



**PR348**  
**Entering Procurement Contracts (VDOT)**

Instructor Led Training



# Welcome to Cardinal Training

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

This course, and the supplemental resources listed below, are located on the Cardinal website ([www.cardinalproject.virginia.gov](http://www.cardinalproject.virginia.gov)) under Learning.

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web based training course materials
- Job aids on topics across all functional areas
- Glossary of frequently used terms

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.



# Course Objectives

After completing this course, you will be able to:

- 1 Understand Procurement Contract concepts, processes, integrations, and interfaces
- 2 Enter, update, and maintain contracts
- 3 Enter contracts thresholds, notifications, and items
- 4 Understand contract versioning
- 5 Close or cancel contracts



# Agenda

1

Understanding Procurement Contracts

2

Create or Update Procurement Contracts

3

Maintain Contracts

4

Entering Contracts Hands-On Practice



# Lesson 1: Introduction

1

## Understanding Procurement Contracts

This lesson covers the following topics:

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



# 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

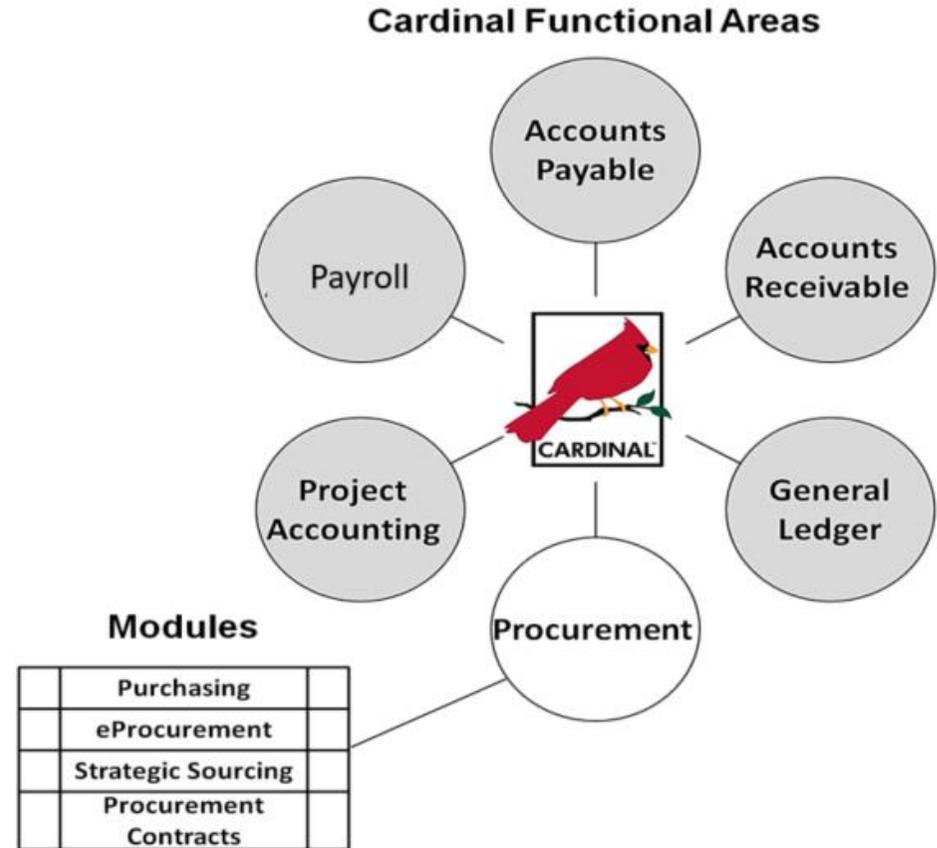
Like Purchasing, the eProcurement module provides for Procurement but is web-based. It is similar to an online shopping cart experience for users requesting goods and/or services.

## 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.





# Key Concepts

Key procurement contract concepts include:

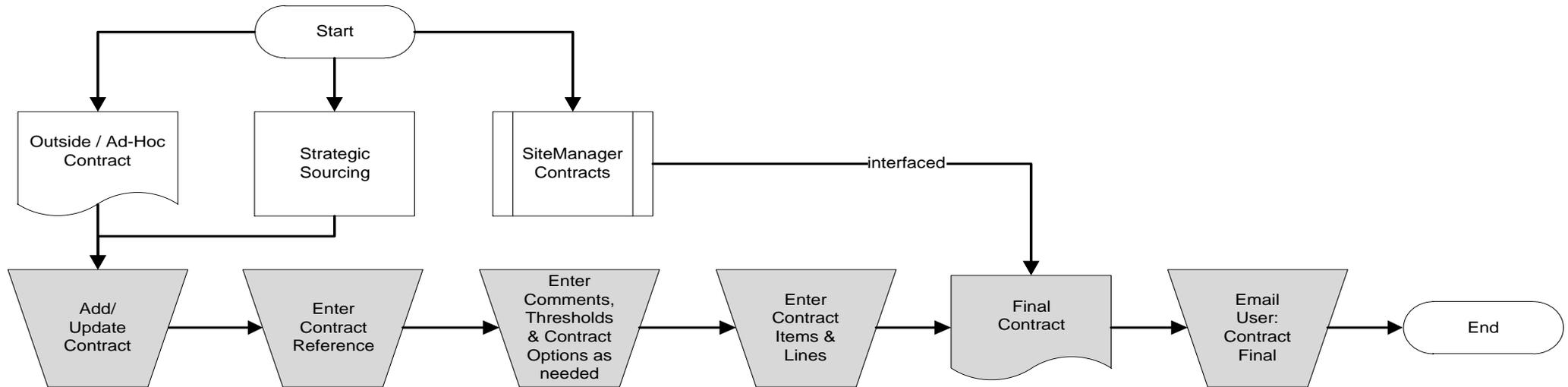
- Cardinal provides easy access to contracts, in order to maintain contract information. The purchasing contract is a part of the overall procurement system that includes integrations with strategic sourcing, requisitions, and POs for contract creation.
- Cardinal provides the ability to track renewal 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.

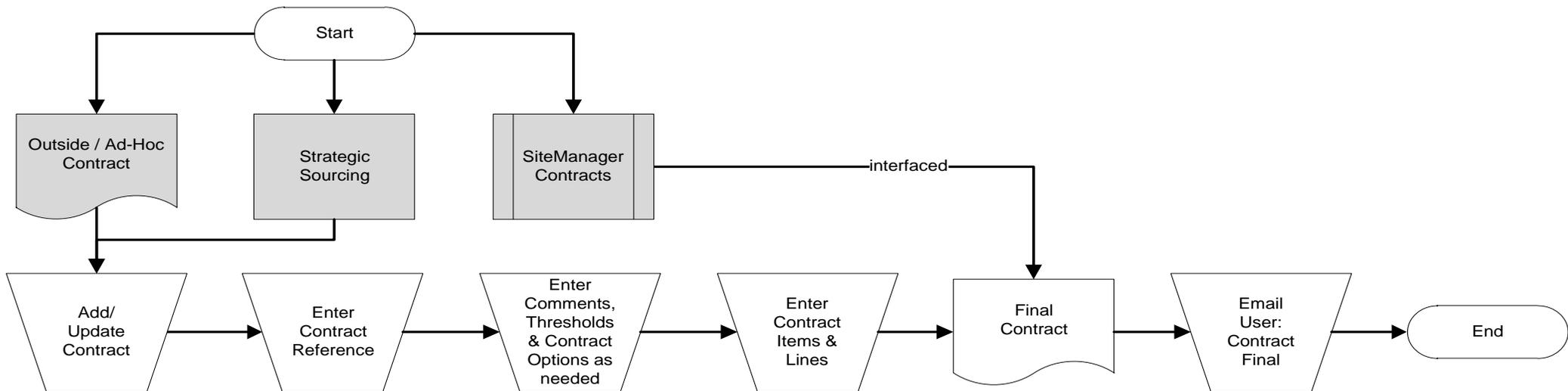




# Enter Procurement Contracts (continued)

**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.

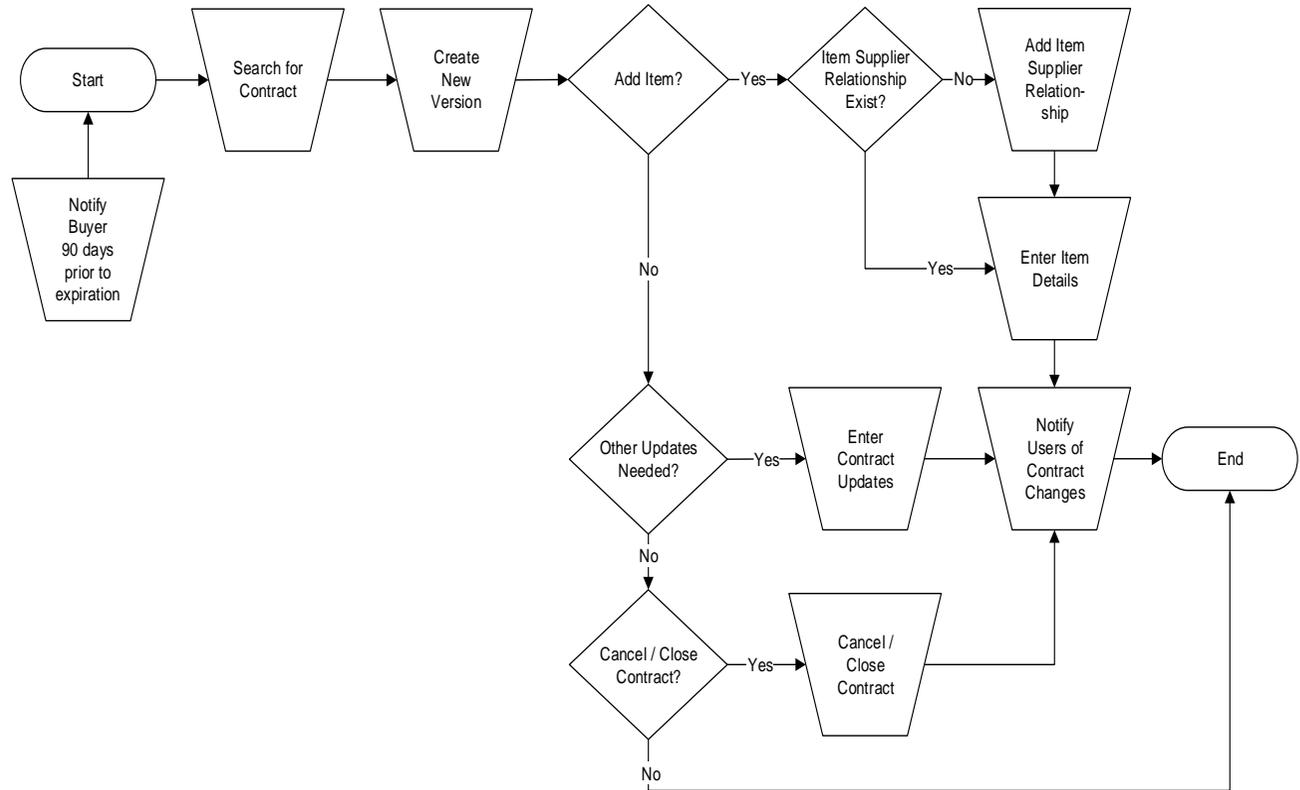




# Maintain Procurement Contracts

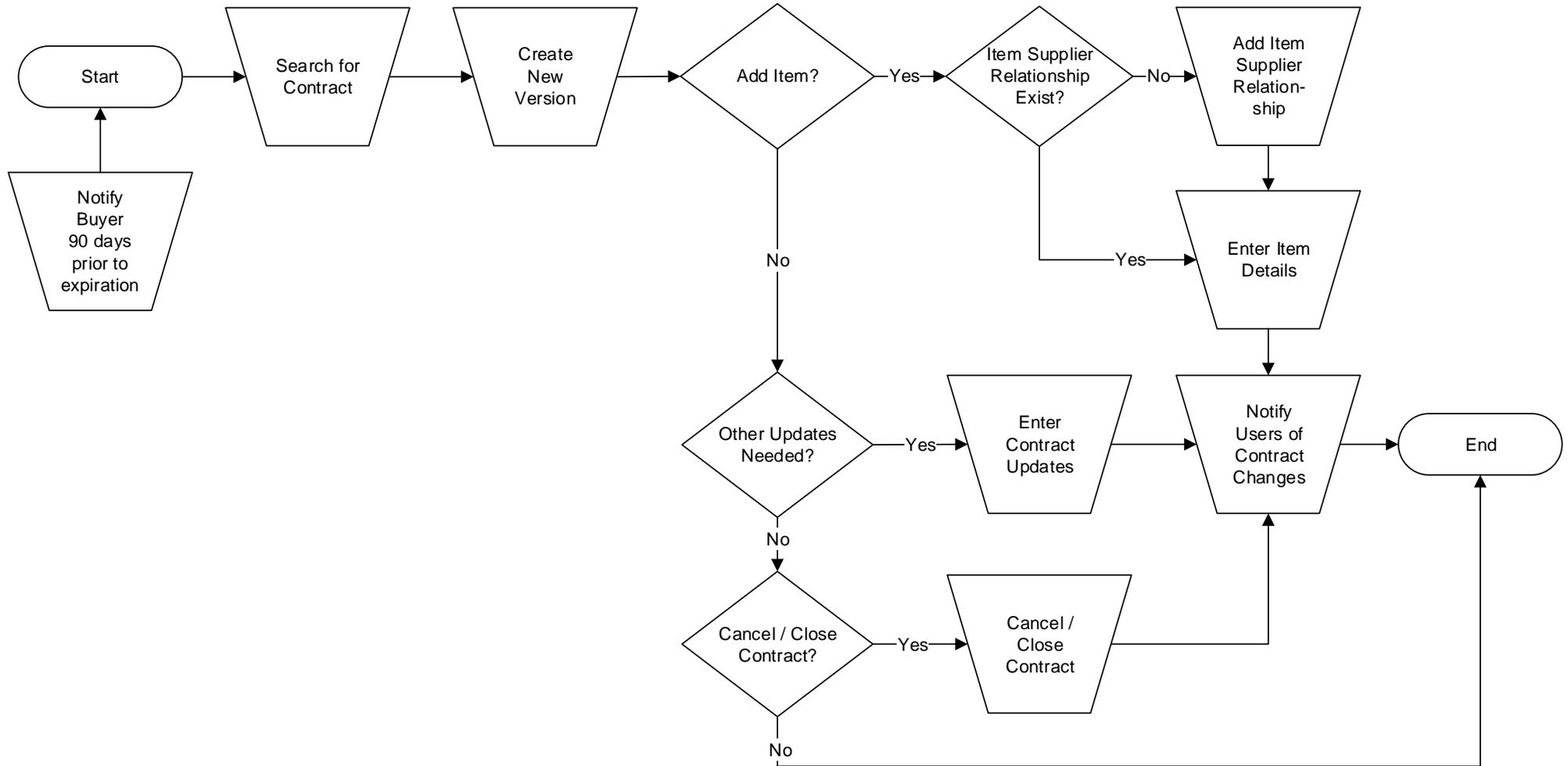
The following actions are available for maintaining procurement contracts:

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





# Maintain Procurement Contracts (continued)

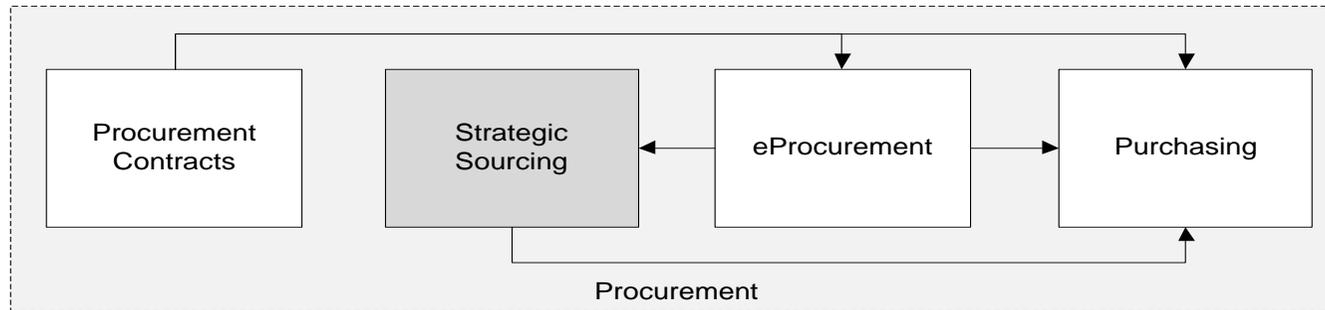




# Integration with eProcurement and Purchasing

The Procurement Contracts module integrates with the eProcurement and Purchasing modules:

- **eProcurement:** An eProcurement requisition, can be tied to a procurement contract.
- **Purchasing:** When creating a requisition or PO, can be tied to an existing procurement contract.

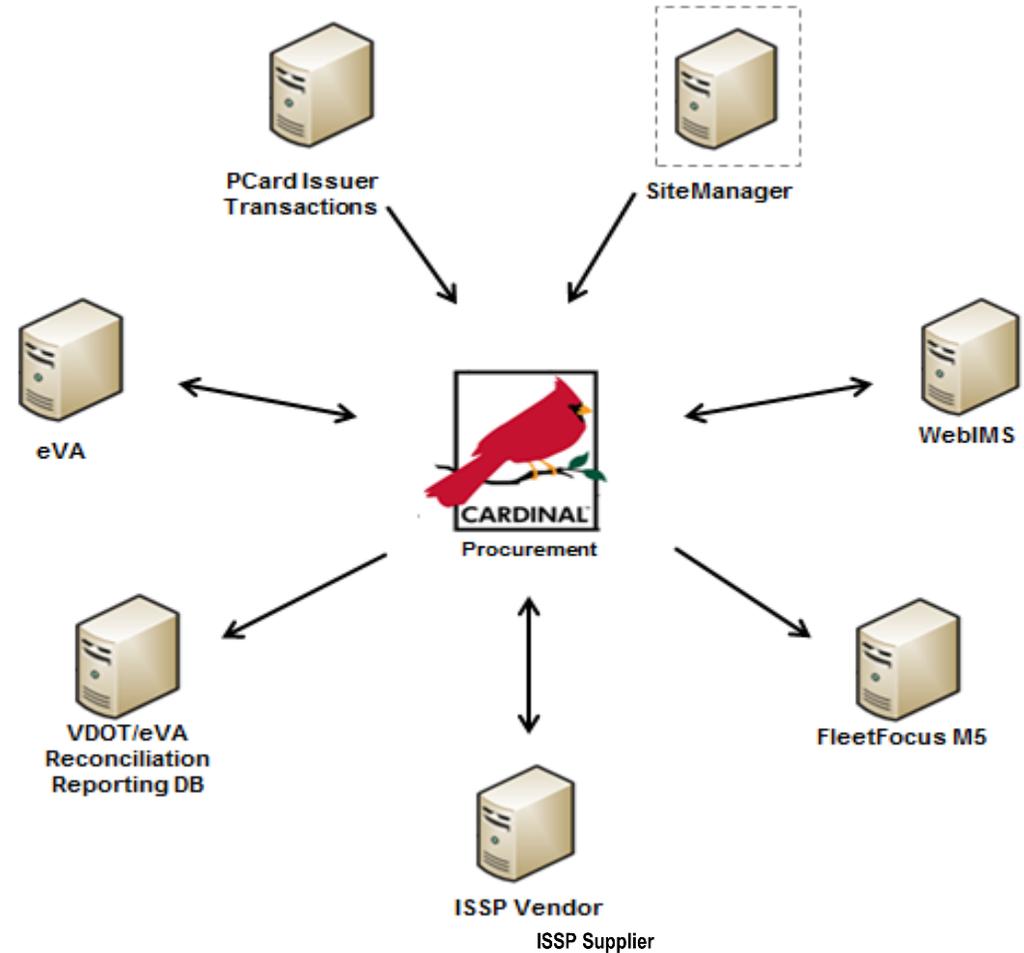




# Interface with SiteManager

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, i.e., 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. Read the question and make note of your answer 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

1

## Understanding Procurement Contracts

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: Introduction

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

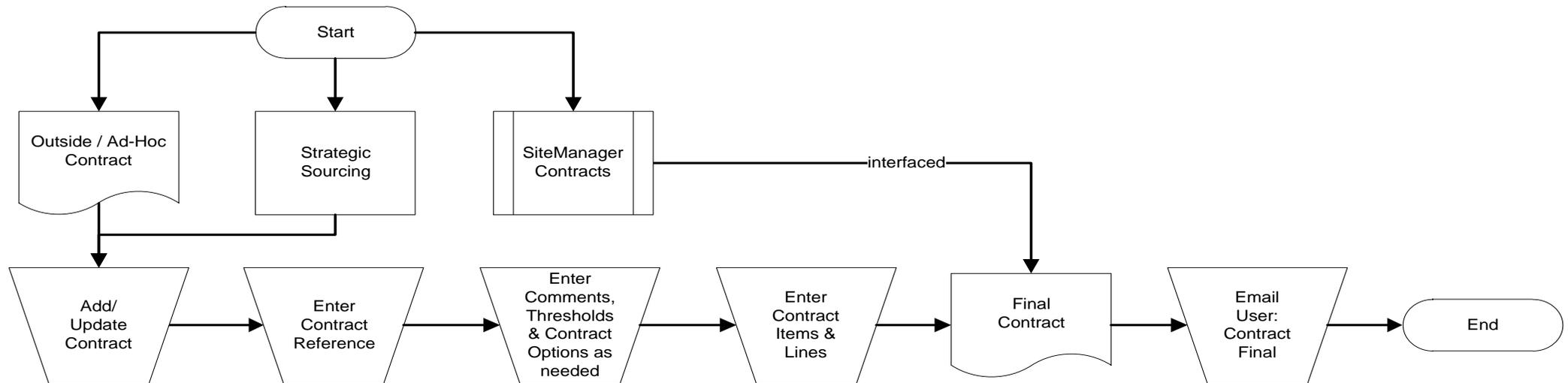


# Create or Update Procurement Contracts

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 identification of suppliers' prices for various items in advance.

Requisitions and POs can be created 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**.

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

**Contract Entry**

[Find an Existing Value](#) [Add a New Value](#)

SetID  🔍

Contract ID

Style ID  🔍

Contract Process Option  ▾

**Add**

[Find an Existing Value](#) | [Add a New Value](#)



# Create or Update Procurement Contracts (continued)

From the **Contract Entry - Contract** page information about the contract can be entered 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 Contract 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**.

The screenshot displays the 'Contract Entry - Contract' page. At the top, there are navigation tabs: 'Favorites', 'Main Menu', 'Procurement Contracts', and 'Add/Update Contracts'. Below this, the page title is 'Contract Entry' and 'Contract'. The main content area is divided into sections. The 'Contract Version' section shows 'SetID STATE' with a 'Copy From Contract' link, 'Contract ID NEXT', and 'Contract Version' set to '1'. The 'Status' is 'Current', and there is a 'New Version' button. The 'Approval Due Date' is highlighted with a red box. The 'Header' section contains various fields: '\*Contract Style' (Purchase Order), 'Process Option' (Purchase Order), '\*Supplier' (with a search icon), '\*Supplier ID' (with a search icon), 'Primary Contact' (with a search icon), 'Supplier Contract Ref', 'Description', 'Master Contract ID' (with a search icon), '\*Begin Date' (11/06/2019), 'Expire Date', 'Renewal Date', and 'Control Type'. There are also checkboxes for 'Tax Exempt', 'Auto Default', and 'Lock Chartfields'. On the right side, there is a 'Dispatch' button and a list of links: 'Add Comments', 'Contract Activities', 'Primary Contact Info', 'Contract Header Agreement', 'Contract Releases', 'Activity Log', 'Document Status', 'Thresholds & Notifications', 'Price Adjustment Template', 'Purchase Order BU Defaults', and 'Contract Reference'.



# Create or Update Procurement Contracts (continued)

Contract Entry – Contract Header page:

Do not change the following:

- **Auto Default:** defaults to selected
- **Dispatch Method:** defaults to **Print**
- **Allow Multicurrency PO**

The screenshot displays the 'Add/Update Contracts' page. The breadcrumb trail is 'Procurement Contracts > Add/Update Contracts'. The 'Contract Entry Contract' menu item is highlighted in a red box. The page contains several sections:

- Contract Version:** Version 1, Status Current, with a 'New Version' button.
- Contract ID:** NEXT, \*Status: Approved (dropdown), Approval Due Date: [field].
- Header Section:** \*Contract Style: Purchase Order, Process Option: Purchase Order, \*Supplier: [field], \*Supplier ID: [field], Primary Contact: [field], Supplier Contract Ref: [field], Description: [field], Master Contract ID: [field].
- Dispatch Method:** \*Dispatch Method: Print (dropdown), highlighted in a red box.
- Control Type:** Tax Exempt (checkbox), Auto Default (checkbox, checked, highlighted in a red box), Lock Chartfields (checkbox).
- Activity Log:** Activity Log, Document Status, Thresholds & Notifications, Price Adjustment Template, Purchase Order BU Defaults, Contract Reference.
- Corporate Contract:** Corporate Contract (checkbox), Currency: USD (dropdown), Rate Date: 11/06/2019, CRRNT (dropdown).
- Allow Multicurrency PO:** Must Use Contract Rate Date (checkbox), Allow Multicurrency PO (checkbox, checked, highlighted in a red box).



# Create or Update Procurement Contracts (continued)

## Contract Open Item Reference section:

Do not change the following:

- **Adjust Supplier Pricing First:** defaults to unselected
- **Allow Open Item Reference** - Select this option if the contract will not be restricted 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 this check box is not selected, the price fields on the purchase order are unavailable for entry.
- **Add Open item Price Adjustments** – Not used at contract level

Contract Entry Contract

SetID STATE Copy From Contract Contract ID NEXT \*Status Approved Administrator/Buyer

Contract Version Version 1 Status Current Approval Due Date New Version

Header

\*Contract Style Purchase Order Process Option Purchase Order \*Supplier Supplier Search \*Supplier ID Primary Contact Supplier Contract Ref Description Master Contract ID \*Begin Date 11/08/2019 Expire Date Renewal Date Control Type Tax Exempt Tax Exempt ID Auto Default Lock Chartfields

\*Dispatch Method Print Add Comments Contract Activities Primary Contact Info Contract Header Agreement Contract Releases Activity Log Document Status Thresholds & Notifications Price Adjustment Template Purchase Order BU Defaults Contract Reference

Corporate Contract Currency USD

Contract Open Item Reference

Allow Open Item Reference Adjust Supplier Pricing First Price Can Be Changed on Order Add Open Item Price Adjustments



# Create or Update Procurement Contracts (continued)

Hyperlinks to additional details are also located on the **Po Defaults** section:

- **Price Adjustments Template** – Not used at contract level
- **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**.

The screenshot shows the 'Contract Entry' and 'Contract Defaults by BU' sections of a procurement system. The 'Contract Entry' section on the left includes fields for Contract ID, Status, Version, and various dates. It also has a 'Dispatch' button and a list of links including 'Price Adjustment Template' and 'Purchase Order BU Defaults', which are highlighted with red boxes. The 'Contract Defaults by BU' section on the right includes fields for Business Unit, Supplier ID, and various shipping and distribution settings. At the bottom, there are 'OK', 'Cancel', and 'Refresh' buttons.



# Create or Update Procurement Contracts (continued)

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

The screenshot shows the 'Add/Update Contracts' interface. At the top, the breadcrumb trail is 'Procurement Contracts > Add/Update Contracts'. The 'Contract Entry' tab is highlighted with a red box. Below the header, there are fields for 'SetID STATE Copy From Contract', 'Contract ID NEXT', 'Status Approved', 'Contract Version' (with a 'New Version' button), 'Version 1', 'Approval Due Date', and 'Administrator/Buyer'. The 'Contract Items' section contains search options for 'Catalog Search', 'Item Search', and 'Search for Contract Lines'. The 'Lines' section has tabs for 'Order By Amount', 'Item Information', 'Default Schedule', 'Release Amounts', 'Release Quantities', 'Line Groupings' (highlighted with a red box), and 'Spend Threshold'. Below these tabs is a table with columns: Line, Item, Description, UOM, Category, Include for Release, and Status. The table contains one row with Line 1, Item, Description, UOM, Category, Include for Release checked, and Status Active. Below the table are 'View Category Hierarchy' and 'Category Search' options. The 'Contract Categories' section at the bottom is highlighted with a red box and contains tabs for 'Details', 'Pricing Options', and 'Release Amounts'. It has a table with columns: Line, Category, Description, and Status. The table contains one row with Line 1, Category, Description, and Status Active. At the bottom of the page are buttons for 'Save', 'Notify', 'Refresh', 'Add', 'Update/Display', and 'Correct History'.



# Create or Update Procurement Contracts (continued)

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. Items can be identified 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**.

Contract Entry  
Contract

SetID STATE Copy From Contract Contract Version  
Contract ID NEXT Version 1 Status Current  
\*Status Approved Approval Due Date [ ] [New Version]  
Administrator/Buyer [ ]

Header

Contract Items

Catalog Search Item Search Search for Contract Lines

Lines

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

View Category Hierarchy Category Search

Contract Categories

Save Notify Refresh Add Update/Display Correct History



# Create or Update Procurement Contracts (continued)

- NOTE:** If 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 'Define Item' web application interface. The breadcrumb trail at the top reads: Favorites > Main Menu > Items > Define Items and Attributes > Define Item. Below this are tabs for General, Inventory, Substitutes, Configuration, Custom, and Audit. The 'Inventory' tab is active. The main form area is divided into sections: Common, Classifications, Classification 2, Dimensions, and Usage. The 'Item ID' is 8857851000. The '\*Description' field contains 'LIME, QUICK, CALCINATED LIMESTONE, SHELL OR THE EQUIVALENT,'. The 'Item Status' section includes 'Current Status Date' (11/26/2011), '\*Current Status' (Active), 'Future Status Date', and 'Future Status'. The '\*Standard UOM' is 'EA' (Each) and the 'Default Category' is '8857851'. The '\*Physical Nature' is 'Goods'. Below these are fields for 'Item Group', 'Family', 'Demand Priority', 'Cost Profile Group', and 'Promise Option'. At the bottom, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, Include History, and Correct History. The 'Item Type' dropdown menu is highlighted with a red box, showing the following options:  Inventory Item,  Non-Owned Item, and  Consigned Purchase.



# Create or Update Procurement Contracts (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 used 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 previously selected. The **UOM** (unit of measure) 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. 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** Personalize | 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 Description		0051408	<input checked="" type="checkbox"/>	Active

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



# Create or Update Procurement Contracts (continued)

- After updating the **Details** tab with **Items**, click on the **Line Details** icon (between the **Line** and **Item** columns) to enter additional information such as **Max or Min Quantities** and the **Unit** price.
- Repeat this step for each **Line**.

Contract Items

Catalog Search Item Search

Lines

Details Order By Amount Item Information Defa

Line	Item	Description
1		
2		

View Category Hierarchy Category

Details for Line 1

Transaction Item Description:

254 characters remaining

Expand All Collapse All

Item Information

Release Amounts / Quantities

Pricing Information

Use Contract Base Price  Use Supp Price UOM Adjustments

Price Can Be Changed on Order  Use Supplier Price Shipto Adj

Price Date: Due Date

Price Qty: Line Quantity

Qty Type: Current Order Quantity

Adjust: Before Contract Adjustments

Order By Amount

Amount Only

Merchandise Amount

Schedule Defaults

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

UOM/Pricing Personalize Find View All First 1 of 1 Last

	Price Loc	UOM	Base Price	Curr		
<input type="checkbox"/>			0.00000	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 Personalize Find View All First 1 of 1 Last

Lead Time	Time Due	*Qty Sched	UOM		
0					

OK Cancel Refresh



# Create or Update Procurement Contracts (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.

Details for Line 2

Line 2	Version 1	Supplier	
		Item ID	Description

**Line Details**

Category  
Description  
Category ID

Status Active  
Physical Nature:

Transaction Item Description:

254 characters remaining

Expand All Collapse All

**Item Information**

**Release Amounts / Quantities**

Minimum Line Amount	<input type="text"/>	Minimum Line Quantity	<input type="text"/>
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  
Remaining Amount %      Remaining Quantity % 0.00

**Pricing Information**

OK Cancel Refresh



# Create or Update Procurement Contracts (continued)

- **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.

Details for Line 2

Line 2	Version 1	Supplier	
		Item ID	Description

**Line Details**

Category  
Description  
Category ID

Status Active  
Physical Nature

Transaction Item Description:

254 characters remaining

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

**Item Information**

**Release Amounts / Quantities**

Minimum Line Amount	<input type="text"/>	Minimum Line Quantity	<input type="text"/>
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
Remaining Amount %		Remaining Quantity %	0.00

**Pricing Information**



# Create or Update Procurement Contracts (continued)

- The **Physical Nature** field defaults to a blank value. For Professional Service contracts, select **Services**.

The screenshot displays a web-based interface for managing procurement contracts. The main window is titled "Details for Line 2". The interface includes a sidebar on the left with navigation options like "Contract Entry", "Contract", "Contract Items", "Lines", and "Contract Categories". The main content area shows the following details for Line 2:

- Header:** Version 1, Supplier, Item ID, Description
- Line Details:** Category, Description, Category ID
- Status:** Active
- Physical Nature:** A dropdown menu currently showing a blank value.
- Transaction Item Description:** A large text area with a "254 characters remaining" indicator.
- Expand All / Collapse All:** Buttons to manage the visibility of sub-sections.
- Sub-sections:** "Item Information", "Release Amounts / Quantities", and "Pricing Information", each with a right-pointing arrow.
- Buttons:** "OK", "Cancel", and "Refresh" at the bottom.



# Create or Update Procurement Contracts (continued)

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

- **Use Contract Base Price** - Select if the price from the contract, not the item supplier relationship price, should 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 Supp Price UOM Adjustments** - Defaults to unselected – Do not change.
- **Use Supplier Price Shipto Adjust** - Defaults to unselected – Do not change

**Pricing Information**

Use Contract Base Price

Price Can Be Changed on Order

Price Date

Price Qty

Qty Type

Use Supp Price UOM Adjustments

Use Supplier Price Shipto Adj

Adjust

**Order By Amount**

Amount Only

Merchandise Amount



# Create or Update Procurement Contracts (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.
  - Generally, used with Professional Services contracts or services that are invoiced along the way.
- **Merchandise Amount** - This field will be automatically populated from the **Base Price** field upon save.

The screenshot shows the 'Pricing Information' section of a procurement system. The 'Order By Amount' section is highlighted with a red box. It contains the following fields:

- Use Contract Base Price
- Price Can Be Changed on Order
- Price Date: Due Date (dropdown)
- Price Qty: Line Quantity (dropdown)
- Qty Type: Current Order Quantity (dropdown)
- Use Supp Price UOM Adjustments
- Use Supplier Price Shipto Adj
- Adjust: Before Contract Adjustments (dropdown)
- Order By Amount** (highlighted section)
  - Amount Only
  - Merchandise Amount: [text input field]



# Create or Update Procurement Contracts (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.

Details for Line 2

Version 1 Supplier

Line 2 Item ID Description

**Line Details**

Category Status Active

Description Physical Nature Services

Category ID

Transaction Item Description:

254 characters remaining

Expand All Collapse All

**Item Information**

**Release Amounts / Quantities**

**Pricing Information**

Use Contract Base Price  Use Supp Price UOM Adjustments

Price Can Be Changed on Order  Use Supplier Price Shipto Adj

Price Date Due Date Adjust Before Contract Adjustments

Price Qty Line Quantity **Order By Amount**

Qty Type Current Order Quantity  Amount Only

Merchandise Amount

**Schedule Defaults**

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

**UOM/Pricing** Personalize | Find | View All | First 1 of 1 Last

Price Loc	UOM	Base Price	Curr
<input checked="" type="checkbox"/>		0.00000	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** Personalize | Find | View All | First 1 of 1 Last

Lead Time	Time Due	*Qty Sched	UOM
-----------	----------	------------	-----



# Create or Update Procurement Contracts (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.

Details for Line 2

**Line Details**

Category  
Description  
Category ID

Status Active  
Physical Nature Services

Transaction Item Description:  
254 characters remaining

Expand All Collapse All

**Item Information**

**Release Amounts / Quantities**

**Pricing Information**

Use Contract Base Price  
 Price Can Be Changed on Order

Price Date Due Date  
Price Qty Line Quantity  
Qty Type Current Order Quantity

Use Supp Price UOM Adjustments  
 Use Supplier Price Shipto Adj

Adjust Before Contract Adjustments

**Order By Amount**  
 Amount Only  
Merchandise Amount

**Schedule Defaults**

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

**UOM/Pricing** Personalize | Find | View All | First 1 of 1 Last

	Price Loc	UOM	Base Price	Curr		
<input checked="" type="checkbox"/>			0.00000	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** Personalize | Find | View All | First 1 of 1 Last

Lead Time	Time Due	*Qty Sched	UOM		
				+	-

OK Cancel Refresh



# 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. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the appendix section of this course.
- **Contract Activities** - Allows the tracking of activities on the contract, assigning Due Dates and marking them Done. This is especially useful when multiple VDOT Contract Administrators are assigned.
- **Activity Log** - Shows who entered, last updated, and approved the contract and when they did so.

The screenshot displays the 'Contract Entry - Contract' page. The 'Header' section is expanded, showing a list of hyperlinks for actions: Add Comments, Contract Activities, Primary Contact Info, Contract Header Agreement, Contract Releases, Activity Log, Document Status, Thresholds & Notifications, Price Adjustment Template, Purchase Order BU Defaults, and Contract Reference. A red box highlights this list of hyperlinks.



# Create or Update Procurement Contracts (continued)

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

- **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).
- **Contract Reference:** Captures additional information related to a contract such as **Contract Category**, **Responsible Org** (department), **Supplemental Agreements**, and **Contract Renewal Options**.

The screenshot shows the 'Contract Entry - Contract' page. The 'Header' section is expanded, revealing several fields and a dropdown menu. The fields include:

- \*Contract Style: Purchase Order
- Process Option: Purchase Order
- \*Supplier: [Search]
- \*Supplier ID: [Search]
- Primary Contact: [Search]
- Supplier Contract Ref: [Text]
- Description: [Text]
- Master Contract ID: [Search]
- \*Begin Date: 11/06/2019
- Expire Date: [Text]
- Renewal Date: [Text]
- Control Type: [Dropdown]
- Tax Exempt
- Auto Default
- Lock Chartfields

The dropdown menu is open, showing the following options:

- Add Comments
- Contract Activities
- Primary Contact Info
- Contract Header Agreement
- Contract Releases
- Activity Log
- Document Status
- Thresholds & Notifications
- Price Adjustment Template
- Purchase Order BU Defaults
- Contract Reference



# Create or Update Procurement Contracts (continued)

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

- **Maximum Amount:** Allows placement of a cap on the amount that can be released through POs.

Amount Summary <span>?</span>	
Maximum Amount	<input type="text" value="0.00"/>
	USD
Line Item Released Amount	0.00
Category Released Amount	0.00
Open Item Released Amount	0.00
Total Released Amount	0.00



# Add Comments

## Add Comments hyperlink:

When entering a contract, comments and attachments can be added 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** may be used or type in the unique comments.

## Comments section:

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

## Associated Document section:

- Click **Attach** to add a document. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the appendix section of this course.

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

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



# Add Comments (continued)

Contract Comments

Contract Entry

Header Comments

SetID STATE Contract ID NEXT Version 1

\*Sort Method  \*Sort Sequence

Comments Find | View All First 1 of 1 Last

Use Standard Comments Comment Status Active

Send to Supplier  Show at Receipt  Copy to Purchase Order

Show at Voucher

Associated Document

Attachment     Email

From -> CNT STATE-NEXT



# Create Thresholds & Notifications

**Thresholds & Notifications** allows notification of other Cardinal users when certain events occur.

This feature allows set up of threshold dates or amounts. When those dates or amounts are met, email notifications are triggered to the Cardinal user specified 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.

Thresholds & Notifications

Send Date/Amount Notification

Expand All Collapse All

**Date Notification**

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

Expire Date  Notify Days Before Expires

Expiration Notification Date

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

Renewal Date  Notify Days Before Renewal

Renewal Notification Date

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

Approval Due Date  Notify Days Before Approval

Approval Notification Date

**Maximum Amount Notification**

**Notification Assignments** Personalize | Find | View All | First 1 of 1 Last

Notification Type	User ID	User Description	Email Address
1	<input type="text"/>		

**Amount Summary**

Maximum Amount	<input type="text"/> 0.00	USD
Total Line Released Amount	0.00	
Total Category Released Amount	0.00	
Open Item Released Amount	0.00	

OK Cancel



# Create Thresholds & Notifications (continued)

## Threshold Notification Types:

- Expiration
- Maximum Amount
- Renewal

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

Thresholds & Notifications

Send Date/Amount Notification

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

**▼ Date Notification**

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

Expire Date   Notify Days Before Expires

Expiration Notification Date

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

Renewal Date   Notify Days Before Renewal

Renewal Notification Date

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

Approval Due Date   Notify Days Before Approval

Approval Notification Date

**▶ Maximum Amount Notification**

**▶ Notification Assignments**

**▶ Amount Summary**



# 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.

## 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.

Thresholds & Notifications

Send Date/Amount Notification

Expand All Collapse All

**Date Notification**

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

Expire Date  Notify Days Before Expires

Expiration Notification Date

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

Renewal Date  Notify Days Before Renewal

Renewal Notification Date

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

Approval Due Date  Notify Days Before Approval

Approval Notification Date

**Maximum Amount Notification**

**Notification Assignments** Personalize | Find | View All | First 1 of 1 Last

Notification Type	User ID	User Description	Email Address
1 <input type="text"/>	<input type="text"/>		

**Amount Summary**

OK Cancel



# Create Thresholds & Notifications (continued)

### Thresholds & Notifications

**Send Date/Amount Notification**

[Expand All](#)   [Collapse All](#)

**▼ Date Notification**

Notify user when contract is within specified days of **Expire Date**.

Expire Date        Notify Days Before Expires

Expiration Notification Date

Notify user when contract is within specified days of **Renewal Date**.

Renewal Date        Notify Days Before Renewal

Renewal Notification Date

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

Approval Due Date        Notify Days Before Approval

Approval Notification Date

**▶ Maximum Amount Notification**

**▼ Notification Assignments**      Personalize | Find | View All |  |       First  1 of 1  Last

	Notification Type	User ID	User Description	Email Address		
1	<input type="text"/>	<input type="text"/> 				

**▶ Amount Summary**



# 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. Multiple users may be setup to receive notifications.

**NOTE:** Only Active Users will appear in the User ID lookup icon. This list must manually updated to reflect when a VDOT user leaves.

Thresholds & Notifications

Send Date/Amount Notification

Expand All Collapse All

**Date Notification**

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

Expire Date  Notify Days Before Expires

Expiration Notification Date

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

Renewal Date  Notify Days Before Renewal

Renewal Notification Date

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

Approval Due Date  Notify Days Before Approval

Approval Notification Date

**Maximum Amount Notification**

**Notification Assignments** Personalize | Find | View All | First 1-3 of 3 Last

	Notification Type	User ID	User Description	Email Address		
1	Expiration	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	Maximum An	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3	Renewal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

**Amount Summary**

OK Cancel



# Enter Contract Reference

**Contract Entry - Contract Reference** page:

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

**Contract Information** section:

- **\*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 the agency.
- **Estimated Contract Value** should be entered for all contracts, including requirements contracts.
- **\*Responsible Org** lookup icon provides a list of departments.

**\*Required fields**

**NOTE:** Information must be entered in the Contract Information section or the contract will not save.

Custom Contract Reference Page

Contract Entry  
Contract Reference

SetID: STATE  
Contract ID: NEXT Contract Version: 1

**Contract Information**

Contract Category: [dropdown] GL Business Unit: [text] [search icon]  
Estimated Contract Value: [text] Responsible Org: [text] [search icon]

**Supplement Agreement**

Supplement Number: [text] Supplement Date: [date picker]  
Supplement Amount: [text]

**Contract Renewal Options**

Renewal Date From: [date picker] Renewal Date To: [date picker]  
Original Number of Renewal Options: [text] Current Renewal Period: [text]

OK Cancel Refresh



# Enter Contract Reference (continued)

## 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.

Custom Contract Reference Page

Contract Entry

Contract Reference

SetID: STATE  
Contract ID: NEXT Contract Version: 1

**Contract Information**

Contract Category:  GL Business Unit:    
Estimated Contract Value:  Responsible Org:

**Supplement Agreement**

Supplement Number:  Supplement Date:    
Supplement Amount:

**Contract Renewal Options**

Renewal Date From:  Renewal Date To:    
Original Number of Renewal Options:  Current Renewal Period:

OK Cancel Refresh



# Enter Contract Reference (continued)

## 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.

Custom Contract Reference Page

Contract Entry

Contract Reference

SetID: STATE

Contract ID: NEXT Contract Version: 1

**Contract Information**

Contract Category: [dropdown] GL Business Unit: [input] [magnifying glass]

Estimated Contract Value: [input] Responsible Org: [input] [magnifying glass]

**Supplement Agreement**

Supplement Number: [input] Supplement Date: [input] [calendar icon]

Supplement Amount: [input]

**Contract Renewal Options**

Renewal Date From: [input] [calendar icon] Renewal Date To: [input] [calendar icon]

Original Number of Renewal Options: [input] Current Renewal Period: [input]

OK Cancel Refresh



# Enter Contract Reference (continued)

Custom Contract Reference Page

Contract Entry

Contract Reference

SetID: STATE

Contract ID: NEXT Contract Version: 1

**Contract Information**

Contract Category:  GL Business Unit:

Estimated Contract Value:  Responsible Org:

**Supplement Agreement**

Supplement Number:  Supplement Date:

Supplement Amount:

**Contract Renewal Options**

Renewal Date From:  Renewal Date To:

Original Number of Renewal Options:  Current Renewal Period:

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 the item ID is entered into the contract, an error message will be displayed.

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.

Search Criteria

SetID = STATE

Item ID begins with

Description begins with

Item Group begins with

Family begins with

Category begins with

Include History  Correct History  Case Sensitive

Limit the number of results to (up to 300): 300

**Search** Clear Basic Search Save Search Criteria

Search Results

300 of 191681 results are displayed.

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



# 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** hyperlink and the **Supplier's UOM and Pricing Information** pop-up window will be displayed.

The screenshot displays the SAP Purchasing Attributes - Item Supplier form. The 'Item Supplier' tab is active. The form contains the following fields and sections:

- Supplier Information:** \*Supplier SetID (STATE), Supplier Lookup (E & M Auto Paint and Supply Corp), \*Supplier ID (0000034153), \*Status (Active), \*Priority (1), Allocation % (0), and Include in Planning (checked).
- Supplier Attributes:** \*Price Loc (MAIN), \*Price Date (PO), \*Price Qty (Line Quantity), Origin Country, Region of Origin, and Lead Time Days.
- Order Multiples:** Check Order Multiples (unchecked), Rounding Rule (Natural Round selected, Round Up unselected).
- Other Fields:** Supplier's Catalog, Supplier Item ID, Item Extension, Description (254 characters remaining), and Item Supplier UOM (highlighted).

At the bottom of the form, the 'Save' button is highlighted with a red box. Other buttons include 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.



# Create Supplier/Item Relationship (continued)

From the **Supplier's UOM and Pricing Information** pop-up window:

- 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**.
- If applicable, 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**.

**Supplier's UOM and Pricing Information**

SetID STATE      Item ID 0051404000      ABRASIVES, PLASTONE  
Supplier 0000034153      E & M Auto Paint and Supply Corp      Location MAIN

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

\*UOM EA      Each       Default      Packing Details + -  
Minimum Quantity 0.0001      Order Quantity Multiple      Effective Dated UOM  
Maximum Quantity 0.0000      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 01/01/1901      \*Currency Code USD      + -  
\*Status Active      Supplier Price 0.01000  
\*Minimum Quantity 0.0001      Standard Price Update Status No Update  
Qty Rcvd Tolerance % 0.00      BU Price Update Status No Update

**Matching Controls**

OK      Cancel





# 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** – The 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 more detailed information about reports, queries, and online inquires, see the Web-Based Training (WBT) course titled **Cardinal NAV220: Introduction to Cardinal Financial Reporting** located on the Cardinal website in **Web-Based Training (FIN)** under **Learning**.



# Print Contracts (continued)

## Order Contracts Run Control Parameters:

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

### Order Contracts

Run Control ID test Report Manager Process Monitor **Run**

Language English ▾

#### Report Request Parameters

SetID	STATE	Business Unit	50100
Contract ID From	00000000000000000000000045035	To	00000000000000000000000045035
Supplier ID			

#### Miscellaneous Options

Print Duplicate

Number Of Copies

Sort By

#### Statuses to Include

<input checked="" type="checkbox"/> Approved	<input checked="" type="checkbox"/> Open	<input checked="" type="checkbox"/> Held
<input checked="" type="checkbox"/> Canceled	<input checked="" type="checkbox"/> Completed	

#### 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



# Print Contracts (continued)

## Process Scheduler Request:

**Process Scheduler Request**

User ID PPS1\_KAREN.GHOLSON      Run Control ID test

---

Server Name  ▼      Run Date

Recurrence  ▼      Run Time      

Time Zone

**Process List**

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 (continued)

Dispatch Contract for Signature Process Scheduler Request:

**Process Scheduler Request**

User ID PPS1\_KAREN.GHOLSON      Run Control ID test

---

Server Name       Run Date

Recurrence       Run Time

Time Zone

**Process List**

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



# Print/Dispatch Contracts

## CONTRACT

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

**Supplier** 0000032750  
 J R Tharpe Trucking Co Inc  
 Donna Crews  
 201 ALGERENE RD.  
 VA10049482  
 EVAAD91219  
 DRAKES BRANCH VA 23937  
 USA

6330951270

**Dispatch via Print**

Contract ID	Version	Page	
0000000000000000045035	1	1 of 3	
Contract Dates	Currency	Rate Type	Rate Date
08/11/2016 to 08/10/2017	USD	CRRNT	PO Date
Description:	Contract Maximum		
Stone	0.00		
Contract Officer Name	Phone		
Hudgins, Caroline S. (VDOT)	804/786-2777		

THIS CONTRACT IS A RESULT OF IFB 153634.

INVOICE TO: VDOT, 3400 ROSSEY RD., DILLWYN, VA 23936

CONTRACT ADMINISTRATOR - DEBORAH FISH - 434-505-3253

SOURCE OF MATERIAL - APPOMATTOX LINE & LUCK STONE

TELEPHONE # TO PLACE ORDERS - 434-767-4384

ADDED ITEM # WHICH WAS OMITTED FROM ORIGINAL AWARD.

**Contract Lines:**

Item ID / Line #	Category	Item Desc	UOM	Minimum Order Qty	Amt	Maximum / Open Qty	Amt
1	7503548480	STONE, CRUSHED GRADE 25	LTN	0.01	0.00	0.00	0.00
<b>Pricing Agreement:</b>		Pricing Date:	PO Date				
		Pricing Quantity:	PO Date				
		Quantity Type:	Quantity To Date				
Contract Base Pricing		14.65000	LTN			MAIN	
Stockpile at Chemical Building (Rt. 742) Stockpile - 2.0 miles West of Buckingham Courthouse, to Rt. 742 to the Left, 20 miles to building on the left. (Buckingham Co.) or Stockpile at Andersonville A.H.Q.'s, - 4.0 miles West of Rt. 15 on Rt. 640, A.H.Q.'s on the left (Buckingham County) or Tailgate Spread within Zone 2 (per map attached to IFB). Shipping Instructions will be furnished by Bill Bailey, (Area Superintendent) (434) 983-1072.							
ALL ITEMS:							
***NOTE*** Minimum delivery for stockpile material is 400 tons per day and minimum delivery for tailgate spread is 800 tons per day (when requested). Delivery may be required in one or more zones in the same day.							
2	7503548480	STONE, CRUSHED GRADE 25	LTN	0.01	0.00	10000.00	0.00
<b>Pricing Agreement:</b>		Pricing Date:	PO Date				
		Pricing Quantity:	PO Date				
		Quantity Type:	Quantity To Date				
Contract Base Pricing		14.90000	LTN			MAIN	
Stockpile at Hampden Sydney A.H.Q.'s stockpile - 6.0 miles South of Farmville on Rt. 15 to Rt. 133 on the Right, 1.0 mile South/West to A.H.Q.'s on the left, Prince Edward Co. or Tailgate Spread within Zone 6 (per map attached to IFB). Shipping Instructions will be furnished by Kevin Smith, Area Superintendent. Phone: (434) 223-1025							

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

**Supplier** 0000032750  
 J R Tharpe Trucking Co Inc  
 Donna Crews  
 201 ALGERENE RD.  
 VA10049482  
 EVAAD91219  
 DRAKES BRANCH VA 23937  
 USA

6330951270

**Dispatch via Print**

Contract ID	Version	Page	
0000000000000000045035	1	2 of 3	
Contract Dates	Currency	Rate Type	Rate Date
08/11/2016 to 08/10/2017	USD	CRRNT	PO Date
Description:	Contract Maximum		
Stone	0.00		
Contract Officer Name	Phone		
Hudgins, Caroline S. (VDOT)	804/786-2777		

Contract Lines:

Item ID / Line #	Category	Item Desc	UOM	Minimum Order Qty	Amt	Maximum / Open Qty	Amt
3	7503548480	STONE, CRUSHED GRADE 25	LTN	0.01	0.00	0.00	0.00
<b>Pricing Agreement:</b>		Pricing Date:	PO Date				
		Pricing Quantity:	PO Date				
		Quantity Type:	Quantity To Date				
Contract Base Pricing		16.67000	LTN			MAIN	
Stockpile at Dilwyn A.H.Q.'s stockpile - 3.0 miles North of Dilwyn, to Rt. 669 to the Right, .10 miles to A.H.Q.'s on the left or Stockpile at Stock Location 1422, 20090 N. James Anderson Highway, Dilwyn, VA or tailgate spread stone within Zone map 1 (per map attached to IFB). Shipping instructions will be furnished by Garrett Taylor, Area Superintendent. Phone: (434) 953-1046							
4	7503548485	STONE, CRUSHED GRADE 26	LTN	0.01	0.00	0.00	0.00
<b>Pricing Agreement:</b>		Pricing Date:	PO Date				
		Pricing Quantity:	PO Date				
		Quantity Type:	Quantity To Date				
Contract Base Pricing		16.41000	LTN			MAIN	
Crafton's Gate A.H.Q.'s stockpile - .40 miles North of Rt. 47, on Rt. 15/360, A.H.Q.'s on the right or tailgate spread stone within Zone map 9 (per map attached to IFB). Shipping Instructions will be furnished by Michael Terry, Area Superintendent. Phone: (434) 735-8517							
5	7503548485	STONE, CRUSHED GRADE 26	LTN	0.01	0.00	0.00	0.00
<b>Pricing Agreement:</b>		Pricing Date:	PO Date				
		Pricing Quantity:	PO Date				
		Quantity Type:	Quantity To Date				
Contract Base Pricing		14.50000	LTN			MAIN	
Stockpile at Cumberland A.H.Q. - .10 miles East of Rt. 45 North, on Rt. 60, A.H.Q.'s on the left, Cumberland County or tailgate spread within Zone 4-A (per map attached to IFB). Shipping Instructions will be furnished by Johnny Slout, Area Superintendent. Phone: (804) 492-5861							

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**

58



## Lesson 2: Summary

2

Create or Update Procurement Contracts.

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** report and select a PDF format.
- The **Dispatch Contracts** report provides for a hard (print) copy of the contract with a signature line.



# Lesson 3: Introduction

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, search for a specific contract by entering the **Contract ID**.

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

Click **Search**. Select the hyperlink for the contract to be modified.

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

Search Criteria

SetID = STATE

Contract ID begins with

Contract Version = 6

Version Status =

Contract Style begins with

Contract Process Option =

Short Supplier Name begins with Superior

Supplier Name begins with

Master Contract ID begins with

Description begins with

Correct History  Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

Search Results

View All

SetID	Contract ID	Contract Version	Version Status	Contract Style	Contract Process Option	Supplier ID	Short Supplier Name	Supplier Name	Expire Date	Contract Status
STATE	000000000000032111	6	Current	Purchase Order Order		000028540	SUPERIOR C-003	Superior Concrete	05/31/2014	Approved
STATE	000000000000032111	5	History	Purchase Order Order		000028540	SUPERIOR C-003	Superior Concrete	05/31/2014	Approved
STATE	000000000000032111	4	History	Purchase Order Order		000028540	SUPERIOR C-003	Superior Concrete	05/31/2013	Approved



# Contract Versioning

Create a new version when material changes need to be made to an approved contract. This includes the addition of lines, price changes, expiration date changes, other modifications, 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**.
- A warning message will be displayed. Click **Yes**. The **Reason Code** pop up will be displayed.

This screenshot shows the 'Contract Entry - Contract' page for Version 6. The contract ID is 000000000000032111, and the status is 'Current'. The 'New Version' button is highlighted with a red box.

SetID	STATE	Contract Version
Contract ID	000000000000032111	Version 6
*Status	Approved	Status Current
Approved Date	07/18/2013	New Version

This screenshot shows the 'Contract Entry - Contract' page for Version 7. The contract ID is 000000000000032111, and the status is 'Current'. The 'New Version' button is highlighted with a red box. A 'Message' pop-up is displayed, warning that the contract must be saved before a draft can be created. The 'Yes' button in the pop-up is highlighted with a red box.

SetID	STATE	Contract Version
Contract ID	000000000000032111	Version 7
*Status	Approved	Status Current
Approved Date	11/07/2019	New Version

Message

Contract must be saved before a Draft can be created. (10400,577)

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

Yes No



# Contract Versioning (continued)

In the **Reason Code** pop-up window, select a **Reason Code** using the magnifying glass icon next to the field. Then enter a comment on what the change will entail and click **OK**. The new version, in draft status, will open for editing.

The image shows two overlapping windows from a software application. The background window is titled "Reason Code Page" and contains the following elements:

- Header: "Reason Code Page" (highlighted with a red box)
- Instruction: "Enter a reason code and comment for making changes that are being tracked."
- Fields: "SetID STATE" and "Contract ID 000000000000032111"
- Form: "Reason Code" field with a magnifying glass icon (highlighted with a red box) and a "Comment" text area (highlighted with a red box).
- Checkbox: "Use Same Reason Code" (unchecked)
- Buttons: "OK" (highlighted with a red box), "Cancel", and "Refresh"

The foreground window is titled "Look Up Reason Code" and contains the following elements:

- Header: "Look Up Reason Code" (highlighted with a red box)
- Fields: "SetID", "STATE", "Reason Type", "Procurement Contract", "Reason Code" (with a dropdown menu set to "begins with"), and "Description" (with a dropdown menu set to "begins with").
- Buttons: "Look Up", "Clear", "Cancel", and "Basic Lookup"
- Section: "Search Results" with a table of results.

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.
- Any field may be changed and adding or cancelling lines is done the same way as when entering the contract.

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

Contract Entry

Contract

SetID STATE  
Contract ID 000000000000032111

\*Status

Administrator/Buyer  Smith, Susie (VDOT)

**Contract Version**

Version 8 Status Draft

Approval Due Date



# Contract Versioning (continued)

- 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**.

The screenshot shows a web application interface for contract management. The breadcrumb trail at the top reads: Favorites > Main Menu > Procurement Contracts > Add/Update Contracts. The main heading is "Contract Entry" followed by "Contract".

Key fields and values visible:

- SetID: STATE
- Contract ID: 00000000000032111
- \*Status: Approved (highlighted with a red box)
- Contract Version: [Empty field]
- Version: 8
- Status: Draft
- Approval Due Date: [Empty field]
- New Version: [Button]
- Administrator/Buyer: REBECCA.SMITH
- Smith, Susie (VDOT)

Below the main fields is a "Header" section with the following details:

- Contract Style: Purchase Order
- Process Option: Purchase Order
- Supplier: SUPERIOR C-003
- Supplier ID: 000028540
- Primary Contact: Superior
- Supplier Contract Ref: [Empty field]
- Description: Ready Mix - Page, R'ham & She

A modal message box is open in the foreground, titled "Message". The text inside reads:

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

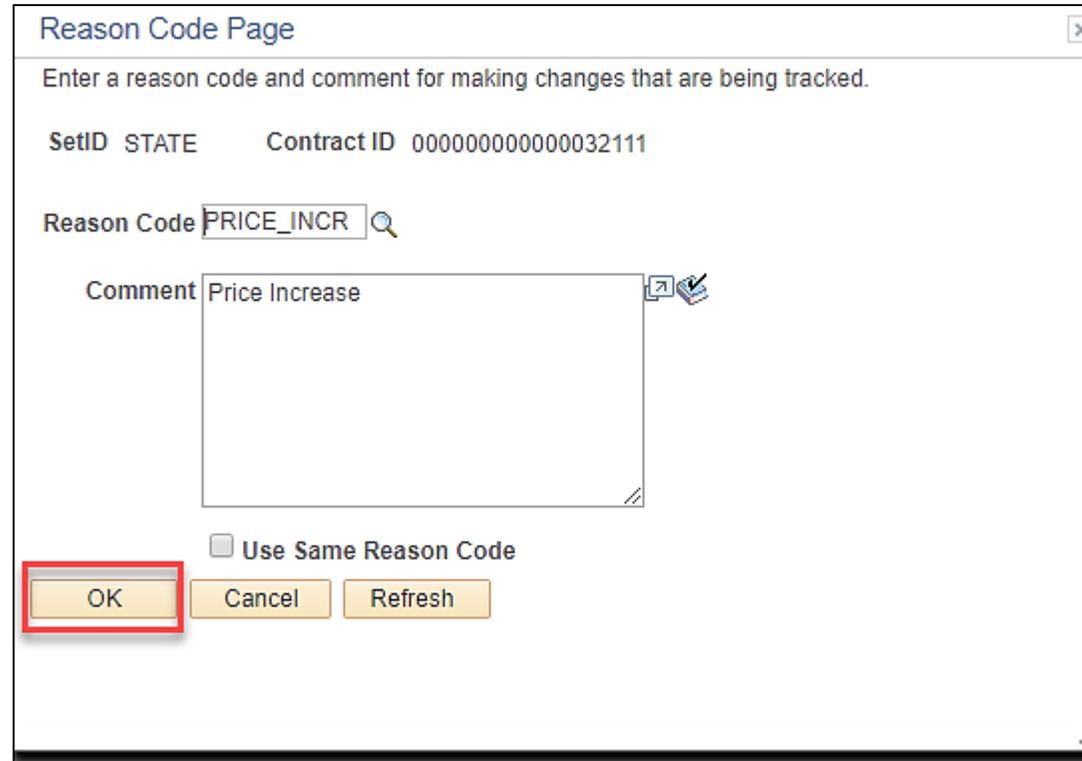
If you leave the status as Approved and then hit Save, the Current version will become a History version and this Draft version will become the Current version.

The "OK" button at the bottom of the modal is highlighted with a red box.



# Contract Versioning (continued)

- The **Reason Code** pop up displays. After making the reason code selection click on **OK**.



Reason Code Page

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

SetID STATE      Contract ID 000000000000032111

Reason Code PRICE\_INCR

Comment Price Increase

Use Same Reason Code

OK    Cancel    Refresh

The image shows a 'Reason Code Page' dialog box. At the top, it says 'Reason Code Page' with a close button. Below that is the instruction 'Enter a reason code and comment for making changes that are being tracked.' The dialog displays 'SetID STATE' and 'Contract ID 000000000000032111'. There is a 'Reason Code' field containing 'PRICE\_INCR' with a search icon. Below it is a 'Comment' text area containing 'Price Increase' with a help icon and a checkmark icon. At the bottom, there is a checkbox labeled 'Use Same Reason Code' which is unchecked. Three buttons are at the bottom: 'OK', 'Cancel', and 'Refresh'. The 'OK' button is highlighted with a red rectangular border.



# Contract Versioning (continued)

- 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 000000000000032111

\*Status

Contract Version  
Version 9 Status Current  
Approved Date 11/07/2019

Administrator/Buyer REBECCA.SMITH Smith, Susie (VDOT)

▼ Header ?

Contract Style Purchase Order   
Process Option Purchase Order  
Supplier SUPERIOR C-003 \*Dispatch Method   
Supplier ID 0000028540 [Superior Concrete](#)  
Primary Contact  
Supplier Contract Ref  
Description Ready Mix - Page, R'ham & Shen  
Master Contract ID  
Begin Date 06/01/2011  
Expire Date 05/31/2014  
Renewal Date  
Control Type  
 Tax Exempt Tax Exempt ID  
 Auto Default  
 Lock Chartfields

[Edit Comments](#)  
[Contract Activities](#)  
[Primary Contact Info](#)  
[Contract Header Agreement](#)  
[Contract Releases](#)  
[Activity Log](#)  
[Document Status](#)  
[Thresholds & Notifications](#)  
[Price Adjustment Template](#)  
[View Changes](#)  
[Current Change Reason](#)  
[Purchase Order BU Defaults](#)  
[Contract Reference](#)



# Update Contracts

**Updates to Contracts: Contract Entry– Contract page, Header section:**

On occasion you may need to update the expiration or renewal date. While the contract **Status** is **Open** and you are in **Draft** mode of your new version, you can modify the **Expire Date** or **Renewal Date**:

- Date ranges can cross fiscal years.
- When you change the **Expire Date**, you either shorten or lengthen the contract's coverage date range.

Remember if a contract expiration or renewal threshold notification has been set, an email and worklist item will appear when the **Expire Date** or **Renewal Date** is within the days set for notification.

Favorites ▾ Main Menu ▾ Procurement Contracts ▾ Add/Update Contracts

Contract Entry  
Contract

SetID STATE  
Contract ID 0000000000000000000045036  
\*Status **Open**  
Contract Version  
Version 2 Status Draft  
Approval Due Date

Administrator/Buyer CAROLINE.HUDGINS Hudgins, Caroline S. (VDOT)

▼ Header ?

\*Contract Style    
Process Option   
\*Supplier    
\*Supplier ID    
Primary Contact    
Supplier Contract Ref   
Description   
Master Contract ID    
\*Begin Date    
**Expire Date**    
**Renewal Date**

\*Dispatch Method   
Edit Comments  
Contract Activities  
Primary Contact Info  
Contract Header Agreement  
Contract Releases  
Activity Log  
Document Status  
Thresholds & Notifications  
Price Adjustment Template  
View Changes





# 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 on the **Details** tab for these actions to be performed.

**Contract Items**

Catalog Search      Item Search      Search for Contract Lines

**BRIDGE AND RAILROAD CROSSING GATES**

Lines      Personalize | Find | View All | First 1-7 of 10 Last

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

Line	Item	Description	UOM	Category	Include for Release	Status		
1	5500601000	BRIDGE AND RAILROAD CROSSING	EA	5500601	<input checked="" type="checkbox"/>	Active	X	+
2	9688480000	TRAFFIC CONTROL SERVICES TRAFFIC	EA	9688480	<input checked="" type="checkbox"/>	Active	X	+
3	9688480000	TRAFFIC CONTROL SERVICES TRAFFIC	EA	9688480	<input checked="" type="checkbox"/>	Active	X	+
4	9688480000	TRAFFIC CONTROL SERVICES TRAFFIC	EA	9688480	<input checked="" type="checkbox"/>	Active	X	+
5	9688480000	TRAFFIC CONTROL SERVICES TRAFFIC	EA	5500601	<input checked="" type="checkbox"/>	Active	X	+
6	5500601000	BRIDGE AND RAILROAD CROSSING	EA	5500601	<input checked="" type="checkbox"/>	Active	X	+

View Category Hierarchy      Category Search



# Cancel a Contract Line

Contract Items - Lines section, 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 to be cancelled/inactivated. 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

BRIDGE AND RAILROAD CROSSING GATES

Lines      Personalize | Find | View All | [Print] | [Refresh]      First 1-7 of 10 Last

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

Line	Item	Description	UOM	Category					Include for Release	Status	
1	5500601000	BRIDGE AND RAILROAD CROSSING	EA	5500601					<input checked="" type="checkbox"/>	Active	X +
2	9688480000	TRAFFIC CONTROL SERVICES TRAFFIC	EA	9688480					<input checked="" type="checkbox"/>	Active	X +
3	9688480000	TRAFFIC CONTROL SERVICES TRAFFIC	EA	9688480					<input checked="" type="checkbox"/>	Active	X +
4	9688480000	TRAFFIC CONTROL SERVICES TRAFFIC	EA	9688480					<input checked="" type="checkbox"/>	Active	X +
5	9688480000	TRAFFIC CONTROL SERVICES TRAFFIC	EA	5500601					<input checked="" type="checkbox"/>	Active	X +
6	5500601000	BRIDGE AND RAILROAD CROSSING	EA	5500601					<input checked="" type="checkbox"/>	Active	X +

View Category Hierarchy      Category Search

Message

This action will cancel line 2 for this contract. Continue? (10400,462)

The action that you are taking will cancel this line for this Contract. If you do not want to cancel this line, then you cannot perform the action at this time.

Message

Would you like to put the contract quantity back to the related sourcing award? (10400,537)



# Cancel a Contract Line (continued)

Contract Items - Lines section, Details tab continued:

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

Contract Items													
Catalog Search			Item Search			Search for Contract Lines							
STONE													
Lines													
Personalize   Find   View All   First 1-7 of 7 Last													
Details   Order By Amount   Item Information   Default Schedule   Release Amounts   Release Quantities   Line Groupings   Spend Threshold													
Line	Item	Description	UOM	Category					Include for Release	Status			
1	7503548485	STONE, CRUSHED GRADE 26	LTN	7503548					<input type="checkbox"/>	Cancelled			
2	7503548485	STONE, CRUSHED GRADE 26	LTN	7503548					<input checked="" type="checkbox"/>	Active			
3	7503532205	STONE NO. 57, STONE	LTN	7503532					<input checked="" type="checkbox"/>	Active			
4	7503532205	STONE NO. 57, STONE	LTN	7503532					<input checked="" type="checkbox"/>	Active			
5	7503532205	STONE NO. 57, STONE	LTN	7503532					<input checked="" type="checkbox"/>	Active			
6	7503532205	STONE NO. 57, STONE	LTN	7503532					<input checked="" type="checkbox"/>	Active			
7	7503532205	STONE NO. 57, STONE	LTN	7503532					<input checked="" type="checkbox"/>	Active			

View Category Hierarchy

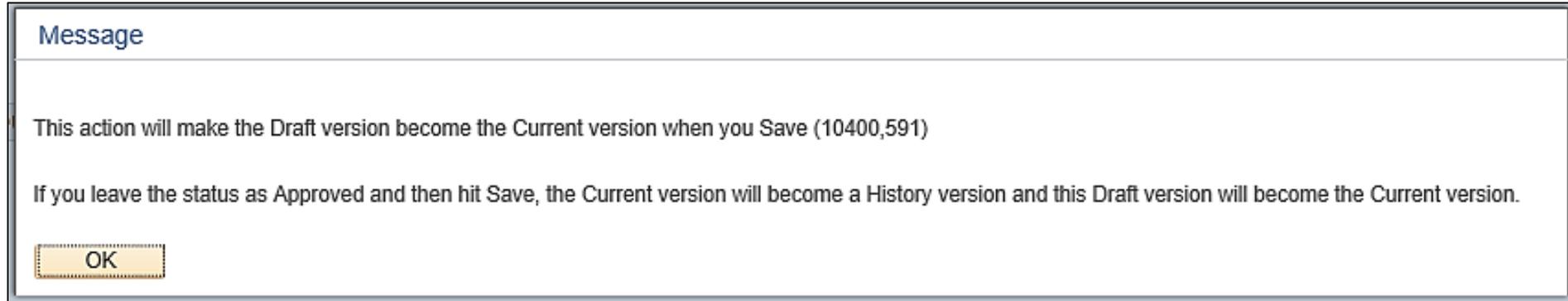
Category Search



# Cancel a Contract Line (continued)

## Cancel/Inactivate a Line continued:

- After reviewing the 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** to 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**.





# Cancel 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 approving and saving, 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

**BELTS, ABRASIVE, ALUMINUM OXIDE**

Lines      Personalize | Find | View All | [Print] [Refresh]      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, PLASTONE ABRASIVES, PLASTONE	EA	0051404				<input checked="" type="checkbox"/>	Active
2		Category Description	HUR	0051408				<input type="checkbox"/>	Cancelled

View Category Hierarchy      Category Search



# 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 to be updated. The **Price Adjustments for Item Line XX** page will display. **Note:** The option to adjust price only available for transactions in an open status. If the contract is in an approved status and a price adjustment is necessary, a new version of the contract will need to be created.

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

**STONE**

Lines Personalize | Find | View All | [Print] | [Grid] | First 1-7 of 7 Last

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

Line	Item	Description	UOM	Category					Include for Release	Status		
1	7503548485	STONE, CRUSHED GRADE 26	LTN	7503548					<input checked="" type="checkbox"/>	Active		
2	7503548485	STONE, CRUSHED GRADE 26	LTN	7503548					<input checked="" type="checkbox"/>	Active		

Contract Items

Catalog Search    Item Search    Search for Contract Lines

**STONE**

Lines Personalize | Find | View All | [Print] | [Grid] | First 1-7 of 7 Last

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

Line	Item	Description	Amt Only	Merchandise Amount	Release as Milestone		
1	7503548485	STONE, CRUSHED GRADE 26	<input type="checkbox"/>	33,000.00	<input type="checkbox"/>		
2	7503548485	STONE, CRUSHED GRADE 26	<input checked="" style="border: 1px solid red;" type="checkbox"/>	93,000.00	<input type="checkbox"/>		



# Update Contract Line Price Adjustments (continued)

Click on the **Price Adjustments** icon next to the line to be updated. The **Contract Entry - Price Adjustments for Item Line XX** pop-up window displays. The **Base Price** for the selected line is displayed.

Contract Price Adjustments

Contract Entry  
Price Adjustments for Item Line 1

SetID STATE Contract ID 0000000000000000000045036 Version 2 Line: 1 STONE, CRUSHED GRADE 26

Price Adjustments Find | View All First 1 of 1 Last  
\*Effective Date: 11/19/2019 \*Status: Active \*Calculation Method: Sum All Adjustments

Price Rule Find | View All First 1 of 1 Last

Criteria	Method	Restrictions
Sequence: 1 Supp 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 Personalize | Find | View All First 1 of 1 Last

*Method	Percentage	Adjusted Price
Percentage		16.50000

OK Cancel Refresh

**Note:** The option to adjust price only available for transactions in an open status. If the contract is in an approved status and a price adjustment is necessary, a new version of the contract will need to be created.



# Update Contract Line Price Adjustments (continued)

From the **Contract Entry - Price Adjustments for Item Line XX** pop-up window, 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 **Supp Loc** must be selected; in most cases, select **MAIN**.

Contract Price Adjustments

Contract Entry  
Price Adjustments for Item Line 1

SetID STATE Contract ID 000000000000000000045036 Version 2 Line: 1 STONE, CRUSHED GRADE 26

Price Adjustments Find | View All First 1 of 1 Last  
\*Effective Date: 11/19/2019 \*Status: Active \*Calculation Method: Sum All Adjustments + -

Price Rule Find | View All First 1 of 1 Last

Criteria Method Restrictions

Sequence: 1  
Supp Loc: [Search]

General Adjustment  
 Match Shipto Ship To: [Text]  
 Match UOM UOM: [Search]

Hard Price  
 Ignore If Other Adjustments  
 Stop Price Calculation Here

Adjustment Detail Personalize | Find | View All | [Print] [Export] First 1 of 1 Last

*Method	Percentage	Adjusted Price
Percentage	[Text]	16.50000

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**.  
Tab out of this field and the **Adjusted Price** will be updated and displayed on the new **Effective Date**.
- Click **OK** to return to the **Contract Entry – Contract** page.

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

Contract Price Adjustments

Contract Entry

Price Adjustments for Item Line 1

SetID STATE Contract ID 0000000000000000000045036 Version 2 Line: 1 STONE, CRUSHED GRADE 26

Price Adjustments Find | View All First 1 of 2 Last

\*Effective Date: 11/19/2019 \*Status: Active \*Calculation Method: Sum All Adjustments

Price Rule Find | View All First 1 of 1 Last

Criteria	Method	Restrictions
Sequence: 1 Supp Loc: MAIN	<input checked="" 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 Personalize | Find | View All | First 1 of 1 Last

*Method	Percentage	Adjusted Price
Percentage	1.5000	16.74750

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.
- **Match Ship to** – DO NOT CHECK

## 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 Price Adjustments**

Contract Entry  
Price Adjustments for Item Line 1

SetID STATE Contract ID 0000000000000000000045036 Version 2 Line: 1 STONE, CRUSHED GRADE 26

**Price Adjustments** Find | View All First 1 of 1 Last  
\*Effective Date: 11/20/2019 \*Status: Active \*Calculation Method: Sum All Adjustments

**Price Rule** Find | View All First 1 of 1 Last

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

**Adjustment Detail** Personalize | Find | View All | First 1 of 1 Last

*Min Qty	Max Qty	*Method	Percentage	Adjusted Price
1.0000	999999999.9999	Percentage		16.50000

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 Price Adjustments

Contract Entry  
Price Adjustments for Item Line 1

SetID STATE Contract ID 0000000000000000000045036 Version 2 Line: 1 STONE, CRUSHED GRADE 26

Price Adjustments Find | View All First 1 of 1 Last

\*Effective Date: 11/20/2019 \*Status: Active \*Calculation Method: Sum All Adjustments

Price Rule Find | View All First 1 of 1 Last

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

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

*Min Qty	Max Qty	*Method	Amount	Adjusted Price
1.0000	999999999.9999	Amount	2.50000	19.00000

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.

Contract Price Adjustments

Contract Entry  
Price Adjustments for Item Line 1

SetID STATE Contract ID 000000000000000000045036 Version 2 Line: 1 STONE, CRUSHED GRADE 26

Price Adjustments Find | View All First 1 of 1 Last

\*Effective Date: 11/20/2019 \*Status: Active \*Calculation Method: Sum All Adjustments

Price Rule Find | View All First 1 of 1 Last

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

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

*Min Qty	Max Qty	*Method	Amount	Adjusted Price
1.0000	999999999.9999	Amount	2.50000	19.00000

OK Cancel Refresh



# Update Contract Line Price Adjustments (continued)

## Match UOM example:

The original base price was \$16.50 and the price is increasing to \$19.00. 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 **2.50** is entered as this is the difference between the base price of \$16.50 and the new price of \$19.00. The **Adjusted Price** will automatically update to **\$19.00** after the **Amount** is entered and tab out of the field or Click **OK**.

Click **OK** to accept the change.

Contract Price Adjustments

Contract Entry  
Price Adjustments for Item Line 1

SetID STATE Contract ID 000000000000000000045036 Version 2 Line: 1 STONE, CRUSHED GRADE 26

Price Adjustments Find | View All First 1 of 1 Last  
\*Effective Date: 11/20/2019 \*Status: Active \*Calculation Method: Sum All Adjustments

Price Rule Find | View All First 1 of 1 Last

Criteria  
Sequence: 1  
Supp Loc: MAIN  
Currency: USD

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

Restrictions  
 Hard Price  
 Ignore If Other Adjustments  
 Stop Price Calculation Here

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

*Min Qty	Max Qty	*Method	Amount	Adjusted Price
1.0000	999999999.9999	Amount	2.50000	19.00000

OK Cancel Refresh



# Update Contract Line Price Adjustments (continued)

- To save the modifications, **Save** the draft version and set its **Status** to **Approved** on the **Contract Entry – Contract** page. When saving the user will receive a warning message with a reminder that the action will make the Draft the current version. Click **OK**.

The screenshot shows the 'Contract Entry - Contract' page. The breadcrumb trail is 'Favorites > Main Menu > Procurement Contracts > Add/Update Contracts'. The page title is 'Contract Entry Contract'. The 'Contract ID' is 00000000000000000000000045036. The '\*Status' dropdown is set to 'Open'. The 'Contract Version' section shows 'Version 2' and 'Status Draft'. The 'Approval Due Date' field is empty. The 'Administrator/Buyer' is CAROLINE.HUDGINS, Hudgins, Caroline S. (VDOT). The left sidebar has 'Contract Items' and 'Contract Categories' sections. At the bottom, the 'Save' button is highlighted with a red box.

The screenshot shows the 'Contract Entry - Contract' page with the '\*Status' dropdown set to 'Approved'. The 'Contract Version' section shows 'Version 2' and 'Status Draft'. The 'Approval Due Date' field is empty. The 'Administrator/Buyer' is CAROLINE.HUDGINS, Hudgins, Caroline S. (VDOT). The left sidebar has 'Contract Items' and 'Contract Categories' sections. At the bottom, the 'Save' button is highlighted with a red box. A 'Message' dialog box is open in the foreground, containing the text: 'This action will make the Draft version become the Current version when you Save (10400,591). If you leave the status as Approved and then hit Save, the Current version will become a History version and this Draft version will become the Current version.' The 'OK' button in the dialog box is highlighted with a red box.



# 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
- From the **Oder by Amount** tab click the **Line Details** icon to display the **Contract Entry– Details for Line XX** page.

The screenshot displays the 'Contract Entry - Contract' page. The breadcrumb trail is 'Main Menu > Procurement Contracts > Add/Update Contracts'. The page title is 'Contract Entry Contract'. The contract details include: SetID STATE, Contract ID 0000000000000000000045036, Version 2, Status Draft, \*Status Open, and Approval Due Date. The Administrator/Buyer is CAROLINE.HUDGINS (Hudgins, Caroline S. (VDOT)).

The 'Contract Items' section is expanded, showing a table of lines. The 'Order By Amount' tab is selected. The table has columns: Line, Item, Description, Amt Only, Merchandise Amount, and Release as Milestone. Line 2 is selected, and the 'Amt Only' checkbox is checked.

Line	Item	Description	Amt Only	Merchandise Amount	Release as Milestone
1	7503548485	STONE, CRUSHED GRADE 26	<input type="checkbox"/>	33,000.00	<input type="checkbox"/>
2	7503548485	STONE, CRUSHED GRADE 26	<input checked="" type="checkbox"/>	93,000.00	<input type="checkbox"/>



# Update Amount Only Contract Line Price Adjustments (continued)

To Adjust **Amount Only** Lines continued:

- From the **Contract Entry– Details for Line XX** pop-up window:
  - 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 the modifications, you must **Save** the draft version and set its **Status** to **Approved** on the **Contract Entry – Contract** page.

Details for Line 2

Line 2      Version 2      Supplier MATTHEWS L-001  
Item ID 7503548485      STONE, CRUSHED GRADE 26

**Line Details**

Category 7503548      Status Active  
Description      Physical Nature Goods  
Category ID 02073

Transaction Item Description:  
STONE, CRUSHED GRADE 26

231 characters remaining  
Preferred Language Item Description:  
STONE, CRUSHED GRADE 26

Expand All      Collapse All

▶ **Item Information**

▶ **Release Amounts / Quantities**

▾ **Pricing Information**

Use Contract Base Price       Use Supp Price UOM Adjustments  
 Price Can Be Changed on Order       Use Supplier Price Shipto Adj

Price Date PO Date      Adjust Before Contract Adjustments  
Price Qty Line Quantity  
Qty Type Quantity To Date

**Order By Amount**

Amount Only  
Merchandise Amount 93000.00



# View Contract Change History

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

Navigate to the **Contract Change History** page using the following two methods:

- Navigate using the following path:

**Main Menu > Procurement Contracts > Add/Update Contracts**

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

**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.

The screenshot displays the 'Contract Entry - Contract' page. At the top, there is a breadcrumb trail: Favorites > Main Menu > Procurement Contracts > Add/Update Contracts. The page title is 'Contract Entry Contract'. Key fields include: SetID STATE, Contract ID 00000000000000000045036, Contract Version 2, Status Draft, and a 'Delete Version' button. The \*Status is set to 'Open' and the Approval Due Date is empty. The Administrator/Buyer is CAROLINE.HUDGINS (Hudgins, Caroline S. (VDOT)).

Below the header, there are several input fields: \*Contract Style (Purchase Order), Process Option (Purchase Order), \*Supplier (MATTHEWS L-001), \*Supplier ID (0000100992), Primary Contact (1), Patrick Matthews, Supplier Contract Ref, Description (Stone), Master Contract ID, \*Begin Date (08/11/2016), Expire Date (08/10/2017), Renewal Date, and Control Type. There are also checkboxes for Tax Exempt, Auto Default, and Lock Chartfields, along with a Tax Exempt ID field.

On the right side, there is a 'Dispatch' button and a \*Dispatch Method dropdown (Print). A list of links is provided: Edit Comments, Contract Activities, Primary Contact Info, Contract Header Agreement, Contract Releases, Activity Log, Document Status, Thresholds & Notifications, Price Adjustment Template, **View Changes** (highlighted with a red box), Current Change Reason, Purchase Order BU Defaults, and Contract Reference.



# View Contract Change History (continued)

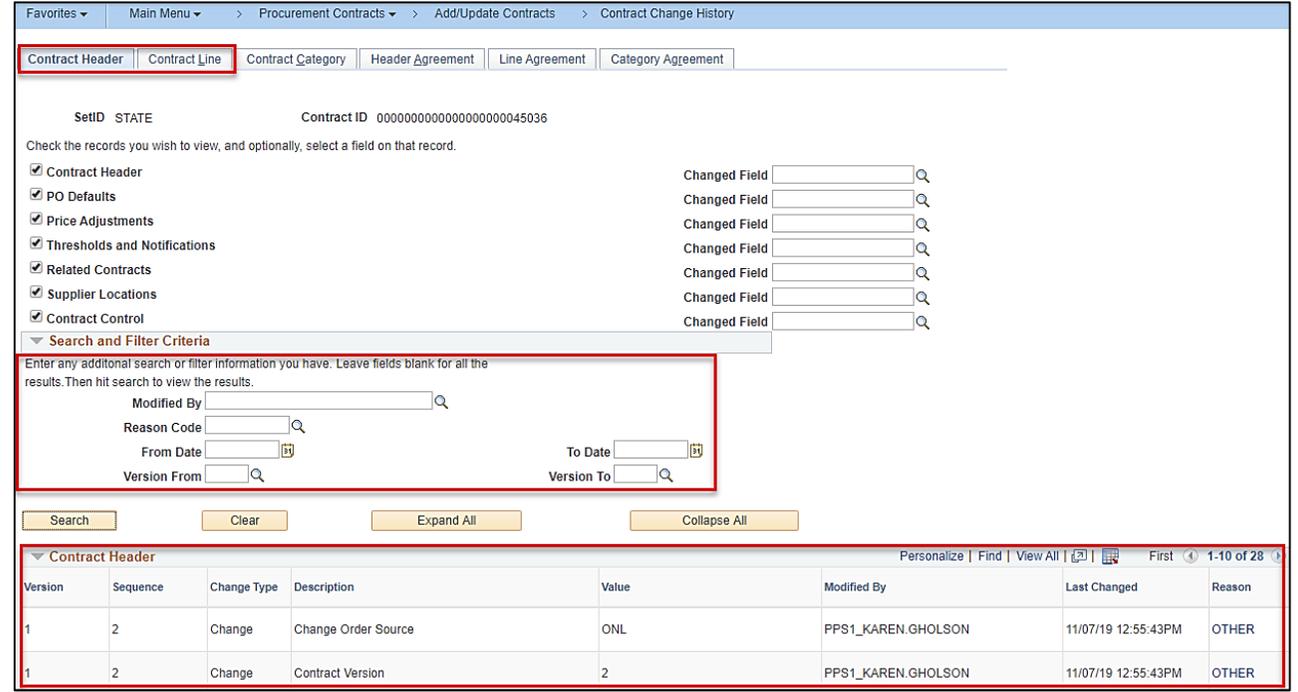
From the **Contract Change History** page, it is possible to search to locate a specific change using the fields in the **Search and Filter Criteria** section or view all results by leaving all fields blank and clicking the **Search** button.

**Main Menu > Procurement Contracts > Add/Update Contracts > Contract Change History**

### Change Type:

- **Change** indicates a changed field and its value.
- **Original** indicates the original field and its value. The **Original** value applies only to the original contract with a sequence of zero.

On the **Contract Change History** page, only the **Contract Header** and **Contract Line** tabs are used.



Version	Sequence	Change Type	Description	Value	Modified By	Last Changed	Reason
1	2	Change	Change Order Source	ONL	PPS1_KAREN.GHOLSON	11/07/19 12:55:43PM	OTHER
1	2	Change	Contract Version	2	PPS1_KAREN.GHOLSON	11/07/19 12:55:43PM	OTHER



# Cancel/Close Contracts

Cancel or close a contract from the **Contract Entry - Contract** page.

Navigate to this page using the following path:

**Main Menu > Procurement Contracts > Add/Update Contracts**

## Cancel:

A contract can be cancelled 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**.

The screenshot shows the 'Contract Entry - Contract' page. The breadcrumb path is 'Main Menu > Procurement Contracts > Add/Update Contracts'. The contract details include: SetID STATE, Contract ID 000000000000032193, Contract Version 3, Status Current, Approved Date 09/19/2012, and Administrator/Buyer IAMS, CALISHA. A dropdown menu for '\*Status' is open, with 'Closed' selected. The 'Dispatch' button is located at the bottom right of the page.



# Lesson 3: Summary

3

## Maintain Contracts

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 3: Hands-On Practice

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.





# Course Summary

PR348

## Entering Procurement Contracts

In this course, you learned how 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



# Course Evaluation

Congratulations! You successfully completed the **501 PR348: Entering Procurement Contracts** course.

Your instructor will provide instructions on how to access the evaluation survey for this course.





# Appendix

- Key Terms
- Allowed Extensions on Attachments in Cardinal
- 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 understanding between a state agency and a supplier. This includes 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.



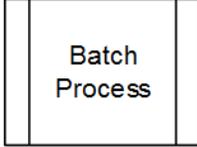
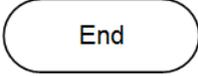
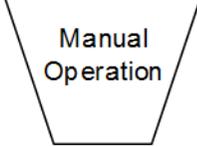
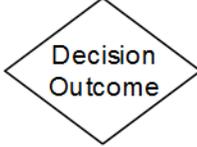
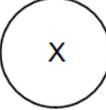
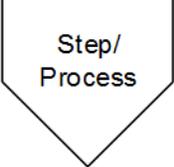
# Allowed Extensions on Attachments in Cardinal

The following is a list of file extensions that are allowed on attachments uploaded to Cardinal. You should only attach key supporting documents that either enhance the electronic Cardinal transaction approval process or are instrumental as part of the transaction history. The Cardinal system should not be relied upon to maintain agency documentation and should not be considered the official retention source of the agency. Supporting documents, as required by all applicable regulatory/governing bodies, should be maintained by the agency apart from the Cardinal attachment functionality.

Allowed Extensions on Attachments in Cardinal		
.BMP	.CSV	.DOC
.DOCX	.JPE	.JPEG
.JPG	.MSG	.PDF
.PNG	.PST	.RTF
.TIF	.TIFF	.TXT
.XLS	.XLSX	.XML



# 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 preformed manually.		Depicts a document of any kind, either electronic or hard 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.