

About Contract Price Adjustment:

When contracts are renewed and/or modified, there are times when original line item base prices need to be adjusted (up or down). Cardinal provides users with the role of Contract Administrator the ability to change prices based on effective dating. The base price is always the prime number to be used for any adjustment and future adjustment.

- 1 Navigate to **Main Menu > Procurement Contracts > Add/Update Contracts**.

Contract Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Maximum number of rows to return (up to 300): 300

SetID: [dropdown] STATE

Contract ID: [dropdown] contains 41816

Contract Version: [dropdown]

Version Status: [dropdown]

Contract Process Option: [dropdown]

Short Vendor Name: [dropdown] begins with

Vendor Name: [dropdown] begins with

Master Contract ID: [dropdown] begins with

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All | First | 1 of 1 | Last

Contract ID	Contract Version	Version Status	Contract Process Option	Vendor ID	Short Vendor Name	Vendor Name	Expire Date	Contract Status	Master Contract ID
STATE:00000000000000000000000041816.1		Current	Order	0000033093	LL CARTER -003	LL Carter & Son Inc	07/18/2014	Approved	(blank)

- 2 Click the **Find an Existing Value** Tab
- 3 Enter the **Contract ID** and click **Search**.
- 4 Select (click) the contract hyperlink.

Contract Entry

Contract

SetID: STATE

Contract ID: 00000000000000000000000041816

*Status: Approved

Administrator/Buyer: MIKE.HALL

Contract Version: 1 | Status: Current

Approved Date: 07/19/2013

Hall, Mike (VDOT)

New Version

Header

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

Vendor: LL CARTER -003 | [Contract Activities](#) | [Document Status](#)

Vendor ID: 0000033093 | LL Carter & Son Inc | [Primary Contact Info](#) | [Thresholds & Notifications](#)

Begin Date: 07/19/2013 | [View Changes](#)

Expire Date: 07/18/2014 | [Contract Releases](#) | [Current Change Reason](#)

[Contract Reference](#)

Amount Summary

- 5 Click on **New Version** button.

Change Reason

Enter a reason code and comment for making changes that are being tracked.

SetID: STATE Contract ID: 000000000000000000041816

Reason Code: PRICE_INCR

Comment: Monthly increase/decrease per contract T&C. MJH 7/19/13

Use Same Reason Code

OK Cancel Refresh

- 6 Enter a **Change Reason** from the Drop Down and enter related comments.
- 7 Click **OK**.

Contract Entry

Contract

SetID: STATE Contract ID: 000000000000000000041816

*Status: Open

Administrator/Buyer: MIKE.HALL Hall, Mike (VDOT)

Contract Version: Version: 2 Status: Draft

Delete Version Approval Due Date:

Header

Contract Items

Catalog Search Item Search Search for Contract Lines

STONE

Line	Item	Description	UOM	Category	Include for Release	Status
1	503532045	STONE NO. 8, STONE	LTN	7503532	<input checked="" type="checkbox"/>	Active
2	7503532225	STONE NO. 68, STONE	LTN	7503532	<input checked="" type="checkbox"/>	Active
3	7503532250	STONE NO. 78, STONE	LTN	7503532	<input checked="" type="checkbox"/>	Active
4	7503532090	STONE NO. 21B, STONE	LTN	7503532	<input checked="" type="checkbox"/>	Active

- 8 A New contract **Version** is displayed in a **Draft** status.
- 9 Click on the **Line Details** icon for the line(s) that you wish to change.

Contract Entry

Details for Line 1

Contract ID: 0000000000000000000000000000000041816 Version: 2 Vendor: LL CARTER -003
 Line: 1 Item ID: 7503532045 [STONE NO. 8, STONE](#)

Line Details

Category: 7503532 Status: Active
 Description: Physical Nature: Goods
 Category ID: 03113

Transaction Item Description:
 STONE NO. 8, STONE

Preferred Language Item Description:
 STONE NO. 8, STONE

[Expand All](#) [Collapse All](#)

Release Amounts / Quantities
 Pricing Information

OK Cancel Refresh

10 Click on the **Expand All** hyperlink.

Release Amounts / Quantities

Minimum Line Amount: Minimum Line Quantity: 0.01
 Maximum Line Amount: Maximum Line Quantity:
 Total Line Released Amount: 0.000 Total Line Released Quantity: 0.00

Remaining Amount: USD Remaining Quantity: 0.0000 LTN
 Remaining Amount %: Remaining Quantity %: 0.00

Pricing Information

Use Contract Base Price Use Vndr Price UOM Adjustments
 Price Can Be Changed on Order Use Vendor Price Shipto Adjust

Price Date: PO Date Adjust: Before Contract Adjustments
 Price Qty: Line Quantity Order By Amount
 Qty Type: Quantity To Date Amount Only
 Merchandise Amount: 20255.95

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
<input checked="" type="checkbox"/>	MAIN	LTN	28.33000	USD

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.

Lead Time	Time Due	*Qty Sched	UOM
0			LTN

OK Cancel Refresh

11 View and note the **Base Price** for the Line item and then click **OK** to return to the main page.

Contract Entry
Contract

SetID: STATE
 Contract ID: 000000000000000000041816
 *Status: Open
 Administrator/Buyer: MIKE.HALL

Contract Version
 Version: 2 Status: Draft
 Delete Version
 Approval Due Date: [B]

Hall, Mike (VDOT)

Contract Items

Catalog Search Item Search Search for Contract Lines

STONE

Line	Item	Description	UOM	Category	Include for Release	Status
1	7503532045	STONE NO. 8, STONE	LTN	7503532		Active
2	7503532225	STONE NO. 68, STONE	LTN	7503532		Active
3	7503532250	STONE NO. 78, STONE	LTN	7503532		Active

12 Click the **Price Adjustment** icon (looks like a price tag).

Contract Entry
Price Adjustments for Item Line 1

SetID: STATE Contract ID: 000000000000000000041816 Version: 2 Line: 1 STONE NO. 8, STONE

Price Adjustments
 *Effective Date: 08/19/2013 [B] Status: Active *Calculation Method: Sum All Adjustments

Price Rule

Criteria	Method	Restrictions
Sequence: 1 Vendor Loc:	<input type="checkbox"/> General Adjustment <input type="checkbox"/> Match Shipto Ship To: <input type="checkbox"/> Match UOM UOM:	<input type="checkbox"/> Hard Price <input type="checkbox"/> Ignore If Other Adjustments <input type="checkbox"/> Stop Price Calculation Here

Adjustment Detail

*Method	Percentage	Adjusted Price
Percentage		28.33000

OK Cancel Refresh

13 Today's **Effective Date** and adjusted price are displayed. **Note:** In this case, the base price is the current (adjusted) price since no changes have yet been made.

Contract Entry

Price Adjustments for Item Line 1

SetID: STATE Contract ID: 000000000000000000041816 Version: 2 Line: 1 STONE NO. 8. STONE

Price Adjustments

*Effective Date: 09/01/2013 *Status: Active *Calculation Method: Sum All Adjustments

Price Rule

Criteria

Sequence: 1

Vendor Loc: MAIN

Currency: USD

Method

General Adjustment

Match Shipto

Match UOM

UOM: LTN

Restrictions

Hard Price

Ignore If Other Adjustments

Stop Price Calculation Here

Adjustment Detail

*Min Qty	Max Qty	*Method	Percentage	Adjusted Price
1.0000	999999999.9999	Percentage		28.33000

OK Cancel Refresh

14 Enter the desired **Effective Date**.

15 Enter **Vendor Loc** (MAIN)

16 Check **Match UOM**

17 **Adjustment Detail** opens for selection of **Percentage** or **Amount**.

Contract Entry

Price Adjustments for Item Line 1

SetID: STATE Contract ID: 000000000000000000041816 Version: 2 Line: 1 STONE NO. 8. STONE

Price Adjustments

*Effective Date: 09/01/2013 *Status: Active *Calculation Method: Sum All Adjustments

Price Rule

Criteria

Sequence: 1

Vendor Loc: MAIN

Currency: USD

Method

General Adjustment

Match Shipto

Match UOM

UOM: LTN

Restrictions

Hard Price

Ignore If Other Adjustments

Stop Price Calculation Here

Adjustment Detail

*Min Qty	Max Qty	*Method	Percentage	Adjusted Price
1.0000	999999999.9999	Percentage	1.3000	28.69829

OK Cancel Refresh

18 In this case, **Percentage** is selected and a percent value is entered. **Note: Adjusted Price** automatically changes per selection values.

Or

Contract Entry
Price Adjustments for Item Line 1

SetID: STATE Contract ID: 0000000000000000000041816 Version: 2 Line: 1 STONE NO. 8, STONE

Price Adjustments
*Effective Date: 09/01/2013 *Status: Active *Calculation Method: Sum All Adjustments

Price Rule
Criteria: Sequence: 1 Vendor Loc: MAIN Currency: USD
Method: General Adjustment Match Shipto Ship To: Match UOM UOM: LTN
Restrictions: Hard Price Ignore If Other Adjustments Stop Price Calculation Here

*Min Qty	Max Qty	*Method	Amount	Adjusted Price
1.0000	999999999.9999	Amount	0.36000	28.69000

OK Cancel Refresh

19 In this case, **Amount** is selected. Enter the desired quantity of change to the base price. **Note:** **Adjusted Price** automatically changes per selection values.

20 Click **OK**.

Contract

SetID: STATE Contract ID: 0000000000000000000041816 *Status: Open Administrator/Buyer: MIKE.HALL

Contract Version
Version: 2 Status: Draft
Delete Version Approval Due Date:

Header

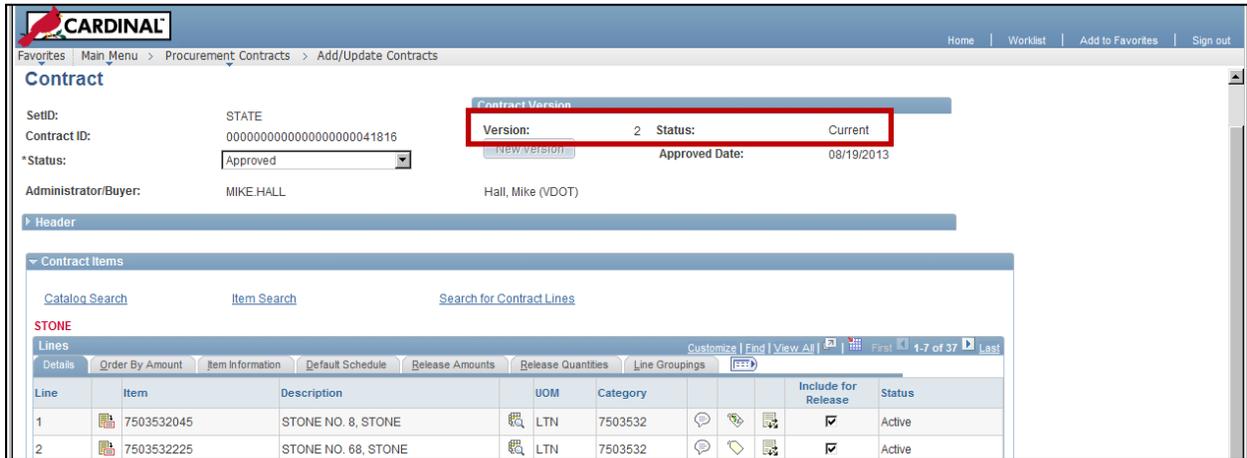
Contract Items

STONE

Line	Item	Description	UOM	Category	Include for Release	Status
1	7503532045	STONE NO. 8, STONE	LTN	7503532		Active
2	7503532225	STONE NO. 68, STONE	LTN	7503532		Active
3	7503532250	STONE NO. 78, STONE	LTN	7503532		Active

21 Contract Header page is displayed and shows a change in the price adjustment icon.

24 Click **Save**.



Contract

SetID: STATE
Contract ID: 000000000000000000041816
*Status: Approved

Administrator/Buyer: MIKE HALL

Contract Version
Version: 2 Status: Current
Approved Date: 08/19/2013

Header

Contract Items

STONE

Line	Item	Description	UOM	Category	Include for Release	Status
1	7503532045	STONE NO. 8, STONE	LTN	7503532	<input checked="" type="checkbox"/>	Active
2	7503532225	STONE NO. 68, STONE	LTN	7503532	<input checked="" type="checkbox"/>	Active

25 Contract **Version** is updated (Approved) and this version **Status** changes to **Current**.

Making Another Price Adjustment:

26 Repeat Steps 1 through 5.



Change Reason

Enter a reason code and comment for making changes that are being tracked.

SetID: STATE Contract ID: 000000000000000000041816

Reason Code: PRICE_INCR

Comment: October price adjustment per contract T&C. MJH 9/31/13

Use Same Reason Code

OK Cancel Refresh

27 Enter **Reason Code** and click **OK**.

Contract Price Adjustment

28 A New contract **Version** is displayed in a **Draft** status.

29 Click on the **Price Adjustment** icon for the line that you wish to change again.

30 The previous price adjustments page is displayed.

31 In the **Price Adjustments**, click on the **+** sign to add another adjustment.

Contract Entry
Price Adjustments for Item Line 1

SetID: STATE Contract ID: 000000000000000000041816 Version: 3 Line: 1 STONE NO. 8 STONE

Price Adjustments: *Effective Date: 10/01/2013 Status: Active *Calculation Method: Sum All Adjustments

Price Rule: *Criteria: Sequence: 1 Vendor Loc: MAIN Currency: USD *Method: Match UOM UOM: LTN

*Min Qty	Max Qty	*Method	Amount	Adjusted Price
1.0000	999999999.9999	Amount		28.33000

- 32 The new Price Adjustment page (1 of 2) is displayed. Enter the new **Effective Date**, **Vendor Loc** and check the **Match UOM** box.
- 33 Select the adjustment method **Amount** only. **Note:** the original base price is shown. You will need to calculate the amount to be added or subtracted from the base price to meet the actual price for the new effective date displayed.

Contract Entry
Price Adjustments for Item Line 1

SetID: STATE Contract ID: 000000000000000000041816 Version: 3 Line: 1 STONE NO. 8 STONE

Price Adjustments: *Effective Date: 10/01/2013 Status: Active *Calculation Method: Sum All Adjustments

Price Rule: *Criteria: Sequence: 1 Vendor Loc: MAIN Currency: USD *Method: Match UOM UOM: LTN

*Min Qty	Max Qty	*Method	Amount	Adjusted Price
1.0000	999999999.9999	Amount	1.60000	29.93000

OK Cancel Refresh

- 34 Enter the amount (value) of the difference between the base price and the price on the **Effective Date**. **Note:** in this case, the new effective date price is \$29.93. \$1.60 is the amount to be added to the base price.
- 35 Click **OK**.

Contract Entry
Contract

SetID: STATE
Contract ID: 000000000000000000041816
*Status: Open
Administrator/Buyer: MIKE.HALL

Contract Version
Version: 3 Status: Draft
Delete Version
Approval Due Date:

Contract Items

Line	Item	Description	UOM	Category	Include for Release	Status
1	7503532045	STONE NO. 8, STONE	LTN	7503532	<input checked="" type="checkbox"/>	Active
2	7503532225	STONE NO. 68, STONE	LTN	7503532	<input checked="" type="checkbox"/>	Active
3	7503532250	STONE NO. 78, STONE	LTN	7503532	<input checked="" type="checkbox"/>	Active
4	7503532090	STONE NO. 21B, STONE	LTN	7503532	<input checked="" type="checkbox"/>	Active
5	7503532090	STONE NO. 21B, STONE	LTN	7503532	<input checked="" type="checkbox"/>	Active
6	7503532090	STONE NO. 21B, STONE	LTN	7503532	<input checked="" type="checkbox"/>	Active
7	7503551310	STONE RIP RAP CLASS AI	LTN	7503551	<input checked="" type="checkbox"/>	Active

36 The **Contract Entry** page is displayed.

37 Click the **Status** dropdown.

Contract Entry
Contract

SetID: STATE
Contract ID: 000000000000000000041816
*Status: Approved
Administrator/Buyer: MIKE.HALL

Contract Version
Version: 3 Status: Draft
New Version
Approval Due Date:

Message

This action will make the Draft version become the Current version when you Save (10400,591)

If you leave the status as Approved and then hit Save, the Current version will become a History version and this Draft version will become the Current version.

OK

38 Select the **Status** of **Approved**.

39 Click **OK**.

Contract Entry
Contract

SetID: STATE
Contract ID: 00000000000000000000000041816
*Status: **Approved**
Administrator/Buyer: MIKE HALL

Contract Version
Version: 3 Status: Draft
Approval Due Date:

Header

Contract Items

Catalog Search Item Search Search for Contract Lines

STONE

Lines

Line	Item	Description	UOM	Category	Include for Release	Status
1	7503532045	STONE NO. 8, STONE	LTN	7503532	<input checked="" type="checkbox"/>	Active
2	7503532225	STONE NO. 68, STONE	LTN	7503532	<input checked="" type="checkbox"/>	Active
3	7503532250	STONE NO. 78, STONE	LTN	7503532	<input checked="" type="checkbox"/>	Active
4	7503532090	STONE NO. 21B, STONE	LTN	7503532	<input checked="" type="checkbox"/>	Active
5	7503532090	STONE NO. 21B, STONE	LTN	7503532	<input checked="" type="checkbox"/>	Active
6	7503532090	STONE NO. 21B, STONE	LTN	7503532	<input checked="" type="checkbox"/>	Active
7	7503551310	STONE RIP RAP CLASS AI	LTN	7503551	<input checked="" type="checkbox"/>	Active

Contract Categories

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

40 Click **Save**.

Contract Entry
Contract

SetID: STATE
Contract ID: 00000000000000000000000041816
*Status: **Approved**
Administrator/Buyer: MIKE HALL

Contract Version
Version: 3 Status: **Current**
Approved Date: 08/19/2013

Header

Contract Items

Catalog Search Item Search Search for Contract Lines

STONE

Lines

Line	Item	Description	UOM	Category	Include for Release	Status
1	7503532045	STONE NO. 8, STONE	LTN	7503532	<input checked="" type="checkbox"/>	Active
2	7503532225	STONE NO. 68, STONE	LTN	7503532	<input checked="" type="checkbox"/>	Active
3	7503532250	STONE NO. 78, STONE	LTN	7503532	<input checked="" type="checkbox"/>	Active
4	7503532090	STONE NO. 21B, STONE	LTN	7503532	<input checked="" type="checkbox"/>	Active
5	7503532090	STONE NO. 21B, STONE	LTN	7503532	<input checked="" type="checkbox"/>	Active
6	7503532090	STONE NO. 21B, STONE	LTN	7503532	<input checked="" type="checkbox"/>	Active
7	7503551310	STONE RIP RAP CLASS AI	LTN	7503551	<input checked="" type="checkbox"/>	Active

41 Contract Version is updated and the **Status** is **Current**.