



Procedure to add an Attachment to a Contract

Navigate to the Contract that you would like to add an attachment to:

Main Menu>Procurement Contract>Add/Update Contracts> Find and Existing Value Tab

Input the contract number or part of the contract number and hit the Search button.

Contract Entry

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

[Find an Existing Value](#)

Search Criteria

SetID =

Contract ID begins with

Contract Version =

Version Status =

Contract Style begins with

Contract Process Option =

Short Supplier Name begins with

Supplier Name begins with

Master Contract ID begins with

Description begins with

Case Sensitive

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

[Basic Search](#)

Select the contract from the contract values returned.

Click on the Edit Comments hyperlink. Enter a comment. Then click on the Attach button.

Contract Entry
Contract

SetID STATE Contract ID 12DAS0065AA Contract Version Version 1 Status Current
Status Approved Approved Date 02/01/2009
Administrator/Buyer JohnstonK DAS-Johnston Kimberly
State Identified Contract Type PSC Competitive

Header

Contract Style Purchase Order [Edit Comments](#) Activity Log
Process Option Purchase Order Contract Activities Document Status
Supplier 20288914ZF-001 Primary Contact Info Thresholds & Notifications
Supplier ID 0000111425 COLLIERS INTERNATIONAL Contract Releases View Changes
PROPERTY Custom Fields Current Change Reason

Begin Date 02/01/2009
Expire Date 05/31/2014

Renewal Date

Currency USD CRRNT

Primary Contact

Supplier Contract Ref

Description 10 Franklin Sq Prop Mgmt

Master Contract ID

Tax Exempt ID Tax Exempt

Amount Summary

Maximum Amount	750,000.00 USD
Line Item Released Amount	629,590.80
Category Released Amount	0.00
Open Item Released Amount	0.00
Non-PO PCard Transactions	0.00
Total Released Amount	629,590.80
Remaining Amount	120,409.20
Remaining Percent	16.05

Contract Comments

Contract Entry

Header Comments

SetID STATE Contract ID 12DAS0065AA Version 1

Retrieve Active Comments Only
*Sort Method Comment Time Stamp *Sort Sequence Ascending

Comments Find | View All First 1 of 3 Last
Use Standard Comments Comment Status Active

Note to Vendor: Due to administrative changes, this purchase order replaces PO #DASM1-8968 and Contract ID #09DPW1032AA due only to the elimination of the "DPW" Business Unit. All terms and conditions remain unchanged. Please reference this new purchase order number on all invoices & correspondence as relates to this contract.

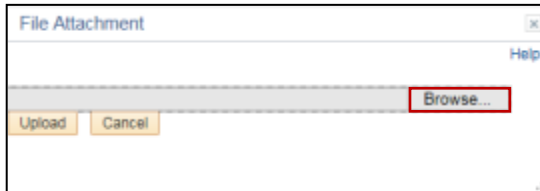
Send to Supplier Show at Receipt Copy to Purchase Order
 Show at Voucher

Associated Document

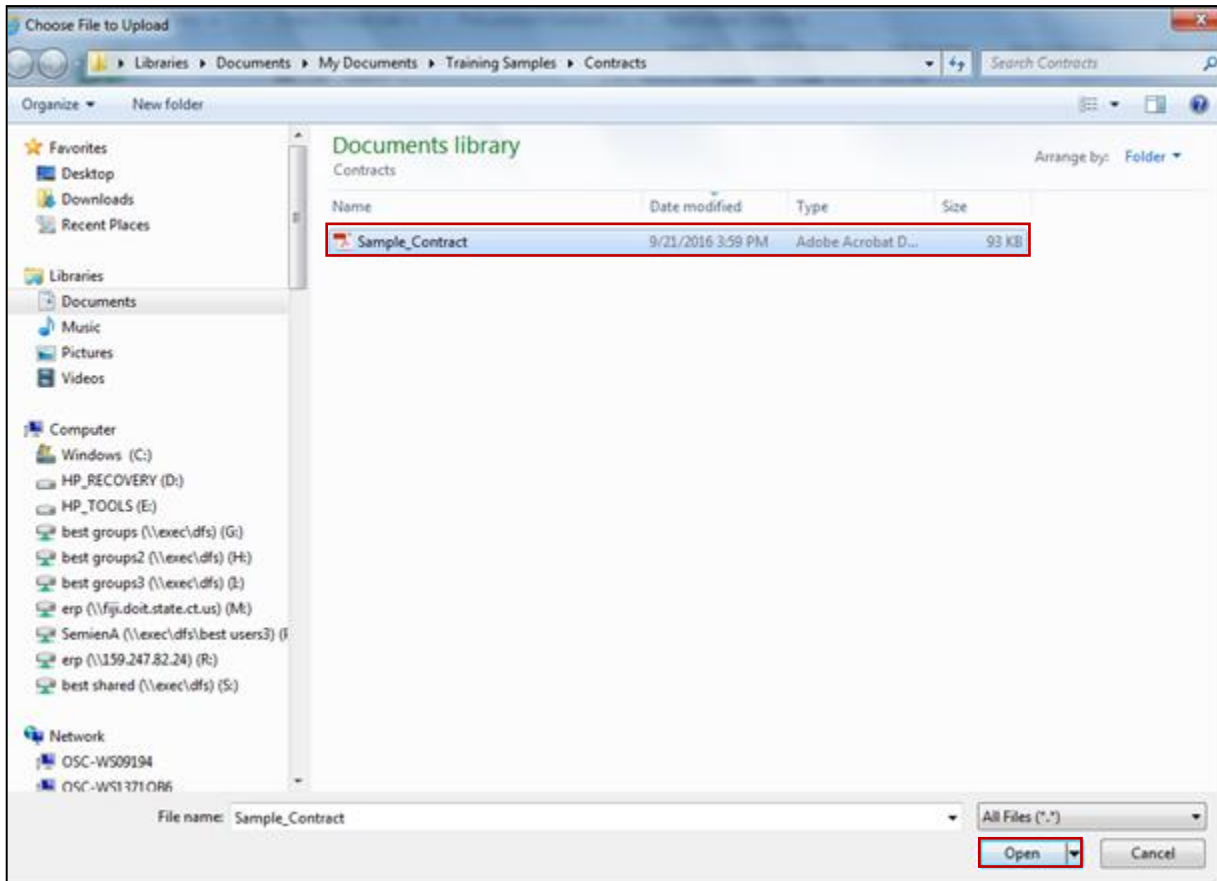
Attachment	<input type="button" value="Attach"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>	<input type="checkbox"/> Email
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From -> CNT STATE-12DAS0065AA

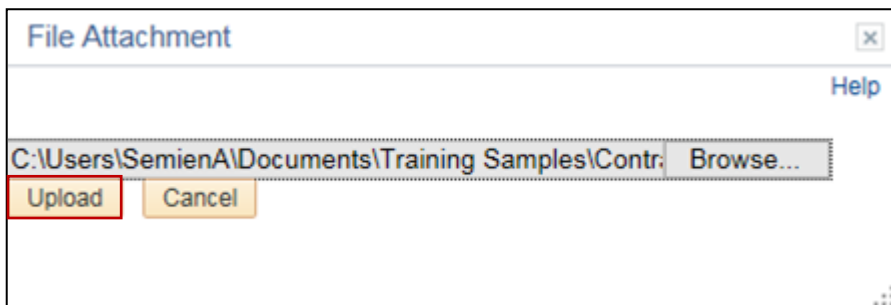
Browse to find the attachment.



Double click on the attachment, which should transfer the file path to the Browse file location.



Hit the Upload button.



Hit the OK button, you will be returned to the Main Page of the Contract hit the Save button.

Contract Comments Help

Contract Entry

Header Comments

SetID	STATE	Contract ID	12DAS0065AA	Version	1
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Retrieve Active Comments Only Retrieve

*Sort Method *Sort Sequence Sort

Comments Find | View All First 1 of 3 Last

Use Standard Comments Comment Status Active Inactivate

Note to Vendor: Due to administrative changes, this purchase order replaces PO #DASM1-6968 and Contract ID #09DPW1032AA due only to the elimination of the "DPW" Business Unit. All terms and conditions remain unchanged. Please reference this new purchase order number on all invoices & correspondence as relates to this contract.

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

Associated Document

Attachment	Sample_Contract.pdf	Attach	View	Delete	<input type="checkbox"/> Email
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From -> CNT STATE-12DAS0065AA

OK Cancel Refresh

Adding Attachments to a Contract
Purchasing
Updated As Of: March 1, 2017
Core-CT Financials 9.2

My HR Finance Core-CT Help

Allow Multicurrency PO
 Allow Open Item Reference
 Must Use Contract Rate Date Rate Date 02/20/2009
 Corporate Contract
 Adjust Supplier Pricing First
 Auto Default
 Lock Chartfields
 Price Can Be Changed on Order

PO Defaults OPM Reporting Add Open Item Price Adjustments Price Adjustment Template

Contract Items

Catalog Search Item Search Search for Contract Lines

Management and Business Profiles

Lines Personalize Find View All 1 of 1 Last

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

Line	Item	Description	UOM	Category	Include for Release	Status
1		Provide property management services and other related services for the property known as 10 Franklin Square, New Britain. The term of this Contract is from 2/1/09 - 1/31/14	MO	80000000	<input checked="" type="checkbox"/>	Active

View Category Hierarchy Category Search

Contract Categories

Lines Personalize Find View All 1 of 1 Last

Details Pricing Options Release Amounts

Line	Category	Description	Status
1			Active

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

Repeat this procedure to add additional attachments.