

About Procurement Contracts

Users with the Contract Administrator or Buyer role can add and manage Procurement Contracts in Cardinal. Procurement contracts resulting from Strategic Sourcing or ad-hoc events allow users to execute subsequent Purchase Orders (POs) for goods or services.

Cardinal uses versioning to enter and track contract modifications. Each contract modification is numbered as the most recent version, which makes the previous version unavailable. Price adjustments are effective dated to allow for future adjustments. Cardinal tracks all modifications.

Cardinal reports show all contract and purchase order activities and related payments.

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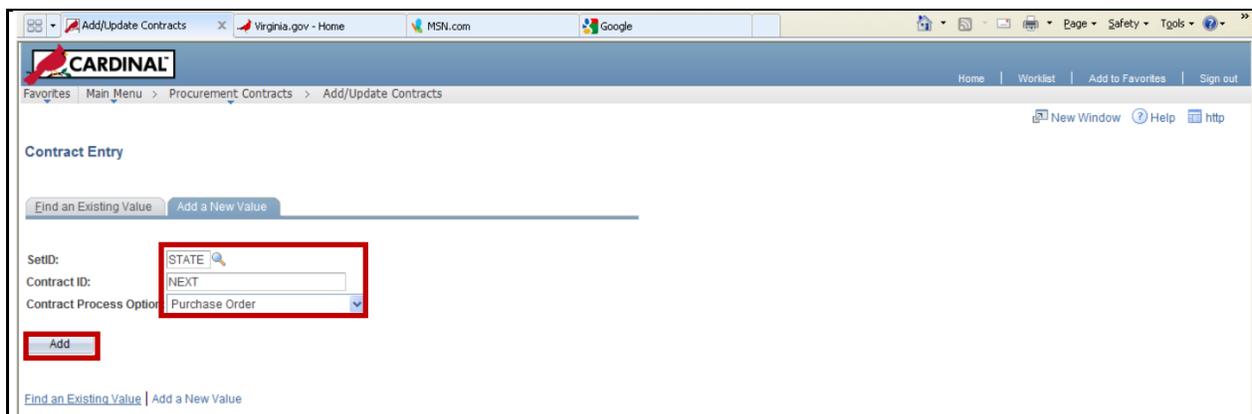
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[ENTERING A NEW CONTRACT](#)

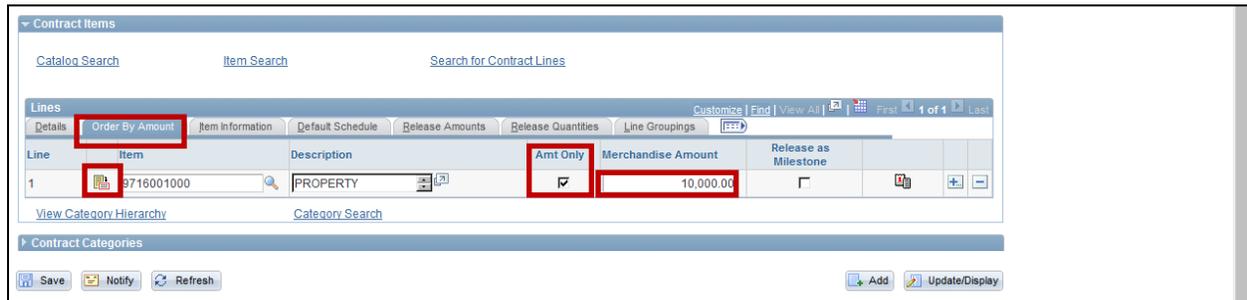


- 1 Navigate to: **Main Menu > Procurement Contracts > Add/Update Contracts**.
- 2 Select **Add a New Value** tab. **SetID = STATE**, **Contract ID = NEXT**. Do not enter a **Contract ID**. Cardinal automatically assigns one. **Contract Process Option = Purchase Order**. *Do not select any other option!*
- 3 Click **Add** button.

- 4 Enter all values shown (specific to your contract) to include **Administrator/Buyer, Vendor, Begin Date, Expire Date, Vendor Contract Ref** (i.e. VDOT Contract Administrator), **Description** and **Maximum Amount** (if applicable).

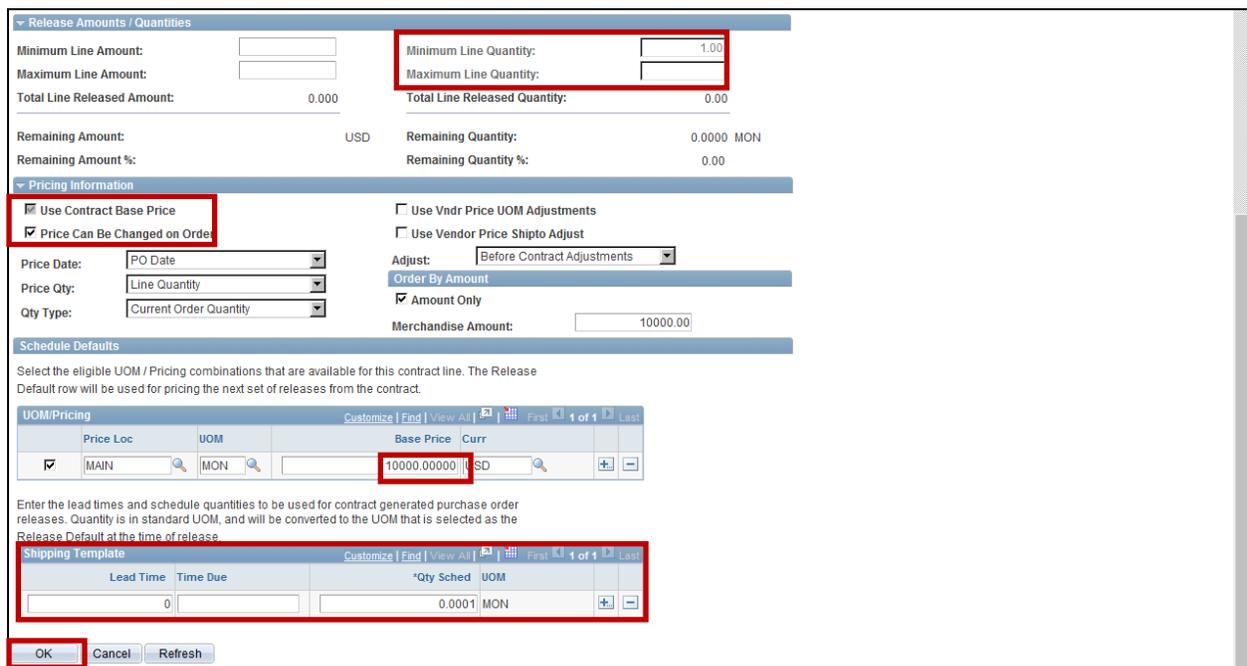
Note: If multiple VDOT Contract Administrators are assigned, use the **Contract Activities** hyperlink to keep record.

- 5 Enter **Item** number. **Description** and **UOM** default from the **Item** number as shown above. If you enter a **Category**, the **Description** and **UOM** become available for entry.
See: Procurement Items Jobaid for additional information.
- 6 If you are creating a Parts/Catalog type contract, check the **Allow Open Item Reference**.



The screenshot shows the 'Contract Items' window with the 'Order By Amount' tab selected. The 'Amt Only' checkbox is checked, and the 'Merchandise Amount' is entered as 10,000.00. The line item is 'PROPERTY' with a quantity of 1.

- 7 If you wish to issue the PO by amount only, click the **Order by Amount** tab and check the **Amt Only** box. This will default the PO quantity to 1. Enter a **Merchandise Amount** for the value of the PO. This allows a user to receive any invoice value, rather than quantity.
- 8 Click the line details icon.



The screenshot shows the 'Release Amounts / Quantities' and 'Pricing Information' sections. The 'Use Contract Base Price' and 'Price Can Be Changed on Order' checkboxes are checked. The 'Minimum Line Quantity' is set to 1.00. The 'Merchandise Amount' is 10000.00. The 'UOM/Pricing' table shows a base price of 10000.000000 and a currency of SD.

Price Loc	UOM	Base Price	Curr
MAIN	MON	10000.000000	SD

- 9 Enter Unit Price/**Base Price** (as applicable). Check the **Use Contract Base Price** to lock down the price on the PO. Check the **Price Can Be Changed on Order** to allow for price edits on the PO.
- 10 Enter **Minimum Line Quantity** or **Maximum Line Quantity** (if applicable).
- 11 Use **Shipping Template** section to pre-set the values that will default onto a PO.
- 12 Click **OK**.

Contract Entry

Contract

SetID: STATE [Copy From Contract](#)

Contract ID: NEXT

*Status:

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

Contract Version

Version: 1 Status: Current

[New Version](#) Approval Due Date:

Header

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

Vendor: BAYNES PRO-00 [Vendor Search](#) [Contract Activities](#) [Document Status](#)

*Vendor ID: 0000051418 [BAYNES PROPERTY MANAGEMENT](#) [Primary Contact Info](#) [Thresholds & Notifications](#)

*Begin Date: 11/01/2013 [Contract Releases](#)

Expire Date: 12/31/2014 [Contract Reference](#)

Renewal Date:

Currency: USD [CRRNT](#)

Primary Contact:

Vendor Contract Ref: John Jones -Richmond CA

Description: On-Call Building Repairs

Master Contract ID:

Tax Exempt

Amount Summary

Maximum Amount:	<input type="text" value="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	

13 Click on **Contract Reference** hyperlink.

Contract Reference

SetID: STATE

Contract ID: NEXT Contract Version: 1

Contract Information

Contract Category: GL Business Unit:

Estimated Contract Value: Responsible Org:

Supplement Agreement

Supplement Number: Supplement Date:

Supplement Amount:

Contract Renewal Options

Renewal Date From: Renewal Date To:

Original Number of Renewal Options: Current Renewal Period:

14 Enter **Contract Category**, **Responsible Org**, **Estimated Contract Value** and **Contract Renewal Options** information.

15 Click **OK**.

Contract Entry
Contract

SetID: STATE [Copy From Contract](#)

Contract ID: NEXT

Status: [New Version](#) Version: 1 Status: Current

Approval Due Date:

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

Header

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

Vendor: BAYNES PRO-00; [Vendor Search](#) [Contract Activities](#) [Document Status](#)

*Vendor ID: 0000051418 [BAYNES PROPERTY MANAGEMENT](#) **Thresholds & Notifications**

*Begin Date: 11/01/2013 [Primary Contact Info](#)

Expire Date: 12/31/2014 [Contract Releases](#)

Renewal Date: [Contract Reference](#)

Currency: USD [CRRNT](#) **Amount Summary**

Primary Contact: John Jones -Richmond CA

Vendor Contract Ref: On-Call Building Repairs

Description: On-Call Building Repairs

Maximum Amount: 0.00 USD

Line Item Released Amount: 0.00

Category Released Amount: 0.00

Open Item Released Amount: 0.00

16 Click the **Thresholds & Notifications** hyperlink.

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: 12/31/2014 Notify Days Before Expires: 90

Expiration Notification Date: 10/02/2014

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

Notification Assignments

Notification Type	User ID	User Description	Email Address
1 Expiration	MIKE.HALL	Hall, Mike (VDOT)	xxmike.hall@vdot.virginia.gov

Maximum Amount: 0.00 USD

Total Line Released Amount: 0.00

Total Category Released Amount: 0.00

Open Item Released Amount: 0.00

Total Released Amount: 0.00

17 Check the **Send Date/Amount Notification** box.

18 Enter information in the **Date Notification, Maximum Amount Notification and/or Notification Assignments** sections. You may add any number of names and types of notifications. Cardinal sends emails to those identified.

19 Click **OK**.

Contract Entry
Contract

SetID: STATE [Copy From Contract](#) **Contract Version**
 Contract ID: NEXT Version: 1 Status: Current
 *Status: Approved [New Version](#) Approval Due Date:
 Administrator/Buyer: MIKE HALL Hall, Mike (VDOT)

Header

Process Option: Purchase Order [Add Comments](#) [Activity Log](#)
 Vendor: BAYNES PRO-00; [Vendor Search](#) [Contract Activities](#) [Document Status](#)
 *Vendor ID: 0000051418 [BAYNES PROPERTY MANAGEMENT](#) [Primary Contact Info](#) [Thresholds & Notifications](#)
 *Begin Date: 11/01/2013 [Contract Releases](#)
 Expire Date: 12/31/2014 [Contract Reference](#)
 Renewal Date:
 Currency: USD [CRRNT](#) **Amount Summary**
 Primary Contact: Maximum Amount: 0.00 USD
 Vendor Contract Ref: John Jones -Richmond CA Line Item Released Amount: 0.00
 Description: On-Call Building Repairs Category Released Amount: 0.00
 Master Contract ID: Open Item Released Amount: 0.00
 Tax Exempt Total Released Amount: 0.00

20 Click the **Add Comments** hyperlink.

Contract Entry
Header Comments

SetID: STATE Contract ID: NEXT Version: 1
 *Sort Method: Comment Time Stamp *Sort Sequence: Ascending [Sort](#)

Comments [Use Standard Comment](#) Comment Status: Active [Inactivate](#) [+](#)
 [This contract is for "On-Call" building repairs, as necessary. One PO will be issued for the value of the contract. Repair Orders will be placed via fax/email to the vendor with a description of requested services. All prices will be in accordance of the IFB and Contract...etc.]

Send to Vendor Show at Receipt Copy to Purchase Order
 Show at Voucher

Associated Document
 Attachment: [Attach](#) [View](#) [Delete](#) [Email](#)
 From -> CNT STATE-NEXT

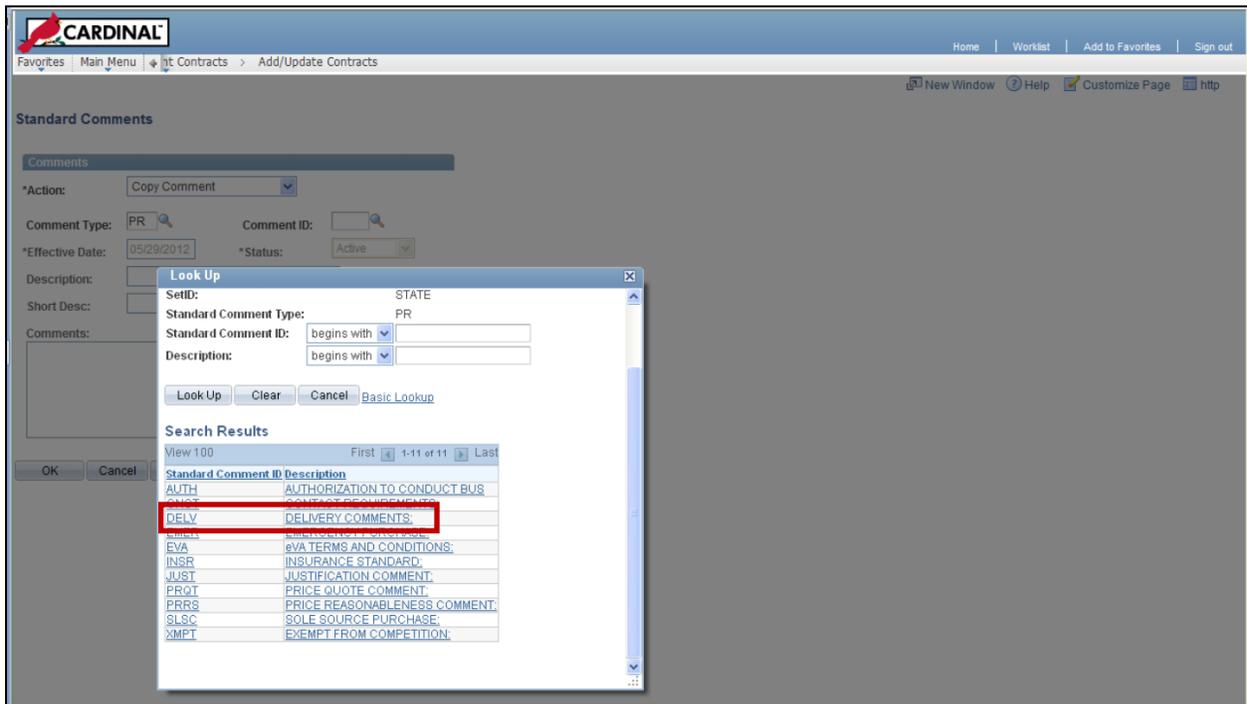
[OK](#) [Cancel](#) [Refresh](#)

21 Enter your comment. Click the plus sign + icon to add additional comments.

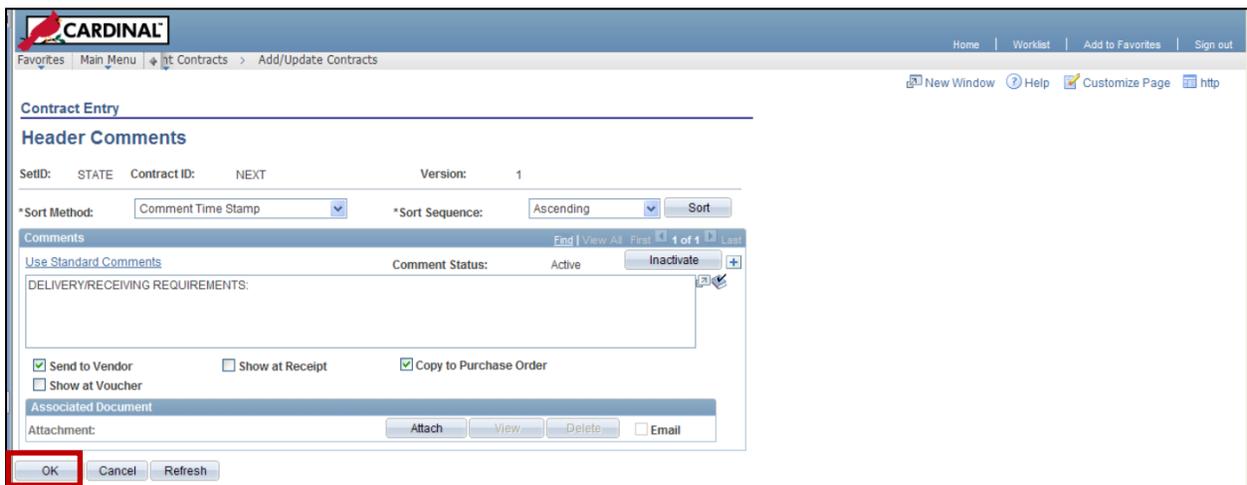
22 Check the **Send to Vendor** and/or **Copy to Purchase Order** box if you want the comment to print on the PO.

23 Click on the **Attach** button to add any document (pdf, doc, jpg, etc.)

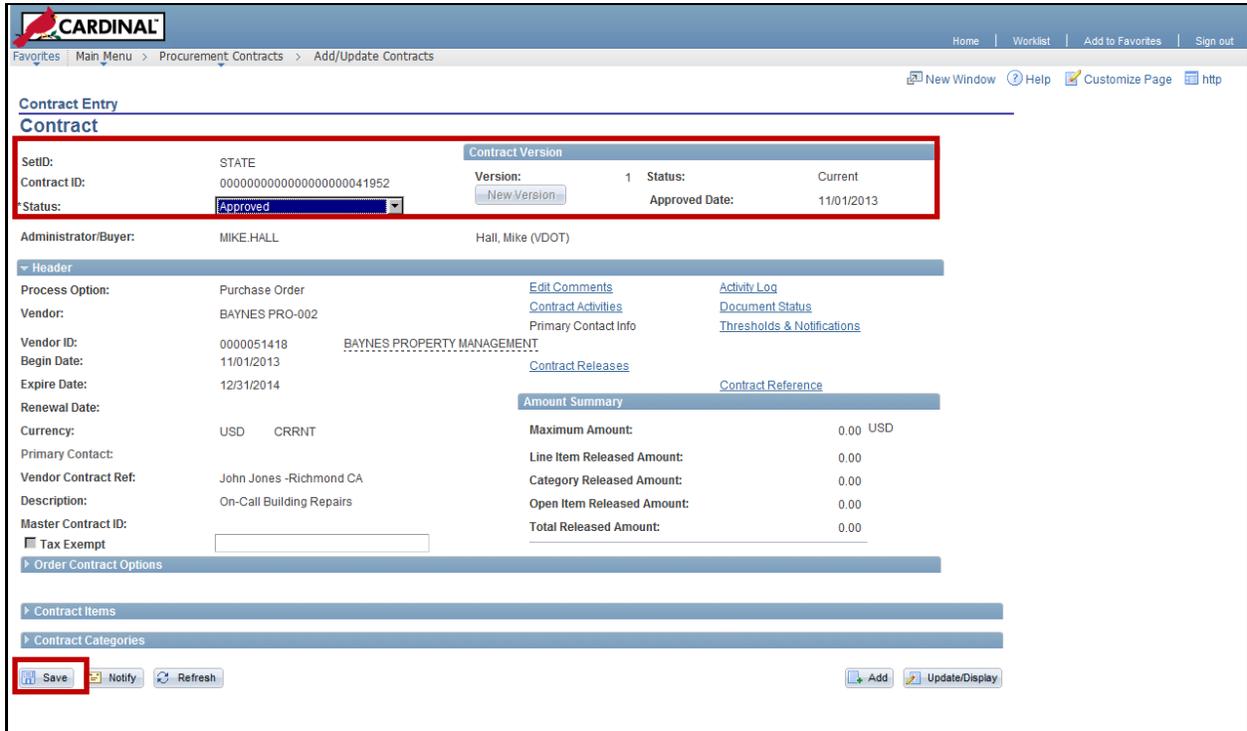
24 Click on the **Use Standard Comments** hyperlink to use pre-populated comments.



25 For Example: Select a pre-loaded comment (as applicable). The comment text will default in and is available for edit.



26 Click **OK**.



Contract Entry

Contract

SetID:	STATE	Contract Version	
Contract ID:	000000000000000000041952	Version:	1 Status: Current
Status:	Approved	New Version	Approved Date: 11/01/2013

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

Header

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

Vendor: BAYNES PRO-002 [Contract Activities](#) [Document Status](#)

Vendor ID: 0000051418 BAYNES PROPERTY MANAGEMENT [Primary Contact Info](#) [Thresholds & Notifications](#)

Begin Date: 11/01/2013 [Contract Releases](#)

Expire Date: 12/31/2014 [Contract Reference](#)

Renewal Date:

Currency: USD CRRNT

Primary Contact:

Vendor Contract Ref: John Jones -Richmond CA

Description: On-Call Building Repairs

Master Contract ID:

Tax Exempt

Amount Summary	
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

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

27 Click **Save**.

28 **Contract ID** and **Approved Date** are shown.

UPDATING A CONTRACT

Contract Entry

Contract

SetID: STATE
 Contract ID: 0000000000000000000040467
 *Status: Approved

Contract Version

Version: **New Version** 1 Status: Current
 Approved Date: 05/16/2012

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

Header

Process Option: Purchase Order
 Vendor: COX COMM-001
 Vendor ID: 0000052364 COX COMMUNICATIONS
 Begin Date: 06/01/2012
 Expire Date: 05/31/2014
 Renewal Date:
 Currency: USD CRRNT
 Primary Contact:
 Vendor Contract Ref: John Smith-Foreman/Supervisor
 Description: Conduit Trenching for Comm
 Master Contract ID:
 Tax Exempt

[Edit Comments](#) [Activity Log](#)
[Contract Activities](#) [Document Status](#)
 Primary Contact Info [Thresholds & Notifications](#)
[View Changes](#)
[Contract Releases](#) [Current Change Reason](#)
[Contract Reference](#)

Amount Summary

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

1 Click on **New Version** button.

Message

Contract must be saved before a Draft can be created. (10400,577)
 Contract must be saved before a Draft can be created. Hit Yes to proceed with Saving the contract and creating a Draft version. Hit No to cancel out and continue working with the Current version.

2 Message is displayed as shown.

3 Click **Yes**.

Change Reason

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

SetID: STATE Contract ID: 0000000000000000000040467

Reason Code: OTHER
 Comment: MODIFICATION

Use Same Reason Code

4 Select **Reason Code** from the look-up and enter **Comments** why a new version is being created.

5 Click **OK**.

Contract ID: 00000000000000000000000040467
 *Status: Open
 Administrator/Buyer: MIKE.HALL Hall, Mike (VDOT)
 Version: 2 Status: Draft
 Process Option: Purchase Order
 Vendor: COX COMM-001
 *Vendor ID: 0000052364 COX COMMUNICATIONS
 *Begin Date: 06/01/2012
 Expire Date: 05/31/2014
 Currency: USD CRRNT
 Primary Contact: John Smith-Foreman/Supervisor
 Vendor Contract Ref: John Smith-Foreman/Supervisor
 Description: Conduit Trenching for Comm
 Master Contract ID:
 Tax Exempt

Line	Item	Description	UOM	Category	Include for Release	Status
1	9157901000	TELECOMMUNICATION SERVICES (NOT OTHERWISE CLASSIFIED) TELECOMMUNICATION SERVICES (NOT OTHERWISE CLASSIFIED)	HUR	9157901	<input checked="" type="checkbox"/>	Active

- 6 Version 2 of the contract opens for editing.
- 7 You may change any field and add/or cancel lines, as necessary.

SetID: STATE
 Contract ID: 00000000000000000000000040467
 *Status: Open
 Administrator/Buyer: MIKE.HALL Hall, Mike (VDOT)
 Contract Version: Version: 2 Status: Draft
 Approval Due Date:

Line	Item	Description	UOM	Category	Include for Release	Status
1	9157901000	TELECOMMUNICATION SERVICES (NOT OTHERWISE CLASSIFIED) TELECOMMUNICATION SERVICES (NOT OTHERWISE CLASSIFIED)	HUR	9157901	<input checked="" type="checkbox"/>	Active
2	MISC Trenching Costs	MISC Trenching Costs	EA	915790	<input checked="" type="checkbox"/>	Active

- 8 In this example, we are adding a second line by **Category**.
- 9 Click on **Line Details** icon.

Release Amounts / Quantities

Minimum Line Amount: Minimum Line Quantity:
 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 EA
 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: Due Date:
 Price Qty: Line Quantity:
 Qty Type: Current Order Quantity:

Adjust: Before Contract Adjustments
 Order By Amount:
 Amount Only
 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
<input checked="" type="checkbox"/>	MAIN	EA	1.00000	SD

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.

Shipping Template	Lead Time	Time Due	*Qty Sched	UOM
	0		1.0000	A

OK Cancel Refresh

10 Enter a **Base Price** and **Qty Sched**.

11 In this example, **Price Can Be Changed on Order** is selected.

12 Click **OK**.

Contract

SetID: STATE Contract Version
 Contract ID: 00000000000000000040467 Version: 2 Status: Draft
 *Status: **Approved** Approval Due Date:
 Administrator/Buyer: MIKE.HALL Hall, Mike (VDOT)

Header

Contract Items

TELECOMMUNICATION SERVICES (NOT OTHERWISE CLASSIFIED)

Line	Item	Description	Status
1	9157901000	TELECOMMUNICATION SERVICES (NOT OTHERWISE CLASSIFIED)	Active

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

13 Change **Status** to **Approved**.

14 Message is displayed as shown.

15 Click **OK**.

Contract Entry
Contract

SetID: STATE
 Contract ID: 0000000000000000000040467
 *Status: **Approved**

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

Contract Version
 Version: 2 Status: **Draft**
 New Version Approval Due Date:

Header

Contract Items

Catalog Search Item Search Search for Contract Lines

TELECOMMUNICATION SERVICES (NOT OTHERWISE CLASSIFIED)

Line	Item	Description	UOM	Category	Include for Release	Status
1	9157901000	TELECOMMUNICATION SERVICES (NOT OTHERWISE CLASSIFIED) TELECOMMUNICATION SERVICES (NOT OTHERWISE CLASSIFIED)	HUR	9157901	<input checked="" type="checkbox"/>	Active
2		MISC Trenching Costs	EA	9157901	<input checked="" type="checkbox"/>	Active

View Category Hierarchy Category Search

Contract Categories

Save Return to Search Notify Refresh Add Update/Display

16 Click **Save**.

Contract Entry
Contract

SetID: STATE
 Contract ID: 0000000000000000000040467
 *Status: **Approved**

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

Contract Version
 Version: 2 Status: **Current**
 New Version Approved Date: 05/29/2012

Header

Contract Items

Catalog Search Item Search Search for Contract Lines

TELECOMMUNICATION SERVICES (NOT OTHERWISE CLASSIFIED)

Line	Item	Description	UOM	Category	Include for Release	Status
1	9157901000	TELECOMMUNICATION SERVICES (NOT OTHERWISE CLASSIFIED) TELECOMMUNICATION SERVICES (NOT OTHERWISE CLASSIFIED)	HUR	9157901	<input checked="" type="checkbox"/>	Active
2		MISC Trenching Costs	EA	9157901	<input checked="" type="checkbox"/>	Active

View Category Hierarchy Category Search

Contract Categories

Save Return to Search Notify Refresh Add Update/Display

17 Contract Version 2 **Status** changes from **Draft** to **Current** and is now available for use.

CONTRACT PRICE ADJUSTMENTS

Price adjustments are done by using effective dated updates to the original contract base price(s).

Note: Do not change the **Base Price** when adjusting prices.

Contract Entry
Contract

SetID: STATE
 Contract ID: 0000000000000000000040468
 *Status: **Open**
 Administrator/Buyer: MIKE HALL

Contract Version
 Version: 1 Status: Current
 Approved Date: 05/29/2012

Hall, Mike (VDOT)

Header

Process Option: Purchase Order
 Vendor: GIANT GRADALL
 *Vendor ID: 0000052869
 *Begin Date: 05/29/2012
 Expire Date: 05/28/2014
 Renewal Date:
 Currency: USD
 Primary Contact: GARY R GADDY
 Vendor Contract Ref: Joe Vendor
 Description: Gradall with Operator
 Master Contract ID:
 Tax Exempt

Amount Summary

Maximum Amount:	1,177,576.50	USD
Line Item Released Amount:	0.00	
Category Released Amount:	0.00	
Open Item Released Amount:	0.00	
Total Released Amount:	0.00	
Remaining Amount:	1,177,576.50	
Remaining Percent:	100.00	

Contract Items

RENTAL OR LEASE OF EARTH MOVING EQUIPMENT, PER VADOT SPECS

Line	Item	Description	UOM	Category	Include for Release	Status
1	9753410198	RENTAL OR LEASE	HUR	9753410	<input checked="" type="checkbox"/>	Active
2	9753410196	RENTAL OR LEASE	HUR	9753410	<input checked="" type="checkbox"/>	Active

1 While a contract version is **Open**, click on a Line Price Adjustment icon.

Contract Entry
Price Adjustments for Item Line 1

SetID: STATE Contract ID: 0000000000000000000040468 Version: 1 Line: 1 RENTAL OR LEASE OF EARTH MOVIN

Price Adjustments
 *Effective Date: 06/15/2012 *Status: Active *Calculation Method: Sum All Adjustments

Price Rule

Criteria: Sequence: 1 Vendor Loc:
 Method: General Adjustment Match Shipto Match UOM
 Restrictions: Hard Price Ignore if Other Adjustments Stop Price Calculation Here

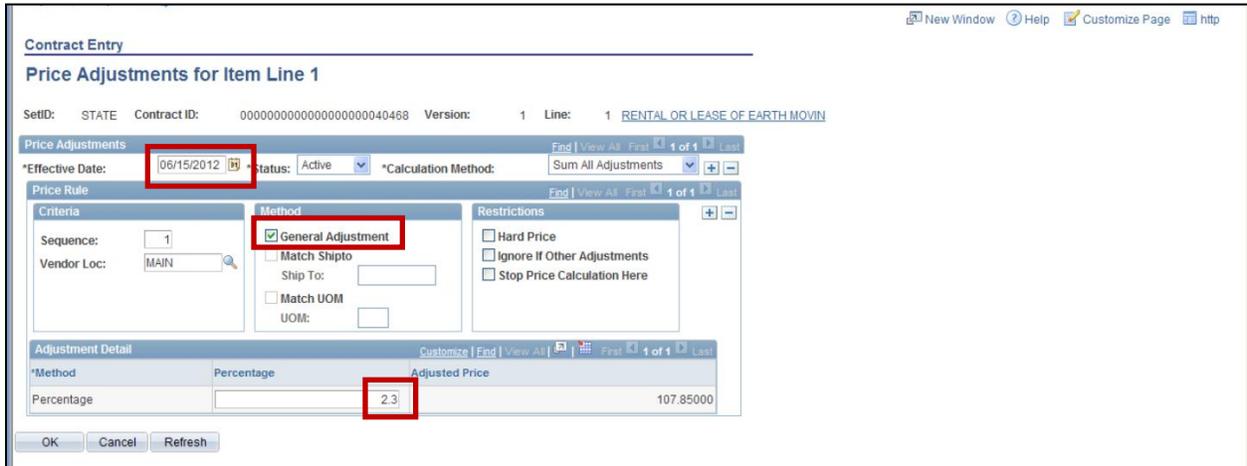
Adjustment Detail

*Method	Percentage	Adjusted Price
Percentage	107.85000	

OK Cancel Refresh

2 Price Adjustment page displays the **Base Price** for the selected line. **Note:** you can change the base price by **Percentage** or **Amount**.

In this example: CPI% or PPI% is permitted per the terms of the contract and is approved. This is the first price adjustment, so you may change the price by **Percentage**.



Contract Entry
Price Adjustments for Item Line 1

SetID: STATE Contract ID: 0000000000000000000040468 Version: 1 Line: 1 RENTAL OR LEASE OF EARTH MOVIN

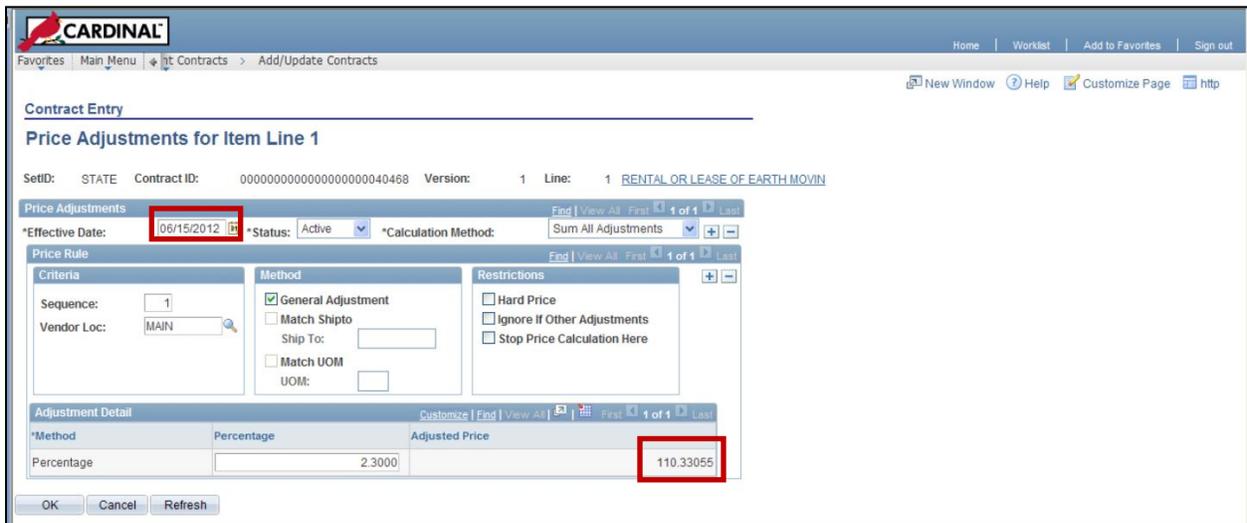
Price Adjustments
*Effective Date: 06/15/2012 *Status: Active *Calculation Method: Sum All Adjustments

Price Rule
Criteria: Sequence: 1 Vendor Loc: MAIN
Method: General Adjustment
Restrictions: Hard Price, Ignore If Other Adjustments, Stop Price Calculation Here

*Method	Percentage	Adjusted Price
Percentage	2.3	107.85000

OK Cancel Refresh

- 3 Enter an **Effective Date** for adjustment to take effect.
- 4 Check the **General Adjustment**. Then enter the CPI or PPI **Percentage**.
- 5 Click **OK**.



Contract Entry
Price Adjustments for Item Line 1

SetID: STATE Contract ID: 0000000000000000000040468 Version: 1 Line: 1 RENTAL OR LEASE OF EARTH MOVIN

Price Adjustments
*Effective Date: 06/15/2012 *Status: Active *Calculation Method: Sum All Adjustments

Price Rule
Criteria: Sequence: 1 Vendor Loc: MAIN
Method: General Adjustment
Restrictions: Hard Price, Ignore If Other Adjustments, Stop Price Calculation Here

*Method	Percentage	Adjusted Price
Percentage	2.3000	110.33055

OK Cancel Refresh

- 6 The Base Price changes to the **Adjusted Price** as shown and is available on the new **Effective Date**.

In this example: You are adjusting the price by an **Amount**.

Contract Entry
Price Adjustments for Item Line 1

SetID: STATE Contract ID: 000000000000000000040468 Version: 1 Line: 1 RENTAL OR LEASE OF EARTH MOVIN

Price Adjustments
 *Effective Date: 06/15/2012 *Status: Active *Calculation Method: Sum All Adjustments

Price Rule
 Criteria: Sequence: 1 Vendor Loc: MAIN Currency: USD
 Method: Match UOM
 Restrictions: Hard Price Ignore If Other Adjustments Stop Price Calculation Here

*Min Qty	Max Qty	*Method	Amount	Adjusted Price
1.0000	999999999.9999	Amount	2.48000	110.33000

OK Cancel Refresh

- 7 Enter an **Effective Date** for adjustment to take effect.
- 8 Check the **Match UOM**. Then enter the Amount (+ or -) to the Base Price to make the new change.
- 9 Click **OK**.

Vendor Contract Ref: Joe Vendor Category Released Amount: 0.00
 Description: Gradall with Operator Open Item Released Amount: 0.00
 Master Contract ID: Total Released Amount: 0.00
 Remaining Amount: 1,177,576.50
 Remaining Percent: 100.00

Order Contract Options

Contract Items

RENTAL OR LEASE OF EARTH MOVING EQUIPMENT, PER VADOT SPEC.S

Line	Item	Description	UOM	Category	Include for Release	Status
1	9753410198	RENTAL OR LEASE	HUR	9753410	<input checked="" type="checkbox"/>	Active
2	9753410196	RENTAL OR LEASE	HUR	9753410	<input checked="" type="checkbox"/>	Active

- 10 Shading in the Icon indicates that a price adjustment has been made.
- 11 Repeat steps 13 -16 from the previous topic to complete the new contract version.

Note: Any additional price adjustments must be done by **Amount**, not **Percentage**. Reason: In Cardinal, adjustments are calculated against the Base Price, not the most recent adjusted price.

CREATING A CONTRACT FROM A SOURCING EVENT

Award Details

Award Details: [Award Summary](#) | [Review Constraints](#)

Business Unit: 50100 | Event ID: 0000150043 | Round: 1 | Version: 3 | Event Name: Gradall with Operator

Event Format: Buy | Event Type: RFX | Currency: USD | End Date: 02/08/2012 1:00PM EST | Status: Pending Award | Go To: [Dropdown]

▼ Show Award Details to Bidders

Display bids | Display all bids | Display bid scores | Display bid's total bid price | Display factors

Award Details | First 1 of 1 Last

Bidder Name: GIANT GRADALL AND EQUIPMENT RENTAL LLC | Bidder Type: [Dropdown] | Vendor: [Dropdown] | Buyer: CECILIA KEARNEY

Award Type: PO Contract | Award Currency: Event USD | Terms: 30

PO Business Unit: 50100

Award Number: 1 | Total Award: 1,177,576.5000

Line	Item ID	Vndr/Item Rel	Item Description	Group ID	UOM	Award Quantity	Awarded Price	Extended Price		
1	9753410198	✓	RENTAL OR LEASE OF EARTH MOVING EQUIPMENT PER VADOT SPECS GRADALL (150-180 HP) RUBR TIRE W/OPR_GRA		HUR	8,100.0000	107.8500	873,585.0000		
2	9753410196	✓	RENTAL OR LEASE OF EARTH MOVING EQUIPMENT PER VADOT SPECS GRADALL (150-180 HP) RUBR TIRE W/OPR_EXT		HUR	200.0000	127.8500	25,570.0000		
3	9753410199	✓	RENTAL OR LEASE OF EARTH MOVING EQUIPMENT PER VADOT SPECS GRADALL (150-180 HP) TRACK W/OPR_GRADING		HUR	50.0000	144.9500	7,247.5000		
4	9753410198	✓	RENTAL OR LEASE OF EARTH MOVING EQUIPMENT PER VADOT SPECS GRADALL (150-180 HP) RUBR TIRE W/OPR_GRA		HUR	50.0000	121.7500	6,087.5000		
5	9753410196	✓	RENTAL OR LEASE OF EARTH MOVING EQUIPMENT PER VADOT SPECS GRADALL (150-180 HP) RUBR TIRE W/OPR_EXT		HUR	50.0000	140.9500	7,047.5000		
6	9753410198	✓	RENTAL OR LEASE OF EARTH MOVING EQUIPMENT PER VADOT SPECS GRADALL (150-180 HP) RUBR TIRE W/OPR_GRA		HUR	2,300.0000	107.8500	248,055.0000		
7	9753410196	✓	RENTAL OR LEASE OF EARTH MOVING EQUIPMENT PER VADOT SPECS GRADALL (150-180 HP) RUBR TIRE W/OPR_EXT		HUR	40.0000	127.8500	5,114.0000		
8	9753410198	✓	RENTAL OR LEASE OF EARTH MOVING EQUIPMENT PER VADOT SPECS GRADALL (150-180 HP) RUBR TIRE W/OPR_GRA		HUR	40.0000	121.7500	4,870.0000		

Post Award

12 Upon completion of Bid Analysis and determination of Award, navigate to:

Sourcing > Maintain Events > Award Events.

13 Under **Award Type**, select **PO Contract**.

Note: General Contract is not used in Cardinal!

14 Enter **PO Business Unit** and payment **Terms**.

Note: Vendor/Item Relationship (**Vndr/Item Rel**) is automatically checked and established as a function of a sourcing event.

15 Click **Post Award**.

Contract Entry
Contract

SetID: STATE
Contract ID: 00000000000000000000000040468
*Status: **Approved**

Administrator/Buyer: _____

Contract Version
Version: 1 Status: Current
Approved Date: 05/29/2012

Header

Process Option: Purchase Order
Vendor: GIANT GRADALL
Vendor ID: 0000052869 GIANT GRADALL AND EQUIPMENT RENTAL LLC
Begin Date: 05/29/2012
Expire Date: _____
Renewal Date: _____

Currency: USD CRRNT
Primary Contact: 1 GARY R GADDY
Vendor Contract Ref: _____
Description: Gradall with Operator
Master Contract ID: _____
 Tax Exempt

Amount Summary

Maximum Amount:	1,177,576.50 USD
Line Item Released Amount:	0.00
Category Released Amount:	0.00
Open Item Released Amount:	0.00
Total Released Amount:	0.00
Remaining Amount:	1,177,576.50
Remaining Percent:	100.00

16 Contract page is displayed.

Contract Entry
Contract

SetID: STATE
Contract ID: 00000000000000000000000040468
*Status: **Open**

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

Contract Version
Version: 1 Status: Current
Approved Date: 05/29/2012

Header

Process Option: Purchase Order
Vendor: GIANT GRADALL
*Vendor ID: 0000052869
Begin Date: 05/29/2012
Expire Date: 05/28/2014
Renewal Date: _____

Currency: USD CRRNT
Primary Contact: 1 GARY R GADDY
Vendor Contract Ref: Joe Vendor
Description: Gradall with Operator
Master Contract ID: _____
 Tax Exempt

Amount Summary

Maximum Amount:	1,177,576.50 USD
Line Item Released Amount:	0.00
Category Released Amount:	0.00
Open Item Released Amount:	0.00
Total Released Amount:	0.00
Remaining Amount:	1,177,576.50
Remaining Percent:	100.00

17 Change **Status** to **Open**. **NOTE:** All fields open for edit.

18 Enter values for **Begin Date**, **Expire Date**, **Renewal Date** (if applicable), **Vendor Contract Ref** (i.e. Contract Administrator), **Description**, etc.

19 Click on **Contract Reference** hyperlink.

Contract Entry

Contract Reference

SetID: STATE
 Contract ID: 0000000000000000000040468 Contract Version: 1

Contract Information

Contract Category: REQUIREMENTS GL Business Unit: 50100
 Estimated Contract Value: 1,177,576.50 Responsible Org: 10003

Supplement Agreement

Supplement Number: Supplement Date:
 Supplement Amount:

Contract Renewal Options

Renewal Date From: 05/28/2014 Renewal Date To: 05/27/2015
 Original Number of Renewal Options: 2 Current Renewal Period: 0

OK Cancel Refresh

20 Enter values for: **Contract Category** (Requirements, Parts/Catalog, etc.), **Responsible Org**, **Estimated Contract Value**, **Renewal** info (if applicable).

21 Click **OK**.

Contract

SetID: STATE Contract Version: 1 Status: Current
 Contract ID: 0000000000000000000040468 Version: 1 Status: Current
 *Status: Open Approved Date: 05/29/2012
 Administrator/Buyer: MIKE HALL Hall, Mike (VDOT)

Header

Process Option: Purchase Order [Add Comments](#) [Activity Log](#)
 Vendor: GIANT GRADALL [Vendor Search](#) [Contract Activities](#) [Document Status](#)
 *Vendor ID: 0000052869 GIANT GRADALL AND EQUIPMENT RENTAL LLC [Primary Contact Info](#) [Thresholds & Notifications](#)
 *Begin Date: 05/29/2012 [Contract Releases](#)
 Expire Date: 05/28/2014 [Contract Reference](#)
 Renewal Date:
 Currency: USD CRRNT **Amount Summary**
 Primary Contact: GARY R GADDY Maximum Amount: 1,177,576.50 USD
 Vendor Contract Ref: Joe Vendor Line Item Released Amount: 0.00
 Description: Gradall with Operator Category Released Amount: 0.00
 Master Contract ID: Open Item Released Amount: 0.00
 Tax Exempt Total Released Amount: 0.00
 Remaining Amount: 1,177,576.50
 Remaining Percent: 100.00

Order Contract Options

Contract Items

[Catalog Search](#) [Item Search](#) [Search for Contract Lines](#)

RENTAL OR LEASE OF EARTH MOVING EQUIPMENT, PER VADOT SPEC'S

Line	Item	Description	UOM	Category	Include for Release	Status
1	753410198	RENTAL OR LEASE	HUR	9753410	<input checked="" type="checkbox"/>	Active
2	9753410196	RENTAL OR LEASE	HUR	9753410	<input checked="" type="checkbox"/>	Active

22 Click on each **Line Details** icon.

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Contracts > Add/Update Contracts
New Window | Help | Customize Page | http

Contract Entry

Details for Line 1

Contract ID: 0000000000000000000040468 Version: 1 Vendor: GIANT GRADALL
 Line: 1 Item ID: 9753410198 [RENTAL OR LEASE OF EARTH MOVIN](#)

Line Details

Category: 9753410 Status: Active
 Description: Physical Nature: Goods
 Category ID: 10687

Transaction Item Description:
 RENTAL OR LEASE OF EARTH MOVING EQUIPMENT, PER VADOT SPECS GRADALL (150-180 HP) RUBR TIRE W/OPR. GRADING/DIGGING BUCKET

Preferred Language Item Description:
 RENTAL OR LEASE OF EARTH MOVING EQUIPMENT, PER VADOT SPECS GRADALL (150-180 HP) RUBR TIRE W/OPR. GRADING/DIGGING BUCKET

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

Item Information

Release Amounts / Quantities

Minimum Line Amount: <input type="text"/>	Minimum Line Quantity: <input type="text" value="1.00"/>
Maximum Line Amount: <input type="text"/>	Maximum Line Quantity: <input type="text" value="8,100.00"/>
Total Line Released Amount: 0.000	Total Line Released Quantity: 0.00

Remaining Amount: USD Remaining Quantity: 8,100.0000 HUR
 Remaining Amount %: Remaining Quantity %: 100.00

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: 873585.00

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	HUR	107.85000	USD

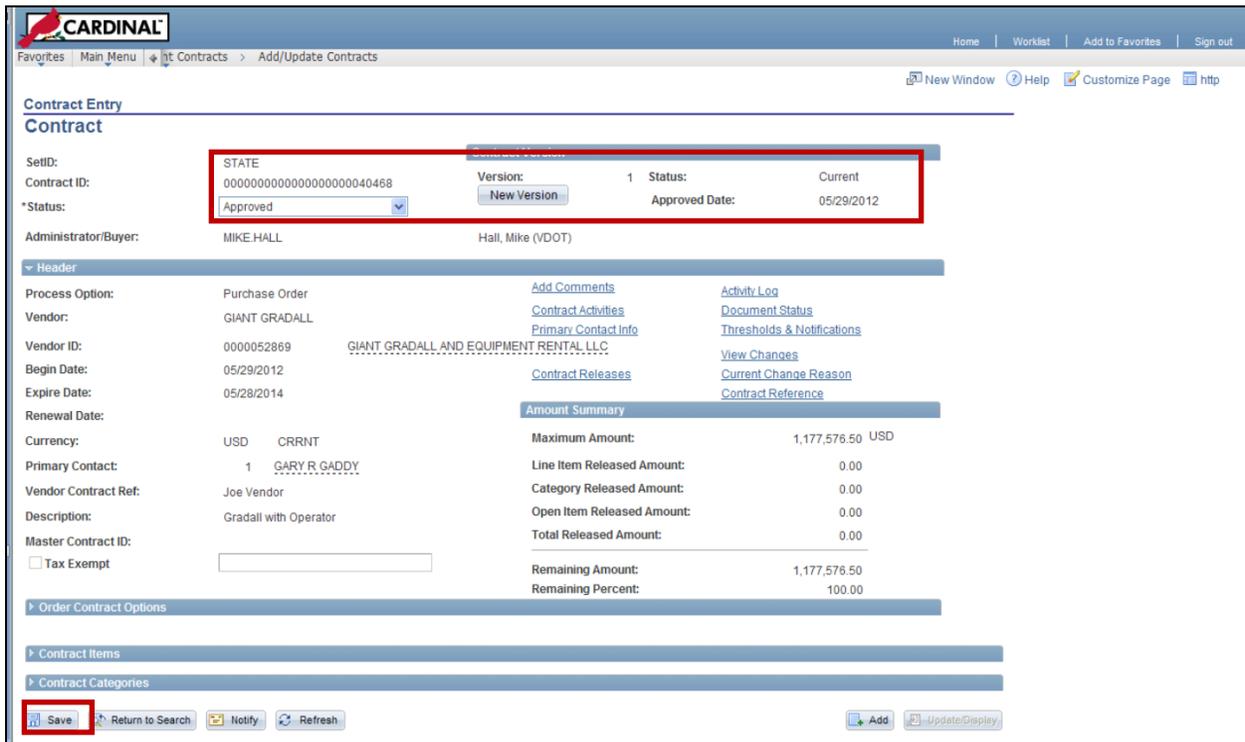
Enter the lead times and schedule quantities to be used for contract generated purchase order releases. Quantity is in standard UOM, and will be converted to the UOM that is selected as the Release Default at the time of release.

Shipping Template	Lead Time	Time Due	*Qty Sched	UOM
	0		8100.0000	HUR

OK Cancel Refresh

23 Sourcing Event Item Values will default in as shown. Edit values (if applicable).

24 Click **OK**.



Contract Entry
Contract

SetID: STATE
 Contract ID: 00000000000000000000000040468
 *Status: Approved
 Version: 1
 Status: Current
 Approved Date: 05/29/2012

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

Header

Process Option: Purchase Order
 Vendor: GIANT GRADALL
 Vendor ID: 0000052869 GIANT GRADALL AND EQUIPMENT RENTAL, LLC
 Begin Date: 05/29/2012
 Expire Date: 05/28/2014
 Renewal Date:
 Currency: USD CRRNT
 Primary Contact: 1 GARY R GADDY
 Vendor Contract Ref: Joe Vendor
 Description: Gradall with Operator
 Master Contract ID:
 Tax Exempt

Amount Summary

Maximum Amount:	1,177,576.50 USD
Line Item Released Amount:	0.00
Category Released Amount:	0.00
Open Item Released Amount:	0.00
Total Released Amount:	0.00
Remaining Amount:	1,177,576.50
Remaining Percent:	100.00

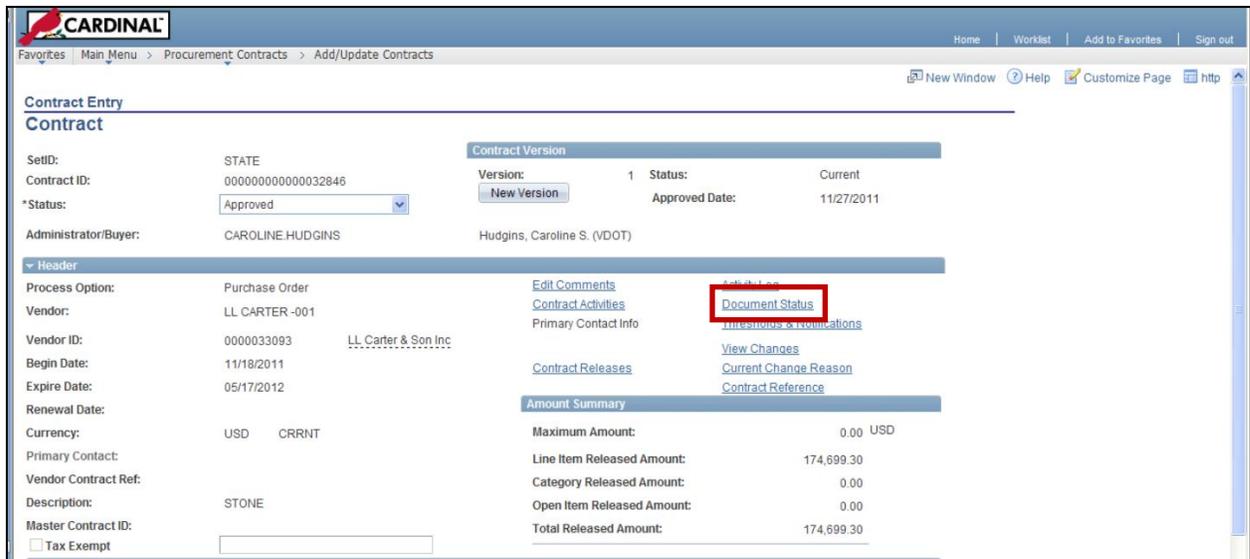
Save Return to Search Notify Refresh Add Update/Display

28 Click **Save**.

29 Contract **Status** is **Current** and is available for use.

CONTRACT HELPFUL HINTS

Document Status Hyperlink



Contract Entry
Contract

SetID: STATE
Contract ID: 00000000000032846
*Status: Approved
Administrator/Buyer: CAROLINE HUDGINS
Hudgins, Caroline S. (VDOT)

Contract Version
Version: 1 Status: Current
New Version Approved Date: 11/27/2011

Header

Process Option: Purchase Order
Vendor: LL CARTER -001
Vendor ID: 0000033093 LL Carter & Son Inc
Begin Date: 11/18/2011
Expire Date: 05/17/2012
Renewal Date:
Currency: USD CRRNT
Primary Contact:
Vendor Contract Ref:
Description: STONE
Master Contract ID:
 Tax Exempt

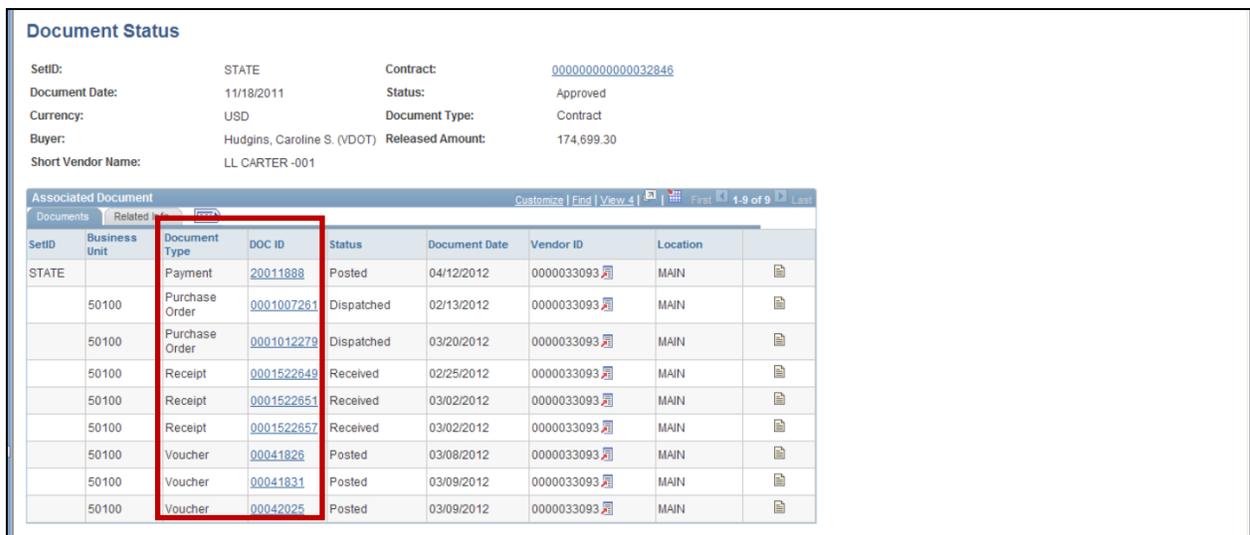
[Edit Comments](#)
[Contract Activities](#)
[Primary Contact Info](#)
[Contract Releases](#)

Document Status (highlighted)
[Attachments & Communications](#)
[View Changes](#)
[Current Change Reason](#)
[Contract Reference](#)

Amount Summary

Maximum Amount:	0.00 USD
Line Item Released Amount:	174,699.30
Category Released Amount:	0.00
Open Item Released Amount:	0.00
Total Released Amount:	174,699.30

Click the **Document Status** hyperlink.



Document Status

SetID: STATE Contract: 00000000000032846
Document Date: 11/18/2011 Status: Approved
Currency: USD Document Type: Contract
Buyer: Hudgins, Caroline S. (VDOT) Released Amount: 174,699.30
Short Vendor Name: LL CARTER -001

Associated Document

SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location
STATE		Payment	20011888	Posted	04/12/2012	0000033093	MAIN
	50100	Purchase Order	0001007261	Dispatched	02/13/2012	0000033093	MAIN
	50100	Purchase Order	0001012279	Dispatched	03/20/2012	0000033093	MAIN
	50100	Receipt	0001522649	Received	02/25/2012	0000033093	MAIN
	50100	Receipt	0001522651	Received	03/02/2012	0000033093	MAIN
	50100	Receipt	0001522657	Received	03/02/2012	0000033093	MAIN
	50100	Voucher	00041826	Posted	03/08/2012	0000033093	MAIN
	50100	Voucher	00041831	Posted	03/09/2012	0000033093	MAIN
	50100	Voucher	00042025	Posted	03/09/2012	0000033093	MAIN

The **Document Status** page displays all related documents in hyperlink format for view.

Add/Edit Comments Hyperlink

The screenshot shows the 'Contract Entry' page in the CARDINAL system. The page is titled 'Contract Entry' and 'Contract'. It displays various contract details such as SetID, Contract ID, Status, and Administrator/Buyer. A 'Contract Version' section shows Version 1 with a 'New Version' button. A 'Header' section contains a table of contract details. The 'Edit Comments' hyperlink is highlighted with a red box. Other hyperlinks include 'Contract Activities', 'Primary Contact Info', 'Contract Releases', 'Amount Summary', 'Activity Log', 'Document Status', 'Thresholds & Notifications', 'View Changes', 'Current Change Reason', and 'Contract Reference'. The 'Amount Summary' table shows the following data:

Amount Summary	
Maximum Amount:	0.00 USD
Line Item Released Amount:	174,699.30
Category Released Amount:	0.00
Open Item Released Amount:	0.00
Total Released Amount:	174,699.30

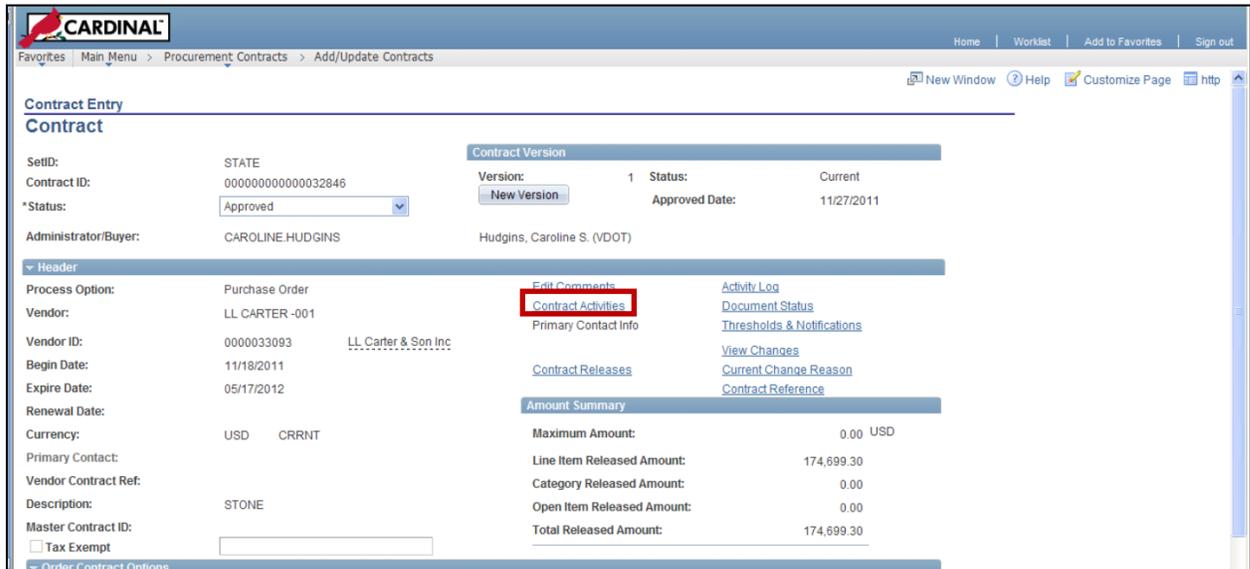
Click the **Edit Comment** hyperlink.

The screenshot shows the 'Header Comments' dialog box in the CARDINAL system. It displays contract details and a list of comments. The 'Attach' button and a plus sign icon are highlighted with red boxes. The dialog box includes the following elements:

- Contract details: SetID, Contract ID, Version.
- Options: Retrieve Active Comments Only, Show at Receipt, Copy to Purchase Order.
- Comments list: A table with columns for 'Use Standard Comments', 'Comment Status', and 'Inactivate'. A plus sign icon is highlighted next to the 'Inactivate' button.
- Associated Document: Show at Voucher, Attach, , , Email.
- Buttons: OK, Cancel, Refresh.

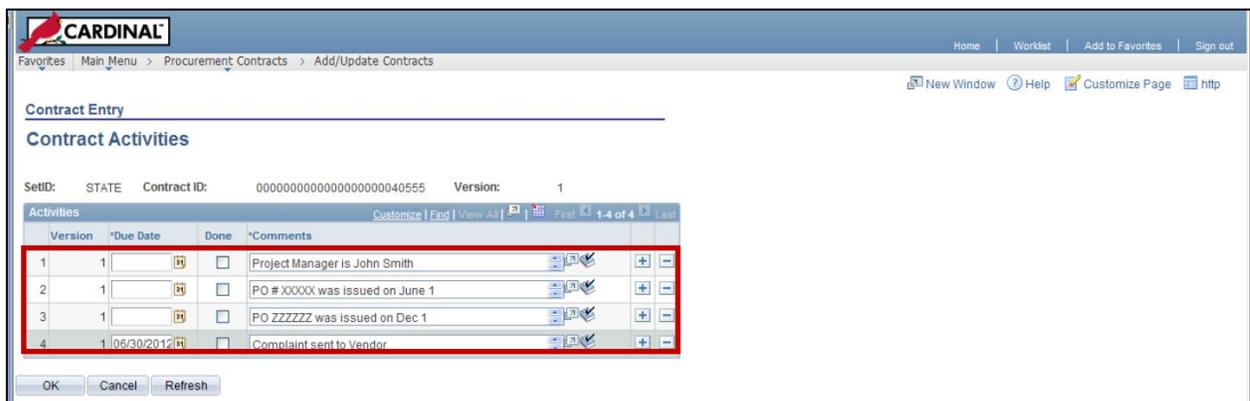
Click the plus sign **+** icon under **Comments** to enter up to 999 additional comments. Click **Attach** button under **Associated Document** to attach a document related to the contract.

Contract Activities Hyperlink



The screenshot shows the 'Contract Entry' page in the CARDINAL system. The page displays contract details such as Contract ID (00000000000032846), Status (Approved), and Administrator (CAROLINE.HUDGINS). On the right side, under the 'Contract Version' section, the 'Contract Activities' hyperlink is highlighted with a red box. Other hyperlinks include 'Edit Comments', 'Activity Log', 'Document Status', 'Primary Contact Info', 'Thresholds & Notifications', 'View Changes', 'Contract Releases', 'Current Change Reason', and 'Contract Reference'. An 'Amount Summary' table is also visible, showing a Total Released Amount of 174,699.30.

Click the **Contract Activities** hyperlink.



The screenshot shows the 'Contract Activities' page in the CARDINAL system. The page displays contract details such as Contract ID (000000000000000040555) and Version (1). Below the details is a table of activities. The first four rows of the table are highlighted with a red box:

Version	*Due Date	Done	*Comments
1		<input type="checkbox"/>	Project Manager is John Smith
2		<input type="checkbox"/>	PO # XXXXX was issued on June 1
3		<input type="checkbox"/>	PO ZZZZZZ was issued on Dec 1
4	06/30/2012	<input type="checkbox"/>	Complaint sent to Vendor

At the bottom of the page, there are buttons for 'OK', 'Cancel', and 'Refresh'.

The **Contract Activities** page provides an online log that tracks contract activities, such as Purchase Orders, Staffing, Compliance, etc. The **Comments** field expands to allow for more than 1,000 characters.

PO Defaults Hyperlink

The screenshot shows the 'Contract Entry' page in the CARDINAL system. The 'Contract' section is active, displaying details for Contract ID 000000000000032846. The 'PO Defaults' link is highlighted with a red box. Other visible elements include the 'Contract Version' section (Version 1, Status Current), 'Amount Summary' (Total Released Amount: 175,085.66), and 'Order Contract Options' (Allow Multicurrency PO, Allow Open Item Reference, etc.).

Click the **PO Defaults** hyperlink.

The screenshot shows the 'PO Defaults' page in the CARDINAL system. The 'Payment Terms ID' field is highlighted with a red box and contains the value '30'. Other visible elements include the 'Business Unit' (50100), 'Vendor Loc' (MAIN), 'Origin' (ONL), 'Currency' (USD, CRRNT), 'Billing Location' (CNTRL OFF3), and 'Tax Exempt' checkbox (checked). The 'Shipping Information' section includes fields for Ship To, Location, IN Unit, Freight Terms, Ship Via, and Charge By. The 'Distributions' table at the bottom shows columns for GL Unit, Account, Fund, Program, Department, Cost Center, Task, FIPS, Asset, and Ag.

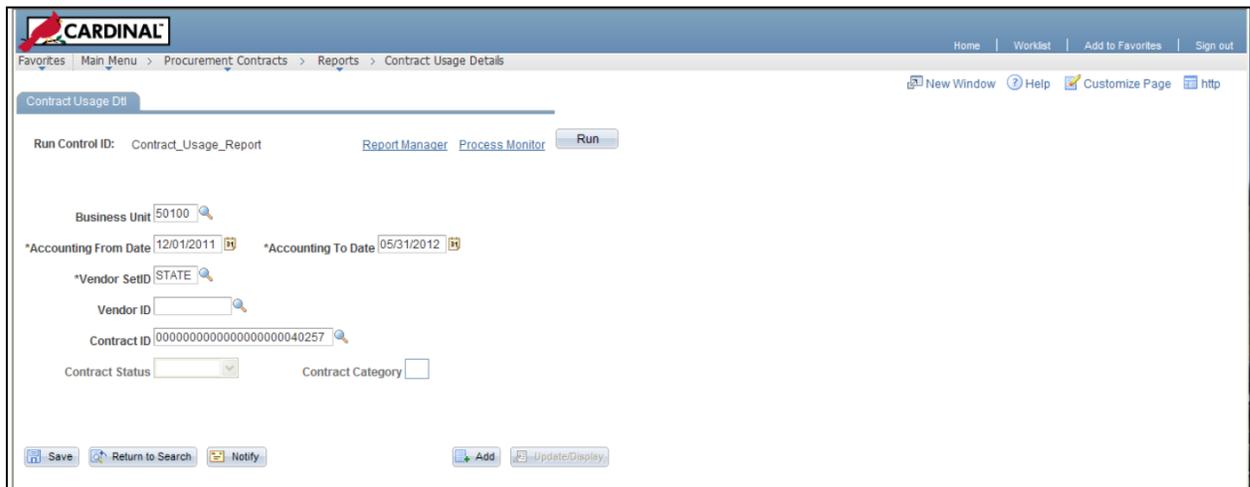
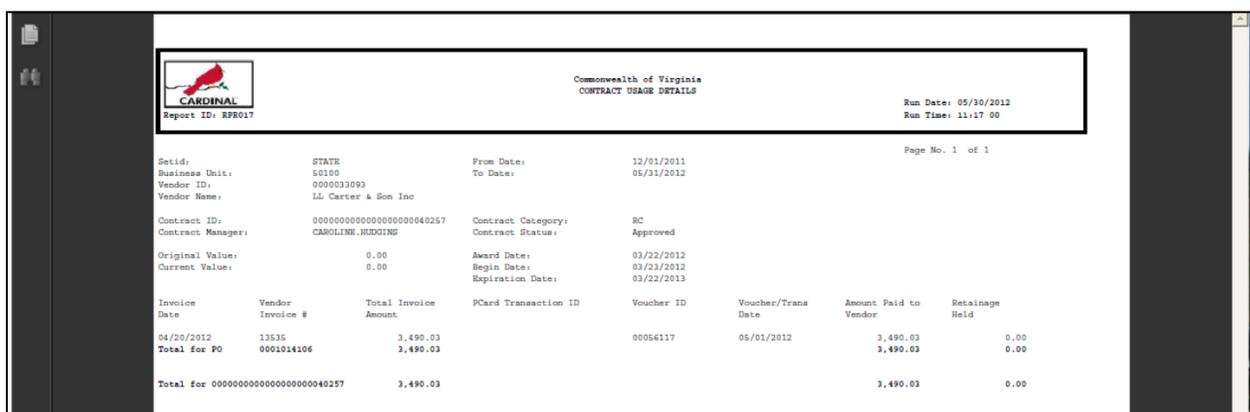
The **Payment Terms ID** can be set to **30** days or **00** (Invoice Date), as applicable. **Note:** 30 days defaults onto the Purchase Order. If the 00 term has been selected on the contract, a message will be displayed when building the PO as a reminder to make the payment term change.

CONTRACT REPORTS & QUERIES

Contract Usage Details Report:

Displays a summary of Contract Information and Description to include all Purchase Orders issued, as well as Invoice and Voucher information.

Navigate: **Procurement Contracts > Reports > Contract Usage Details**

Invoice Date	Vendor Invoice #	Total Invoice Amount	PCard Transaction ID	Voucher ID	Voucher/Trans Date	Amount Paid to Vendor	Retainage Held
04/20/2012	13535	3,490.03		00056117	05/01/2012	3,490.03	0.00
Total for PO		0001014106				3,490.03	0.00
Total for 00000000000000000000000040257		3,490.03				3,490.03	0.00



PO Balance Detail Report:

Displays a detailed listing of Purchase Order activity against a single contract, to include Line Details, Receivers, Vouchers and Remaining Quantities. You may run the report by Purchase Order or Contract number.

Navigate: **Purchasing > Purchase Orders > Reports > PO Balance Detail Report**

PO Balance Detail Report

Run Control ID: PO_BAL_DTL_RPT [Report Manager](#) [Process Monitor](#)

Report Request Parameters

*Business Unit: 50100

PO Number: Contract ID: 000000000000000000040257

Vendor ID: Buyer:

PO Status: From Date: To Date:

Commonwealth of Virginia
PO BALANCE DETAIL REPORT

Report ID: EPR003 Run Date: 05/30/2012
Run Time: 10:54 00

Business Unit: 50100 Page No. 1 of 2

PO ID: All
Contract ID: 000000000000000000040257
PO Status: All
Vendor ID: All
Buyer ID: All
From Date:
To Date:

Buyer Name	Vendor Name	Vendor ID	Vendor Location
STACY,SEED	LL CARTER -001	0000033093	MAIN

PO ID	PO Date	Change Order Number	PO Receive Status	Match Control ID	PO Reference
0001014106	04/02/2012	1	P	STANDARD	STONE

PO Line Number	Item ID	Item Description	Contract ID	PO QTY	PO Price	PO Line Merchandise Amount
1	7503532040	STONE NO. 5, STONE	000000000000000000040257	150.00	\$ 23.27	\$ 3,490.50
	<u>Receiver ID</u>	<u>Receiver Line Number</u>	<u>Receiver Shipping Sequence</u>	<u>Receipt Quantity</u>		<u>Receiver Schedule Merchandise Amount</u>
	0001526463	1	1	0.00		\$ 0.00
	<u>Receiver ID</u>	<u>Receiver Line Number</u>	<u>Receiver Shipping Sequence</u>	<u>Receipt Quantity</u>		<u>Receiver Schedule Merchandise Amount</u>
	0001527336	1	1	76.08		\$ 1,770.38
	<u>Receiver ID</u>	<u>Receiver Line Number</u>	<u>Receiver Shipping Sequence</u>	<u>Receipt Quantity</u>		<u>Receiver Schedule Merchandise Amount</u>
	0001527569	1	1	73.90		\$ 1,719.65
	Total Received			149.98		\$ 3,490.03
	Open PO Line Quantity			0.02	Open PO Line Amount	\$ 0.47

Voucher ID	Voucher Line Number	Receiver ID	Receiver Line Number	Voucher Quantity	Voucher Price	Voucher Merchandise Amount
00056117	1	0001527336	1	76.08	\$ 23.27	\$ 1,770.38



Contract Executive Summary Report:

Displays a summary of both Contract and related PO amounts by contract type, to date.

Navigate: **Procurement Contracts > Reports > Contract Executive Summary Rpt**

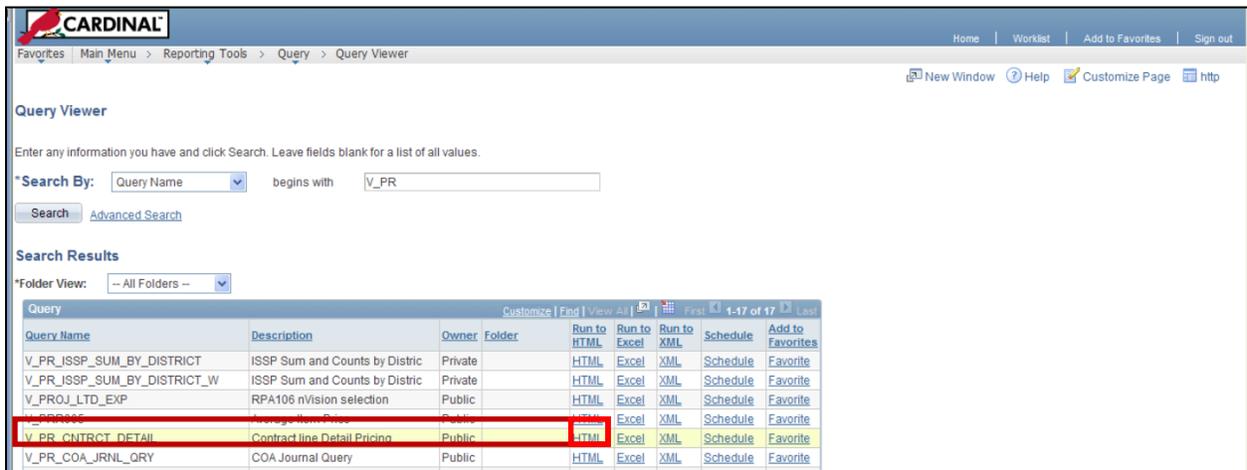
Enter **Contract Category**: (Requirements, Parts, etc.)

Contract Category	Original Contract Amount	Current Contract Amount	Purchase Order Amount	Payments PO to Date	Pymnts in Excess Purchase Order	Purchase Order Balance	% PO Balance Remain	% Incr Original Amount
PARTS CONTRACT	\$ 0	\$ 0	\$ 2,475,576	\$ 922,842	\$ 0	\$ 1,552,734	62.72	0.00
Total	\$ 0	\$ 0	\$ 2,475,576	\$ 922,842	\$ 0	\$ 1,552,734	62.72	0.00

Contract Line Detail Query:

Displays Contract Details and all Line Item Pricing related to any selected contract(s).

Navigate: **Reporting Tools > Query > Query Viewer**



Query Viewer

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

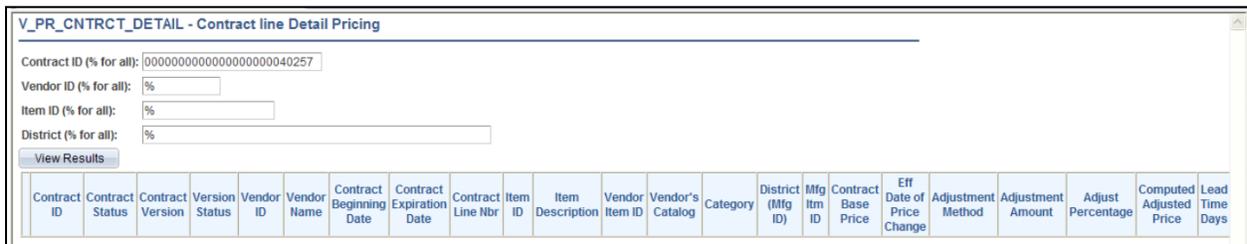
*Search By: Query Name begins with V_PR

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
V_PR_ISSP_SUM_BY_DISTRICT	ISSP Sum and Counts by Distric	Private		HTML	Excel	XML	Schedule	Favorite
V_PR_ISSP_SUM_BY_DISTRICT_W	ISSP Sum and Counts by Distric	Private		HTML	Excel	XML	Schedule	Favorite
V_PROJ_LTD_EXP	RPA106 nVision selection	Public		HTML	Excel	XML	Schedule	Favorite
V_PR_CNTRCT_DETAIL	Contract line Detail Pricing	Public		HTML	Excel	XML	Schedule	Favorite
V_PR_COA_JRNL_QRY	COA Journal Query	Public		HTML	Excel	XML	Schedule	Favorite

Select **V_PR_CNTRCT_DETAIL** and click on **HTML**



V_PR_CNTRCT_DETAIL - Contract line Detail Pricing

Contract ID (% for all): 0000000000000000000040257

Vendor ID (% for all): %

Item ID (% for all): %

District (% for all): %

View Results

Contract ID	Contract Status	Contract Version	Version Status	Vendor ID	Vendor Name	Contract Beginning Date	Contract Expiration Date	Contract Line Nbr	Item ID	Item Description	Vendor Item ID	Vendor's Catalog	Category	District (Mfg ID)	Mfg Item ID	Contract Base Price	Eff Date of Price Change	Adjustment Method	Adjustment Amount	Adjust Percentage	Computed Adjusted Price	Lead Time Days
-------------	-----------------	------------------	----------------	-----------	-------------	-------------------------	--------------------------	-------------------	---------	------------------	----------------	------------------	----------	-------------------	-------------	---------------------	--------------------------	-------------------	-------------------	-------------------	-------------------------	----------------

Enter **Contract ID** (Example shown)



Procurement Job Aid

Procurement Contracts

V_PR_CNTRCT_DETAIL - Contract line Detail Pricing

Contract ID (% for all):

Vendor ID (% for all):

Item ID (% for all):

District (% for all):

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(7 kb\)](#)

[View All](#)

	Contract ID	Contract Status	Contract Version	Version Status	Vendor ID	Vendor Name	Contract Beginning Date	Contract Expiration Date	Contract Line Nbr	Item ID	Item Description	Vendor Item ID	Vendor's Catalog	Category	District (Mfg ID)	Mfg Item ID	Contract Base Price	Eff Date of Price Change	Adjustment Method	Adj A
1	00000000000000000000000040257	Approved	1	Current	0000033093	LL Carter & Son Inc	03/23/2012	03/22/2013	1	7503548485	STONE, CRUSHED GRADE 26			7503548			18.52000			
2	00000000000000000000000040257	Approved	1	Current	0000033093	LL Carter & Son Inc	03/23/2012	03/22/2013	2	7503532036	STONE NO. 3, STONE			7503532			23.27000			
3	00000000000000000000000040257	Approved	1	Current	0000033093	LL Carter & Son Inc	03/23/2012	03/22/2013	3	7503532046	STONE NO. 5, STONE			7503532			23.27000			
4	00000000000000000000000040257	Approved	1	Current	0000033093	LL Carter & Son Inc	03/23/2012	03/22/2013	4	7503551310	STONE RIP RAP CLASS AI			7503551			36.66000			
5	00000000000000000000000040257	Approved	1	Current	0000033093	LL Carter & Son Inc	03/23/2012	03/22/2013	5	7503532225	STONE NO. 68, STONE			7503532			25.27000			

Contract details and line information is displayed.