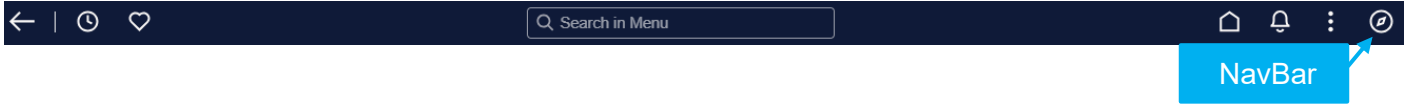




Creating Contract in Core-CT

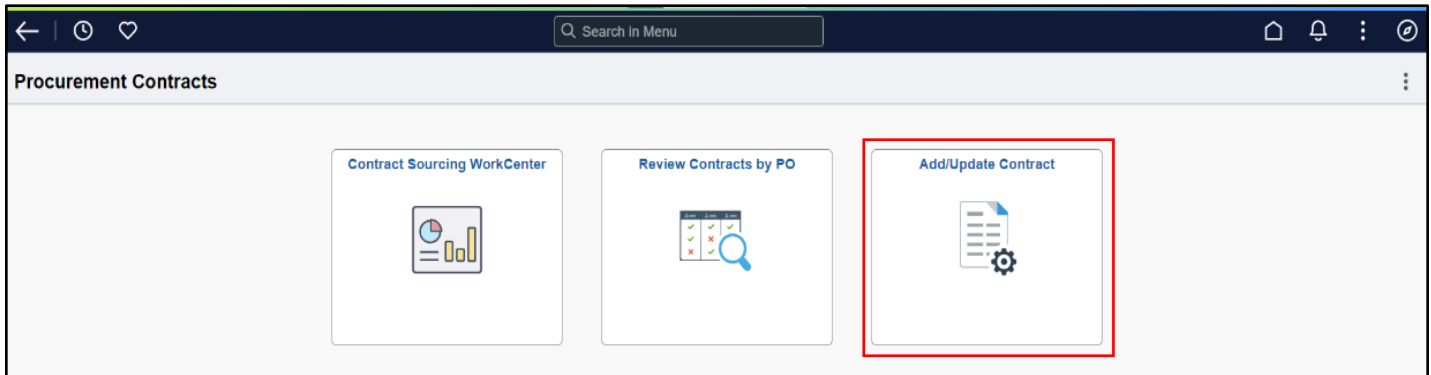
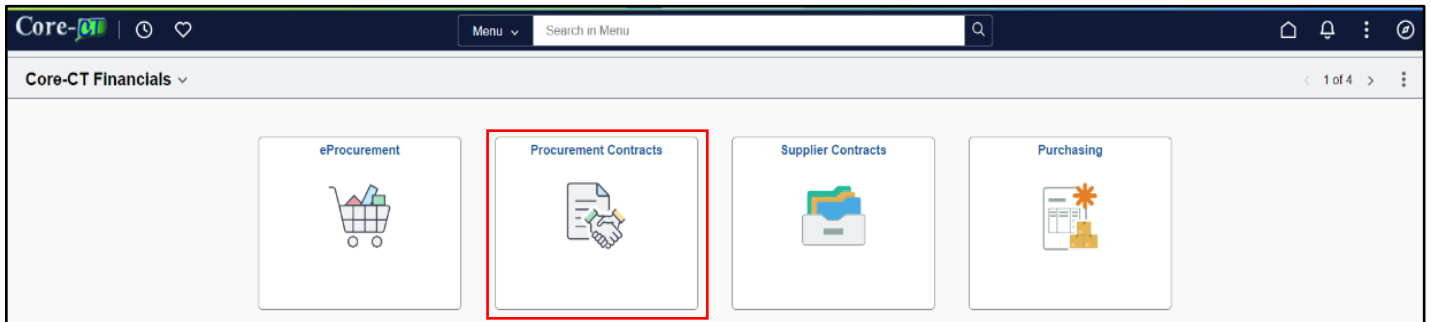
Navigation:

Nav Bar>Menu>Core-CT Financials > Procurement Contracts > Add/Update Contracts



Or

Main Menu > Core-CT Financials > Procurement Contracts > Add/Update Contracts



The Contract Entry page will display, and the Add a New Value Tab will be active.

Manually enter the contract number in the Contract ID field using the Core-CT numbering schema: two numbers to represent the calendar year, three characters to represent the Agency, four sequential numbers to represent the contract number, and two alphas to represent the supplier. (This the preferred format, but not required)

- The first 2 characters are numeric for the calendar year that the contract is being created in. For example, if the contract is being created in calendar year 2024, the numeric is 24.



- The three characters to represent the Agency: if this contract was being created by the Department of Transportation, the user would input DOT.
- The four sequential numbers represent the contract number, such as 2222.
- The 2 alpha characters to represent the supplier. In the event that more than one supplier is awarded this contract; these letters differentiate between suppliers. The first alphas used would be AA, followed by AB, AC, etc.

In this example the contract number would be: 24DOT2222AA. If there was an additional supplier awarded on this contract the next contract number to be used would be: 24DOT2222AB.

The use of this numbering schema will provide consistency of data entry for all state Business Units and will facilitate a standardized item loading process when items need to be loaded into the item master tables via the Catalog Management module.

Contract Process Option: There are several types of contracts: In Core-CT we only use one of these types: Purchase Order. (No other Contract Process Option should be used)

- Select **Purchase Order**

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

SetID

*Contract ID

Style ID

*Contract Process Option

This will take you to the Contract Entry Page. The Contract Entry Page is comprised of five sections: the Contract, the Header, Order Contracts Options, Contract Items, and Contract Categories.



In the **Contract section**, you have the option to copy from a previously created contract. Click on [Copy From Contract](#).

If you are not going to copy from a contact, skip down to Status.

NOTE: The contract process option must be the same as the contract you are copying from (i.e. Purchase Order to Purchase Order).

This will open a new screen where you can search for an existing contract by Contract ID, Supplier, or Supplier ID. Use the search icon to look for existing values. Once you have found the contract you are looking for, click OK

This will bring the contract information into the Select Contract section.

Contract | Ct Cntrct Justify

Contract Entry

Contract

SetID STATE [Copy From Contract](#)

Contract ID 24D0T222AA

*Status Open

Administrator/Buyer [Search Icon]

State Identified Contract Type [Dropdown]

Contract Version

Version 1 Status Current

Approval Due Date [Calendar Icon]

Add a Document

> **Header** ⓘ

> **Contract Items**

> **Contract Categories**

Save Notify Refresh Add Update/Display Correct History

Contract | Ct Cntrct Justify



Check the box next to the contract, then click OK The information from the contract you selected has been copied over. Continue on and make any changes to the fields, if necessary.

Copy Contract ID

Contract Entry

Copy Contract

SetID STATE
 Contract ID 24D0T222AA

Contract Search

Contract ID
 Supplier
 Supplier ID

Master Contract ID
 Allow Open Item Reference

Select Contract

Sel	Contract ID	Version	Description	Supplier ID	Short Supplier Name	Supplier Contract Ref
<input checked="" type="checkbox"/>	24D0T1002AA	1		0000015914	CTSOUT3222-001	

The following fields must be entered in the Header section:

Contract

SetID STATE Copy From Contract
 Contract ID 24D0T222AA
 *Status

Contract Version
 Version 1 Status Current
 Approval Due Date

Administrator/Buyer
 State Identified Contract Type

Header

*Contract Style
 Process Option Purchase Order
 *Supplier [Supplier Search](#)
 *Supplier ID CONNECTICUT SOUTHERN RAILROAD
 Primary Contact
 Supplier Contract Ref
 Description

Master Contract ID
 *Begin Date
 Expire Date
 Renewal Date


Control Type
 Tax Exempt Tax Exempt ID

[Add Comments](#)
[Contract Activities](#)
[Primary Contact Info](#)
[Contract Header Agreement](#)
[Contract Releases](#)
[Custom Fields](#)
[Activity Log](#)
[Document Status](#)
[Thresholds & Notifications](#)
[Price Adjustment Template](#)
[PO Defaults](#)
[Add Open Item Price Adjustments](#)
[OPM Reporting](#)

Currency



Status: The status of the contract. For a new contract, the status is Open.

Administrator/Buyer: The originator of the Contract. Enter in the employee's name or search by clicking the search icon. 

CT Contract Type: There are several types of contracts for selection and this step is very important to identify correctly. Contract type has an impact on the PO type to be selected on your Purchase Order Header Details Page.

- **BU Award - Business Unit Award** is a contract that an agency establishes based on statutory purchasing authorities or delegated statutory purchasing authorities. DAS procurement could use this value if they are establishing a contract for a single agency to use (they would need to restrict the business unit to the agency that the contract was developed for on the PO defaults page).
- **Constr. - Construction** - a contract established by any agency that has a construction contract.
- **Grant** – is a grant award that is either budgeted or federally funded between the state and another entity such as another state agency, municipality or not for profit business.
- **Loan** - used by ECD for the purpose of tracking their loan related contracts.
- **MOU – Memorandum of Understanding** - used when an agency creates a contract previously known as a Memorandum of Understanding or Memorandum of Agreement.
- **POC Comp - POS Competitive** - used by the Social Service Agencies for their Purchase of Services contracts that *were competitively bid*. Once selected, an [OPM Reporting](#) link will become active for use in entering additional required contract information. **OPM reporting requires users to enter all the lines for the services provided for this contract type.**
- **PON Noncom - POS Noncompetitive** - used by the Social Service Agencies for their Purchase of Services contracts that *were not competitively bid*. Once selected, an [OPM Reporting](#) link will become active for use in entering additional required contract information. **OPM reporting requires users to enter all the lines for the services provided for this contract type.**



- **PSC Comp - PSA Competitive** - used by any agency when Personal Service Agreement contracts that *were competitively bid*. Once selected, an [OPM Reporting](#) link will become active for use in entering additional required contract information. **OPM reporting requires users to enter all the lines for the services provided for this contract type.**
- **PSN Noncom - PSA Noncompetitive** - used by any agency when Personal Service Agreement contracts that were *not competitively bid*. Once selected, an [OPM Reporting](#) link will become active for use in entering additional required contract information. **OPM reporting requires users to enter all the lines for the services provided for this contract type.**
- **Rght of Wa - Rights of Way** - used by the DOT for their right of way contracts.
- **Rntl Lease - Rental Lease** - used for Building Leasing or Real Property contracts.
- **Statewide - Statewide Award** - used by DAS when creating a contract that all agencies can use.
- **MA – Master Agreement** - used to contract for goods or services resulting from an RFP (Request for Proposal)
- **GL – General Letter** - (GL71a, b, c, d, e, f, g) is used when GL is the delegated purchasing authority.
- **SCS – Statutory Contractual Services** – to be used by DAS, DCS, and DOT only for statutory contractual services.
- **UFA – Utility Force Account** - to be used by DOT for their Utility Force Account.
- **Stand Tran – Standardization Transaction** - to be used when requesting the waiver of the bid or proposal requirement in accordance with CGS 4a58. **Approval must be obtained by DAS before using this value.**
- **Statewide Award** – to be used by DAS only. This is used when a vendor is on State contract, this contract is created by DAS for all agencies to utilize. (Corporate Contract must be selected)



State Identified Contract Type Grant

- BU Award
- Construction
- General Letter
- Grant
- Loan
- MOU
- Master Agreement
- POC Competitive
- PON Noncompetitive
- PSC Competitive
- PSN Noncompetitive
- Rental Lease
- Rights of Way
- Standardization Transaction
- Statewide Award
- Statutory Contractual Services
- Utility/Force Account

Once a POC/N, PSC/N or SCS CT Contract Type is selected, the OPM Reporting link is activated. (See section 3 for details on OPM Reporting)

SetID	STATE	Copy From Contract	Contract Version	Version	1	Status	Current
Contract ID	24D0T222AA		Approval Due Date	<input type="text"/>		Add a Document	
*Status	Open						
Administrator/Buyer	<input type="text"/>						
State Identified Contract Type	POC Competitive						
Header							
*Contract Style	Purchase Order						
Process Option	Purchase Order						
*Supplier	CTSOUT3222-001	Supplier Search					
*Supplier ID	0000015914	CONNECTICUT SOUTHERN RAILROAD					
Primary Contact	<input type="text"/>						
Supplier Contract Ref	<input type="text"/>						
Description	<input type="text"/>						
Master Contract ID	<input type="text"/>						
*Begin Date	11/11/2024						
Expire Date	12/12/2040						
			Add Comments Contract Activities Primary Contact Info Contract Header Agreement Contract Releases Custom Fields Activity Log Document Status Thresholds & Notifications Price Adjustment Template PO Defaults Add Open Item Price Adjustments OPM Reporting				



Supplier: Use the Supplier Search to find the supplier to be associated with this contract.

Header ⓘ

*Contract Style

Process Option

*Supplier **Supplier Search**

*Supplier ID CONNECTICUT SOUTHERN RAILROAD

Primary Contact

Supplier Contract Ref

Description

Master Contract ID

*Begin Date

Expire Date

- [Add Comments](#)
- [Contract Activities](#)
- [Primary Contact Info](#)
- [Contract Header Agreement](#)
- [Contract Releases](#)
- [Custom Fields](#)
- [Activity Log](#)
- [Document Status](#)
- [Thresholds & Notifications](#)
- [Price Adjustment Template](#)
- [PO Defaults](#)
- [Add Open Item Price Adjustments](#)
- [OPM Reporting](#)

Fill in any of the fields to retrieve the supplier and then click Search.

Supplier Search

Search Criteria

Name Short Name

Alternate Supp Name

City State

Country Postal

Class Type

Max Rows

1 to 10 of 159665

Search Results

< < 1-4 of 10 > > | [View All](#)

Sel	Supplier ID	Address	Short Supplier Name	Supplier Name	Withholding Applicable
<input type="checkbox"/>	0000000001	1	ANDOVER001-001	TOWN OF ANDOVER	N
<input type="checkbox"/>	0000000001	2	ANDOVER001-001	TOWN OF ANDOVER	N
<input type="checkbox"/>	0000000001	3	ANDOVER001-001	TOWN OF ANDOVER	N
<input type="checkbox"/>	0000000001	4	ANDOVER001-001	TOWN OF ANDOVER	N

Supplier Detail Address



Click OK or Cancel to return you to the previous screen, so you can select the supplier for the Contract

X
Help

SetID	STATE	Supplier ID	000000001	Supplier Status	Approved
Short Supplier Name	ANDOVER001-001	Supplier Classification	Supplier	HR Class	
In City Limit	N	Persistence	Permanent	Open For Ordering	Y
Additional Name	TOWN TREASURER	Withholding Applicable	N	Display VAT Flag	N
Alternate Supp Name		Address	00001 17 SCHOOL RD		
Corporate Supplier	000000001	Corporate Supplier	TOWN OF ANDOVER		
Remit Supplier	000000001	Remit Supplier	TOWN OF ANDOVER		

Supplier Types

< < 1-1 of 1 > > | View All

Type	Long Name

OK
Cancel
Refresh

Select the supplier by placing a check in the Sel checkbox and click the OK button. This will bring the supplier data onto the Contract Header page.

Search Results

< < 1-4 of 10 > > | View All

Sel	Supplier ID	Address	Short Supplier Name	Supplier Name	Withholding Applicable
<input checked="" type="checkbox"/>	000000001	1	ANDOVER001-001	TOWN OF ANDOVER	N
<input type="checkbox"/>	000000001	2	ANDOVER001-001	TOWN OF ANDOVER	N
<input type="checkbox"/>	000000001	3	ANDOVER001-001	TOWN OF ANDOVER	N
<input type="checkbox"/>	000000001	4	ANDOVER001-001	TOWN OF ANDOVER	N

Supplier Detail
Address



If the supplier does not exist in the Core-CT system, please contact OSC for the necessary forms to request an addition to the supplier file.

Continue Entering Header Information

The screenshot shows the 'Header' section of a contract creation form. The following fields are visible and highlighted with red boxes:

- *Contract Style: Purchase Order
- Process Option: Purchase Order
- *Supplier: ANDOVER001-00
- *Supplier ID: 000000001
- Primary Contact: [Empty]
- Supplier Contract Ref: [Empty]
- Description: Grant to Town Of Andover
- Master Contract ID: [Empty]
- *Begin Date: 11/22/2024
- Expire Date: 11/22/2025
- Renewal Date: [Empty]
- Control Type: Tax Exempt
- Tax Exempt ID: [Empty]
- Currency: USD

On the right side of the form, there is a list of links:

- Add Comments
- Contract Activities
- Primary Contact Info
- Contract Header Agreement
- Contract Releases
- Custom Fields
- Activity Log
- Document Status
- Thresholds & Notifications
- Price Adjustment Template
- PO Defaults
- Add Open Item Price Adjustments
- OPM Reporting

Begin Date: The Begin Date of the contract defaults in with today's date. If you enter a future begin date, this contract will not be available for selection in the Contract ID field of Purchase Orders until the begin date.

Expire Date: This is the date that the contract ends. After that expiration date has passed, the contract is no longer available for selection in the Contract ID field of Purchase Orders. In the future, this field will also be used to archive data off of the system.

Renewal Date: This field is optional. The date the contract is up for renewal.

Supplier Contract Ref: This field is optional. The field size is 30 characters.

Description: The Description field is optional for use. The field size is 30 characters. This field is viewable when searching the supplier contracts field in online PO creation. It is good practice to utilize the Description field.

Master Contract ID: This field is not used.

Tax Exempt: This field will default in from the PO Defaults link.



Maximum Amount: Enter the maximum amount that can be released and paid against this contract.

Amount Summary ⓘ

Maximum Amount	24,800.00	USD
Line Item Released Amount	0.00	
Category Released Amount	0.00	
Open Item Released Amount	0.00	
Non-PO PCard Transactions	0.00	
Total Released Amount	0.00	

Order Contract Options

<input type="checkbox"/> Allow Multicurrency PO	<input type="checkbox"/> Allow Open Item Reference	<input type="checkbox"/> Must Use Contract Rate Date	Rate Date 11/01/2023
<input checked="" type="checkbox"/> Corporate Contract	<input type="checkbox"/> Adjust Supplier Pricing First	<input checked="" type="checkbox"/> Auto Default	
<input type="checkbox"/> Lock Chartfields	<input type="checkbox"/> Price Can Be Changed on Order		

Corporate Contract: If the contract that you are creating is only for your agency's use, uncheck the Corporate Contract checkbox (the Corporate Contract checkbox should only be used for DAS statewide contracting. Selecting this checkbox allows all Business Units to utilize the contract and the Business Unit on the PO Defaults link is set to DASM1).

Order Contract Options

<input type="checkbox"/> Allow Multicurrency PO	<input type="checkbox"/> Allow Open Item Reference	<input type="checkbox"/> Must Use Contract Rate Date	Rate Date 11/01/2023
<input checked="" type="checkbox"/> Corporate Contract	<input type="checkbox"/> Adjust Supplier Pricing First	<input checked="" type="checkbox"/> Auto Default	
<input type="checkbox"/> Lock Chartfields	<input type="checkbox"/> Price Can Be Changed on Order		



Lock Chartfields: Select Lock Chartfields if you do not want the chartfields on your PO to be different than what you entered in your contract.

1. The following fields need to be entered or updated in the **Order Contracts Options** Section:

- The **Allow Open Item Reference** should NEVER be selected for POC/N, PSC/N or SCS contract types, if selected you will not be able to save the contract. For other contract types, selecting this checkbox would allow the purchase of all items from this supplier within the scope of the supplier contract.
- Select the **Price Can Be Changed on Order** checkbox; this will allow PO change orders to be created for POs associated with this contract.
- For PSC/N, POC/N and SCS type contracts click on the **OPM Reporting** Link.

Entered Date	Entered by	Requisition Business Unit	OPM Approval No. (Req. ID)	OPM Contracted Entity	OPM Statutory Reference	Approval Source		
1 05/08/2024	OPM-Sousa Susan	STATE	0000004669	Non-Profit	CGS 13B-20B	Amendment	+	-

Buttons: OK, Cancel, Refresh

OPM Approval Number Field: enter the log number from the approved OPM PSC/N or POC/N Request form. (e.g., 2006-0711) If your contract falls below the dollar thresholds, and OPM Approval is not required, type **Not Reqd** in this field.

OPM Contracted Entity: select entity from the dropdown menu.

OPM Statutory Reference: select reference from the dropdown.

CGS 13B-20B	Consultant Services, DOT
CGS 4A-50	Contractual Services
CGS 4B-55	Consultant Services, Construction
CGS 4D-2	Consultant Services, use w/contract type SCS only
Not Applicable	When the Statutory Reference is not one of selections listed above.

Click OK once you have entered data in the three required fields.



Click PO Defaults Link (This is **mandatory**, even if you are not entering defaults here). The PO Defaults page will open.

Header

*Contract Style: Purchase Order

Process Option: Purchase Order

*Supplier: ANDOVER001-00 Supplier Search

*Supplier ID: 0000000001 TOWN OF ANDOVER

Primary Contact: [Search]

Supplier Contract Ref: [Search]

Description: Town Of Andover

Master Contract ID: [Search]

*Begin Date: 05/01/2024

Expire Date: 09/30/2024

Renewal Date: [Calendar]

Control Type: [Dropdown]

Currency: USD CRRNT

Tax Exempt Tax Exempt ID: 0508200024DCF

- [Add Comments](#)
- [Contract Activities](#)
- [Primary Contact Info](#)
- [Contract Header Agreement](#)
- [Contract Releases](#)
- [Custom Fields](#)
- [Activity Log](#)
- [Document Status](#)
- [Thresholds & Notifications](#)
- [Price Adjustment Template](#)
- [PO Defaults](#)
- [Add Open Item Price Adjustments](#)
- [OPM Reporting](#)

Verify that your agency business unit has defaulted in the **Business Unit** field. *If DASM1 defaults in, you will need to change this to your agency's business unit.* Your **AM Business Unit** may default in. If not, enter manually if needed. You will only have to update this field if DASM1 defaults in instead of your agency business unit. If your agency has multiple Business Units that should transact utilizing this contract, use the plus button to add additional Business Units.

PO Defaults

SetID STATE Contract ID 24DOT222AA Version 1 Supplier ID 0000000001

Header

*Business Unit: DCFM1

Copy from BU Defaults

Supp Loc: MAIN

Buyer: [Search]

Origin: 274

Currency: USD CRRNT

Payment Terms ID: 000

Billing Location: DCFM1ADDR

Tax Exempt

Tax Exempt ID: 0508200024DCF

Shipping Information

Ship To: 0640000272 Ship To Address

Location: 0640000272

IN Unit: [Search]

Freight Terms: [Search]

Ship Via: [Search]

Charge By: Quantity

AM Business Unit: OPMM1

Capitalize

Profile ID: [Search]

Cost Type: [Search]

Ultimate Use Code: [Search]

Where Performed: [Dropdown]



You will see that your **Tax Exempt ID** populates. This information will automatically default. Do not change the Tax Exempt ID or change the Check off.

PO Defaults

SetID STATE Contract ID 24DOT2222AA Version 1 Supplier ID 0000011536

Header

*Business Unit DCFM1 Copy from BU Defaults

Supp Loc MAIN

Buyer DQUADRI DCF-Quadri David

Origin 274 Billing Location DCFM1ADDR

Currency USD CRRNT Tax Exempt

Payment Terms ID 000 Tax Exempt ID: 0508200024DCF

You will see that the **Payment Terms ID** is populated with 000 (Due Immediately – No Discount). If your supplier has offered a different pay term select the appropriate pay term from the list.

PO Defaults

SetID STATE Contract ID 24DOT2222AA Version 1 Supplier ID 0000011536

Header

*Business Unit DCFM1 Copy from BU Defaults

Supp Loc MAIN

Buyer DCF-

Origin 274 Billing Location DCFM1ADDR

Currency USD CRRNT Tax Exempt

Payment Terms ID 000 Tax Exempt ID: 0508200024DCF

If the pay term offered is not included in the list, please contact the Core-CT help desk to log a ticket <https://footprints.ct.gov/footprints>

If your PO from this contract is to be amount only, then you would need to change the



Charge By field from Quantity to Amount.

Do not enter Chartfield information on the PO defaults page. Enter it directly on the distribution for each contract line that is entered.

Click OK

Shipping Information

Ship To: 0640000272 Ship To Address

Location: 0640000272

IN Unit:

Freight Terms:

Ship Via:

Charge By: Quantity

AM Business Unit: OPMM1 Capitalize

Profile ID:

Cost Type:

Ultimate Use Code:

Where Performed:

Distributions

ChartField 1	ChartField 2	ChartField 3	PC Bus Unit	Project	Activity	Source
<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/>

[Add Comments](#)

You will return to the Contract Entry Page.

2. Go to **Contract Items**.

Enter a clear description of 10 words or less of the good or service contracted for in the **Description** field (max 254 characters). Agencies can reference their program tree to assist in a standard description. For PSC/N, POC/N and SCS CT Contract Types, these are required fields. You will not be able to save your contract if these fields are not entered. Add an additional line for each contracted service.

Lines

Line	Item	Description	UOM	Category	Include for Release	Status
2	<input type="text"/> <input type="button" value="Q"/>	Town Of Andover <input type="button" value="Q"/>	EA <input type="text"/> <input type="button" value="Q"/>	14000000 <input type="text"/> <input type="button" value="Q"/>	<input checked="" type="checkbox"/>	Active

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



To view the entire description, click This will open an expanded window view

Contract Entry

[Help](#)

Town Of Andover

239 characters remaining

[Return](#)

Click Return to return to Contact Entry
Enter the UOM - Unit of Measure. This field must be entered.

Line	Item	Description	UOM	Category	Include for Release	Status
2		Town Of Andover	EA	14000000	<input checked="" type="checkbox"/>	Active

Tip: Enter the correct Category. This can be changed if necessary. **Use of the category 0000000 or CT_UNSPSC is unacceptable on any contract, PO, or requisition.** These values were included for use by requesters on requisitions if they did not know the correct category. It is the responsibility of the Purchasing Approvers to apply the correct category code.

Click the Line Details Icon to access all tabs

Line	Item	Description	UOM	Category
1				



Select Expand All to view all tabs on one page.

Line 2 Version 1 Supplier ANDOVER001-001 Item ID Town Of Andover

Line Details
 Category 14000000 Status Active
 Description Physical Nature Goods
 Category ID 00007

Transaction Item Description:
 Town Of Andover
 239 characters remaining

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

Item Information
 Contract ID 24DOT2222AA Device Tracking
 Supplier's Catalog
 Supplier Item ID
 Manufacturer ID
 Description
 Manufacturer's Item ID

Release Amounts / Quantities
 Minimum Line Amount Minimum Line Quantity
 Maximum Line Amount Maximum Line Quantity
 Total Line Released Amount 0.000 Total Line Released Quantity 0.00
 Remaining Amount USD Remaining Quantity 0.0000 EA
 Remaining Amount % Remaining Quantity % 0.00

Pricing Information
 Use Contract Base Price Use 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

	Price Loc	UOM	UPN Type	UPN ID	Base Price	Curr		
<input checked="" type="checkbox"/>	MAIN	EA			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

Lead Time	Time Due	*Qty Sched	UOM		
0		1.0000	EA	+..	-

OK Cancel Refresh



Select the appropriate choice (goods or services) in the **Physical Nature** field

Line 2 Version 1 Supplier ANDOVER001-001 Item ID Town Of Andover

Line Details

Category 14000000 Status Active

Description

Category ID 00007 **Physical Nature** Goods

Transaction Item Description:
 Town Of Andover

239 characters remaining

Expand All Collapse All

- > Item Information
- > Release Amounts / Quantities
- > Pricing Information

OK Cancel Refresh

Place a check in the checkbox for Price Can Be Changed on Order.

For An Amount Only Contract:

Order By Amount - If this is amount only, check the Amt Only checkbox. *Reconfirm that you have selected Amount in the Charge By field on the PO Defaults.*

Merchandise Amt - enter the amount for the line.

▼ 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 Current Order Quantity

Order By Amount

Amount Only

Merchandise Amount 120940.00

For A Quantity Contract:

UOM/Pricing – enter a **Base Price** equal to the price for this line.

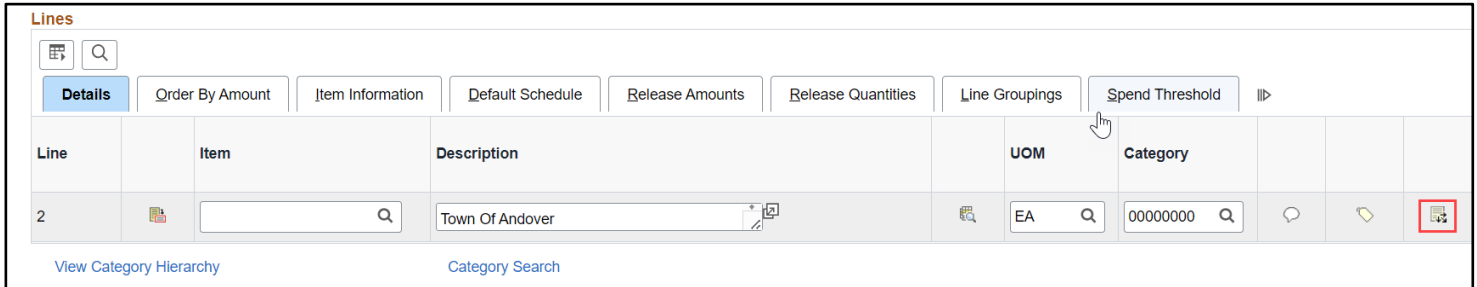
Enter MAIN for the **Price Loc** (Pricing Location).

UOM/Pricing							
	Price Loc	UOM	UPN Type	UPN ID	Base Price	Curr	
<input checked="" type="checkbox"/>	MAIN	EA			120940.00000	USD	+ -



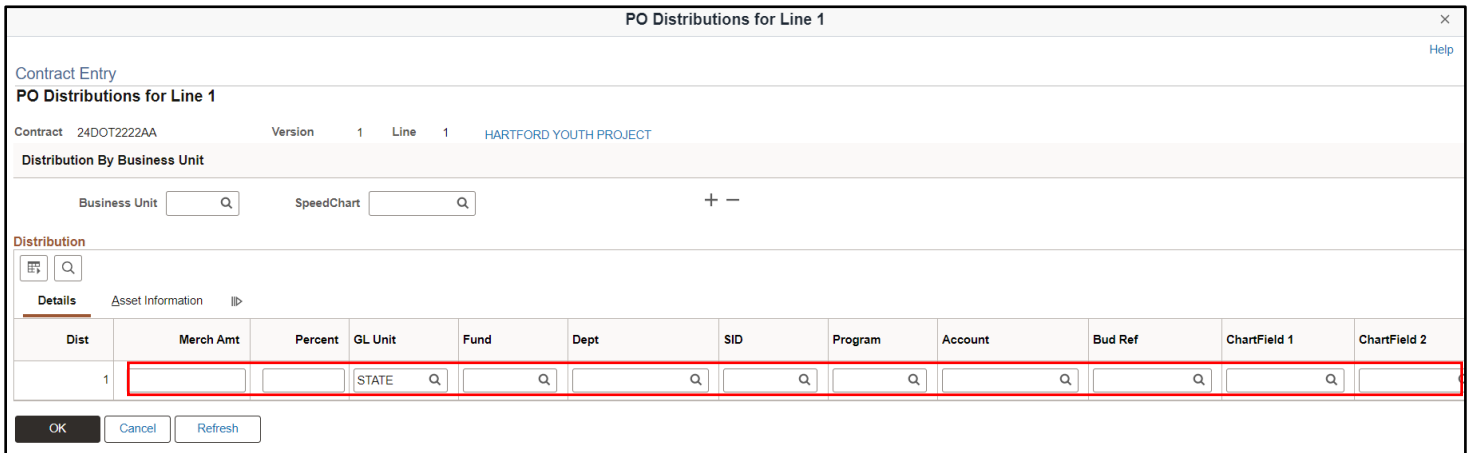
Click **OK** and You will be returned to the Contract Header Page. (Repeat the steps for each contract line entered.)

Click on the PO Distributions Details Icon 



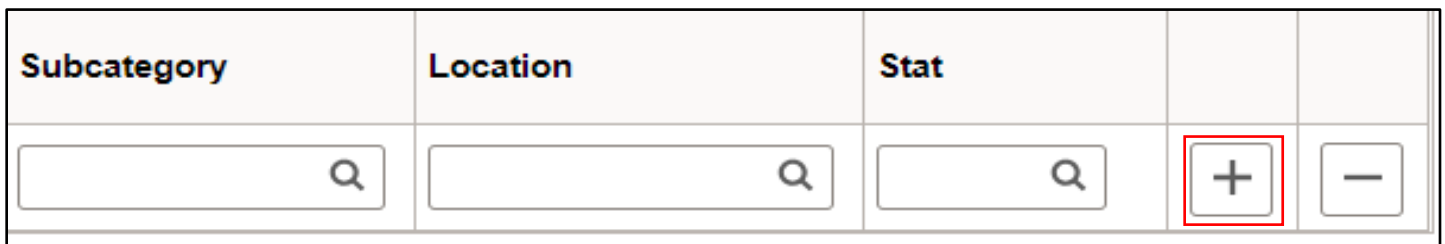
Line	Item	Description	UOM	Category
2		Town Of Andover	EA	00000000

Fill in the appropriate Chartfield information here.



Dist	Merch Amt	Percent	GL Unit	Fund	Dept	SID	Program	Account	Bud Ref	ChartField 1	ChartField 2
1			STATE								

Select plus to add additional distribution lines.



Subcategory	Location	Stat

Repeat this step for each contract line entered. It is mandatory that agencies enter Chartfield values on the distribution line for each line of the contract.

This will copy to the PO when utilizing the Copy from Contract feature when creating an online purchase order.

Click **OK** when you are done.
You will be taken back to the Contract Page.



Place the contract in approved status by updating the **Status** field if you have the authority to do so.

Click **Save** to save the contract.

If you do not have the authority to approve a contract, leave the contract in Open status and contact the appropriate person in your agency who can approve this contract.

Contract

SetID	STATE	Contract Version	Version	1	Status	Current
Contract ID	24DOT2222AA	Approved Date	05/08/2024			
*Status	Approved					

Administrator/Buyer

State Identified Contract Type POC Competitive

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End of Procedure