# Procurement Contracts 101

## Teresa Page

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# Procurement Contracts

- Procurement Contract functionality allows you to enter basic contract information in to 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.

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# 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**

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# Contract Entry

| Find an Existing Value | **Add a New Value** |
|---|---|

SetID  POCON 🔍

Contract ID  98TESTCONTRACT

Style ID  GN 🔍

Contract Process Option  General Contract ▼

**Add**

Find an Existing Value  |  Add a New Value

# Contract Entry

## Contract

SetID  POCON  [Copy From Contract]

Contract ID  98TESTCONTRACT

*Status  [Open ▾]

Administrator/Buyer  [                    🔍]

### Contract Version

Version  1

[New Version]

Status  Current

Approval Due Date  [            📅]

▼ Header ⑦

*Contract Style  [General Contract            🔍]

Process Option  General Contract

*Supplier  [                    🔍]  Supplier Search

*Supplier ID  [                    🔍]

*Begin Date  [09/19/2019          📅]

Expire Date  [                    📅]

Renewal Date  [                    📅]

Currency  [USD  🔍]  [CRRNT  🔍]

Primary Contact  [  🔍]

Supplier Contract Ref  [                              ]

Description  [                              ]

Master Contract ID  [                         🔍]

Tax Exempt ID  [                              ]

☐ Tax Exempt

Add Comments
Contract Activities
Primary Contact Info
Contract Releases

Activity Log
Document Status
Thresholds & Notifications

### Amount Summary ⑦

Maximum Amount  [          0.00]  USD

Line Item Released Amount  0.00

Category Released Amount  0.00

Open Item Released Amount  0.00

Total Released Amount  0.00

## Contract Entry

### Contract

SetID POCON    Copy From Contract    **Contract Version**

Contract ID 98TESTCONTRACT    Version    1    Status Current

*Status [Open ▾]    [New Version]    Approval Due Date [____ 🗓]

Administrator/Buyer [_____ 🔍]

▼ Header ⓘ

*Contract Style [General Contract 🔍]

Process Option    General Contract

*Supplier [_____ 🔍]    Supplier Sea...

*Supplier ID [_____ 🔍]

*Begin Date [09/19/2019 🗓]

Expire Date [____ 🗓]

Renewal Date [____ 🗓]

Currency [USD 🔍]    [CRRNT 🔍]

Primary Contact [__ 🔍]

Supplier Contract Ref [_____]

Description [_____]

Master Contract ID [_____ 🔍]

Tax Exempt ID [_____]

☐ Tax Exempt

Add Comments    Activity Log

Contract Activities    Document Status

Primary Contact Info    Thresholds & Notifications

Contract Releases

Maximum Amount [_____ 0.00] USD

Line Item Released Amount    0.00

Category Released Amount    0.00

Open Item Released Amount    0.00

Total Released Amount    0.00

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# Thresholds & Notifications

☐ Send Date/Amount Notification

Expand All          Collapse All

## ▼ Date Notification

Notify User when contract is within specified days of Expire Date.

**Expire Date** [_____] 📅          **Notify Days Before Expires** [_____]

**Expiration Notification Date**

Notify User when contract is within specified days of Renewal Date.

**Renewal Date** [_____] 📅          **Notify Days Before Renewal** [_____]

**Renewal Notification Date**

Notify User when New Contract or Draft is within specified days of Approval Due Date.

**Approval Due Date** [_____] 📅          **Notify Days Before Approval** [_____]

**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** [_____]          USD

**Percent Less than Maximum** [_____]

**Notification Amount**

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## Notification Assignments

| | Notification Type | User ID | User Description | Email Address | | |
|---|---|---|---|---|---|---|
| 1 | ▼ | 🔍 | | | ➕ | ➖ |

1-1 of 1 | View All

## Amount Summary

| | |
|---|---|
| Maximum Amount | 0.00 USD |
| Total Line Released Amount | 0.00 |
| Total Category Released Amount | 0.00 |
| Open Item Released Amount | 0.00 |

**OK**    **Cancel**

▼ Order Contract Options ⑦

☑ Allow Multicurrency PO          ☐ Allow Open Item Reference          ☐ Must Use Contract Rate Date          Rate Date   09/19/2019

☑ Corporate Contract             ☐ Adjust Supplier Pricing First       ☐ Auto Default

☐ Lock Chartfields               ☐ Price Can Be Changed on Order      *Dispatch Method  Print ▼          Dispatch

PO Defaults                      Add Open Item Price Adjustments       Price Adjustment Template

## Contract Items

Catalog Search                    Item Search                    Search for Contract Lines

## Lines

| Line | | Item | Description | | UOM | Category | Merchandise Amt | |
|------|---|------|-------------|---|-----|----------|-----------------|---|
| Details | Order By Amount | Item Information | Default Schedule | Release Amounts | Release Quantities | Line Groupings | |
| 1 | | | | | | | | |

View Category Hierarchy                    Category Search

# Details for Line 1

Expand All          Collapse All

▶ **Item Information**

▶ **Release Amounts / Quantities**

▼ **Pricing Information**

☐ **Use Contract Base Price**                    ☐ **Use Supp Price UOM Adjustments**

☐ **Price Can Be Changed on Order**             ☐ **Use Supplier Price Shipto Adj**

**Price Date**   Due Date ▼                      **Adjust**   Before Contract Adjustments ▼

**Price Qty**    Line Quantity ▼                 **Order By Amount**
                                                 ☐ Amount Only

**Qty Type**     Current Order Quantity ▼        **Merchandise Amount**  [          ]

## 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

|    | Price Loc | UOM | Base Price | Curr |    |    |
|----|-----------|-----|-----------|------|----|----|
| ☐  | [   🔍]   | [   🔍] | 0.00000 | USD  🔍 | +.. | − |

1-1 of 1 ▼     View All

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.

## Checkout - Review and Submit

Review the item information and submit the req for approval.

🪄 My Preferences　　⚙ Requisition Settings

**Requisition Summary**

| | | | |
|---|---|---|---|
| Business Unit | 98000 🔍 | BOARD OF REGENTS | Requisition Name [＿＿＿＿＿] |
| *Requester | OIITPAGE 🔍 | T.Page OIT | Priority Medium ▾ |
| *Currency | USD | | |

**Cart Summary: Total Amount 10.00 USD**

Expand lines to review shipping and accounting details　　　　　　➕ Add More Items

**Requisition Lines** ？

| Line | Description | Item ID | Supplier | Quantity | UOM | Price | Total | Details |
|---|---|---|---|---|---|---|---|---|
| ▶ ☐ 1 🖭 | Test PO CON item | | Adobe Systems, Incorporated | 1.0000 | Each | 10.0000 | 10.00 | 🖭 |

☐ Select All / Deselect All　　Select lines to:　　🔲 Add to Favorites　　🔲 Add to Template(s)　　🗑 Delete Selected　　🔄 Mass Change

Total Amount　　10.00 USD

**Shipping Summary**

✏ Edit for All Lines
Ship To Location
Address
Attention To　　T.Page OIT
Comments

**Requisition Comments and Attachments**

Enter requisition comments

[＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿]

☐ Send to Supplier　　☐ Show at Receipt　　☐ Shown at Voucher　　　Add more Comments and Attachment

---

**Line Details**

**Line Details** ？

No Image　　Line　1 🖭 Test PO CON item　　　　Line Status　Pending

▾ **Item Details** ？

| | | |
|---|---|---|
| Merchandise Amount | 10.00 USD | ☐ RFQ Required |
| Item ID | | ☐ Device Tracking |
| Category | 00500 | ☐ Zero Price Indicator |
| Original Substituted Item Description | | ☐ Amount Only |
| Physical Nature | Goods ▾ | ☐ Inspection Required |
| Buyer | [＿＿＿] ↕ 🔍 | |

Buyer Information

Configuration Info

▾ **Contract Information** ？

☑ Use Contract if Available

| | |
|---|---|
| Contract ID | [＿＿＿] 🔍🖭 |

Contract Details

| | |
|---|---|
| Version | [＿＿] |
| Contract Line | [＿＿] 🔍 |
| Category Line | [＿＿] 🔍 |

▾ **Supplier Information** ？

| | | |
|---|---|---|
| Supplier ID | 0000032028 | 🔍 Adobe Systems, Incorporated |
| Supplier Location | MAIN | 🔍 Main |

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# Line Details

## Line Details ?

No Image    Line    1   Test PO CON item        Line Status   Pending

▶ Item Details ?

▼ Contract Information ?

☑ Use Contract if Available

Contract ID [　　　　　　　　　　　] 🔍🗒

Contract Details

Version [　　　　]

Contract Line [　　　] 🔍

Category Line [　　　] 🔍

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## Line Details

### Line Details ?

No Image    Line   1   Test PO CON item      Line Status   Pending

▶ Item Details ?

▼ Contract Information ?

☑ Use Contract if Available

Contract ID [                    ]

Contract Details

Version [        ]

Contract Line [        ] 🔍

Category Line [        ] 🔍

### Look Up Contract ID ✕

Help

SetID      POCON

Contract ID [begins with ▾] [              ]

Short Supplier Name [begins with ▾] [              ] 🔍

Description [begins with ▾] [              ]

[ Look Up ]   [ Clear ]   [ Cancel ]   Basic Lookup

### Search Results

View 100      First ◀ 1 of 1 ▶ Last

| Supplier SetID | Supplier ID | Contract ID | Short Supplier Name | Contract Status | Description | Contract Beginning Date |
|---|---|---|---|---|---|---|
| SHARE | 0000032028 | USG-SS-47200-17008 | ADOBE-001 | Approved | USG-SS-47200-17008 | 02/20/2019 |

▼ Supplier Information ?

Supplier ID [0000032028] 🔍 Add

Supplier Location [MAIN] 🔍 Mai

Suggest New Supplier

Supplier Item ID [              ]

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## Line Details

### 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**   `_____` 🔍

## Line Details

### Line Details ⑦

No Image      Line    1   🔧   **Test PO CON item**

▶ **Item Details** ⑦

▼ **Contract Information** ⑦

☑ **Use Contract if Available**

**Contract ID**   USG-SS-47200-17008   × 🔍📑

**Contract Details**

**Version**    1

**Contract Line**    🔍

**Category Line**    🔍

## Maintain Purchase Order

# Purchase Order

**Business Unit** 98000

**PO ID** NEXT

**Copy From**

| Contract |
| Purchase Order |
| Requisition |

**PO Status** Initial

**Budget Status** Not Chk'd

☐ Hold From Further Process

▼ **Header** ⑦

**\*PO Date** 09/20/2019 📅

**\*Supplier** 🔍    Supplier Search

Supplier Details

**\*Supplier ID** 🔍

**\*Buyer** 🔍

**PO Reference**

Header Details    Activity Summary

PO Defaults     Add Comments

PO Activities     Add ShipTo Comments

▼ Actions

**Doc Tol Status** Valid

**Receipt Status** Not Recvd

**\*Dispatch Method** [ ▼ ]

**Amount Summary** ⑦

Merchandise     0.00

Freight/Tax/Misc.    0.00

Total Amount    0.00   USD

**Add Items From** ⑦

Catalog     Item Search

Maintain Purchase Order

# Purchase Order

Business Unit 98000
PO ID NEXT
Copy From [_____▼]

PO Status Initial
Budget Status Not Chk'd
☐ Hold From Further Processing

## ▼ Header ⑦

*PO Date [09/20/2019] 📅     Supplier Search
*Supplier [_____] 🔍     Supplier Details
*Supplier ID [_____] 🔍
*Buyer [_____] 🔍
PO Reference [_____]

Doc Tol Status Valid

Receipt Status Not Recvd
*Dispatch Method [_____▼]     [Dispatch]

### Amount Summary ⑦

| | |
|---|---|
| Merchandise | 0.00 |
| Freight/Tax/Misc. | 0.00 |
| Total Amount | 0.00  USD |

[Calculate]

Header Details        Activity Summary
PO Defaults          Add Comments
PO Activities        Add ShipTo Comments
        ▼ Actions

## Add Items From ⑦

Catalog            Item Search
Purchasing Kit

## Lines ⑦

| Details | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | **Contract** | Receiving | 📋▶ |
|---------|------------------|----------|------------------|------------|-----|----------|-----------|-----|

| Line | Item | Description | | SetID | Contract ID | Contract Version | Contract Line | Category Line | Release |
|------|------|-------------|--|-------|-------------|------------------|---------------|---------------|---------|
| 1 | 🔳 [____] 🔍 | [____] 🔍↗ | 🔍 | POCON | [_____] 🔍 | | [__] 🔍 | [__] 🔍 | |

View Printable Version          [Close Short All Lines]          *Go to [... More ...          ▼]
View Approvals

[💾 Save] [📧 Notify] [🔄 Refresh]

# 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?

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