



501 PR348: Entering Procurement Contracts

Instructor Led Training



Welcome

Welcome to Cardinal Training!

This training provides employees with the skills and information necessary to use Cardinal. It is not intended to replace existing Commonwealth and/or agency policies.

This course provides information on how to enter and maintain procurement contracts in Cardinal.

These training materials include diagrams, charts, screenshots, etc., that clarify various Cardinal tasks and processes. The screenshots are taken from Cardinal and show pages that not all users can access. They are included here so you can see how your specific responsibilities relate to the overall transaction or process being discussed. See your agency's Security Handbook, located on the Cardinal website, for a list of available roles and descriptions.





Procurement Overview

The Procurement functional area of Cardinal includes four modules.

Purchasing

The Purchasing module includes the buying of goods and services (Procurement) by creating and processing requisitions, purchase orders (PO), receipts, procurement card (PCard), and Integrated Supply Services Program (ISSP) transactions.

eProcurement

Like Purchasing, the eProcurement module provides for Procurement but is web-based. It is similar to an online shopping cart experience for users requesting goods and/or services.

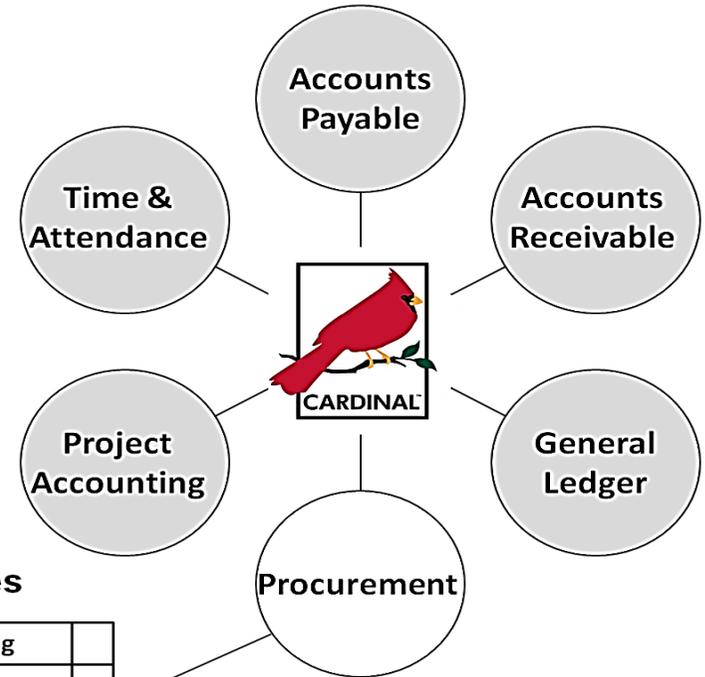
Strategic Sourcing

The Strategic Sourcing module allows users to create and award bids / proposals to purchase orders or contracts.

Procurement Contracts

The Procurement Contracts module builds, manages, and archives all Cardinal contract related information.

Cardinal Functional Areas



Modules

	Purchasing	
	eProcurement	
	Strategic Sourcing	
	Procurement Contracts	



Course Objectives

After completing this course, you will be able to:

- Understand Procurement Contract Concepts, Processes, Integrations and Interfaces
- Enter, Update and Maintain Contracts
- Enter Contract Thresholds, Notifications, and Items
- Understand Contract Versioning
- Close or Cancel Contracts
- Run the Key Reports and Queries





Course Topics

This course covers the following lessons:

- Lesson 1: Understanding Procurement Contracts
- Lesson 2: Create Contracts
- Lesson 3: Maintain Contracts
- Lesson 4: Contract Reports and Queries
- Lesson 5: Hands-On Practice Entering Contracts



Lesson 1: Understanding Procurement Contracts

This lesson covers the following topics:

- Key Concepts
- Enter Contracts
- Maintain Contracts
- Integration with eProcurement and Purchasing
- Interface with SiteManager



Key Concepts

Key procurement contracts concepts include:

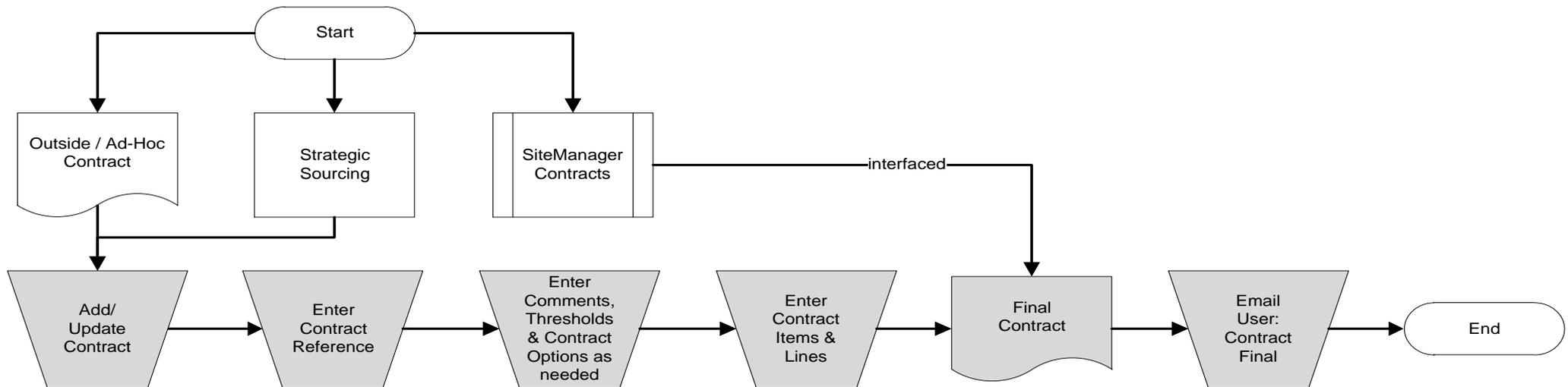
- Cardinal provides easy access to contracts, enabling you to maintain contract information. The purchasing contract is a part of the overall procurement system that includes integrations with strategic sourcing, requisitions, and POs for contract creation.
- Cardinal provides the ability to track renewal details as well as supplemental information.
- Changes to a contract are tracked using contract versioning as opposed to effective dating. Contract Versioning allows for major changes to a contract to result in the contract being saved as a new version.
- Cardinal provides the ability to create a notification to a user, or list of users, when a contract is about to expire or a specific threshold amount is approaching. Additional functionality is available to Contract Administrators that allows them to manage contracts and thresholds.



Enter Procurement Contracts

Steps to enter a contract include obtaining supplier and pricing information. This information is received from one of the following sources:

- **Outside/Ad-Hoc Contract:** Solicitation is done outside of Cardinal or created by another entity. Information is then entered manually from a contract that does not originate from the Strategic Sourcing process.
- **SiteManager** interface contract: Construction and Maintenance contract data is uploaded into Cardinal.
- **Strategic Sourcing Event:** Information from contract award information in the Strategic Sourcing module is shared with the Procurement Contracts module.

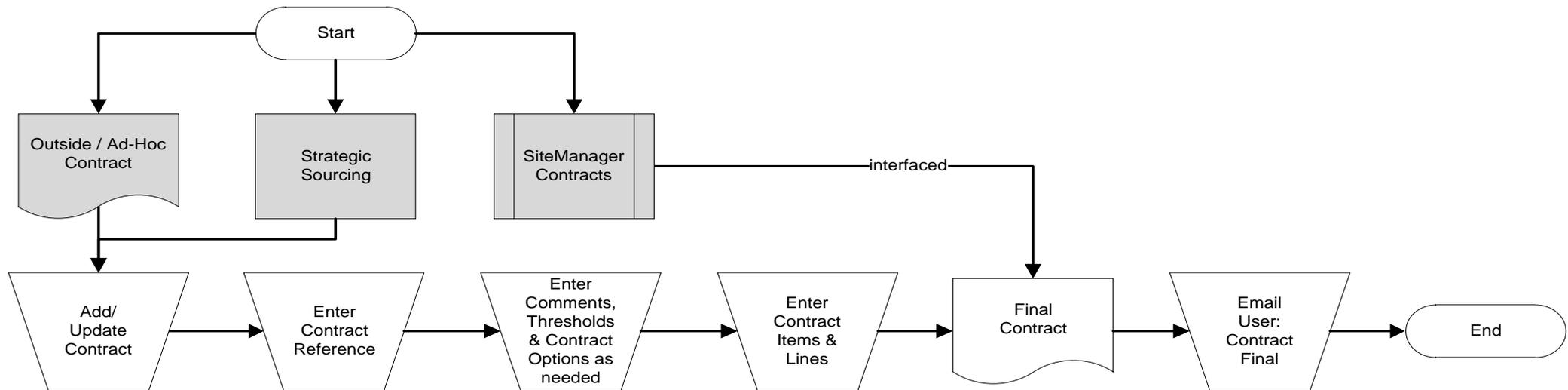




Enter Procurement Contracts (continued)

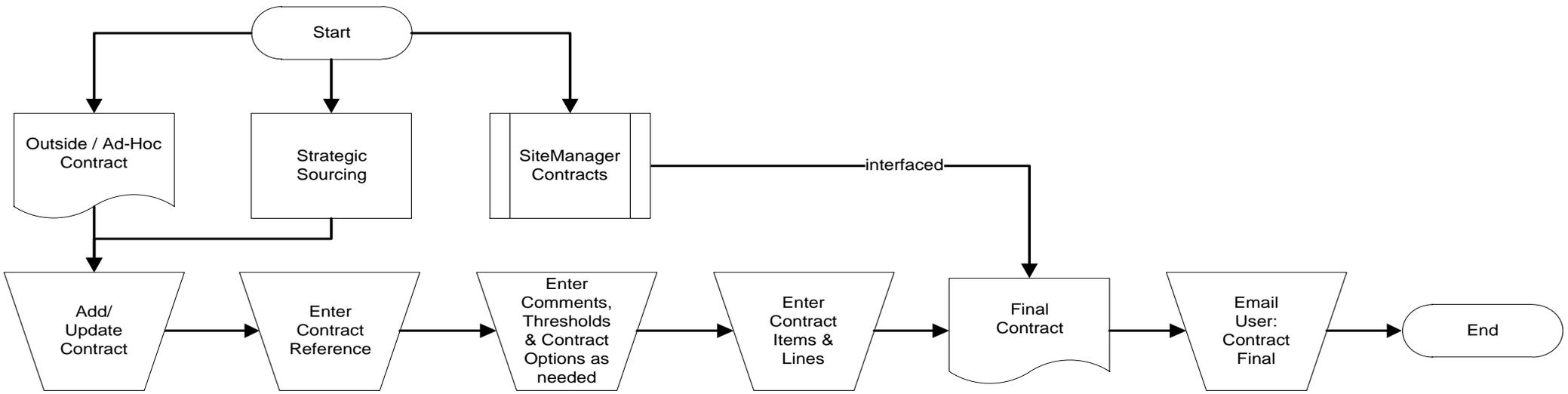
Add/Update Contract: Enter or copy contract details into new contract

- Enter required contract reference details.
- Enter comments (e.g., terms and conditions), thresholds and additional contract options as deemed necessary.
- Enter contract items and lines.
- Save contract.
- Notify user of finalized contract.





Enter Procurement Contracts (continued)

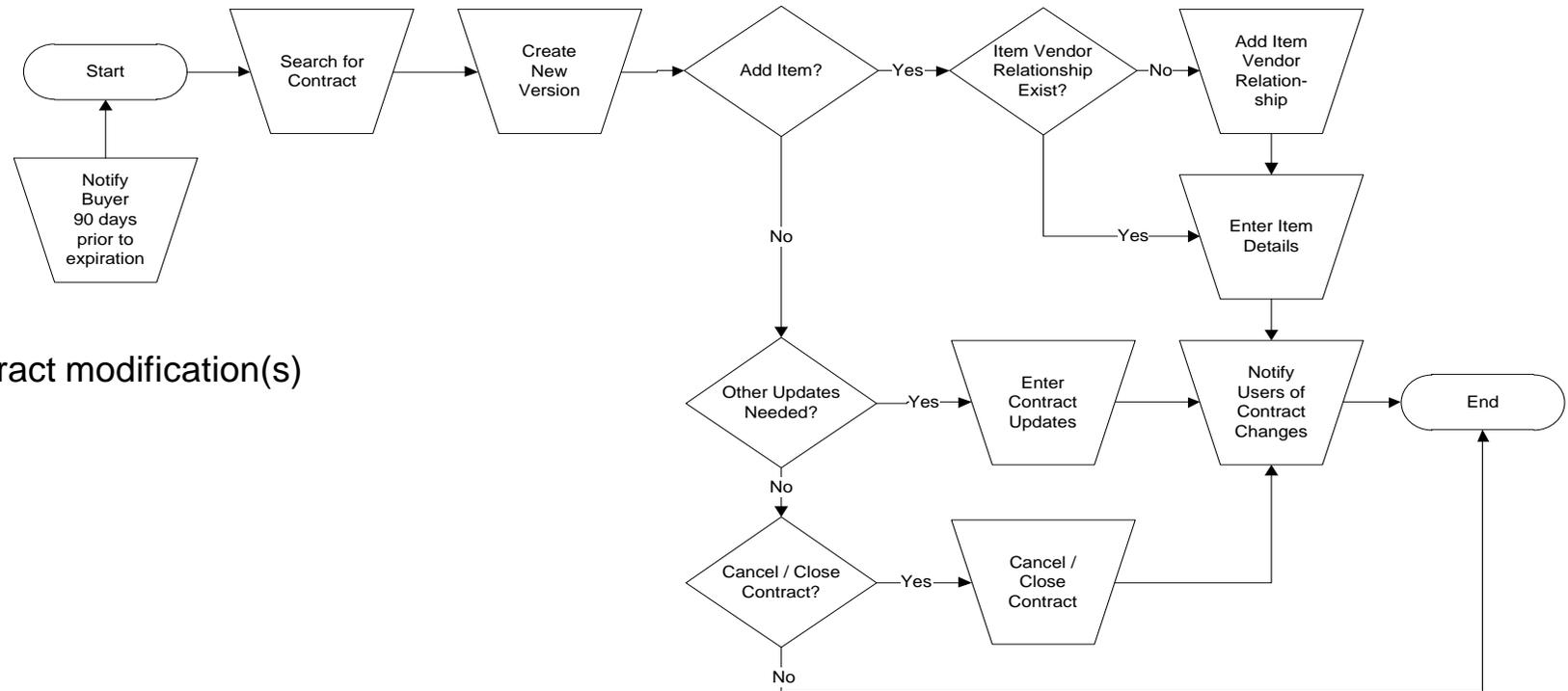




Maintain Procurement Contracts

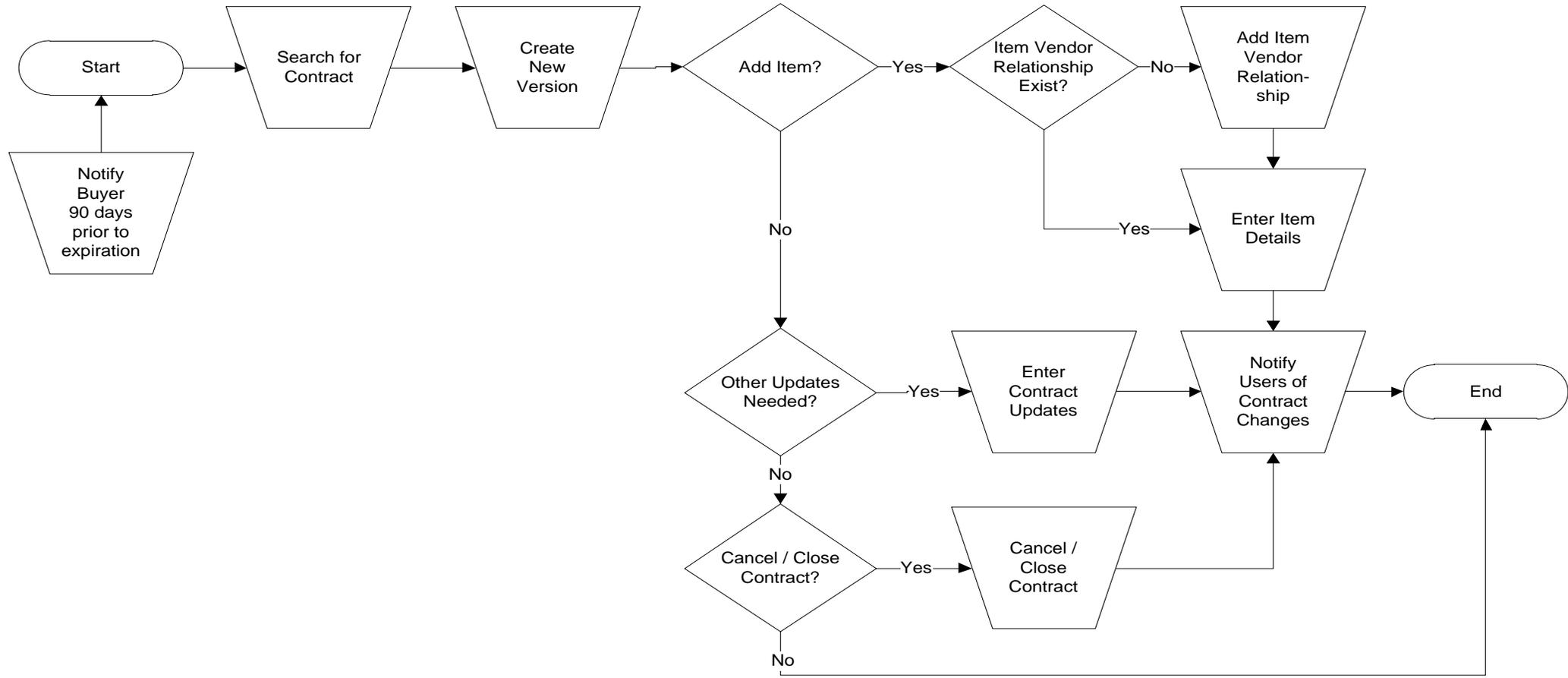
To maintain procurement contracts, you may:

- Search for the contract
- Create new version
- Update / modify contract, to include cancelling or closing
- Add an item
- Create item relationship to a supplier
- Enter contract information
- Notify user(s) of contract modification(s)





Maintain Procurement Contracts (continued)

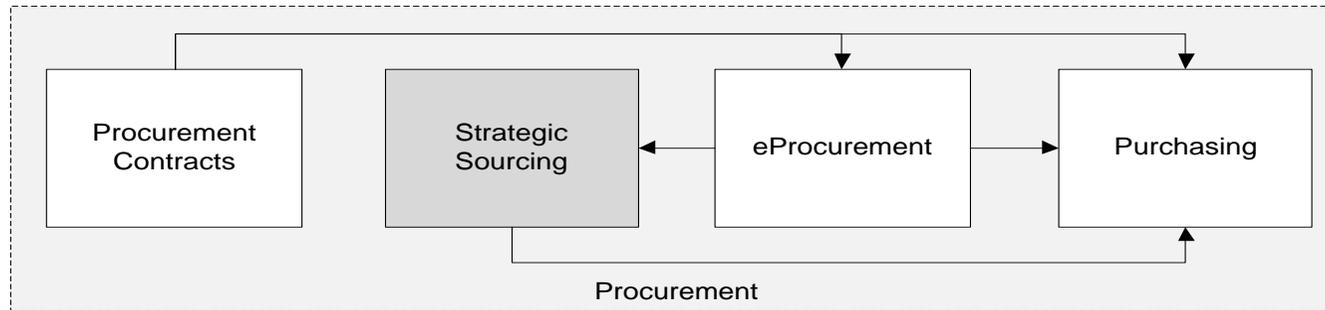




Integration with eProcurement and Purchasing

The Procurement Contracts module integrates with the eProcurement and Purchasing modules in many different ways, to include the following:

- **eProcurement:** When creating an eProcurement requisition, you can tie it to a procurement contract.
- **Purchasing:** When creating a requisition or PO, you can tie it to an existing procurement contract.

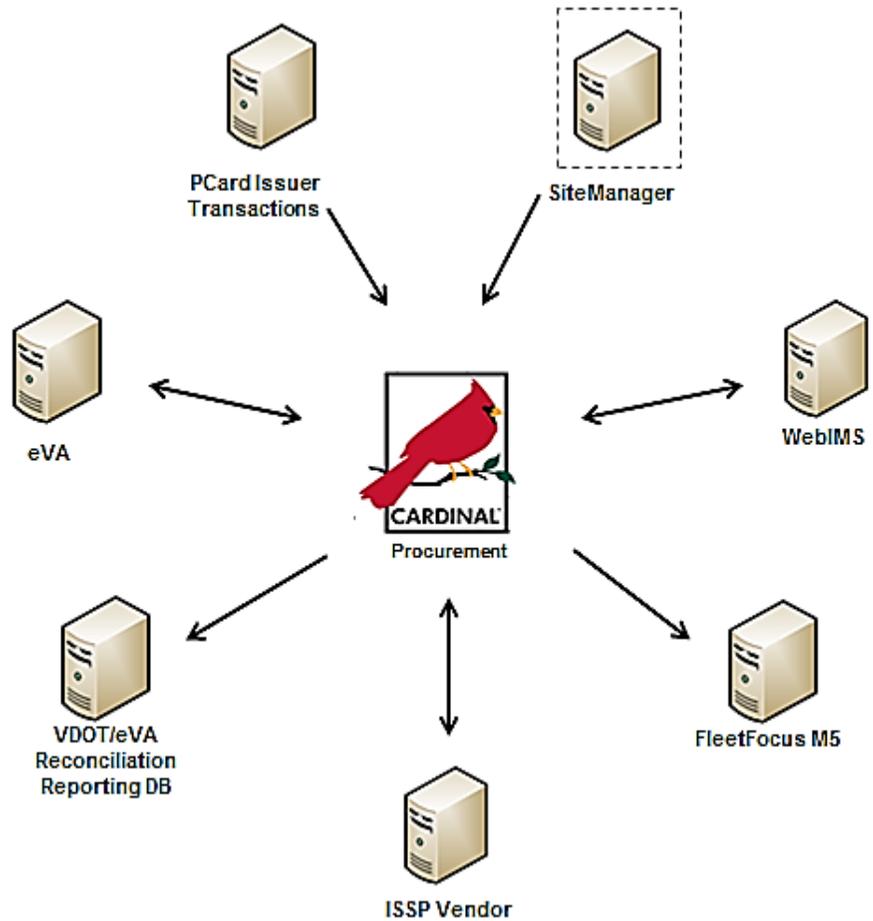




Interface with SiteManager

Procurement contracts processing interfaces daily with **SiteManager**:

- SiteManager construction and maintenance contracts are received via an inbound interface daily.
- SiteManager contracts are managed in SiteManager.
- If errors occur when loading the file, the errors are written to a log file for review and reporting to SiteManager staff for correction.





Interface with SiteManager (continued)

When the **SiteManager** contract is interfaced into Cardinal:

- The interface creates a Cardinal contract and a PO.
- Contracts are loaded without contract lines, and as a PO with one PO line for the full contract amount.
- If a SiteManager contract has retainage, the associated PO has three PO lines:
 - One line for the contract amount
 - Two lines for the retainage, a positive and a negative so that the net effect is zero
- Contract modifications from SiteManager are loaded as new versions of the Cardinal contract and as change orders to the PO.



Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material.

Answer the review questions below:

1. The Procurement Contracts module integrates with what other two modules?
2. The Procurement functional area is composed of what four modules?





Lesson 1: Summary

In this lesson, you learned:

- Integration with the eProcurement and Purchasing modules allows you to tie requisitions and purchase orders directly to procurement contracts.
- Contracts are uploaded from SiteManager into the Procurement module daily.



Lesson 2: Create or Update Procurement Contracts

This lesson covers the following topics:

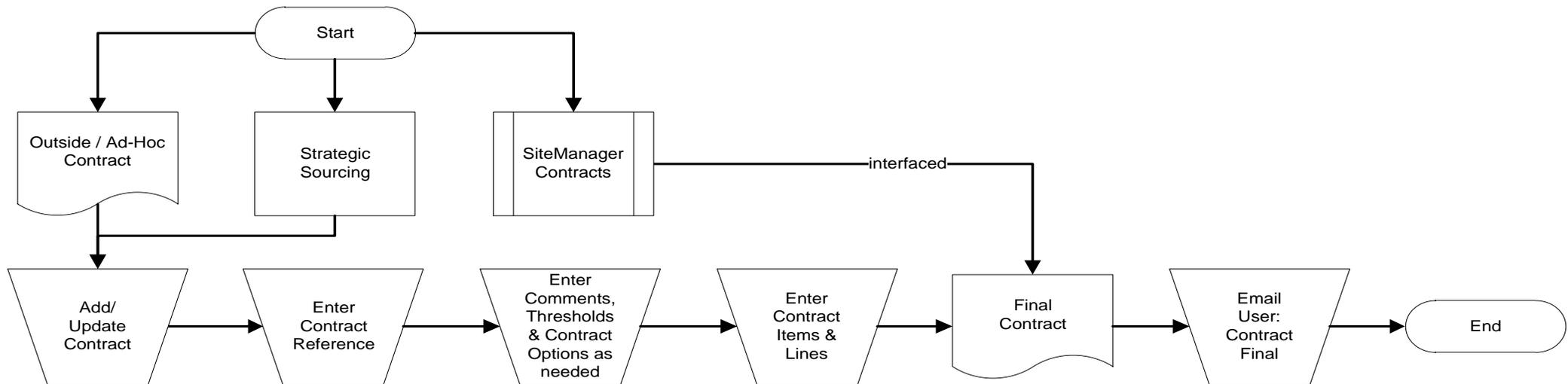
- Create or Update Procurement Contracts
 - Add Comments
 - Create Thresholds and Notifications
 - Enter Contract Reference
 - Order Contract Options
 - Enter Contract Items - Lines
- Create Supplier / Item Relationship
- Save and Finalize Contracts
- Print and Dispatch Contracts



Create or Update Procurement Contracts

A procurement contract captures an agreement between an agency and the seller of the goods or services. It specifies details about the goods or services, pricing, and any other terms and conditions.

Purchasing contracts facilitate the purchasing process by establishing relationships between items and one or more suppliers. This allows you to identify suppliers' prices for various items in advance. You can create requisitions and POs against contracts to order goods or services without having to request price quotes from suppliers each time.





Create or Update Procurement Contracts (continued)

Outside or Ad-Hoc contracts must be entered manually. To enter a contract navigate to:

Main Menu > Procurement Contracts > Add/Update Contracts

- **SetID** defaults to **STATE**.
- **Contract ID** defaults to **NEXT**. Do not update, the contract number will automatically generate upon save.
- **Contract Process Option** defaults to **Purchase Order** type. Do not update.
- Click **Add**.

The screenshot displays the CARDINAL web application interface. At the top, there is a navigation breadcrumb: Favorites | Main Menu > Supplier Contracts > Create Contracts and Documents > Contract Entry. Below this, the page title "Contract Entry" is highlighted with a red box. There are two buttons: "Find an Existing Value" and "Add a New Value". The "Add a New Value" button is selected. Below the buttons, there are three input fields, all highlighted with a red box: "SetID:" with the value "STATE" and a search icon; "Contract ID:" with the value "NEXT"; and "Contract Process Option:" with a dropdown menu showing "Purchase Order". At the bottom of the form, there is an "Add" button, also highlighted with a red box.



Create or Update Procurement Contracts (continued)

From the **Contract Entry - Contract** page you can either enter information about the contract in the **Header** section, or use the **Copy From Contract** hyperlink to copy the following field values:

- **Administrator/Buyer** name
- **Supplier** and **Supplier ID**
- **Begin Date**
- **Expire Date**
- **Renewal Date**
- **Supplier Contact Ref**
- **Description**
- **Maximum Amount** (if applicable)

Once the **Status** is set to **Approved** and the contract is saved, the **Approval Due Date** will automatically populate and become the **Approved Date**.

Contract Entry
Contract

SetID: STATE [Copy From Contract](#)

Contract ID: NEXT

*Status: **Approved**

Administrator/Buyer:

Contract Version
Version: 1 Status: Current
[New Version](#) Approval Due Date:

Header

Process Option: Purchase Order [Add Comments](#) [Activity Log](#)
[Contract Activities](#) [Document Status](#)
Vendor: [Vendor Search](#) [Primary Contact Info](#) [Thresholds & Notifications](#)
*Vendor ID:
*Begin Date: 01/23/2013 [Contract Releases](#)
Expire Date: [Contract Reference](#)
Renewal Date:
Currency: USD [CRRNT](#)
Primary Contact:
Vendor Contract Ref:
Description:
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](#) [Correct History](#)



Create or Update Procurement Contracts (continued)

In the **Header** section of the **Contract Entry – Contract** page, contract entry hyperlinks include:

- **Add Comments:** Used to add comments and/or attachments which can be sent to the supplier, or copied to the PO or Voucher as terms, conditions, and/or notifications that affect the entire contract
- **Activity Log:** Shows who entered, last updated, and approved the contract and when they did so.

The screenshot shows the CARDINAL web application interface. The breadcrumb trail is: Favorites | Main Menu > Supplier Contracts > Create Contracts and Documents > Contract Entry. The page title is "Contract Entry Contract".

Contract Version

SetID:	STATE	Version:	1	Status:	Current
Contract ID:	00000000000000000000000044792	New Version		Approval Due Date:	<input type="text"/>
*Status:	Open	Hall, Mike (VDOT)			
Administrator/Buyer:	MIKE.HALL				

Header

Process Option:	Purchase Order	Add Comments	Activity Log
Vendor:	SUPERIOR P-005 Vendor Search	Contract Activities	Document Status
*Vendor ID:	0000036233 Vendor Search	Primary Contact Info	Thresholds & Notifications
*Begin Date:	06/29/2016	Contract Releases	
Expire Date:	<input type="text"/>	Contract Reference	
Renewal Date:	<input type="text"/>		
Currency:	USD Currency Search CRRNT Currency Search		

Amount Summary

Maximum Amount:	<input type="text" value="5,233,091.93"/>	USD
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- **Contract Activities:** Allows you to track activities on the contract, assigning Due Dates and marking them Done. This is especially useful when multiple VDOT Contract Administrators are assigned.



Create or Update Procurement Contracts (continued)

In the **Header** section of the **Contract Entry – Contract** page, contract entry hyperlinks and fields include:

- **Contract Reference:** Captures additional information related to a contract such as **Contract Category**, **Responsible Org** (department), **Supplemental Agreements**, and **Contract Renewal Options**.
- **Maximum Amount:** Allows you to place a cap on the amount that can be released through POs.
- **Thresholds & Notifications:** Used to notify specific individuals, identified by the Contract Administrator, when certain events happen. Events can be date driven (approaching contract expiration or renewal), or amount driven (amount is within a specified amount or percentage of the maximum contract amount).

The screenshot displays the 'Contract Entry' page in the CARDINAL system. The breadcrumb trail is: Favorites | Main Menu > Supplier Contracts > Create Contracts and Documents > Contract Entry. The page title is 'Contract Entry Contract'. The 'Contract Version' section shows Version 1, Status 'Current', and an 'Approval Due Date' field. The 'Administrator/Buyer' is listed as MIKE.HALL (Hall, Mike (VDOT)). The 'Header' section contains several fields: Process Option (Purchase Order), Vendor (SUPERIOR P-005), *Vendor ID (0000036233), *Begin Date (06/29/2016), Expire Date, and Renewal Date. The Vendor is identified as Superior Paving Corporation. On the right side, there are hyperlinks for 'Add Comments', 'Contract Activities', 'Primary Contact Info', 'Contract Releases', 'Activity Log', 'Document Status', 'Thresholds & Notifications', and 'Contract Reference'. The 'Amount Summary' section at the bottom shows a 'Maximum Amount' of 5,233,091.93 USD. Red boxes highlight the 'Thresholds & Notifications' and 'Contract Reference' hyperlinks, and the 'Amount Summary' section.



Add Comments

Add Comments hyperlink:

When entering a contract, you can add comments and attachments using the **Add Comments** hyperlink on the **Contract Entry – Contract** page. This comments section is similar to the comments section available in other modules. Here you can use **Standard Comments** or type in your own comments.

Comments section:

- The **Use Standard Comments** hyperlink is available allowing the user to choose from prepopulated comments.
- Select **Send to Supplier** if you want the comment to print on the contract.
- Select **Copy to Purchase Order** if you want the comment to print on the PO.

Associated Document section:

- Click **Attach** to add a document.

Once you have added all your comments and attachments, be sure to click **OK** which will return you to the **Contract Entry – Contract** page.

From the **Contract Entry – Contract** page click **Save** to update the contract with your new comment.



Add Comments (continued)

CARDINAL

Favorites | Main Menu > Procurement Contracts > Add/Update Contracts

Contract Entry
Header Comments

SetID: STATE Contract ID: 000000000000032854 Version: 6

Retrieve Active Comments Only Retrieve

*Sort Method: Comment Time Stamp *Sort Sequence: Ascending Sort

Comments Find | View All First 3 of 3 Last

Use Standard Comments
Comment Status: Active Inactivate

This Contract is a result of an IFB #115241 dated 10/24/2011 and Contractor's bid dated 11/3/2011. All terms and conditions including prices will apply. The Contractor shall furnish and install truck bodies and equipment to fit Class 5 and Class 6 trucks per VDOT specifications described in the IFB. All bodies and equipment must be new and unused current model production units. All standard equipment as advertised by the manufacturers shall be furnished on the vehicles unless specifically deleted or superseded. All specified options shall be factory installed or factory authorized dealer.

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

Associated Document

Attachment: Attach View Delete Email

From -> CNT STATE-000000000000032854

OK Cancel Refresh



Create Thresholds & Notifications

Thresholds & Notifications allow you to notify other Cardinal users when certain events occur.

This feature allows you to set up threshold dates or amounts. When those dates or amounts are met, email notifications are triggered to the Cardinal user you specify on the page.

Send Date/Amount Notification checkbox must be selected in order for the notification functionality to work. This functionality sends an email and puts an item on the user's Worklist each week until the condition (expiration date, renewal date, or contract maximum) triggering the event is updated, or the contract is set to a **Closed** status.

Favorites | Main Menu > Procurement Contracts > Add/Update Contracts

Contract Entry

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: 06/01/2013 Notify Days Before Expires: 90

Expiration Notification Date: 03/03/2013

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

Renewal Date: 05/01/2013 Notify Days Before Renewal: 90

Renewal Notification Date: 01/31/2013

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

Approval Due Date: 06/10/2011 Notify Days Before Approval: 3

Approval Notification Date: 06/07/2011

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: 150,000.00 USD

Percent Less than Maximum: 15.00

Notification Amount: 850,000.00



Create Thresholds & Notifications (continued)

Thresholds & Notifications:

Threshold Notification Types:

- Expiration
- Maximum Amount
- Renewal

By entering amounts or date ranges, you set up the rules, otherwise known as thresholds, which trigger notification emails and worklist items for Cardinal users assigned on the **Thresholds & Notifications** page.

Favorites | Main Menu > Procurement Contracts > Add/Update Contracts

Contract Entry

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: 03/03/2013

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

Renewal Date: Notify Days Before Renewal:

Renewal Notification Date: 01/31/2013

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: 06/07/2011

▼ 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:

Percent Less than Maximum:

Notification Amount: 850,000.00



Create Thresholds & Notifications (continued)

Click **Expand All** to view all content in the two sections.

Date Notification Section:

Expire Date: Enter an **Expire Date** notification by entering the number of days prior to expiration in the **Notify Days Before Expires** box. There must be a date in the **Expire Date** field on the contract header for this notification to work.

Renewal Date: Enter a **Renewal Date** notification by entering the number of days prior to renewal in the **Notify Days Before Renewal** box. There must be a date in the **Renewal Date** field on the contract header for this notification to work.

Favorites | Main Menu > Procurement Contracts > Add/Update Contracts

Contract Entry

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: 06/01/2013 Expiration Notification Date: 03/03/2013 Notify Days Before Expires: 90

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

Renewal Date: 05/01/2013 Renewal Notification Date: 01/31/2013 Notify Days Before Renewal: 90

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

Approval Due Date: 06/10/2011 Approval Notification Date: 06/07/2011 Notify Days Before Approval: 3

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: 150,000.00 USD

Percent Less than Maximum: 15.00

Notification Amount: 850,000.00

Maximum Amount Notification Section:

Enter a monetary amount to trigger notification when the contract is about to meet or exceed its maximum amount. For this notification to work, there must be an amount in the **Maximum Amount** field on the contract header located on the **Contract Entry – Contract** page.



Create Thresholds & Notifications (continued)

Favorites | Main Menu > Procurement Contracts > Add/Update Contracts

Contract Entry

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:	<input type="text" value="06/01/2013"/>	<input type="button" value="📅"/>	Notify Days Before Expires:	<input type="text" value="90"/>
Expiration Notification Date:	03/03/2013			

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

Renewal Date:	<input type="text" value="05/01/2013"/>	<input type="button" value="📅"/>	Notify Days Before Renewal:	<input type="text" value="90"/>
Renewal Notification Date:	01/31/2013			

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

Approval Due Date:	<input type="text" value="06/10/2011"/>	<input type="button" value="📅"/>	Notify Days Before Approval:	<input type="text" value="3"/>
Approval Notification Date:	06/07/2011			

▼ 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:	<input type="text" value="150,000.00"/>	<input type="text" value="USD"/>	<input type="button" value="🔍"/>
Percent Less than Maximum:	<input type="text" value="15.00"/>		
Notification Amount:	850,000.00		



Create Thresholds & Notifications (continued)

Notification Assignments Section:

Notification types include **Draft Approval**, **Expiration**, **Maximum Amount** and **Renewal**. A new notification line must be created for each new notification type and for each user receiving the notification. Use the **+/-** icons to add or remove users. You may set up multiple users to receive notifications.

Contract Entry

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: 03/30/2017

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

Renewal Date: Notify Days Before Renewal:

Renewal Notification Date: 02/27/2017

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: 06/27/2016

▼ 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: 5,083,091.93

▼ Notification Assignments [Customize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | [1-3 of 3](#) | [Last](#)

Notification Type	User ID	User Description	Email Address		
1 Expiration	A-PETER.MC	McGarrity, A-Peter (VDOT)	xxa-peter.mcgarrity@vdot.virginia.gov	+/-	
2 Maximum A	MIKE.HALL	Hall, Mike (VDOT)	xxmike.hall@vdot.virginia.gov	+/-	
3 Renewal	TIM.SARTINI	Sartini, Tim N. (VDOT)	xxxTim.Sartini@VDOT.Virginia.gov	+/-	

Amount Summary



Enter Contract Reference

Contract Entry - Contract Reference page:

On the **Contract Entry – Contract** page, click the **Contract Reference** hyperlink.

Contract Information section:

*Required fields

- ***Contract Category** drop-down provides a list of categories. **Contract Category** helps to categorize contracts to ease in the search and reporting process.
- ***GL Business Unit** field defaults to your agency.
- **Estimated Contract Value** should be entered for all contracts, including requirements contracts.
- ***Responsible Org** lookup icon provides a list of departments.

The screenshot shows the 'Contract Reference' page in the CARDINAL system. The page title is 'Contract Reference' and it is part of the 'Contract Entry' section. The breadcrumb trail is 'Favorites | Main Menu > Procurement Contracts > Add/Update Contracts'. The page displays the following information:

- SetID:** STATE
- Contract ID:** NEXT
- Contract Version:** 1

The **Contract Information** section includes:

- Contract Category:** NON-PROFESSIONAL SERVICES (dropdown)
- GL Business Unit:** 50100 (lookup icon)
- Estimated Contract Value:** 150,000.000
- Responsible Org:** 10000 (lookup icon)

The **Supplement Agreement** section includes:

- Supplement Number:** [text input]
- Supplement Date:** [calendar icon]
- Supplement Amount:** [text input]

The **Contract Renewal Options** section includes:

- Renewal Date From:** [calendar icon]
- Renewal Date To:** [calendar icon]
- Original Number of Renewal Options:** [checkbox]
- Current Renewal Period:** [checkbox]

At the bottom of the page, there are three buttons: OK, Cancel, and Refresh.



Enter Contract Reference (continued)

Contract Entry - Contract Reference page:

Supplemental Agreement section:

Supplemental agreements are usually related to professional service contracts where there is an addendum (add on) to the contract.

- **Supplement Number:** The number or reference field on the addendum. This could also be the Agency number. Please consult your agency for supplemental agreements procedures.
- **Supplement Date:** The date of the addendum.
- **Supplement Amount:** The addendum amount.

The screenshot displays the 'Contract Reference' page in the CARDINAL system. The page is titled 'Contract Reference' and is part of the 'Add/Update Contracts' section. The 'Supplement Agreement' section is highlighted with a red box and contains the following fields:

Supplement Agreement	
Supplement Number:	<input type="text" value="2"/>
Supplement Date:	<input type="text" value="07/14/2016"/>
Supplement Amount:	<input type="text" value="75000"/>

Other sections visible on the page include:

- Contract Information:** Contract Category: NON-PROFESSIONAL SERVICES, GL Business Unit: 50100, Estimated Contract Value: 150,000.000, Responsible Org: 10000.
- Contract Renewal Options:** Renewal Date From: , Renewal Date To: , Original Number of Renewal Options: , Current Renewal Period: .

Buttons at the bottom: OK, Cancel, Refresh.



Enter Contract Reference (continued)

Contract Entry - Contract Reference page:

Contract Renewal Options section:

- **Renewal Date From** and **Renewal Date To** are populated with the next renewal period dates.
- **Original Number of Renewal Options** is the number of times the contract may be renewed.
- **Current Renewal Period** displays the contract's current renewal period.
 - This value depends on the **Original Number of Renewal Options** field. When a contract is new this field displays **0** as it has never been renewed.

The screenshot shows the 'Contract Reference' page in the CARDINAL system. The page has a blue header with the CARDINAL logo and navigation links: Favorites, Main Menu, Procurement Contracts, and Add/Update Contracts. The main content area is divided into several sections:

- Contract Entry** (highlighted with a red box):
 - SetID: STATE
 - Contract ID: NEXT
 - Contract Version: 1
- Contract Information**:
 - Contract Category: NON-PROFESSIONAL SERVICES (dropdown)
 - GL Business Unit: 50100 (input with search icon)
 - Estimated Contract Value: 150,000.000 (input)
 - Responsible Org: 10000 (input with search icon)
- Supplement Agreement**:
 - Supplement Number: 2 (input)
 - Supplement Date: 07/14/2016 (calendar icon)
 - Supplement Amount: 75000 (input)
- Contract Renewal Options** (highlighted with a red box):
 - Renewal Date From: 07/13/2017 (calendar icon)
 - Renewal Date To: 07/31/2016 (calendar icon)
 - Original Number of Renewal Options: 2 (input)
 - Current Renewal Period: (empty input)

At the bottom of the form are three buttons: OK, Cancel, and Refresh.



Enter Contract Reference (continued)

CARDINAL

Favorites | Main Menu > Procurement Contracts > Add/Update Contracts

Contract Entry

Contract Reference

SetID: STATE
Contract ID: NEXT Contract Version: 1

Contract Information

Contract Category: NON-PROFESSIONAL SERVICES
GL Business Unit: 50100
Estimated Contract Value: 150,000.000
Responsible Org: 10000

Supplement Agreement

Supplement Number: 2 Supplement Date: 07/14/2016
Supplement Amount: 75000

Contract Renewal Options

Renewal Date From: 07/13/2017
Renewal Date To: 07/31/2016
Original Number of Renewal Options: 2
Current Renewal Period:

OK Cancel Refresh



Order Contract Options

Order Contract Options section on the **Contract Entry – Contract** page:

Order Contract Options			
<input checked="" type="checkbox"/> Allow Multicurrency PO	<input type="checkbox"/> Allow Open Item Reference	<input type="checkbox"/> Must Use Contract Rate Date	Rate Date: 07/20/2016
<input checked="" type="checkbox"/> Corporate Contract	<input type="checkbox"/> Adjust Vendor Pricing First	<input checked="" type="checkbox"/> Auto Default	
<input type="checkbox"/> Lock Chartfields	<input type="checkbox"/> Price Can Be Changed on Order	*Dispatch Method: Print	<input type="button" value="Dispatch"/>
PO Defaults	Add Open Item Price Adjustments	Price Adjustment Template	

Do not change the following:

- **Corporate Contract** - defaults to selected.
- **Adjust Supplier Pricing First** - defaults to unselected.
- **Must Use Contract Rate Date** - defaults to unselected.
- **Auto Default** - defaults to selected.
- **Dispatch Method** - defaults to **Print**.



Order Contract Options (continued)

Order Contract Options section on the **Contract Entry – Contract** page continued :

Order Contract Options		
<input type="checkbox"/> Allow Multicurrency PO	<input type="checkbox"/> Allow Open Item Reference	<input type="checkbox"/> Must Use Contract Rate Date Rate Date: 07/20/2016
<input checked="" type="checkbox"/> Corporate Contract	<input type="checkbox"/> Adjust Vendor Pricing First	<input checked="" type="checkbox"/> Auto Default
<input type="checkbox"/> Lock Chartfields	<input type="checkbox"/> Price Can Be Changed on Order	*Dispatch Method: <input type="text" value="Print"/> <input type="button" value="Dispatch"/>
PO Defaults	Add Open Item Price Adjustments	Price Adjustment Template

- **Allow Multicurrency PO** – unselect (defaults to selected).
- **Allow Open Item Reference:** Select this option if you are not restricting the contract to specific items. This option allows the contract to be referenced on a requisition or PO line. This checkbox may be used when creating a Parts / Catalog type contract.
- **Price Can Be Changed on Order:** Gives Buyers the capability to change the contract price on a PO when ordering against a contract. If you do not select this check box, the price fields on the purchase order are unavailable for entry.



Order Contract Options (continued)

Order Contract Options section on the **Contract Entry – Contract** page continued:

▼ Order Contract Options			
<input type="checkbox"/> Allow Multicurrency PO	<input type="checkbox"/> Allow Open Item Reference	<input type="checkbox"/> Must Use Contract Rate Date	Rate Date: 07/20/2016
<input checked="" type="checkbox"/> Corporate Contract	<input type="checkbox"/> Adjust Vendor Pricing First	<input checked="" type="checkbox"/> Auto Default	
<input type="checkbox"/> Lock Chartfields	<input type="checkbox"/> Price Can Be Changed on Order	*Dispatch Method:	Print <input type="button" value="Dispatch"/>
PO Defaults	Add Open Item Price Adjustments	Price Adjustment Template	

Hyperlinks to additional details are also located on the **Order Contract Options** section:

- **PO Defaults:** Set the accounting distribution and payment terms on the contract which then default to the PO.
 - Professional Service contracts are typically set to a **Payment Terms ID** of **00 – Due Now**.
- **Add Open Item Price Adjustments:** Not used at contract level.
- **Price Adjustments Template:** Not used at contract level.



Enter Contract Items - Lines

Use the **Contract Items - Lines** section on the **Contract Entry** page to define basic information for contract line items.

- **Item** and **Category** numbers are the same as the National Institute of Governmental Purchasing (NIGP) numbers. NIGP numbers are used on all contract lines.
- Identify the specific items included in the contract. Those items can be used on a requisition or a PO. You can identify items by **Item** (10 digit) or **Category** (5-7 digit) in the same fashion as a requisition or PO.
- When entering a contract for inventory items, always use a WebIMS inventory item number. On the item table the **Item Type** will be equal to **Inventory Item**.

The screenshot shows the 'Contract Entry' page in the CARDINAL system. The 'Contract Entry' and 'Contract' sections are highlighted with a red box. The 'Contract' section displays the following information:

- SetID: STATE Copy From Contract
- Contract ID: NEXT
- *Status: Approved
- Administrator/Buyer: YANI.HO
- Contract Version: Version: 1 Status: Current
- New Version button
- Approved Date: 06/30/2016
- Ho, Yani (VDOT)

The 'Contract Items' section is also highlighted with a red box. It contains a table with one line item:

Line	Item	Description	UOM	Category	Include for Release	Status
1					<input checked="" type="checkbox"/>	Active

The 'Contract Categories' section is visible below the 'Contract Items' section. It contains a table with one line item:

Line	Category	Description	Status
1			Active

At the bottom of the page, there are buttons for Save, Notify, Refresh, Add, and Update/Display.



Enter Contract Items – Lines (continued)

CARDINAL Home | Worklist

Favorites | Main Menu > Procurement Contracts > Add/Update Contracts

New Window ? Hel

Contract Entry Contract

SetID: STATE Copy From Contract Contract Version
Contract ID: NEXT Version: 1 Status: Current
*Status: Approved Approved Date: 06/30/2016
Administrator/Buyer: YANI.HO Ho, Yani (VDOT)

Header

Contract Items

Catalog Search Item Search Search for Contract Lines

Lines Customize | Find | View All | First 1 of 1 Last

Details Order By Amount Item Information Default Schedule Release Amounts Release Quantities **Line Groupings**

Line	Item	Description	UOM	Category	Include for Release	Status
1					<input checked="" type="checkbox"/>	Active

View Category Hierarchy Category Search

Contract Categories

Lines Customize | Find | View All | First 1 of 1 Last

Details Pricing Options Release Amounts

Line	Category	Description	Status
1			Active

Save Notify Refresh Add Update/Display

The **Line Groupings** tab and the **Contract Categories** section are not used.



Enter Contract Items – Lines (continued)

Contract Entry – Contract page: **Contract Items – Lines** section, **Details** tab – use one of three methods:

1. **Catalog** and **Item Search** hyperlinks: These links may be used to search for an item by **Category** or description, and result in a list of items narrowed down by the supplier selected.
2. **Item** lookup: This is the most common method to select an **Item**. On each line, click on the magnifying glass next to the **Item** field. The items listed will be narrowed down to items related to the supplier you previously selected. The **UOM** and **Description** field values default from the item table.
3. **Category** lookup: On each line, click on the magnifying glass next to the **Category** field. This method will not be limited to items related to the chosen supplier. You will need to complete the **UOM** and **Description** fields. These fields become available for entry after the **Category** is selected.

Contract Items

Catalog Search Item Search Search for Contract Lines

Lines Customize | Find | View All | First 1-2 of 2 Last

Details Order By Amount Item Information Default Schedule Release Amounts Release Quantities Line Groupings

Line	Item	Description	UOM	Category	Include for Release	Status
1	0051404000	ABRASIVES,	EA	0051404	<input checked="" type="checkbox"/>	Active
2		Category item Descr	EA	0051408	<input checked="" type="checkbox"/>	Active



Enter Contract Items – Lines (continued)

Contract Entry – Contract page: Contract Items – Lines section, Item Information tab:

- After you update the **Details** tab with **Items**, click on the **Line Details** icon (between the **Line** and **Item** columns) to enter additional information such as **Release Amounts** related to the selected line.
- Repeat this step for each **Line**.

Contract Items

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

Lines Customize | Find | View All | First 1-2 of 2 Last

Details | Order By Amount | Item Information | Default Schedule | Release Amounts | Release Quantities | Line Groupings

Line	Item	Description	UOM	Category	Include for Release	Status
1	 0051404000	ABRASIVES,	EA	0051404	<input checked="" type="checkbox"/>	Active
2		Category item <u>Descr</u>	EA	0051408	<input checked="" type="checkbox"/>	Active X



Enter Contract Items – Lines (continued)

Contract Entry - Details for Line X page: Line Details section:

- The **Physical Nature** field defaults to **Goods**. For Professional Service contracts, change the **Physical Nature** to **Services**.

Contract Entry
Details for Line 1

Contract ID: NEXT Version: 1 Vendor: PARSONS BR-002
Line: 1 Item ID: [CEI Services NOVA](#)

Line Details

Category: 9184201
Description: Status: Goods
Category ID: 08476 Physical Nature: **Services**

Transaction Item Description:
CEI Services NOVA

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

▶ Item Information
▶ Release Amounts / Quantities
▶ Pricing Information

OK Cancel Refresh



Enter Contract Items – Lines (continued)

Contract Entry - Details for Line X page: Release Amounts / Quantities section:

If there is a required minimum and maximum amount and quantity for a line, enter those details here.

- **Minimum Line Amount:** The minimum amount that can be ordered for a line at one time; generally set to **.01**.
- **Maximum Line Amount:** The maximum amount that is allowed for all orders; generally left blank to allow for any amount.
- **Minimum Line Quantity:** The minimum quantity that can be ordered for a line at one time; generally set to **.01**.
- **Maximum Line Quantity:** The maximum quantity that is allowed for all orders; generally left blank to allow for any quantity.

▼ Release Amounts / Quantities			
Minimum Line Amount:	<input type="text" value="0.01"/>	Minimum Line Quantity:	<input type="text" value="0.01"/>
Maximum Line Amount:	<input type="text"/>	Maximum Line Quantity:	<input type="text"/>
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



Enter Contract Items – Lines (continued)

Contract Entry - Details for Line X page: Release Amounts / Quantities section:

- **Total Line Released Amount** and **Total Line Released Quantity** reflect the amount and quantities that have been released on purchase orders. These values reflect increases and decreases on purchase orders from change orders and are updated by the system. No user intervention is needed.

Contract Entry			
Details for Line 2			
Contract ID:	NEXT	Version:	1
Line:	2	Vendor:	S B COX IN-001
		Item ID:	1501535000 CONCRETE, POLYMER CONCRETE, PO
Line Details			
Category:	1501535	Status:	Active
Description:		Physical Nature:	Goods
Category ID:	22615		
Transaction Item Description:			
CONCRETE, POLYMER CONCRETE, POLYMER			
Preferred Language Item Description:			
CONCRETE, POLYMER CONCRETE, POLYMER			
Expand All		Collapse All	
Item Information			
Release Amounts / Quantities			
Minimum Line Amount:	<input type="text" value="20.00"/>	Minimum Line Quantity:	<input type="text" value="1.00"/>
Maximum Line Amount:	<input type="text" value="100.00"/>	Maximum Line Quantity:	<input type="text" value="5.00"/>
Total Line Released Amount:	0.00	Total Line Released Quantity:	0.00
Remaining Amount:	100.00 USD	Remaining Quantity:	5.0000 EA
Remaining Amount %:	100.00	Remaining Quantity %:	100.00



Enter Contract Items – Lines (continued)

Contract Entry - Details for Line X page: Pricing Information section:

- **Use Contract Base Price:** Select if you want the price from the contract, not the item supplier relationship price, to be used on the PO.
- **Price Can Be Changed on Order:** Select to allow the Buyer to change the contract line price on the PO. This would be used if the contract line price is a price range rather than a fixed price.
- **Price Date:** Defaults to **PO Date** – Do not change.
- **Price Qty:** Defaults to **Line Quantity** – Do not change.
- **Qty Type:** Defaults to **Current Order Quantity** – Do not change.
- **Use Vndr Price UOM Adjustments:** Defaults to unselected – Do not change.
- **Use Supplier Price Shipto Adjust:** Defaults to unselected – Do not change

Pricing Information	
<input checked="" type="checkbox"/> Use Contract Base Price	<input type="checkbox"/> Use Vndr Price UOM Adjustments
<input checked="" type="checkbox"/> Price Can Be Changed on Order	<input type="checkbox"/> Use Vendor Price Shipto Adjust
Price Date: PO Date	Adjust: Before Contract Adjustments
Price Qty: Line Quantity	Order By Amount
Qty Type: Current Order Quantity	<input type="checkbox"/> Amount Only
	Merchandise Amount: 22.00



Enter Contract Items – Lines (continued)

Contract Entry - Details for Line X page: Pricing Information – Order by Amount section:

- **Amount Only:** Check this box when the contract line needs to be ordered as amount only.
 - Use **Amount Only** where the quantity is equal to 1 to allow receiving to be done by amount (dollars) instead of quantity.
 - Used with Professional Services contracts.
- **Merchandise Amount:** This field will be automatically populated from the **Base Price** field upon save.

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
Price Qty: Line Quantity
Qty Type: Current Order Quantity

Adjust: Before Contract Adjustments

Order By Amount

Amount Only
Merchandise Amount: 22.00

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	22.00000	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		1.0000	HUR	+	-

OK Cancel Refresh



Enter Contract Items – Lines (continued)

Contract Entry - Details for Line X page: Pricing Information – UOM Pricing section:

- **UOM/Pricing:** The checkbox defaults to selected.
- **Price Loc:** Defaults to the item location based on the supplier.
- **UOM:** Defaults based on the line item from the previous page.
- **Base Price:** Displays the price of the contract line item. A price defaults from the supplier item relationship or awarded sourcing event. The **Base Price** may be modified if needed.

Pricing Information

Use Contract Base Price
 Price Can Be Changed on Order

Price Date: PO Date
Price Qty: Line Quantity
Qty Type: Current Order Quantity

Use Vndr Price UOM Adjustments
 Use Vendor Price Shipto Adjust

Adjust: Before Contract Adjustments

Order By Amount

Amount Only
Merchandise Amount: 22.00

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	22.00000	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		1.0000	HUR

OK Cancel Refresh



Enter Contract Items – Lines (continued)

Contract Entry - Details for Line X page: **Pricing Information – Shipping Template** section is used to pre-set the values which will default on the PO:

- **Qty Sched:**
 - Set the **Qty Sched** to **0.0001** to allow any variation of the quantity to be ordered on a PO.
 - Set to **1** if PO cannot be issued for a quantity less than **1**.
 - When a contract is set to **Amount Only**, the **Qty Sched** field must be set to **1**.
- Click **OK** and **Save** when all data has been entered.

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
Price Qty: Line Quantity
Qty Type: Current Order Quantity

Adjust: Before Contract Adjustments
Order By Amount
 Amount Only
Merchandise Amount: 22.00

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	22.00000	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		1.0000	HUR

OK Cancel Refresh



Enter Contract Items – Lines (continued)

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
Price Qty: Line Quantity
Qty Type: Current Order Quantity

Adjust: Before Contract Adjustments

Order By Amount

Amount Only

Merchandise Amount: 22.00

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	22.00000	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		1.0000	HUR	+... -

OK Cancel Refresh



Create Supplier / Item Relationship

Supplier / Item Relationship:

On an ad-hoc contract, i.e., a contract which is not from SiteManager or a Strategic Sourcing Event, a supplier / item relationship may not already exist. If the relationship does not exist when you enter the item ID into the contract, an error message will be displayed.

You can create a supplier / item relationship for an item by inserting a new row on the **Item Supplier** page by using the following navigation path:

Main Menu > Items > Define Items and Attributes > Purchasing Attributes

Search for and select the hyperlink for the item that needs a supplier / item relationship.

Purchasing Attributes

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

[Find an Existing Value](#)

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

SetID:

Item ID:

Description:

Item Group:

Family:

Category:

Include History Case Sensitive

[Basic Search](#)

Search Results

Only the first 300 results of a possible 191097 can be displayed. Enter more search key again to see more rows.

[View All](#) First Last

SetID	Item ID	Description	Item Group	Family	Category
STATE	0051404000	ABRASIVES, PLASTONE	(blank)	(blank)	0051404
STATE	0051404035	1 IN. X 50 YDS., 60 GRIT	(blank)	(blank)	0051404
STATE	0051404055	1 IN. X 50 YDS. ROLL, 320 GRIT	(blank)	(blank)	0051404
STATE	0051404115	1-1/2 IN. W. 30 FT. ROLL, 120	(blank)	(blank)	0051404
STATE	0051404140	1-1/2 IN. X 50 YD. ROLL, 80 GR	(blank)	(blank)	0051404



Create Supplier / Item Relationship (continued)

Supplier / Item Relationship continued:

- Select the **Item Supplier** tab.
- Click the **+** icon to insert a new row.
- Enter the **Supplier ID** and accept default values.
- Click **Save**.
- Click on the **Item Supplier UOM** (Unit of Measure) hyperlink and the **Supplier's UOM and Pricing Information** page will be displayed.

CARDINAL

Favorites | Main Menu > Items > Define Items and Attributes > Purchasing Attributes

Purchasing Attributes | Purchasing Controls | **Item Vendor**

SetID: STATE Item ID: 0051404000 Standard Unit of Measure: EA
Description: ABRASIVES, PLASTONE

Item Vendor Find | View All First 1 of 7 Last

*Vendor SetID: STATE Vendor Lookup *Status: Active + -
*Vendor ID: 000034153 E & M Auto Paint and Supply Corp *Priority: 1
Allocation %: Include in Planning
Vendor's Catalog:
Vendor Item ID:
Item Extension:
Description:
Associated Picture

Vendor Attributes Find | View All First 1 of 1 Last

*Price Loc: MAIN Accept Any UOM
*Price Date: PO Accept Any Ship To
*Price Qty: Line Quantity Price Can Be Changed on Order
Origin Country: Use Item Standard Lead Time
Region of Origin: Lead Time Days:
Order Multiples
Check Order Multiples
Rounding Rule
Natural Round
Round Up

Item Vendor UOM Vendor Item MFG
Return to Vendor Fees Item Vendor Contracts

Save Return to Search Previous in List Next in List Notify Update/Display Include History

Purchasing Attributes | Purchasing Controls | Item Vendor



Create Supplier / Item Relationship (continued)

From the **Supplier's UOM and Pricing Information** page:

- In the **Unit of Measure** header section, change the default **Minimum Quantity** to reflect the minimum quantity that can be ordered for that item.
- To allow for an unlimited order quantity, set the **Maximum Quantity** to **0.000**.
- In the **Conversion to Item Base UOM** section, change the **Qty Precision** value to **Decimal**.
- Click **OK** to return to the **Item Supplier** tab. Be sure to click **Save**.

CARDINAL Home | New Window

Favorites | Main Menu > Items > Define Items and Attributes > Purchasing Attributes

Vendor's UOM and Pricing Information

SetID: STATE Item ID: 0051404000 ABRASIVES, PLASTONE
Vendor: 0000000003 Aspect Software Location: MAIN

Unit Of Measure Find | View All First 1 of 1 Last

*UOM: EA Each Default Packing Details
Minimum Quantity: 1.0000 Effective Dated UOM
Maximum Quantity: 0.0000 Order Quantity Multiple: Update PO

Conversion to Item Base UOM

*Rate Type: Standard *Qty Precision: Decimal Rounding Rule
Std UOM Rate: Get Std Rate Natural Round
 Round Up

UOM Price Attributes Find | View All First 1 of 1 Last

*Effective Date: 06/30/2016 *Currency Code: USD
*Status: Active Vendor Price: 169.00000
*Minimum Quantity: 1.0000 Standard Price Update Status: No Update
Qty Rcvd Tolerance %: 0.00 BU Price Update Status: No Update

▶ Matching Controls

OK Cancel



Save and Finalize Contracts

To finalize the contract and make it available for use on requisitions and POs:

- Review the data you entered.
- Set the **Status** to **Approved** by clicking on the **Status** drop-down arrow and selecting **Approved**.
- Click **Save** to commit the entry of all contract specific data. Once approved and saved, the **Approval Due Date** field is populated with the date approved / saved and becomes the **Approved Date**.

The screenshot displays the 'Contract Entry' interface in the CARDINAL system. The breadcrumb trail shows 'Procurement Contracts > Add/Update Contracts'. The 'Contract Entry' section includes fields for 'SetID', 'Contract ID', 'STATE', and 'Contract Version'. The 'Status' dropdown menu is open, showing options: 'Approved', 'Canceled', 'Closed', 'On-Hold', and 'Open'. The 'Approval Due Date' field is highlighted with a red box. Below this, the 'Contract Items' section shows a table with one line item: '1' with item '7503514000' and description 'AGGREGATE, FLY'. The 'Contract Categories' section at the bottom contains buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The 'Save' button is highlighted with a red box.

Line	Item	Description	UOM	Category	Include for Release	Status
1	7503514000	AGGREGATE, FLY	EA	7503514	<input checked="" type="checkbox"/>	Active



Print Contracts

Users with the role of Contact Administrator have the ability to print procurement contracts. The **Print** contract function provides users with a hard copy contract for the file. The **Dispatch** contract function provides users with a hard copy contract for signature.

To print a contract, navigate using the following path:

Main Menu > Procurement Contracts > Reports > Order Contracts

- Search for an existing **Run Control ID** or choose **Add a New Value** if one does not exist.
- On the **Order Contracts** run control page enter:
 - **SetID: STATE**
 - **Business Unit:** Your agency number
 - **Contract ID From:** Enter the Contract ID number. The **To** will populate with the same ID.
- Click **Run**.
- On the **Process Scheduler Request** page, select the PDF Format.
- Click **OK**.

For details on running reports please refer to the course titled **NAV220 Navigation and Reporting**.



Print Contracts (continued)

Order Contracts Run Control Parameters:

CARDINAL

Favorites | Main Menu > Procurement Contracts > Reports > Order Contracts

Order Contracts

Run Control ID: CONTRACT_PRINT Report Manager Process Monitor **Run**

Language: English

Report Request Parameters

SetID:	STATE	Business Unit:	50100
Contract ID From:	000000000000032571	To:	000000000000032571
Vendor ID:			

Miscellaneous Options

Print Duplicate

Number Of Copies: 1

Sort By: Sort by Line Number

Statuses to Include

Approved Open Held

Canceled Completed

Dispatch Methods to Include

Print FAX

E-Mail Phone



Print Contracts (continued)

Process Scheduler Request:

CARDINAL

Favorites | Main Menu > Procurement Contracts > Reports > Order Contracts

Process Scheduler Request

User ID: CHERYL.LEWIS1 Run Control ID: CONTRACT_PRINT

Server Name: Run Date: 07/21/2016
Recurrence: Run Time: 2:12:16PM
Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Vendor Contract Dispatch/Print	POCNT100	SQR Report	Web	PDF	Distribution



Dispatch Contract for Signature

The **Dispatch** contract function provides users with a hard copy contract for signature. The steps are very similar to that of the print function.

To dispatch a contract, navigate using the following path:

Main Menu > Procurement Contracts > Dispatch Contracts

The screenshot shows the 'Dispatch Contracts' web application interface. At the top left is the 'CARDINAL' logo. Below it is a breadcrumb trail: 'Main Menu > Procurement Contracts > Dispatch Contracts'. The main heading is 'Dispatch Contracts'. On the right side, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button highlighted with a red box. Below the heading, there are input fields for 'Run Control ID' (set to 'Test') and 'Language' (set to 'English'). There are also radio buttons for 'Specified' (selected) and 'Recipient's'. The interface is divided into two main sections: 'Process Request Parameters' and 'Dispatch Methods to Include'. The 'Process Request Parameters' section has a red box around the 'SetID' (STATE) and 'Contract ID' (000000000000032571) fields. The 'Dispatch Methods to Include' section has checkboxes for 'Print', 'FAX', 'E-Mail', and 'Phone', all of which are checked. Below this is a 'Miscellaneous Options' section with checkboxes for 'Test Dispatch', 'Print Duplicate', and 'Print Copy', all of which are unchecked. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Process Request Parameters	
SetID:	STATE
Business Unit:	50100
Contract ID:	000000000000032571
Vendor ID:	
Fax Cover Page:	

Dispatch Methods to Include			
<input checked="" type="checkbox"/>	Print	<input checked="" type="checkbox"/>	FAX
<input checked="" type="checkbox"/>	E-Mail	<input checked="" type="checkbox"/>	Phone

Miscellaneous Options	
<input type="checkbox"/>	Test Dispatch
<input type="checkbox"/>	Print Duplicate
<input type="checkbox"/>	Print Copy



Dispatch Contract for Signature (continued)

Dispatch Contract for Signature Process Scheduler Request:

CARDINAL

Favorites | Main Menu > Procurement Contracts > Dispatch Contracts

Process Scheduler Request

User ID: CHERYL.LEWIS1 Run Control ID: Test

Server Name: [dropdown] Run Date: 07/21/2016 [calendar icon]

Recurrence: [dropdown] Run Time: 3:14:28PM [Reset to Current Date/Time]

Time Zone: [dropdown] [magnifying glass icon]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Contract Dispatch & Email	CONDISP	PSJob	(None) [dropdown]	(None) [dropdown]	Distribution
<input checked="" type="checkbox"/>	Vendor Contract Dispatch/Print	POCNT100	SQR Report	Web [dropdown]	PDF [dropdown]	Distribution
<input type="checkbox"/>	Email	PO_CON_EMAIL	Application Engine	Web [dropdown]	TXT [dropdown]	Distribution

[OK] [Cancel]



Print / Dispatch Contracts

CONTRACT

VA Dept of Transportation
 VDOT Central Office
 1201 E Broad St
 Richmond VA 23219
 USA

Vendor ID: 0000036820
 Connors Termite & Pest Control Inc
 5408-A Port Royal Road
 VA10012155
 EVAAD105819
 Springfield VA 22151
 USA

9400451832

Dispatch via Print

Contract ID	Version	Page
000000000000032571	3	1 of 1
Contract Dates	Currency	Rate Type
10/01/2011 to 10/31/2017	USD	CRRNT
Description:		Contract Maximum
PEST CONTROL		0.00
Contract Officer Name	Phone	
Brunson, Jacqueline (VDOT)	540/899-4237	

his contract is a result of IFB#114490 and all terms and conditions shall apply. Vendor Contact: Brian
 Simons703-928-5638bsimons@connorspest.com VDOT Contract Administrator: Steve
 Schaulsteve.schaul@vdot.virginia.gov 540-899-4013.
 This contract has been extended until October 31, 2014.

Contract Lines:

Line #	Item ID / Category	Item Desc	UOM	Minimum Order Qty	Amt	Maximum / Open Qty	Amt
1	9105901005	PEST CONTROL (INCLUDING TERMITE INSPECTION) PEST CONTROL (INCLUDING TERMITE INSPECTION)	MON	0.01	0.00	0.00	0.00
Pricing Agreement:		Pricing Date:	Due Date				
		Pricing Quantity:	Due Date				
		Quantity Type:	Current Order Quantity				
Contract Base Pricing		260.00000	MON	MAIN			

Final = The price is final after adjustments
 Hard = Apply adjustments regardless of other adjustments
 Skip = Skip adjustments if any other adjustments have been applied

Unauthorized

CONTRACT

VA Dept of Transportation
 VDOT Central Office
 1201 E Broad St
 Richmond VA 23219
 USA

Vendor ID: 0000036820
 Connors Termite & Pest Control Inc
 5408-A Port Royal Road
 VA10012155
 EVAAD105819
 Springfield VA 22151
 USA

9400451832

Dispatch via Print

Contract ID	Version	Page
000000000000032571	3	1 of 1
Contract Dates	Currency	Rate Type
10/01/2011 to 10/31/2017	USD	CRRNT
Description:		Contract Maximum
PEST CONTROL		0.00
Contract Officer Name	Phone	
Brunson, Jacqueline (VDOT)	540/899-4237	

his contract is a result of IFB#114490 and all terms and conditions shall apply. Vendor Contact: Brian
 Simons703-928-5638bsimons@connorspest.com VDOT Contract Administrator: Steve
 Schaulsteve.schaul@vdot.virginia.gov 540-899-4013.
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Contract Lines:

Line #	Item ID / Category	Item Desc	UOM	Minimum Order Qty	Amt	Maximum / Open Qty	Amt
1	9105901005	PEST CONTROL (INCLUDING TERMITE INSPECTION) PEST CONTROL (INCLUDING TERMITE INSPECTION)	MON	0.01	0.00	0.00	0.00
Pricing Agreement:		Pricing Date:	Due Date				
		Pricing Quantity:	Due Date				
		Quantity Type:	Current Order Quantity				
Contract Base Pricing		260.00000	MON	MAIN			

Final = The price is final after adjustments
 Hard = Apply adjustments regardless of other adjustments
 Skip = Skip adjustments if any other adjustments have been applied

Authorized Signature



Simulation: Enter Contracts

You are now about to view a simulation entitled **Entering Procurement Contracts**. Click the Cardinal logo below to start the simulation.





Lesson 2: Summary

In this lesson, you learned:

- A contract is used to capture an agreement between the agency and the seller of the goods or services.
- The primary contract type used is a Purchase Order Contract.
- You use the **Contract Entry** page to enter contract specific information.
- You use the **Contract Items - Lines** section to define basic information for contract line items.
- Setting the contract to an **Approved** status allows the contract to be used on requisitions and POs.
- To print a contract, use the **Order Contracts** report or the **Dispatch Contracts** and select a PDF format.
- The **Dispatch Contracts** report provides for a hard (print) copy of the contract with a signature line.



Lesson 3: Maintain Contracts

This lesson covers the following topics:

- Search for Contracts
- Contract Versioning
- Update Contracts
- View Contract Change History
- Cancel / Close Contracts



Search for Contracts

Modifications to a contract may be needed throughout the life of the contract. We refer to these updates or changes as maintaining the contract.

To make modifications to a contract, navigate using the following path:

Main Menu > Procurement Contracts > Add/Update Contracts

Using the **Find an Existing Value** tab, you may search for a specific contract by entering the **Contract ID**.

Alternatively, you can find all contracts associated to a supplier by entering in the **Supplier Name**.

Click **Search**. Select the hyperlink for the contract you wish to modify.

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):

SetID: = [v] STATE

Contract ID: begins with [v]

Contract Version: = [v]

Version Status: = [v]

Contract Process Option: = [v]

Short Vendor Name: begins with [v] SUPERIOR

Vendor Name: begins with [v]

Master Contract ID: begins with [v]

Case Sensitive

Search Results

[View All](#)

SetID	Contract ID	Contract Version	Version Status	Contract Process Option	Vendor ID	Short Vendor Name
STATE	00000000000032111	6	Current	Order	0000028540	SUPERIOR C-003
STATE	00000000000032111	5	History	Order	0000028540	SUPERIOR C-003
STATE	00000000000032111	4	History	Order	0000028540	SUPERIOR C-003
STATE	00000000000032111	3	History	Order	0000028540	SUPERIOR C-003
STATE	00000000000032111	2	History	Order	0000028540	SUPERIOR C-003



Contract Versioning

Create a new version when you need to make material changes to an approved contract. This includes the addition of lines, price changes, expiration date changes, and closing.

Cardinal copies all contract information from the current version to the new draft version and sets the new version status to **Draft**. From the **Contract Entry – Contract** page:

- Click **New Version**.
- The **Change Reason** page will display.

CARDINAL
Favorites | Main Menu > Procurement Contracts > Add/Update Contracts

Contract Entry Contract

SetID:	STATE	Contract Version	
Contract ID:	000000000000032111	Version:	6
*Status:	Approved	Status:	Current
Administrator/Buyer:	REBECCA.SMITH	Approved Date:	07/18/2013
Smith, Susie (VDOT)			

Header

Process Option:	Purchase Order	Edit Comments	Activity Log
Vendor:	SUPERIOR C-003	Contract Activities	Document Status
Vendor ID:	0000028540 Superior Concrete	Primary Contact Info	Thresholds & Notifications
Begin Date:	06/01/2011	Contract Releases	View Changes
Expire Date:	05/31/2014		Current Change Reason
			Contract Reference



Contract Versioning (continued)

On the **Change Reason** page, select a **Reason Code** using the magnifying glass icon next to the field. On the **Change Reason** page, enter a comment on what the change will entail and click **OK**. The new version, in draft status, will open for editing.

Change Reason

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

SetID: STATE Contract ID: 000000000000000000040208

Reason Code: 

Comment:

Use Same Reason Code

Look Up

Look Up Reason Code

SetID: STATE
Reason Type: Procurement Contract
Reason Code: begins with
Description: begins with

[Basic Lookup](#)

Search Results

View 100 First 1-4 of 4 Last

Reason Code	Description
EXTENSION	Contract Extension
OTHER	MODIFICATION
PRICE_INCR	Price Increase
RENEWAL	Contract Renewal



Contract Versioning (continued)

- Cardinal displays the new draft version number and sets the contract **Status** for the draft version to **Open**.
- The **Version** number increments by 1.
- The **Delete Version** button is enabled.
- You may change any field and add or cancel lines the same way you would when entering the contract.
- Once all modifications are complete, change the contract **Status** to **Approved**.
- Changing the **Status** prompts a message to appear: “This action will make the Draft version become the Current version when you Save.” Click **OK**.
- Click **Save** to commit the changes. The **Draft** version becomes the **Current** version and the previous **Current** version’s status is set to **History**. The new Current version is available for use.

Favorites | Main Menu > Procurement Contracts > Add/Update Contracts

Contract Entry

Contract

SetID: STATE
Contract ID: 00000000000000000040263
*Status: Open
Administrator/Buyer: MIKE HALL Hall, Mike (VDOT)

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

Header

Process Option: Purchase Order
Vendor: LL CARTER -002 Vendor Search
*Vendor ID: 0000033093 LL Carter & Son Inc
*Begin Date: 03/25/2012
Expire Date: 03/24/2013
Renewal Date:
Currency: USD CRRNT
Primary Contact: 3 Peggy Snead
Vendor Contract Ref:
Description: STONE
Master Contract ID:
 Tax Exempt

Amount Summary

Maximum Amount:	0.00	USD
Line Item Released Amount:	130,036.07	
Category Released Amount:	0.00	
Open Item Released Amount:	0.00	
Total Released Amount:	130,036.07	

Order Contract Options

<input checked="" type="checkbox"/> Allow Multicurrency PO	<input type="checkbox"/> Allow Open Item Reference	<input type="checkbox"/> Must Use Contract Rate Date Rate Date: 03/23/2012
<input checked="" type="checkbox"/> Corporate Contract	<input type="checkbox"/> Adjust Vendor Pricing First	<input checked="" type="checkbox"/> Auto Default
<input type="checkbox"/> Lock Chartfields	<input type="checkbox"/> Price Can Be Changed on Order	*Dispatch Method: Print Dispatch

Contract Items

Contract Categories

Save Return to Search Notify Refresh Add Update/Display Correct History



Contract Versioning (continued)

Favorites | Main Menu > Procurement Contracts > Add/Update Contracts New Window

Contract Entry

Contract

SetID:	STATE	Contract Version	
Contract ID:	0000000000000000000040263	Version:	2
*Status:	Open	Status:	Draft
Administrator/Buyer:	MIKE.HALL	Delete Version	Approval Due Date:
	Hall, Mike (VDOT)		

Header

Process Option:	Purchase Order	Edit Comments	Activity Log
Vendor:	LL CARTER -002 Vendor Search	Contract Activities	Document Status
*Vendor ID:	0000033093 LL Carter & Son Inc	Primary Contact Info	Thresholds & Notifications
*Begin Date:	03/25/2012	Contract Releases	View Changes
Expire Date:	03/24/2013	Amount Summary	
Renewal Date:		Maximum Amount:	0.00 USD
Currency:	USD CRRNT	Line Item Released Amount:	130,036.07
Primary Contact:	3 Peggy Snead	Category Released Amount:	0.00
Vendor Contract Ref:		Open Item Released Amount:	0.00
Description:	STONE	Total Released Amount:	130,036.07
Master Contract ID:		Contract Reference	
<input type="checkbox"/> Tax Exempt			

Order Contract Options

<input checked="" type="checkbox"/> Allow Multicurrency PO	<input type="checkbox"/> Allow Open Item Reference	<input type="checkbox"/> Must Use Contract Rate Date	Rate Date: 03/23/2012
<input checked="" type="checkbox"/> Corporate Contract	<input type="checkbox"/> Adjust Vendor Pricing First	<input checked="" type="checkbox"/> Auto Default	
<input type="checkbox"/> Lock Chartfields	<input type="checkbox"/> Price Can Be Changed on Order	*Dispatch Method:	Print
PO Defaults	Add Open Item Price Adjustments	Price Adjustment Template	<input type="button" value="Dispatch"/>

Contract Items

Contract Categories



Update Contracts (continued)

While the contract **Status** is **Open** and you are **Draft** mode of your new version you can also increase or decrease a contract's **Maximum Amount**:

- When reducing the contract maximum, the amount cannot be less than the total amount of the POs already released against the contract.
- You can increase the contract maximum to any amount required.

Favorites | Main Menu > Procurement Contracts > Add/Update Contracts

Contract Entry
Contract

SetID: STATE
Contract ID: 0000000000000000000040263
*Status: Open
Administrator/Buyer: MIKE.HALL

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

Hall, Mike (VDOT)

Header

Process Option: Purchase Order
Vendor: LL CARTER -002 Vendor Search
*Vendor ID: 0000033093 LL Carter & Son Inc
*Begin Date: 03/25/2012
Expire Date: 03/24/2013
Renewal Date: []
Currency: USD CRRNT
Primary Contact: 3 Peggy_Snead
Vendor Contract Ref: []
Description: STONE
Master Contract ID: []
 Tax Exempt

Edit Comments
Contract Activities
Primary Contact Info
Contract Releases
Activity Log
Document Status
Thresholds & Notifications
View Changes
Contract Reference

Amount Summary
Maximum Amount: 0.00 USD
Line Item Released Amount: 130,036.07
Category Released Amount: 0.00
Open Item Released Amount: 0.00
Total Released Amount: 130,036.07



Add or Cancel Contract Lines

Updates to Contracts: **Contract Entry**– **Contract** page, **Contract Items - Lines** section:

New lines can be added by clicking the + icon at the end of the line on any tab. Enter in the specific item information, price, description, etc. See Lesson 2 for details on adding **Lines** to contracts.

In some cases, the system allows cancellation or inactivation of the line and the Cancel button (a red X) appears for you on the **Details** tab to perform these actions.

Contract Items

Catalog Search Item Search Search for Contract Lines

STONE, CRUSHED

Lines Customize | Find | View All | First 1-3 of 3 Last

Details Order By Amount Item Information Default Schedule Release Amounts Release Quantities Line Groupings

Line	Item	Description	UOM	Category	Include for Release	Status			
1	7503532045	STONE NO. 8, STONE	LTN	7503532	<input checked="" type="checkbox"/>	Active			
2	7503532085	STONE NO. 21A, STONE	LTN	7503532	<input checked="" type="checkbox"/>	Active			
3	7503548512	STONE, CRUSHED GRADE 30, SELECT MATERIAL	LTN	7503548	<input checked="" type="checkbox"/>	Active			

[View Category Hierarchy](#) [Category Search](#)



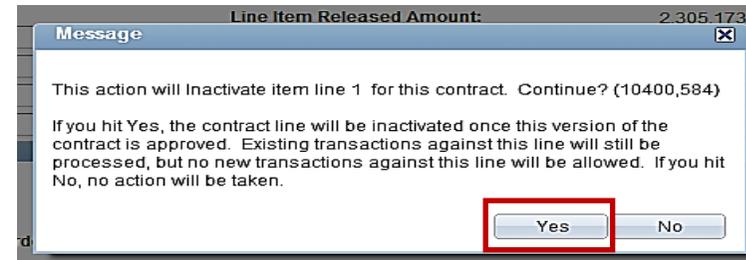
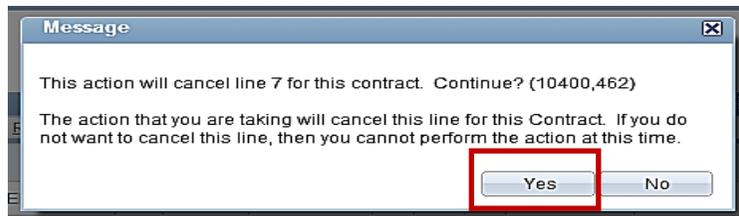
Cancel or Inactivate a Contract Line (continued)

Contract Items - Lines section, **Details** tab continued:

Both cancellation and inactivation of a line result in no future orders being allowed for that line item. If no purchase orders have been placed against a line then the line can be cancelled. If purchase orders have been placed, the line will be inactivated.

- Click the **Cancel (X)** on the line you wish to cancel / inactivate. A pop-up window will appear indicating the line is being cancelled / inactivated. Click **Yes** to continue.

Contract Items												
Catalog Search			Item Search			Search for Contract Lines						
STONE CRUSHED												
Lines												
Customize Find View All First 1-3 of 3 Last												
Details Order By Amount Item Information Default Schedule Release Amounts Release Quantities Line Groupings												
Line	Item	Description		UOM	Category				Include for Release	Status		
1	7503532045	STONE NO. 8, STONE		LTN	7503532				<input checked="" type="checkbox"/>	Active	X	
2	7503532085	STONE NO. 21A, STONE		LTN	7503532				<input checked="" type="checkbox"/>	Active	X	
3	7503548512	STONE, CRUSHED GRADE 30, SELECT MATERIAL		LTN	7503548				<input checked="" type="checkbox"/>	Active	X	





Cancel or Inactivate a Contract Line (continued)

Contract Items - Lines section, **Details** tab continued:

- After you click **Cancel (X)**, the line still appears but the fields are protected and the **Reactivate** icon is available. The line **Status** has been updated to **Inactive**.
- If you click the **Reactivate Line** icon, the line returns to its active state as if nothing ever happened.

Contract Items														
Catalog Search		Item Search			Search for Contract Lines									
STONE CRUSHED														
Lines														
Details Order By Amount Item Information Default Schedule Release Amounts Release Quantities Line Groupings														
Line	Item	Description		UOM	Category				Include for Release	Status				
1	7503532045	STONE NO. 8, STONE		LTN	7503532				<input type="checkbox"/>	Inactive				
2	7503532085	STONE NO. 21A, STONE		LTN	7503532				<input checked="" type="checkbox"/>	Active				
3	7503548512	STONE, CRUSHED GRADE 30, SELECT MATERIAL		LTN	7503548				<input checked="" type="checkbox"/>	Active				



Cancel or Inactivate a Contract Line (continued)

Cancel / Inactivate a Line continued:

- Once you have reviewed your modifications, change the contract **Status** to **Approved**.
 - A pop-up window will appear with the message “This action will make the Draft version become the Current version when you Save.” Click **OK**. You will return to the **Contract Entry – Contract** page.
 - To commit the contract modifications, scroll down to the bottom of the **Contract Entry– Contract** page and click **Save**.

The screenshot shows a web application interface for contract management. At the top, the '*Status:' dropdown menu is set to 'Approved' and is highlighted with a red box. Below this, the form displays various contract details under a 'Header' section, including 'Process Option: Purchase Order', 'Vendor: LL CARTER -003', 'Vendor ID: 0000033093', 'Begin Date: 03/25/2012', 'Expire Date: 03/24/2013', 'Currency: USD CRRNT', 'Primary Contact: 1 Peggy Snead', and 'Description: STONE'. A 'Message' pop-up window is overlaid on the form, containing the text: 'This action will make the Draft version become the Current version when you Save (10400,591)'. Below the message, an 'OK' button is highlighted with a red box. The form also includes an 'Amount Summary' section and 'Order Contract Options' at the bottom.



Cancel or Inactivate a Contract Line (continued)

Once a draft version's **Status** is changed to **Approved** and the contract is saved, the cancelled / inactivated line(s) cannot be re-activated. The line remains on the contract but cannot be sourced to a PO.

After you approve and save, each line will have an updated **Status** and the **Reactivate** option is no longer available.

Contract Items

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

STONE, CRUSHED

Lines Customize | Find | View All | First 1-3 of 3 Last

Details | Order By Amount | Item Information | Default Schedule | Release Amounts | Release Quantities | Line Groupings

Line	Item	Description	UOM	Category	Include for Release	Status
1	7503532045	STONE NO. 8, STONE	LTN	7503532	<input type="checkbox"/>	Inactive
2	7503532085	STONE NO. 21A, STONE	LTN	7503532	<input checked="" type="checkbox"/>	Active
3	7503548512	STONE, CRUSHED GRADE 30, SELECT MATERIAL	LTN	7503548	<input checked="" type="checkbox"/>	Active



Update Contract Line Price Adjustments

The **Price Adjustments** feature enables users to change the price by amount or percentage. **Price Adjustments** are always calculated against the contract **Base Price**. The first price adjustment may be done by percentage, however subsequent adjustments must be done by amount.

- From the **Contract Items - Lines** section, **Details** tab, click the **Price Adjustments** icon next to the line you wish to update. The **Price Adjustments for Item Line XX** page will display.

Line	Item	Description	UOM	Category	Include for Release	Status			
1	9204501000	SOFTWARE MAINTENANCE/SUPPORT SOFTWARE MAINTENANCE/SUPPORT	EA	9204501	<input checked="" type="checkbox"/>	Active	✗	+	-
2	9204501000	SOFTWARE MAINTENANCE/SUPPORT SOFTWARE MAINTENANCE/SUPPORT	EA	9204501	<input checked="" type="checkbox"/>	Active	✗	+	-

Note: Contract lines set to **Amt Only**, as seen on the **Order By Amount** tab, cannot be modified using the **Price Adjustments** page.

Line	Item	Description	Amt Only	Merchandise Amount	Release as Milestone			
1	9204501000	SOFTWARE MAINTENANCE/SUPPORT SOFTWARE MAINTENANCE/SUPPORT	<input checked="" type="checkbox"/>	240,000.00	<input type="checkbox"/>	+	-	
2	9204501000	SOFTWARE MAINTENANCE/SUPPORT SOFTWARE MAINTENANCE/SUPPORT	<input checked="" type="checkbox"/>	360,000.00	<input type="checkbox"/>	+	-	



Update Contract Line Price Adjustments (continued)

After you have clicked on the **Price Adjustments** icon next to the line you wish to update, the **Contract Entry - Price Adjustments for Item Line XX** page displays. The **Base Price** for the selected line is displayed.

Contract Entry
Price Adjustments for Item Line 1

SetID: STATE Contract ID: 000000000000032836 Version: 6 Line: 1 TOLL COLLECTION EQUIPMENT AND

Price Adjustments Find | View All First 1 of 1 Last
*Effective Date: 07/06/2016 *Status: Active *Calculation Method: Sum All Adjustments

Price Rule Find | View All First 1 of 1 Last

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 Customize | Find | View All First 1 of 1 Last

*Method	Percentage	Adjusted Price
Percentage		8.90000

OK Cancel Refresh



Update Contract Line Price Adjustments (continued)

From the **Contract Entry - Price Adjustments for Item Line XX** page for all types of **Price Adjustments**:

Price Adjustments section:

- Click on the + icon to add an effective-dated row.
- Enter an **Effective Date** for the price adjustment to start. Future effective-dated pricing may be used.
- The **Status** defaults to **Active**.

Price Rule Section:

- The **Sequence** defaults to **1**.
- The **Supplier Loc** must be selected; most suppliers have only one location, **MAIN**.

Contract Entry

Price Adjustments for Item Line 1

SetID: STATE Contract ID: 00000000000032836 Version: 6 Line: 1 TOLL COLLECTION EC

Price Adjustments Find | View All First 1 of 1 Last

*Effective Date: 07/06/2016 *Status: Active *Calculation Method: Sum All Adjustments + -

Price Rule Find | View All First 1 of 1 Last

Criteria

Sequence: 1
Vendor Loc: MAIN
Currency: USD

Method

General Adjustment
 Match Shipto
Ship To:
 Match UOM
UOM: EA

Restrictions + -

Hard Price
 Ignore If Other Adjustments
 Stop Price Calculation Here

Adjustment Detail Customize | Find | View All | First 1 of 1 Last

*Min Qty	Max Qty	*Method	Percentage	Adjusted Price
1.0000	999999999.9999	Percentage		8.90000 + -

OK Cancel Refresh



Update Contract Line Price Adjustments (continued)

If the first modification to the price is based on Consumer Price Index (CPI) or Producer Price Index (PPI), as per the terms of the contract, use the **General Adjustment** method.

Method section:

- Select **General Adjustment**.

Adjustment Detail section:

- Enter the CPI or PPI **Percentage**.
When you tab out of this field, the **Adjusted Price** will be updated and is available on the new **Effective Date**.

Click **OK** to return to the **Contract Entry – Contract** page.

To save your modifications, you must **Save** the draft version and set its **Status** to **Approved** on the **Contract Entry – Contract** page.

Contract Entry
Price Adjustments for Item Line 2

SetID: STATE Contract ID: 000000000000032645 Version: 4 Line: 2 SOFTWARE MAINTENA

Price Adjustments Find | View All First 1 of 1 Last
*Effective Date: 07/22/2016 *Status: Active *Calculation Method: Sum All Adjustments

Price Rule Find | View All First 1 of 1 Last

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

Adjustment Detail Customize | Find | View All | First 1 of 1 Last

*Method	Percentage	Adjusted Price
Percentage	2.0000	367200.00000

OK Cancel Refresh



Update Contract Line Price Adjustments (continued)

Price changes using amount or percent can be done with a new effective dated row and entering the difference between the base price and the new price. Use the **Match UOM** method.

Method section:

- Select the **Match UOM** checkbox and the system will display the **UOM** field. The **UOM** value selected must be the same as the **UOM** on the contract line.

Adjustment Detail section:

- **Method:** This may be set to either **Amount** or **Percentage**. The adjacent field will change to either **Amount** or **Percentage** based on the **Method** you select.
- Enter the change **Amount** or **Percentage**.
 - To enter a price reduction, enter a minus (-) sign before the number in the **Amount** or **Percentage** field.
- Click **OK** to accept the changes.

Contract Entry
Price Adjustments for Item Line 1

SetID: STATE Contract ID: 00000000000032836 Version: 6 Line: 1 TOLL COLLECTION EC

Price Adjustments Find | View All First 1 of 1 Last
*Effective Date: 07/06/2016 *Status: Active *Calculation Method: Sum All Adjustments

Price Rule Find | View All First 1 of 1 Last

Criteria
Sequence: 1
Vendor Loc: MAIN
Currency: USD

Method
 General Adjustment
 Match Shipto
Ship To:
 Match UOM
UOM: EA

Restrictions
 Hard Price
 Ignore If Other Adjustments
 Stop Price Calculation Here

Adjustment Detail Customize | Find | View All First 1 of 1 Last

Min Qty	Max Qty	*Method	Amount	Adjusted Price
1.0000	999999999.9999	Amount	2.50000	11.40000

OK Cancel Refresh



Update Contract Line Price Adjustments (continued)

Match UOM example:

The original base price was \$8.90 and the price is increasing to \$11.40. In the **Method** section **Match UOM** is selected. The **UOM** field is automatically populated and matches the **UOM** on the contract line. In the **Method** field select **Amount**. The **Amount** field appears and you enter 2.50 as this is the difference between the base price of \$8.90 and the new price of \$11.40. The **Adjusted Price** will automatically update to \$11.40 after the **Amount** is entered and you tab out of the field or Click **OK**. Click **OK** to accept the change.

Contract Entry

Price Adjustments for Item Line 1

SetID: STATE Contract ID: 000000000000032836 Version: 6 Line: 1 TOLL COLLECTION EC

Price Adjustments Find | View All First 1 of 1 Last

*Effective Date: 07/06/2016 *Status: Active *Calculation Method: Sum All Adjustments

Price Rule Find | View All First 1 of 1 Last

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

Adjustment Detail Customize | Find | View All First 1 of 1 Last

*Min Qty	Max Qty	*Method	Amount	Adjusted Price
1.0000	999999999.9999	Amount	2.50000	11.40000

OK Cancel Refresh



Update Contract Line Price Adjustments (continued)

Adjustment Detail section:

- **Min Qty:** The minimum quantity default is **1**. To allow the user to order a **Min Qty** of less than one, set the **Min Qty** to **.01**. (For example, stone is priced by the ton. However, a user may order ½ of a ton.) If the **Min Qty** is left at 1, and a user orders less than 1, the user will receive an error message indicating they must either modify the quantity ordered to meet the minimum or modify the contract minimum quantity.
- The **Min Qty** must be equal to or greater than (\geq) the **Minimum Quantity** set on the item Purchasing Attributes.
- To have the new price applied to all quantities on an order the **Min Qty** must be changed to the minimum quantity of the item.

Contract Entry

Price Adjustments for Item Line 1

SetID: STATE Contract ID: 000000000000032836 Version: 6 Line: 1 TOLL COLLECTION EC

Price Adjustments Find | View All First 1 of 1 Last

*Effective Date: 07/06/2016 *Status: Active *Calculation Method: Sum All Adjustments

Price Rule Find | View All First 1 of 1 Last

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

Adjustment Detail Customize | Find | View All First 1 of 1 Last

*Min Qty	Max Qty	*Method	Amount	Adjusted Price
1.0000	999999999.9999	Amount	2.50000	11.40000

OK Cancel Refresh



Update Contract Line Price Adjustments (continued)

Adjustment Detail section continued:

- **Max Qty:** The maximum quantity defaults, and should remain at, **999999999.9999**.
- Click **OK** to return to the **Contract Entry – Contract** page.
- To save your modifications, you must **Save** the draft version and set its **Status** to **Approved** on the **Contract Entry – Contract** page.

Contract Entry

Price Adjustments for Item Line 1

SetID: STATE Contract ID: 000000000000032836 Version: 6 Line: 1 TOLL COLLECTION EC

Price Adjustments Find | View All First 1 of 1 Last

*Effective Date: 07/06/2016 *Status: Active *Calculation Method: Sum All Adjustments

Price Rule Find | View All First 1 of 1 Last

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

Adjustment Detail Customize | Find | View All | First 1 of 1 Last

*Min Qty	Max Qty	Method	Amount	Adjusted Price
1.0000	999999999.9999	Amount	2.50000	11.40000

OK Cancel Refresh



Update Amount Only Contract Line Price Adjustments

Updating the price for a contract line that is marked **Amt Only** differs from updating the normal contract line pricing. **Amount Only** pricing adjustments cannot be entered on the **Price Adjustments** page and cannot be effective-dated. To adjust **Amount Only** Lines:

From the **Contract Entry– Contract** page, **Contract Items - Lines** section, either:

- Uncheck the **Amt Only** checkbox and follow instructions from the prior page; or
- Click the **Line Details** icon to display the **Contract Entry– Details for Line XX** page.

The screenshot shows the CARDINAL software interface. At the top left is the CARDINAL logo. The breadcrumb navigation reads: Favorites | Main Menu > Procurement Contracts > Add/Update Contracts. The main header area contains the text "Contract Entry Contract" in a red box. Below this, contract details are displayed: SetID: STATE, Contract ID: 000000000000032645, *Status: Open (dropdown), Administrator/Buyer: DANILO.VASQUEZ (with a search icon). To the right, the "Contract Version" section shows Version: 4, Status: Draft, and Approval Due Date: (empty field with a calendar icon). A "Delete Version" button is also present. Below the contract details is a "Header" section and a "Contract Items" section with a dropdown arrow. Under "Contract Items", there are links for "Catalog Search", "Item Search", and "Search for Contract Lines". The "SOFTWARE MAINTENANCE/SUPPORT" section is highlighted in red. Below this is a "Lines" section with a red box around the "Lines" label. The "Lines" section contains a table with columns: Line, Item, Description, Amt Only, Merchandise Amount, Release as Milestone, and icons. The table has two rows: Line 1 with Item 9204501000, Description "SOFTWARE MAINTENANCE/SUPPORT SOFTWARE MAINTENANCE/SUPPORT", Amt Only checked, and Merchandise Amount 240,000.00; and Line 2 with Item 9204501000, Description "SOFTWARE MAINTENANCE/SUPPORT SOFTWARE MAINTENANCE/SUPPORT", Amt Only unchecked, and Merchandise Amount 360,000.00. The "Amt Only" checkbox for Line 1 is highlighted in red.

Line	Item	Description	Amt Only	Merchandise Amount	Release as Milestone			
1	9204501000	SOFTWARE MAINTENANCE/SUPPORT SOFTWARE MAINTENANCE/SUPPORT	<input checked="" type="checkbox"/>	240,000.00	<input type="checkbox"/>			
2	9204501000	SOFTWARE MAINTENANCE/SUPPORT SOFTWARE MAINTENANCE/SUPPORT	<input type="checkbox"/>	360,000.00	<input type="checkbox"/>			



Update Amount Only Contract Line Price (continued)

To Adjust **Amount Only** Lines continued:

- From the **Contract Entry– Details for Line XX** page:
 - Scroll down and expand the **Pricing Information** section.
 - In the Order By Amount section, update the **Merchandise Amount** field to the new price.
 - Scroll down to the bottom of the page and click **OK** to return to the **Contract Entry – Contract** page.
- To save your modifications you must **Save** the draft version and set its **Status** to **Approved** on the **Contract Entry – Contract** page.

Contract Entry
Details for Line 1

Contract ID: 00000000000032645 Version: 4 Vendor: TELVENT US-001
Line: 1 Item ID: 9204501000

Line Details

Category: 9204501 Status: Active
Description: Physical Nature: Services
Category ID: 07864

Transaction Item Description:
SOFTWARE MAINTENANCE/SUPPORT SOFTWARE MAINTENANCE/SUPPORT

Preferred Language Item Description:
SOFTWARE MAINTENANCE/SUPPORT SOFTWARE MAINTENANCE/SUPPORT

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

▶ **Item Information**
▶ **Release Amounts / Quantities**

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: 240000.00



View Contract Change History

Using the **Contract Change History** page, you can view all changes to a contract. This page details the contract version, change type, description, date, reason code, and individual who made the change.

You can navigate to the **Contract Change History** page using the following two methods:

1. Navigate using the following path:

Main Menu > Procurement Contracts > Review Contract Information > Contract Change History

2. Click on the **View Changes** hyperlink on the **Contract Entry – Contract** page.

The screenshot shows a web application interface for 'Contract Entry - Contract'. The page includes a breadcrumb trail: 'Favorites | Main Menu > Procurement Contracts > Add/Update Contracts'. The contract details are as follows:

- SetID: STATE
- Contract ID: 00000000000000000000000040131
- *Status: Approved
- Administrator/Buyer: TRACY.SELL
- Contract Version: Version: 2, Status: Current, Approved Date: 05/30/2012
- Process Option: Purchase Order
- Vendor: MCDONOUGH-003
- Vendor ID: 0000025966, McDonough Bolyard Peck Inc
- Begin Date: 06/16/2011
- Expire Date: 06/15/2013
- Renewal Date:
- Currency: USD CRRNT
- Primary Contact:
- Vendor Contract Ref: Region 2 Finals Contract II
- Description: Region 2 Finals Contract II
- Master Contract ID:
- Tax Exempt

Hyperlinks in the 'Primary Contact Info' section include: Edit Comments, Activity Log, Contract Activities, Document Status, Primary Contact Info, Thresholds & Notifications, **View Changes** (highlighted in a red box), and **Current Change Reason** (highlighted in a red box). The 'Amount Summary' section shows: Maximum Amount: 3,428,960.00 USD, Line Item Released Amount: 3,428,960.00, Category Released Amount: 0.00, Open Item Released Amount: 0.00, Total Released Amount: 3,428,960.00, Remaining Amount: 0.00, and Remaining Percent: 0.00.

Note: Also on the **Contract Entry – Contract** page is the **Current Change Reason** hyperlink which may be used to view the last change reason code and any related comments.



Cancel / Close Contracts

You can cancel or close a contract from the **Contract Entry - Contract** page. You can navigate to this page using the following path:

Main Menu > Procurement Contracts > Add/Update Contracts

Cancel:

You can cancel a contract when there are no related requisitions or POs.

Close:

Once a contract has expired or otherwise ended, and is not going to be renewed, it must be **Closed**.

To Cancel / Close:

- Set the **Status** to **Cancelled** or **Closed**.
- Unselect the **Send Date/Amount Notification** checkbox on the **Thresholds & Notifications** page to stop future notifications.
- Scroll to the bottom of the page and click **Save**.

Favorites | Main Menu > Procurement Contracts > Add/Update Contracts

Contract Entry
Contract

SetID: STATE
Contract ID: 00000000000000000040263
Contract Version: 3 Status: Draft
Delete Version Approval Due Date: []

*Status: Open
Approved
Canceled
Closed
On-Hold

Administrator/Buyer: Hall, Mike (VDOT)

Header
Process Option: Open
Vendor: LL CARTER -002 Vendor Search
Vendor ID: 000033093 Vendor Search
*Begin Date: 03/25/2012
Expire Date: 03/24/2013
Renewal Date: []
Currency: USD CRRNT
Primary Contact: 3 Peggy Snead
Vendor Contract Ref: []
Description: STONE
Master Contract ID: []
 Tax Exempt

Edit Comments Activity Log
Contract Activities Document Status
Primary Contact Info Thresholds & Notifications
Contract Releases View Changes

Amount Summary
Contract Reference
Maximum Amount: 0.00 USD
Line Item Released Amount: 130,036.07
Category Released Amount: 0.00
Open Item Released Amount: 0.00
Total Released Amount: 130,036.07

Order Contract Options

Contract Items
Catalog Search Item Search Search for Contract Lines

STONE RIP RAP

Line	Item	Description	UOM	Category	Include for Release	Status
1	7503532250	STONE NO. 78, STONE	LTN	7503532	<input checked="" type="checkbox"/>	Active



Simulation: Maintain Contracts

You are now about to view a simulation entitled **Maintaining Procurement Contracts**. Click the Cardinal logo below to start the simulation.





Lesson 3: Summary

In this lesson, you learned:

- When searching for a contract, you can search for a specific contract by entering a contract ID.
- A material update to a contract requires a new version to be created.
- You can view changes to a contract, such as changes to the contract header or contract lines, on the **Contract Change History** page.
- You can cancel a contract that has not been added to a requisition or a PO. You cancel a contract using the **Contract Entry – Contract** page at the header level by selecting the contract **Status** of **Cancelled**.



Lesson 4: Contract Reports and Queries

This lesson covers the following topics:

- Reports
- Queries



Reports

There are numerous contract reports available and they can be run at various intervals. These reports are particularly useful to Contract Administrators in managing contracts and related activities.

Key contract reports include:

- Contract Expiration
- Order Contracts
- Contract Usage Details
- Contract Activities Report
- PO Balance Detail Report
- Contract Executive Summary Report



Contract Expiration Report

The **Contract Expiration** report lists contracts that are scheduled to expire within the date range you select. This report can be run by supplier / category or by category / supplier.

You can navigate to this report using the following path:

Main Menu > Procurement Contracts > Reports > Contract Expiration

Report ID: POCNT400		PeopleSoft CONTRACT EXPIRATION				Page No. 1 Run Date 07/05/2016 Run Time 08:44:27		
Line Item Contracts								
Contract Setid STATE								
Category Cd: 00029 6580401								
Vendor ID/Name: 0000022788 Boscobel LLC								
Expire Dt	Contract ID/ Cntrct Curr	Contract Type	Version Buyer	Item ID/ Item Description	Mfg Item ID/ Manufacturer	Amount Released	Currency	UOM Unit Price
12/01/2016	000000000000000000044405	2	Weber, Ellen S. (VDOT)	6580401000 PIPE, MISC.		0.00	USD	LF 6.03
USD	PO Order						USD	LF 6.03
12/01/2016	000000000000000000044405	2	Weber, Ellen S. (VDOT)	6580401000 PIPE, MISC.		0.00	USD	LF 39.99
USD	PO Order						USD	LF 39.99
12/01/2016	000000000000000000044405	2	Weber, Ellen S. (VDOT)	6580401000 PIPE, MISC.		0.00	USD	LF 50.60
USD	PO Order						USD	LF 50.60



Contract Expiration Report (continued)

Report ID: POCNT400		PeopleSoft CONTRACT EXPIRATION			Page No. 1 Run Date 07/05/2016 Run Time 08:44:27		
Line Item Contracts							
Contract Setid STATE							
Category Cd: 00029 6580401							
Vendor ID/Name: 0000022788 Boscobel LLC							
Expire Dt	Contract ID/ Cntrct Curr Contract Type	Version Buyer	Item ID/ Item Description	Mfg Item ID/ Manufacturer	Amount Released	Currency	UOM Unit Price
12/01/2016	000000000000000000044405	2	6580401000		0.00	USD	LF 6.03
USD	PO Order	Weber, Ellen S. (VDOT)	PIPE, MISC.			USD	LF 6.03
12/01/2016	000000000000000000044405	2	6580401000		0.00	USD	LF 39.99
USD	PO Order	Weber, Ellen S. (VDOT)	PIPE, MISC.			USD	LF 39.99
12/01/2016	000000000000000000044405	2	6580401000		0.00	USD	LF 50.60
USD	PO Order	Weber, Ellen S. (VDOT)	PIPE, MISC.			USD	LF 50.60
12/01/2016	000000000000000000044405	2	6580401000		0.00	USD	LF 68.08
USD	PO Order	Weber, Ellen S. (VDOT)	PIPE, MISC.			USD	LF 68.08
12/01/2016	000000000000000000044405	2	6580401000		0.00	USD	LF 97.80
USD	PO Order	Weber, Ellen S. (VDOT)	PIPE, MISC.			USD	LF 97.80
12/01/2016	000000000000000000044405	2	6580401000		0.00	USD	LF 6.03
USD	PO Order	Weber, Ellen S. (VDOT)	PIPE, MISC.			USD	LF 6.03
12/01/2016	000000000000000000044405	2	6580401000		0.00	USD	LF 39.61
USD	PO Order	Weber, Ellen S. (VDOT)	PIPE, MISC.				



Contract Usage Details Report

The **Contract Usage Details** report lists purchase orders by either **Supplier ID** or **Contract ID**, invoices and voucher / payment details, and summaries within a selected **Accounting** date range.

You can navigate to this report using the following path:

Main Menu > Procurement Contracts > Reports > Contract Usage Details

CARDINAL		Commonwealth of Virginia CONTRACT USAGE DETAILS		Run Date: 07/05/2016 Run Time: 09:30 00			
Report ID: RPR017				Page No. 1 of 7			
Setid:	STATE	From Date:	12/01/1992				
Business Unit:	50100	To Date:	07/05/2016				
Vendor ID:	0000035965						
Vendor Name:	CARON-EAST INC						
Contract ID:	000000000000000000040537	Contract Category:	RC				
Contract Manager:	CALISHA.WILLIAMS	Contract Status:	Approved				
Original Value:	0.00	Award Date:	05/30/2012				
Current Value:	0.00	Begin Date:	06/01/2012				
		Expiration Date:	05/31/2015				
Invoice Date	Vendor Invoice #	Total Invoice Amount	PCard Transaction ID	Voucher ID	Voucher/Trans Date	Amount Paid to Vendor	Retainage Held
05/29/2013	0048759-IN	96,950.00		00202680	06/05/2013	96,950.00	0.00
Total for PO	0001070839	96,950.00				96,950.00	0.00
09/27/2013	0050884-IN	24,237.50		00250819	10/18/2013	24,237.50	0.00
Total for PO	0001085896	24,237.50				24,237.50	0.00
02/28/2014	0053031 IN	72,712.50		00312218	03/21/2014	72,712.50	0.00
Total for PO	0001093010	72,712.50				72,712.50	0.00
05/19/2014	0054090 IN	24,237.50		00341409	06/04/2014	24,237.50	0.00
Total for PO	0001097177	24,237.50				24,237.50	0.00
08/27/2014	0055790 IN	36,428.96		00375546	09/10/2014	36,428.96	0.00
Total for PO	0001102073	36,428.96				36,428.96	0.00
04/30/2015	0059428IN	48,571.95		00473757	05/28/2015	48,571.95	0.00
Total for PO	0001117146	48,571.95				48,571.95	0.00
05/29/2015	0059863IN	48,571.95		00483678	06/18/2015	48,571.95	0.00
Total for PO	0001118578	48,571.95				48,571.95	0.00
Total for	000000000000000000040537	351,710.36				351,710.36	0.00



Contract Usage Details Report (continued)



Report ID: RPR017

Commonwealth of Virginia
CONTRACT USAGE DETAILS

Run Date: 07/05/2016
Run Time: 09:30 00

Page No. 1 of 7

Setid: STATE From Date: 12/01/1992
 Business Unit: 50100 To Date: 07/05/2016
 Vendor ID: 0000035965
 Vendor Name: CARON-EAST INC
 Contract ID: 000000000000000000040537 Contract Category: RC
 Contract Manager: CALISHA.WILLIAMS Contract Status: Approved
 Original Value: 0.00 Award Date: 05/30/2012
 Current Value: 0.00 Begin Date: 06/01/2012
 Expiration Date: 05/31/2015

Invoice Date	Vendor Invoice #	Total Invoice Amount	PCard Transaction ID	Voucher ID	Voucher/Trans Date	Amount Paid to Vendor	Retainage Held
05/29/2013	0048759-IN	96,950.00		00202680	06/05/2013	96,950.00	0.00
Total for PO	0001070839	96,950.00				96,950.00	0.00
09/27/2013	0050884-IN	24,237.50		00250819	10/18/2013	24,237.50	0.00
Total for PO	0001085896	24,237.50				24,237.50	0.00
02/28/2014	0053031 IN	72,712.50		00312218	03/21/2014	72,712.50	0.00
Total for PO	0001093010	72,712.50				72,712.50	0.00
05/19/2014	0054090 IN	24,237.50		00341409	06/04/2014	24,237.50	0.00
Total for PO	0001097177	24,237.50				24,237.50	0.00
08/27/2014	0055790 IN	36,428.96		00375546	09/10/2014	36,428.96	0.00
Total for PO	0001102073	36,428.96				36,428.96	0.00
04/30/2015	0059428IN	48,571.95		00473757	05/28/2015	48,571.95	0.00
Total for PO	0001117146	48,571.95				48,571.95	0.00
05/29/2015	0059863IN	48,571.95		00483678	06/18/2015	48,571.95	0.00
Total for PO	0001118578	48,571.95				48,571.95	0.00
Total for 000000000000000000040537		351,710.36				351,710.36	0.00



Contract Activities Report

The **Contract Activities Report** lists activities against contracts within a specified SetID. After entering your criteria and navigating the **Process Scheduler Request** page, be sure to select the report option with the **Process Type** of **Crystal**.

You can navigate to this report using the following path:

Main Menu > Procurement Contracts > Reports > Activities Report

ORACLE		Report ID:	POY3031	PeopleSoft Purchasing			Page No.:	1			
		Use ID:	PPS_MIKE.HALL	CONTRACT ACTIVITIES REPORT			Run Date:	1/25/2013			
		Run Control ID:	CONTRACTS				Run Time:	10:22:08AM			
Report Selection Criteria											
Vendor Set ID:	STATE	Vendor ID:	000035965	Vendor Name:	CARON-EAST-001	Contract Status:					
Contract Set ID:	STATE	Contract ID From:	00000000000029931	Through:	00000000000029931	Process Option:					
Date From:		Date From:		Through:							
Set ID:	STATE	Contract ID:	00000000000029931	Status:	Approved	Max Amount:	0.00	USD			
Unit	Doc ID	Line	Date	Amount	Currency	Doc Status	Set ID	Contract ID	Version	Line	Status
Payment											
50100	00044055	1	4/9/2012	3,370.08	USD	Paid	STATE	00000000000029931	1	1	Approved
50100	00053009	1	5/18/2012	3,370.08	USD	Paid	STATE	00000000000029931	1	1	Approved
50100	00053289	1	5/3/2012	2,256.24	USD	Paid	STATE	00000000000029931	1	1	Approved
50100	00044055	1	4/9/2012	3,370.08	USD	Paid	STATE	00000000000029931	1	2	Approved
50100	00053009	1	5/18/2012	3,370.08	USD	Paid	STATE	00000000000029931	1	2	Approved
Payment Total:				15,736.56							
Purchase Order											
50100	0001003711	1	1/24/2012	2,256.24	USD	Dispatched	STATE	00000000000029931	1	1	Approved
50100	0001006221	1	2/6/2012	2,256.24	USD	Dispatched	STATE	00000000000029931	1	1	Approved
50100	0001011302	1	3/13/2012	2,256.24	USD	Dispatched	STATE	00000000000029931	1	1	Approved
50100	0001001226	1	12/27/2011	1,113.84	USD	Dispatched	STATE	00000000000029931	1	2	Approved
50100	0001003711	2	1/24/2012	1,113.84	USD	Dispatched	STATE	00000000000029931	1	2	Approved
50100	0001006221	2	2/6/2012	1,113.84	USD	Dispatched	STATE	00000000000029931	1	2	Approved
Purchase Order Total:				10,110.24							
Receipt											
50100	0001523098	1	2/9/2012	2,256.24	USD	Closed Receipt	STATE	00000000000029931	1	1	Approved
50100	0001528949	1	4/19/2012	2,256.24	USD	Closed Receipt	STATE	00000000000029931	1	1	Approved
50100	0001528983	1	4/19/2012	2,256.24	USD	Closed Receipt	STATE	00000000000029931	1	1	Approved
50100	0001523098	2	2/9/2012	1,113.84	USD	Closed Receipt	STATE	00000000000029931	1	2	Approved
50100	0001528949	2	4/19/2012	1,113.84	USD	Closed Receipt	STATE	00000000000029931	1	2	Approved
50100	0001538215	1	5/29/2012	1,113.84	USD	Fully Received	STATE	00000000000029931	1	2	Approved
Receipt Total:				10,110.24							
Requisition											
50100	0002000508	1	12/12/2011	1,113.84	USD	Approved	STATE	00000000000029931	1	2	Approved
Requisition Total:				1,113.84							



Contract Activities Report (continued)

ORACLE

Report ID: POY3031
 Use ID: PPS_MIKE.HALL
 Run Control ID: CONTRACTS

PeopleSoft Purchasing
 CONTRACT ACTIVITIES REPORT

Page No.: 1
 Run Date: 1/25/2013
 Run Time: 10:22:08AM

Report Selection Criteria

Vendor Set ID: STATE Vendor ID: 0000035965 Vendor Name: CARON-EAST-001
 Contract Set ID: STATE Contract ID From: 00000000000029931 Through: 00000000000029931 Contract Status:
 Date From: Through: Process Option:

Set ID: STATE Contract ID: 00000000000029931 Status: Approved Max Amount: 0.00 USD

Unit	Doc ID	Line	Date	Amount	Currency	Doc Status	Set ID	Contract ID	Version	Line	Status
Payment											
50100	00044055	1	4/9/2012	3,370.08	USD	Paid	STATE	00000000000029931	1	1	Approved
50100	00053009	1	5/18/2012	3,370.08	USD	Paid	STATE	00000000000029931	1	1	Approved
50100	00053289	1	5/3/2012	2,256.24	USD	Paid	STATE	00000000000029931	1	1	Approved
50100	00044055	1	4/9/2012	3,370.08	USD	Paid	STATE	00000000000029931	1	2	Approved
50100	00053009	1	5/18/2012	3,370.08	USD	Paid	STATE	00000000000029931	1	2	Approved
Payment Total:				15,736.56							
Purchase Order											
50100	0001003711	1	1/24/2012	2,256.24	USD	Dispatched	STATE	00000000000029931	1	1	Approved
50100	0001006221	1	2/6/2012	2,256.24	USD	Dispatched	STATE	00000000000029931	1	1	Approved
50100	0001011302	1	3/13/2012	2,256.24	USD	Dispatched	STATE	00000000000029931	1	1	Approved
50100	0001001226	1	12/27/2011	1,113.84	USD	Dispatched	STATE	00000000000029931	1	2	Approved
50100	0001003711	2	1/24/2012	1,113.84	USD	Dispatched	STATE	00000000000029931	1	2	Approved
50100	0001006221	2	2/6/2012	1,113.84	USD	Dispatched	STATE	00000000000029931	1	2	Approved
Purchase Order Total:				10,110.24							
Receipt											
50100	0001523098	1	2/9/2012	2,256.24	USD	Closed Receipt	STATE	00000000000029931	1	1	Approved
50100	0001528949	1	4/19/2012	2,256.24	USD	Closed Receipt	STATE	00000000000029931	1	1	Approved
50100	0001528983	1	4/19/2012	2,256.24	USD	Closed Receipt	STATE	00000000000029931	1	1	Approved
50100	0001523098	2	2/9/2012	1,113.84	USD	Closed Receipt	STATE	00000000000029931	1	2	Approved
50100	0001528949	2	4/19/2012	1,113.84	USD	Closed Receipt	STATE	00000000000029931	1	2	Approved
50100	0001538215	1	5/29/2012	1,113.84	USD	Fully Received	STATE	00000000000029931	1	2	Approved
Receipt Total:				10,110.24							
Requisition											
50100	0002000508	1	12/12/2011	1,113.84	USD	Approved	STATE	00000000000029931	1	2	Approved
Requisition Total:				1,113.84							



PO Balance Detail Report

The **PO Balance Detail Report** lists receiving, voucher, and payment data in relation to a PO and the associated contract.

You can navigate to this report using the following path:

Main Menu > Purchasing > Purchase Orders > Reports > PO Balance Detail Report

CARDINAL Report ID: RPR003		Commonwealth of Virginia PO BALANCE DETAIL REPORT				Run Date: 05/14/2013 Run Time: 10:13 00	
Business Unit: SC100						Page No. 1 of 2	
PO ID: 0001049183							
Contract ID: All							
PO Status: All							
Vendor ID: All							
Buyer ID: All							
From Date:							
To Date:							
<u>Buyer Name</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Vendor Location</u>				
SHANNON.EDWARDSJOHNSON MI-001		0000032445	MAIN				
<u>PO ID</u>	<u>PO Date</u>	<u>Change Order Number</u>	<u>PO Receive Status</u>	<u>Match Control ID</u>	<u>PO Reference</u>		
0001049183	11/08/2012	0	N	STANDARD	LS SW Subsurface Utility		
<u>PO Line Number</u>	<u>Item ID</u>	<u>Item Description</u>	<u>Contract ID</u>	<u>PO QTY</u>	<u>PO Price</u>	<u>PO Line Merchandise Amount</u>	
1		2 Yr LS SW Subsur Util	000000000000000000041098	1.00	\$ 5,000,000.00	\$ 5,000,000.00	
Total Received				0.00		\$ 0.00	
Un-Received PO Line Quantity				1.00	Un-Received PO Line Amt	\$ 5,000,000.00	
<u>Voucher ID</u>	<u>Voucher Line Number</u>	<u>Receiver ID</u>	<u>Receiver Line Number</u>	<u>Voucher Quantity</u>	<u>Voucher Price</u>	<u>Voucher Merchandise Amount</u>	
00177795	1		0	1.00	\$ 7,862.00	\$ 7,862.00	
<u>Voucher ID</u>	<u>Voucher Line Number</u>	<u>Receiver ID</u>	<u>Receiver Line Number</u>	<u>Voucher Quantity</u>	<u>Voucher Price</u>	<u>Voucher Merchandise Amount</u>	
00192751	1		0	1.00	\$ 10,437.00	\$ 10,437.00	
Total Vouchered				2.00		\$ 18,299.00	
Open Receiver Quantity				-2.00	Un-Vouchered PO Line Amount	\$ 4,981,701.00	
				Total PO Line Amount		\$ 5,000,000.00	
				Total PO Line Vouchered Amount		\$ 18,299.00	
				Total Un-Received PO Line Amt		\$ 5,000,000.00	
				Total PO Amount		\$ 5,000,000.00	
				Total Received PO Amount		\$ 0.00	
				Open PO Receiving Amount		\$ 5,000,000.00	
				Total PO Vouchered Amount		\$ 18,299.00	



PO Balance Detail Report (continued)

 Report ID: RPR003	Commonwealth of Virginia PO BALANCE DETAIL REPORT	Run Date: 05/14/2013 Run Time: 10:13 00
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Business Unit: 50100
 PO ID: 0001049183
 Contract ID: All
 PO Status: All
 Vendor ID: All
 Buyer ID: All
 From Date:
 To Date:

Page No. 1 of 2

<u>Buyer Name</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Vendor Location</u>
SHANNON.EDWARDS@HNSON MI-001	0000032445	MAIN	

<u>PO ID</u>	<u>PO Date</u>	<u>Change Order Number</u>	<u>PO Receive Status</u>	<u>Match Control ID</u>	<u>PO Reference</u>
0001049183	11/08/2012	0	N	STANDARD	LS SW Subsurface Utility

<u>PO Line Number</u>	<u>Item ID</u>	<u>Item Description</u>	<u>Contract ID</u>	<u>PO QTY</u>	<u>PO Price</u>	<u>PO Line Merchandise Amount</u>
1		2 Yr LS SW Subsur Util	00000000000000000041098	1.00	\$ 5,000,000.00	\$ 5,000,000.00
				Total Received	0.00	\$ 0.00
				Un-Received PO Line Quantity	1.00	Un-Received PO Line Amt \$ 5,000,000.00

<u>Voucher ID</u>	<u>Voucher Line Number</u>	<u>Receiver ID</u>	<u>Receiver Line Number</u>	<u>Voucher Quantity</u>	<u>Voucher Price</u>	<u>Voucher Merchandise Amount</u>
00177795	1		0	1.00	\$ 7,862.00	\$ 7,862.00

<u>Voucher ID</u>	<u>Voucher Line Number</u>	<u>Receiver ID</u>	<u>Receiver Line Number</u>	<u>Voucher Quantity</u>	<u>Voucher Price</u>	<u>Voucher Merchandise Amount</u>
00192751	1		0	1.00	\$ 10,437.00	\$ 10,437.00
				Total Vouchered	2.00	\$ 18,299.00
				Open Receiver Quantity	-2.00	Un-Vouchered PO Line Amount \$ 4,981,701.00

Total PO Line Amount	\$ 5,000,000.00
Total PO Line Vouchered Amount	\$ 18,299.00
Total Un-Received PO Line Amt	\$ 5,000,000.00
Total PO Amount	\$ 5,000,000.00
Total Received PO Amount	\$ 0.00
Open PO Receiving Amount	\$ 5,000,000.00
Total PO Vouchered Amount	\$ 18,299.00



Contract Executive Summary Report

The **Contract Executive Summary Report** displays both Contract and related PO amounts to date by contract type.

You can navigate to this report using the following path:

Main Menu > Purchasing > Purchase Orders > Reports> Contract Executive Summary Rpt

 Report ID: RPR911		Commonwealth of Virginia CONTRACT EXECUTIVE SUMMARY REPORT						Run Date: 07/06/2016 Run Time: 02:40 00		
Set ID: STATE Statewide SetID Business Unit: 50100 VA Dept of Transportation To Date: 07/06/2016 Contract Category: NS									Page No. 1 of 1	
Contract Category	Original Contract Amount	Current Contract Amount	Purchase Order Amount	Payments PO to Date	Pymnts in Excess Purchase Order	Purchase Order Balance	Current Contract Balance	% Ctrct Balance Remain	Pymnts in Excess Contract	% Incr Originl Amount
NS	2,947,232,027	34,200,102	115,692,623	82,177,741	200	33,515,082	21,208,166	62.01	0	-98.84
Total	\$ 2,947,232,027	\$ 34,200,102	\$115,692,623	\$ 82,177,741	\$ 200	\$ 33,515,082	\$ 21,208,166	62.01	\$ 0	-98.84
Contract Category Code Legend : NS NON-PROFESSIONAL SERVICES										



Contract Executive Summary Report



Commonwealth of Virginia
 CONTRACT EXECUTIVE SUMMARY REPORT

Run Date: 07/06/2016
 Run Time: 02:40 00

Report ID: RPR911

Page No. 1 of 1

Set ID: STATE Statewide SetID
 Business Unit: 50100 VA Dept of Transportation
 To Date: 07/06/2016
 Contract Category: NS

Contract Category	Original Contract Amount	Current Contract Amount	Purchase Order Amount	Payments PO to Date	Pymnts in Excess Purchase Order	Purchase Order Balance	Current Contract Balance	% Ctrct Balance Remain	Pymnts in Excess Contract	% Incr Originl Amount
NS	2,947,232,027	34,200,102	115,692,623	82,177,741	200	33,515,082	21,208,166	62.01	0	-98.84
Total	\$ 2,947,232,027	\$ 34,200,102	\$115,692,623	\$ 82,177,741	\$ 200\$	33,515,082	\$ 21,208,166	62.01	\$ 0	-98.84

Contract Category Code Legend :
 NS NON-PROFESSIONAL SERVICES

End of Report



Queries

Procurement contract queries can also be run at various intervals. These queries are particularly useful to Contract Administrators in managing contracts and related activities. Key Procurement contract queries include:

- All Vchr Lines on Vchr for PO (V_PR_CNTRCT_PO_VCHR_ALL_DISTRI)
- Contract line Detail Pricing (V_PR_CNTRCT_DETAIL)



All Vchr Lines on Vchr for PO Query

The **All Vchr Lines on Vchr for PO** (V_PR_CNTRCT_PO_VCHR_ALL_DISTRI) query lists all accounting distribution data against contracts within a specified Contract or PO.

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query> Query Viewer

V_PR_CNTRCT_PO_VCHR_ALL_DISTRI - All Vchr Lines on Vchr for PO

SetID:

Business Unit:

PO Number:

Contract ID:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (43 kb)

View All

	Business Unit	VCHR Responsible Org	CONTRCT Responsible Org	Contract Category	Contract ID	PO ID	PO Line Number	Jrnl ID	Jrnl Date	Jrnl Line	Voucher ID	Voucher Finalize Payment
1	50100	10015	10004	CI	000000000000031394	0000700852	1	AP00000034	12/05/2011	3324	00000302	N
2	50100	10015					0	AP00000034	12/05/2011	3325	00000302	N
3	50100	10004	10004	CI	000000000000031394	0000700852	1	AP00000636	01/09/2012	1527	00010256	N

Accounting Date	Voucher Line Number	Voucher Distribution Line	Account	Fund	Program	Department	Project ID	Activity	Cost Center	Task	FIPS	Asset	Agency Use 1	Route	VCHR Distribution Line Amount
12/03/2011	1	1	5012610	04100	699001	10015			99999998						673804.69
12/03/2011	2	1	5012610	04100	699001	10015			99999998						-673804.69
12/30/2011	1	1	5012610	04100	604001	10004	0000088950	65780							2695.86



All Vchr Lines on Vchr for PO Query (continued)

V_PR_CNTRCT_PO_VCHR_ALL_DISTRI - All Vchr Lines on Vchr for PO

SetID: 🔍
 Business Unit: 🔍
 PO Number: 🔍
 Contract ID: 🔍

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (43 kb)

[View All](#)

	Business Unit	VCHR Responsible Org	CONTRCT Responsible Org	Contract Category	Contract ID	PO ID	PO Line Number	Jrnl ID	Jrnl Date	Jrnl Line	Voucher ID	Voucher Finalize Payment
1	50100	10015	10004	CI	000000000000031394	0000700852	1	AP00000034	12/05/2011	3324	00000302	N
2	50100	10015					0	AP00000034	12/05/2011	3325	00000302	N
3	50100	10004	10004	CI	000000000000031394	0000700852	1	AP00000636	01/09/2012	1527	00010256	N

Accounting Date	Voucher Line Number	Voucher Distribution Line	Account	Fund	Program	Department	Project ID	Activity	Cost Center	Task	FIPS	Asset	Agency Use 1	Route	VCHR Distribution Line Amount
12/03/2011	1	1	5012610	04100	699001	10015			99999998						673804.69
12/03/2011	2	1	5012610	04100	699001	10015			99999998						-673804.69
12/30/2011	1	1	5012610	04100	604001	10004	0000088950	65780							2695.86



Lesson 4: Summary

In this lesson, you learned:

- There are six reports that are particularly useful to the Contract Administrator:
 - Contract Expiration
 - Order Contracts
 - Contract Usage Details
 - Contract Activities Report
 - PO Balance Detail Report
 - Contract Executive Summary Report
- There are two queries that are particularly useful to the Contract Administrator:
 - All Vchr Lines on Vchr for PO
 - Contract line Detail Pricing



Lesson 5: Entering Contracts Hands-On Practice

This lesson includes practice that will reinforce the lessons learned today. Your instructor will provide direction regarding specific activities that are part of this lesson. Please ask your instructor if you have any questions.



Course Summary

In this course, you learned how to:

- Describe Procurement Contract Concepts, Processes, Integrations, and Interfaces
- Enter, Update, and Maintain Contracts
- Enter Contract Thresholds, Notifications, and Items
- Explain Contract Versioning
- Close or Cancel Contracts
- Describe and Run the Key Reports and Queries



Course Evaluation

Congratulations! You successfully completed the **501 PR348: Entering Procurement Contracts** course. Please use the evaluation link to assess this course.





Appendix

- Key Terms
- Flowchart Key



Key Terms

Attachments: Attachments are additional files (documentation) that provide more detail about the document and that support agreement verification steps.

Contract Modification: Modifications are updates or changes to an existing contract. A modification to a contract can result from changes in source transactions, contract terms, etc. Modifications are captured using versioning.

Contract Reference: Displays additional contract information including **Resp Org** and **Contract Category**.

Contract Version: Contract versions refer to the revision of a purchasing contract transaction. This functionality provides you a method to revise the transactional contract as a new draft version while the prior version of the transactional contract is still active within procurement.

Corporate Contract: A contract used statewide by all state agencies or business units. A non-corporate contract is a contract that is restricted by business unit; business units are assigned on the **PO Defaults** page in Contract Entry.

Procurement Contracts: A procurement contract is a contract that exists as the binding understandings between a state agency and a supplier. They include procurement contract information such as supplier name, maximum amounts, terms & conditions, line items, and pricing. Procurement contracts may originate from Strategic Sourcing events, SiteManager, or outside of Cardinal.

Retainage: Retainage is a portion of the agreed upon contract price deliberately withheld until the work is substantially complete to assure that contractor or subcontractor will satisfy its obligations and complete a construction project.



Flowchart Key

Flowchart Key			
	Depicts a process step or interface.		Indicates point at which the process begins. Does not represent any activity.
	Specifies a batch process.		Indicates point at which the process ends. Does not represent any activity.
	Depicts a process step that is performed manually.		Depicts a document of any kind, either electronic or had copy.
	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.		Indicates an On-Page or Intra Process Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
	Represents an entity (person, organization, etc.).		Connects steps between business processes.