INFORMS Users,

Please see the latest status update.

- **Supplier Contract Updates**

Departments are responsible for creating child contracts when the department sources from a pre-qualified pool of suppliers.

Departments are responsible for creating child contracts when the department sources from a pre-qualified pool of suppliers. In the lead up and just after go-live, central procurement entered child contracts for departments under pools upon request to facilitate the converting of Purchase Orders with open balances for invoice payment. These Purchase Orders were resulting from previous spot market quotations processed by the departments prior to the conversion.

For new spot market quotations under pool, **departments are responsible for entering the child contract in INFORMS**, because without it, they cannot cut a Purchase Order to the awarded supplier. The training for this was the SCM205: Departmental Supplier Contract Management course, which was given to all users mapped to the departmental supplier contract roles, MD_SC_DPT_CONTRACT_ADMIN, and MD_SC_DPT_PROCUREMENT_MANAGER, just prior to and just after go-live. That course included the process of creating the child contract and relating it to the parent (pool) contract.

For Construction Contracts, Departments are also responsible for entering all child contracts in INFORMS.

Additionally, for construction Contracts, depts are also responsible for entering all child contract in INFORMS. The training for this was SCM301A: Capital/Construction and Resolution Contract Processing workshop, which was given to users mapped to the departmental supplier contract construction roles, MD_SC_DPT_CONST_CONTRACT_ADMIN, and MD_SC_DPT_CONST_APRVR_GPMS. The workshop provided an overview and hands-on lessons for departmental capital-construction and resolution supplier contract management. Instruction includes associated key terminology, roles, and integration points with other INFORMS modules.

The link to the training material on the INFORMS Training Website: https://www.miamidade.gov/global/humanresources/training/informs.page is included for your convenience and for your review. Please also reference: Create a Procurement Child Contract and Relate to GMS Parent

SBE Payment Term Set-Up

Please also be advised that when entering **the PO "child" contract in INFORMS, the SBE payment terms must be set-up/reset on the Purchase Order BU defaults link, from 30N to 14N, for each BU on the child contract** where applicable.

- **Student Guide updates and available Job Aids**

  FIN 204: Receivables Processing Student Guide
  - o AR Prepayment Job Aid – see attached
  - o AR Offset of an Item Job Aid – see attached

  Please note the Job Aids will soon be available on the [INFORMS Training webpage](#) under each respective course.

Thank you,
INFORMS Team

For the fastest response to any issues, questions or concerns that you have relating to our go-live of INFORMS Rollout 1 (Finance / Supply Chain), please contact the ITD Service Desk at 305.596-HELP (4357) or via the self-service portal at: [*http://myit.miamidade.gov*](http://myit.miamidade.gov)*.*