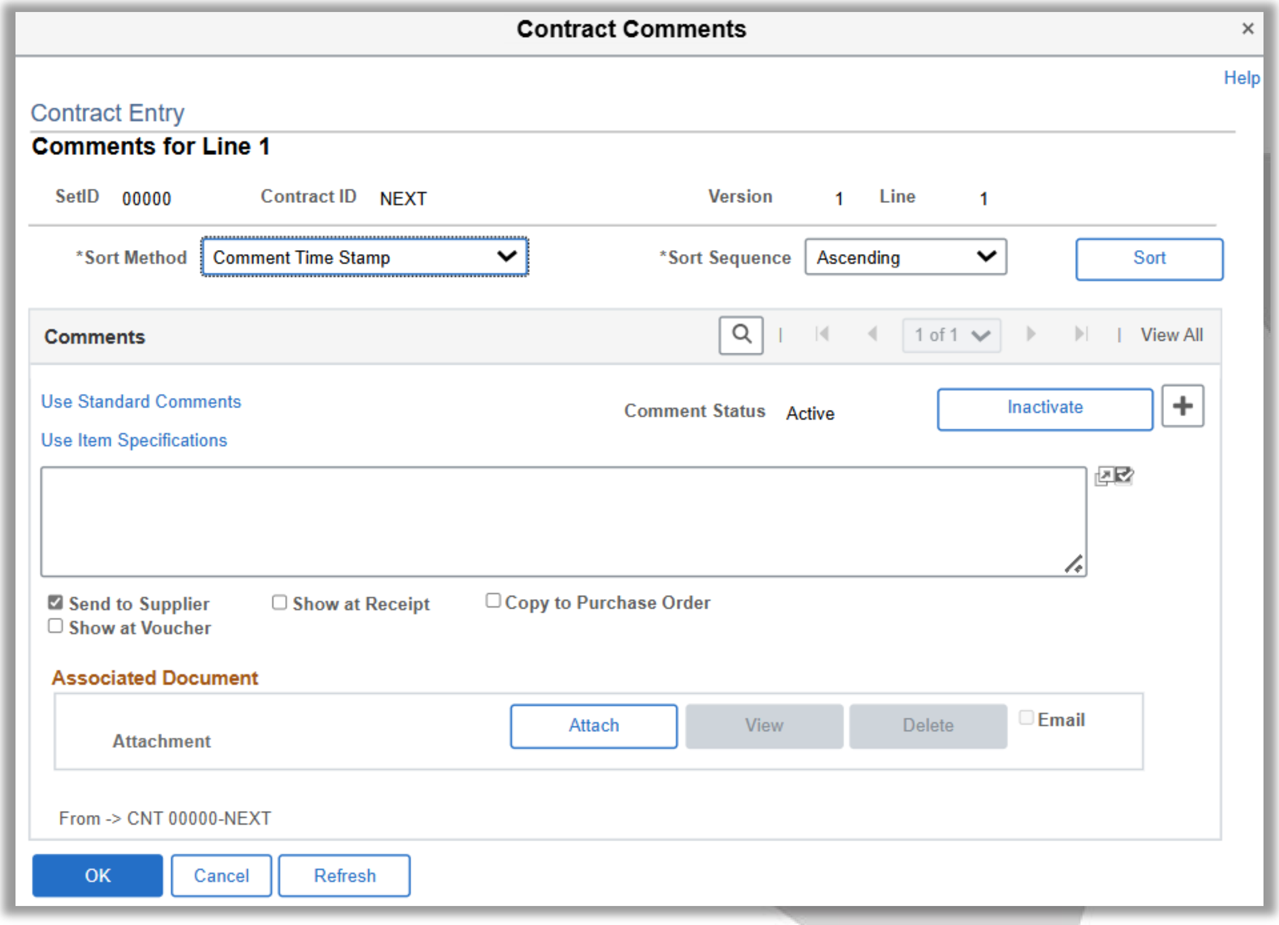
Max Qty – The maximum quantity to which the price adjustment can be applied.

Adjusted Price - Price after the adjustment is applied. This is calculated from the base price and only applies to line item adjustments. For ship to and general adjustments, the adjusted price is calculated based on the default base price.

Click the **OK** button to return to the contract header page.

Click the **Comment Bubble** icon on the line. You will be transferred to the Line Comments page.

Line Comments Page



This page is similar to the header comments page. Enter any comments that you want to apply to a specific line on the contract. Select the documents that you want the Line comments to be visible on (e.g., Send to Supplier, Shown at Receipt, Shown at Voucher and/or Copy to PO).

Click the Standard Comments link to add pre-defined comments to the contract. If there are associated files that you want to attach, **click** the **Attach** button to find the associated document (e.g., Microsoft Word, Excel, or PDF file). **Enter** file path or **click** the **Choose File** button to locate desired file.

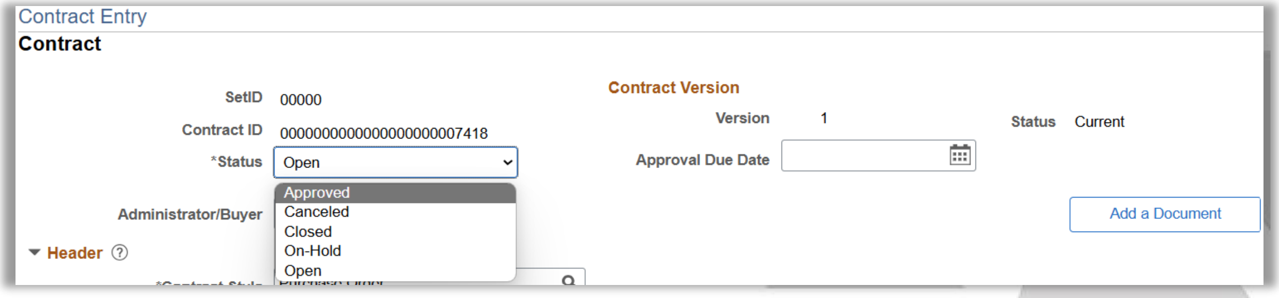
Click the **Upload** button to attach a file to the contract.

Click the **OK** button to return to the Header page.

Click the **Save** button. Note the Contract Number.

Step 5 – Approve the Contract and Save

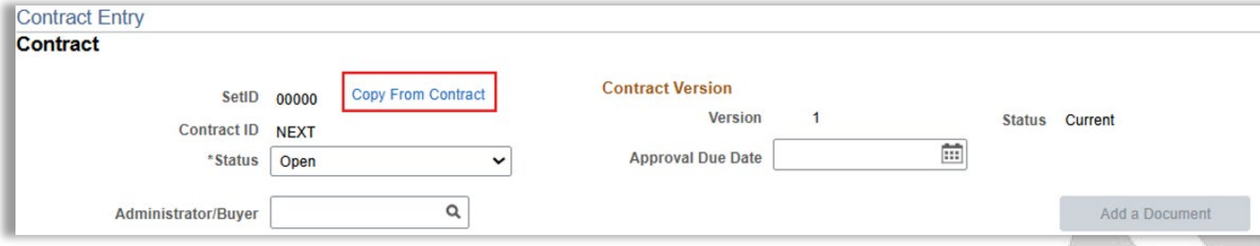
Change the **Status** on the Header from Open to *Approved*.



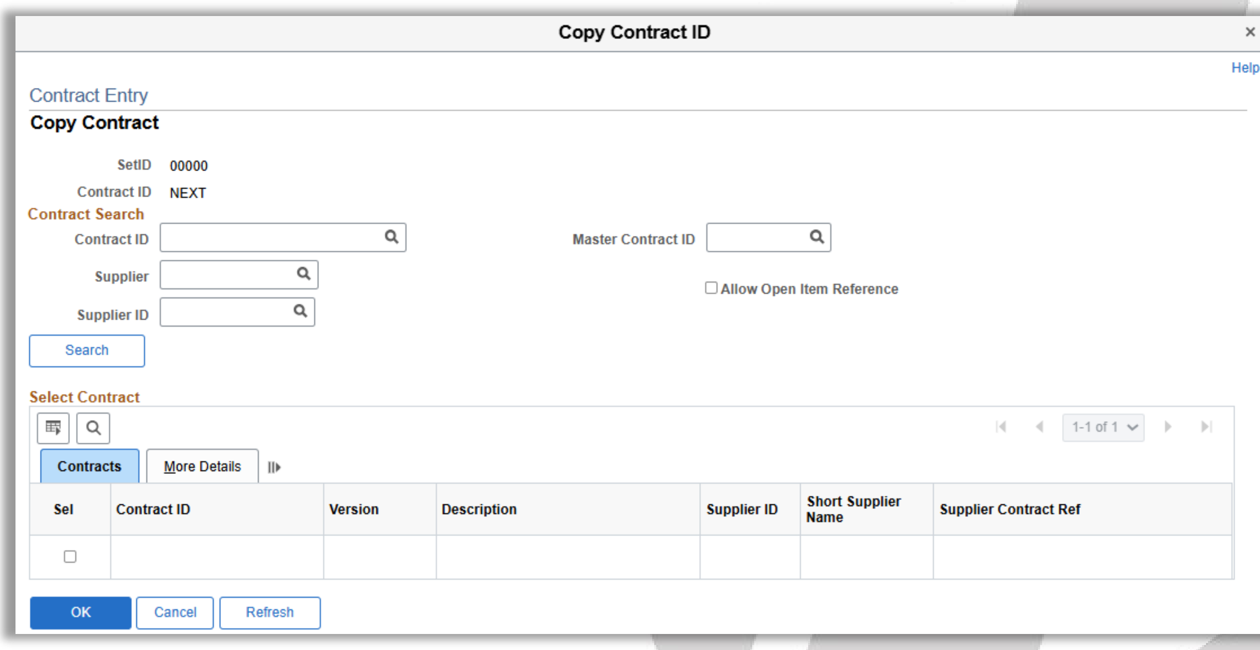
Click the **Save** button.

NOTE: Once the contract is in an "Approved" status, the fields are not available for editing.

Copy Contract ID Option



From the **Contract Entry** page, **click** the Copy From Contract link – This is an option that allows you to copy the information from another Contract into a new contract.



If you want to copy an existing Contract, enter the Contract ID and **click** the **Search** button.

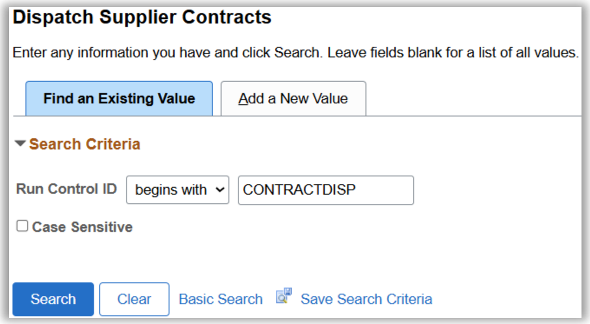
Select the contract you want to use by **clicking** the Sel box to the left of the Contract ID

Click the **OK** button to return to the Contract Header.

Step 6 – Dispatch the Contract

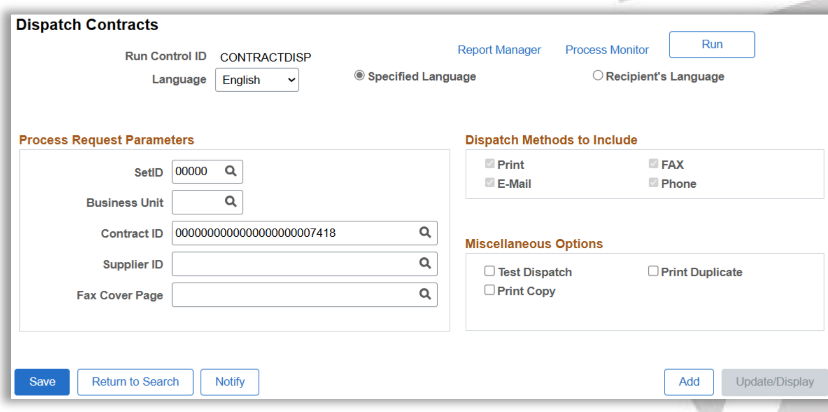
To print a hard copy of the contract, run the Contract Dispatch process.

Navigation: Purchasing > Procurement Contracts > Dispatch Contracts



Enter an existing Run Control ID and **click** the **Search** button or **select** the Add a New Value Tab and **click** the **Add** button. If you are adding a new Run Control enter the Run Control ID.

Dispatch Supplier Contracts Tab



SetID – **Enter** '00000'. ALL contracts for the State of Oklahoma will be created under SetID '00000'.

Business Unit – **Enter** the Business Unit.

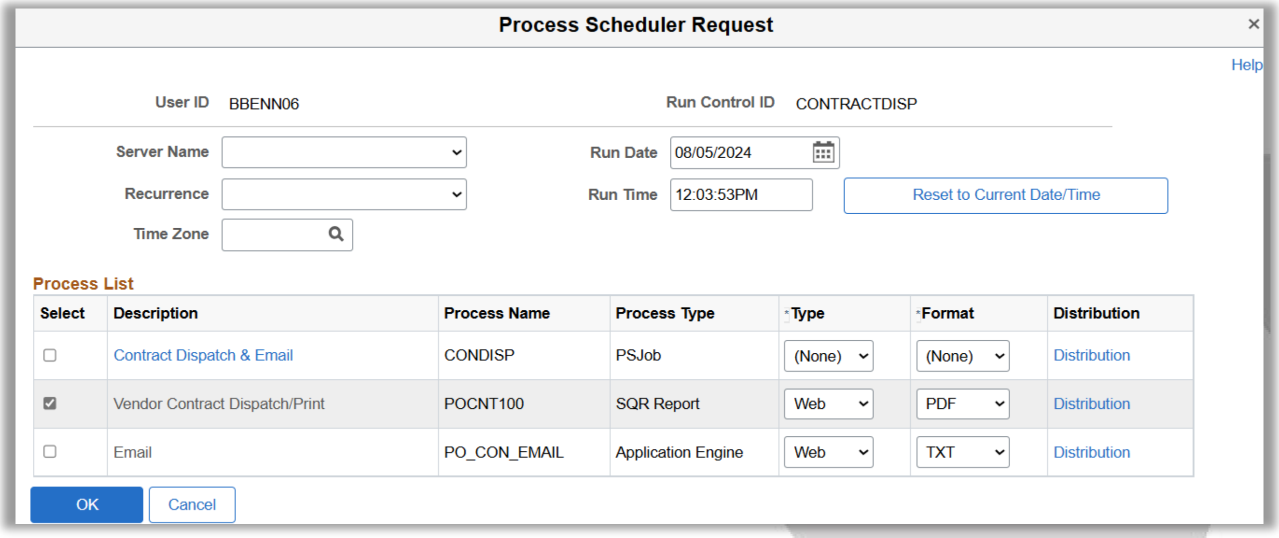
Contract ID – **Enter** the Contract ID if you want to dispatch only a specific contract. Leave blank if you want to dispatch all approved contracts for the business unit.

Click the **Save** button.

Click the **Run** button. You will be transferred to the Process Scheduler Request page.

OKLAHOMA
Office of Management
& Enterprise Services

Process Scheduler Request Page

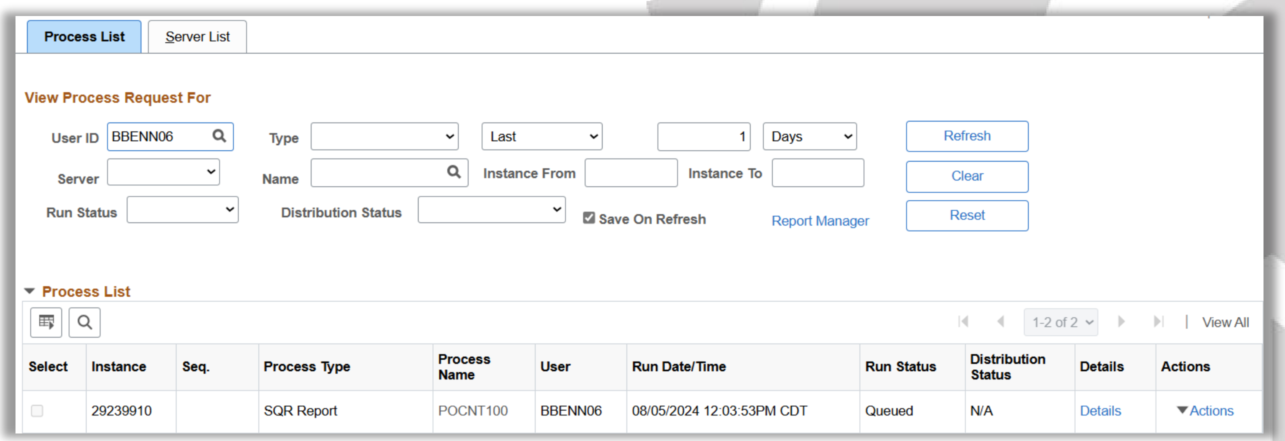


Server Name – Leave server name blank to default, or select the **PSNT** server option.

Check the **Vendor Contract Dispatch/Print** option. The user can change the **Type** and **Format** options. For example, **Email** can be selected for the **Type** option to have the process sent to the user's email.

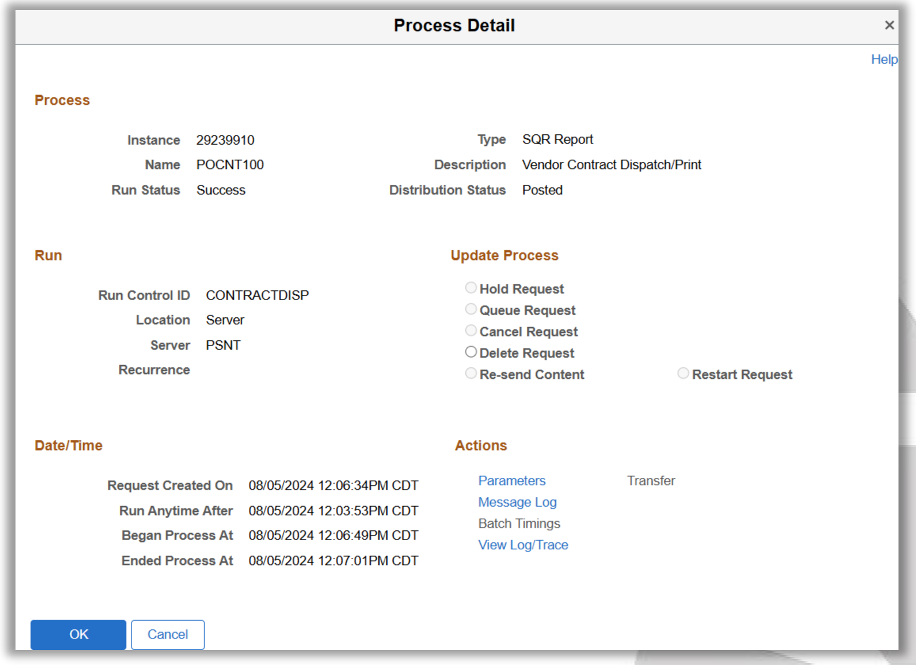
Click the **OK** button to return to the Dispatch Supplier Contracts page and **click** the Process Monitor link in upper right corner of page. You will be transferred to the Process List Page where you can review the progress of the process.

Process List Tab



When the Run Status = "Success" and Distribution Status = "Posted" **click** the Details link. You will be transferred to the Process Detail Page.

Process Detail Page



Process Detail

Help

Process

Instance	29239910	Type	SQR Report
Name	POCNT100	Description	Vendor Contract Dispatch/Print
Run Status	Success	Distribution Status	Posted

Run

Run Control ID CONTRACTDISP
Location Server
Server PSNT
Recurrence

Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Re-send Content
- Restart Request

Date/Time

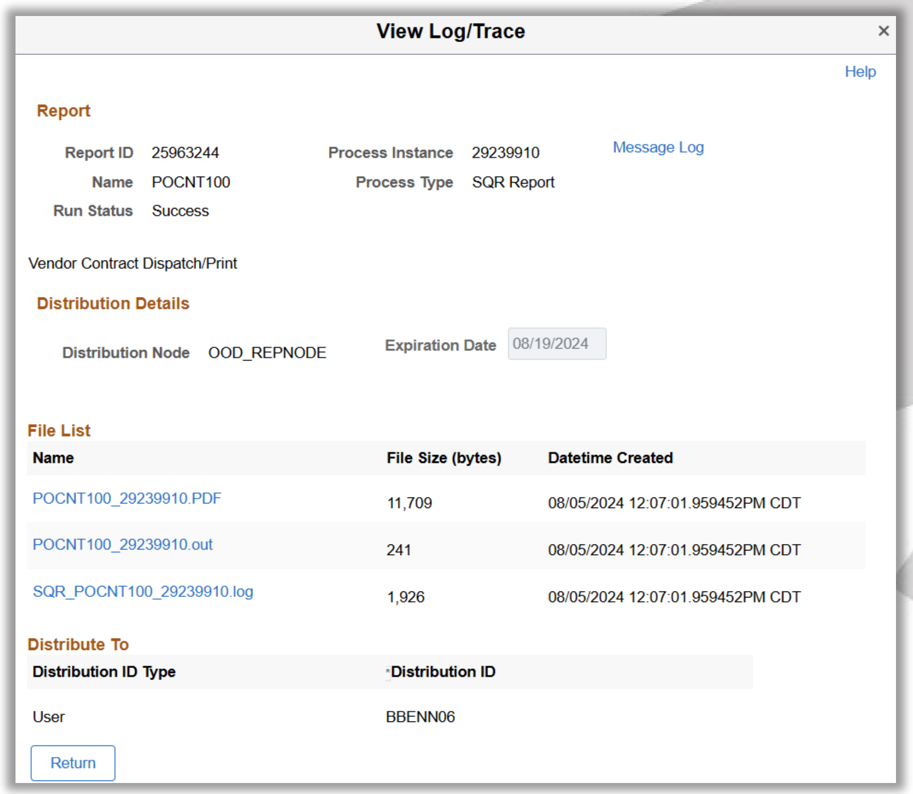
Request Created On	08/05/2024 12:06:34PM CDT
Run Anytime After	08/05/2024 12:03:53PM CDT
Began Process At	08/05/2024 12:06:49PM CDT
Ended Process At	08/05/2024 12:07:01PM CDT

Actions

Parameters
Transfer
Message Log
Batch Timings
View Log/Trace

OK Cancel

Click the View Log/Trace link.



View Log/Trace

Help

Report

Report ID	25963244	Process Instance	29239910
Name	POCNT100	Process Type	SQR Report
Run Status	Success		

Message Log

Vendor Contract Dispatch/Print

Distribution Details

Distribution Node OOD_REPNODE   Expiration Date 08/19/2024

File List

Name	File Size (bytes)	Datetime Created
POCNT100_29239910.PDF	11,709	08/05/2024 12:07:01.959452PM CDT
POCNT100_29239910.out	241	08/05/2024 12:07:01.959452PM CDT
SQR_POCNT100_29239910.log	1,926	08/05/2024 12:07:01.959452PM CDT

Distribute To

Distribution ID Type	*Distribution ID
User	BBENN06

Return

Click the .PDF link to view the contract and print it.

CONTRACT

State of Oklahoma

Dispatch via Print

Contract ID			**Page**
0000000000000000000007418			1 of 1
Contract Dates	**Currency**	**Rate Type**	**Rate Date**
08/05/2024 to 08/05/2025	USD	CRRNT	PO Date
Description:		**Contract Maximum**	
Lawn Mowers		1,000.00	

TYPE: AGENCY(S) - 09000

Supplier 0000072514
SMITH FARM AND GARDEN INC
3733 NW 10TH ST
OKLAHOMA CITY OK 73107-6032
USA

Tax Exempt? Y   Tax Exempt ID:736017987

Contract Lines:

Line #	Cat CD / Item ID / Item Desc	UOM	Minimum Order Qty	Minimum Order Amt	Maximum / Open Qty	Maximum / Open Amt
1	27112014 / 1000012487 MOWER: Lawn	EA	1.00	0.00	0.00	0.00

Contract Base Pricing	1,000.00000	EA	0001

COMMENTS:

The printable version is displayed.

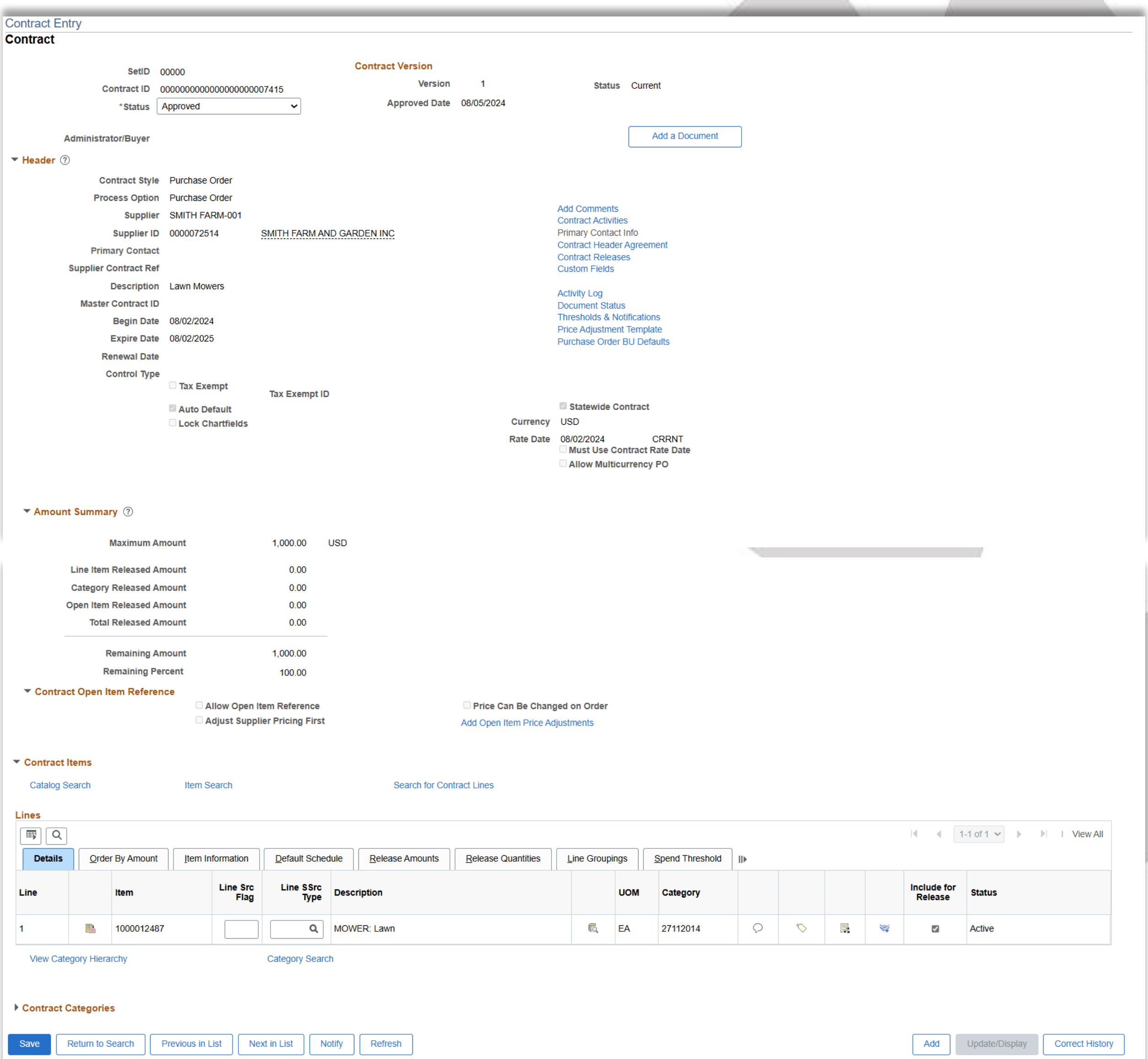
Reviewing Contract Information

To review information on the Contract releases, navigate to the Contract Header page.

Navigation: Procurement Contracts > Add / Update Contracts

Click Find an Existing Value Tab. **Enter** the Contract ID that you want to view.

Contract Tab



The Total Released Amount should equal the total of all POs created against the contract. The Remaining Amount is the Maximum Amount of the Contract less the Total Released Amount.

PO Contract Line Tab

To review information on PO activity against the contract, navigate to the Review Contracts by PO.

Navigation: Procurement Contracts > Review Contract Information > Review Contracts by PO.


Review Contracts by PO

*SetID 00000

*Contract ID 0000000000000000000000002

Version 1

From RFQ ID 5800000002

Item ID

Category Code

Contract Line

Category Line Number

Supplier Item ID

Manufacturer ID

Manufacturer's Item ID

UPN Type Code

UPN ID

Search Options

☑ PO with Contract

☐ PO without Contract

Search

SetID – **Enter** "00000".

Contract ID – **Enter** the Contract ID or **click** the **looking glass** icon.

Item ID – **Enter** a specific item or **click** the **looking glass** icon.

PO With Contract – Check the box and **click** the **Search** button to view all POs released against this contract.

PO Without Contract – Check the box and **click Search** button to view all the POs, whether or not they were released against this contract.

<u>List of Purchase Orders</u>

List of Purchase Orders

1-10 of 104 | View 100

Details | Item Information

Select	Version	Business Unit	Purchase Order	Line	Line Status	Up-To-Date Quantity	Up-To-Date Amount	Currency	Item ID	More Information
☐	1	04000	0409003906	1	Canceled	2.00	1,788.000	USD	02086010001	SERVER SOFTWARE
☐	1	04000	0409003906	2	Canceled	2.00	-1,788.000	USD	02086010001	SERVER SOFTWARE
☐	1	04000	0409003906	3	Closed	2.00	945.260	USD	02086010001	SERVER SOFTWARE
☐	1	04000	0409003906	4	Closed	10.00	192.700	USD	02086010001	SERVER SOFTWARE
☐	1	04000	0409003906	5	Closed	1.00	27.000	USD	02086010001	SERVER SOFTWARE
☐	1	04000	0409003975	1	Closed	2.00	600.000	USD	02086010001	SERVER SOFTWARE
☐	1	04000	0409003990	1	Closed	1.00	300.000	USD	02086010001	SERVER SOFTWARE
☐	1	04000	0409004004	1	Closed	1.00	300.000	USD	02086005001	APPLICATION SOFTW
☐	1	04000	0409004072	1	Closed	1.00	300.000	USD	02086005001	APPLICATION SOFTW
☐	1	04000	0409004072	2	Closed	5.00	611.750	USD	02086005001	APPLICATION SOFTW

Select the purchase order you wish to view by clicking the box in the **Select** row. The links at the bottom of the page become available.

Click the Inquire link to go to the PO inquiry page.

Click the Update link to change the PO.

Click the Activity Summary link to view the receiving, voucher and matching activity against the PO associated with the contract.