Procurement Contracts 101

Teresa Page
Procurement Contracts

• Procurement Contract functionality allows you to enter basic contract information into PeopleSoft, once the contract has been finalized, so that you can track spend against it.

• This functionality does NOT assist in the creation of or execution of a contract.
Procurement Contracts

• Institutions will use a shared SetID for procurement contracts – ‘POCON’.
  • Institutions will add/maintain their agency contract information in the POCON SetID.
  • Institutions will need a Contract Administrator. This person will add/maintain the agency contract information.
    • Contract Admins will have authority to view and edit any contract entered in the POCON SetID, even if it was entered by a different institution. Admins will need to be careful to only update contracts that have been entered for their institution.

• USG & Statewide contracts will be added/maintained by the system office in the POCON SetID.
Procurement Contracts

• Institutions must use the SHARE SetID suppliers in order to use the procurement contract functionality.
  • Procurement Contracts entered by the Institution will have a Contract ID that begins with the first 2 digits of their Business Unit. The contract ID field allows for 25 characters.
  • USG contracts that are available for all to use will begin with a different identifier.
  • Statewide Contract ID’s will not be changed and will be entered into the system in the same format as they are received.
Procurement Contracts

Security Roles & User Preferences

• Roles:
  • BOR_PO_CONTRACT_ADMIN – Contract Administrator
  • BOR_PO_CONTRACT_INQUIRY – Those who need inquiry access for Procurement Contracts
  • BOR_PO_CONTRACT_REPORTS – Those who need access to reports

• User Preferences:
  • Procurement link > Contract Process link – here you will define default options as well as the type of action a Contract Admin can take
Contract Entry

Find an Existing Value  Add a New Value

SetID: POCON
Contract ID: NEXT
Style ID: GN
Contract Process Option: General Contract

Add
Thresholds & Notifications

- **Date Notification**
  - Notify User when contract is within specified days of Expire Date.
  - **Expire Date**: [Date Picker]
  - **Notify Days Before Expires**: [Text Box]

- **Expiration Notification Date**
  - Notify User when contract is within specified days of Renewal Date.
  - **Renewal Date**: [Date Picker]
  - **Notify Days Before Renewal**: [Text Box]

- **Renewal Notification Date**
  - Notify User when New Contract or Draft is within specified days of Approval Due Date.
  - **Approval Due Date**: [Date Picker]
  - **Notify Days Before Approval**: [Text Box]

- **Approval Notification Date**

- **Maximum Amount Notification**
  - Notify User when the total contract released amount is either within the specified amount, or within the specified percentage, of the maximum contract amount.
  - **Amount Less than Maximum**: [Text Box]
  - **Percent Less than Maximum**: [Text Box]
  - **Notification Amount**: [Text Box] USD
### Notification Assignments

<table>
<thead>
<tr>
<th>Notification Type</th>
<th>User ID</th>
<th>User Description</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Amount Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Amount</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Total Line Released Amount</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Category Released Amount</td>
<td>0.00</td>
</tr>
<tr>
<td>Open Item Released Amount</td>
<td>0.00</td>
</tr>
</tbody>
</table>

[OK] [Cancel]
Order Contract Options

- Allow Multicurrency PO
- Corporate Contract
- Lock Chartfields

- Allow Open Item Reference
- Adjust Supplier Pricing First
- Price Can Be Changed on Order
- Must Use Contract Rate Date
- Auto Default

PO Defaults

Add Open Item Price Adjustments

Price Adjustment Template

Dispatch Method: Print

Rate Date: 09/19/2019

Dispatch
### Contract Items

#### Lines

<table>
<thead>
<tr>
<th>Line</th>
<th>Item</th>
<th>Description</th>
<th>UOM</th>
<th>Category</th>
<th>Merchandise Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**View Category Hierarchy**  
**Category Search**
Details for Line 1

Item Information

Release Amounts / Quantities

Pricing Information

- Use Contract Base Price
- Use Supp Price UOM Adjustments
- Use Supplier Price Shipto Adj

- Price Can Be Changed on Order

Due Date

Price Qty

Line Quantity

Qty Type

Current Order Quantity

Order By Amount

- Amount Only

Adjust

Before Contract Adjustments

Schedule Defaults

Select the eligible UOM / Pricing combinations that are available for this contract line. The Release Default row will be used for pricing the next set of releases from the contract.

UOM/Pricing

<table>
<thead>
<tr>
<th>Price Loc</th>
<th>UOM</th>
<th>Base Price</th>
<th>Curr</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0.00000</td>
<td>USD</td>
</tr>
</tbody>
</table>

Enter the lead times and schedule quantities to be used for contract generated purchase order releases. Quantity is in standard UOM, and will be converted to the UOM that is selected as the Release Default at the time of release.
Line Details

No Image

Line 1 📝 Test PO CON item

Item Details

Contract Information

- Use Contract if Available
- Contract ID: USG-SS-47200-17008

Contract Details

- Version: 1
- Contract Line
- Category Line
Procurement Contracts

• When can I start?! 
  • Institutions should plan to test in the FPLAY environment.
  • Institutions to let ITS know when they are ready to begin testing.
Questions?