

Course ID: SCM 205

Course: Departmental Supplier Contract
Management

*Constitutional Office – Parent Contract
Specific*

Training will begin at 9:05 AM

Ground Rules



Be on time



Attendance



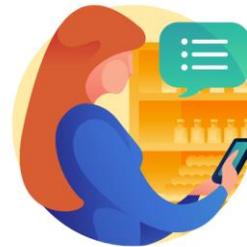
Turn off your cell phones when in class



Take breaks as needed



Participate actively in class; refrain from email and internet use



Feel free to ask questions

Course Overview

Course Description	<p>This course provide comprehensive review of the Departmental Supplier Contract Management processes.</p> <p>This course consists of the following modules:</p> <ul style="list-style-type: none">• Module 1: Course Introduction• Module 2: Group Multi Supplier Contracts• Module 3: Create and Approve Child Contracts• Module 4: Course Summary
Training Audiences	<p>The following audience(s), by INFORMS Security role(s) are required to complete this course prior to being granted related system access:</p> <ul style="list-style-type: none">• GMS Approver• Central Contract Admin (PCO)• Central GRI• Departmental Contract Administrator• Constitutional Office Contract Administrator• Constitutional Office Contract Manager• Constitutional Office GMS Approver

Course Overview

Prerequisites	Participants are required to complete the following End-User Training courses prior to starting this course: <ul style="list-style-type: none">• ERP 101 – Overview of INFORMS• ERP 102 – INFORMS Navigation, Reporting, and Online Help• SCM 101 – Supply Chain Management Fundamentals
Estimated Duration	<ul style="list-style-type: none">• 2 hours

Course Outline

Content

Module 1: Course Introduction

Module 2: Group Multi Supplier Contracts

- Lesson 1: Overview of Group Multi Supplier Contracts
- Lesson 2: Enter Supplier Contract Group Multi Supplier (Parent Contracts)
- Lesson 3: Approve Group Multi Supplier (Parent Contracts)

Module 1: Course Introduction

Module Topics

Learning Objectives

Roles and Responsibilities

Navigation

Purpose and Benefits to the Business Process

The End-to-End Business Process

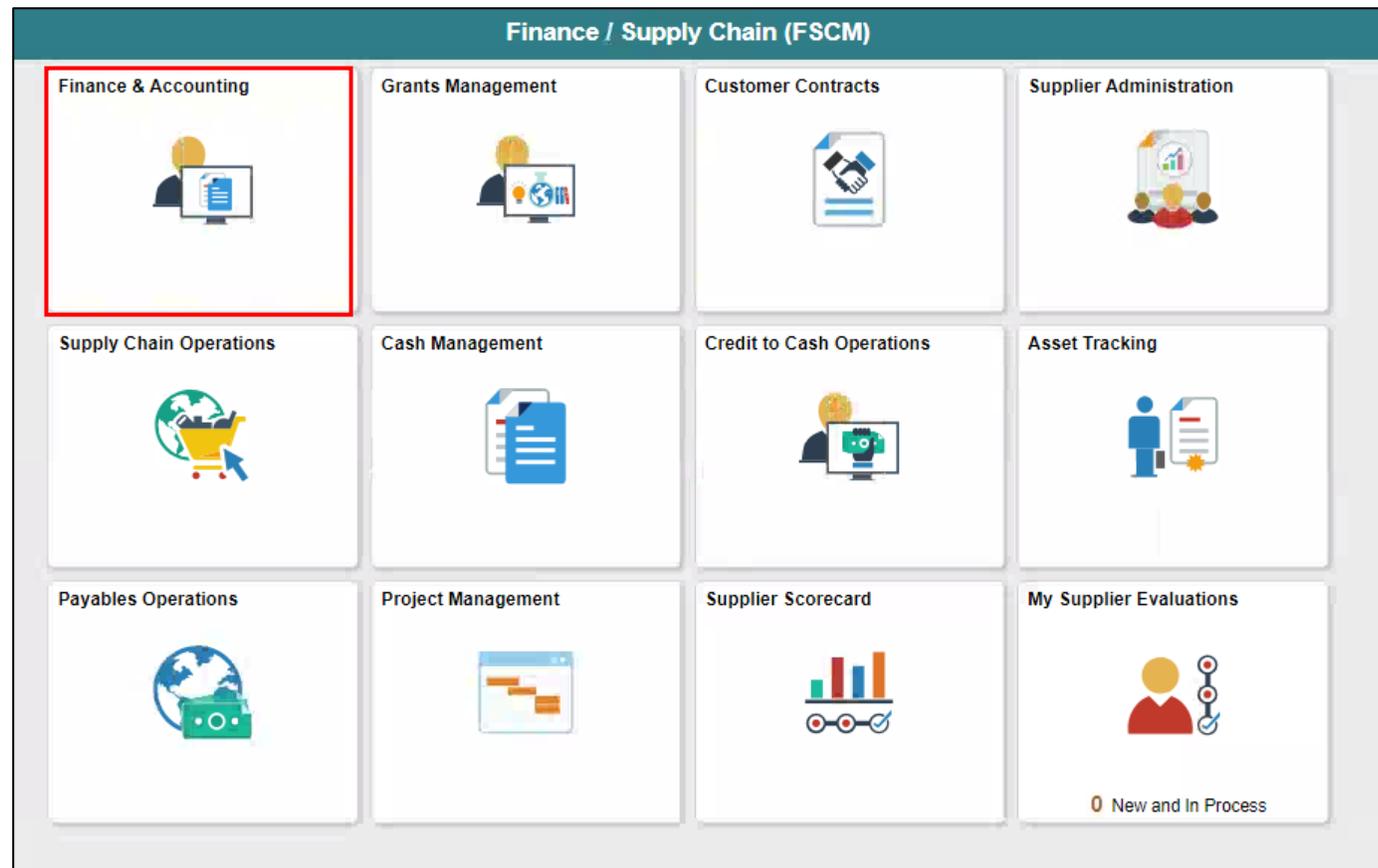
Learning Objectives

- Completed Overview of Group Multi Supplier Contracts



Navigation

1. Login to INFORMS and select **Finance/ Supply Chain (FSCM)** from the home landing page below



Navigation

2. Select **Supply Chain Operations**



3. Select **Supplier Contracts Center**



Roles and Responsibilities

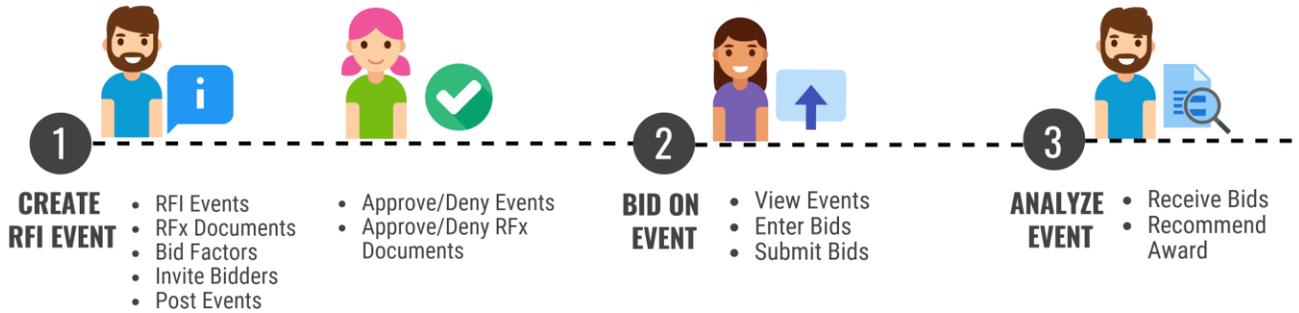
Role	Responsibilities
GMS Approver	The GMS Approver has the ability to review and update the Group Multi Supplier Contract status to Approved, Canceled, Closed, On-Hold and Open.
Central Contract Admin (PCO)	The Central Contract Admin has the ability to create and manage the Group Multi Supplier Contract and related Allocation and Contract data.
Central GRI	The Central GRI will assign and modify Grant Restriction Indicator (GRI) value on a Group Multi Supplier Contract.
Departmental Contract Administrator	The Department Contract Admin has the ability to create and manage a Supplier Contract.
Constitutional Office Contract Administrator	This is a Creator role. It allows a user to create and revise parent and child contracts under the contract style of the respective Constitutional Office. The CO Contract Admin can also upload documents into the Supplier Contract module.
Constitutional Office Contract Manager	Also known as Procurement Manager. This is an Approver role. It allows a user to review and approve the PO contract style (Child Contracts) issued under the respective Constitutional Office Contract style. This role can change the Contract Entry status field drop-down menu to approved, canceled, closed, on hold, and open.
Constitutional Office GMS Approver	This is an Approver role. It allows a user to approve the respective Constitutional Office GMS (group multi-supplier) – Parent Contracts. This role can change the Contract entry status field drop-down menu for CO parent contracts to Approved, Canceled, Closed, On-Hold and Open.

The End-to-End Business Process

MIAMI-DADE COUNTY

SOURCE TO CONTRACT (RFI) Business Process

This Source to Contract process covers the creation and analysis of a Request for Information (RFI) sourcing event and the creation of the Group Multi Supplier (GMS) Pool.



The End-to-End Business Process

MIAMI-DADE COUNTY

DEPARTMENTAL SOURCE TO CONTRACT (RFx) Business Process

This Source to Contract process covers the creation, analysis, and awarding of an RFx sourcing event and the creation of the Purchasing Contract.



ROLES



Strategic Sourcing Buyer

Buyer role responsible for the creation, analysis, and award of sourcing events.



Bidder/Supplier

Supplier role responsible for the documentation of activities and updates of new contacts and addresses information to the supplier record after they have registered.

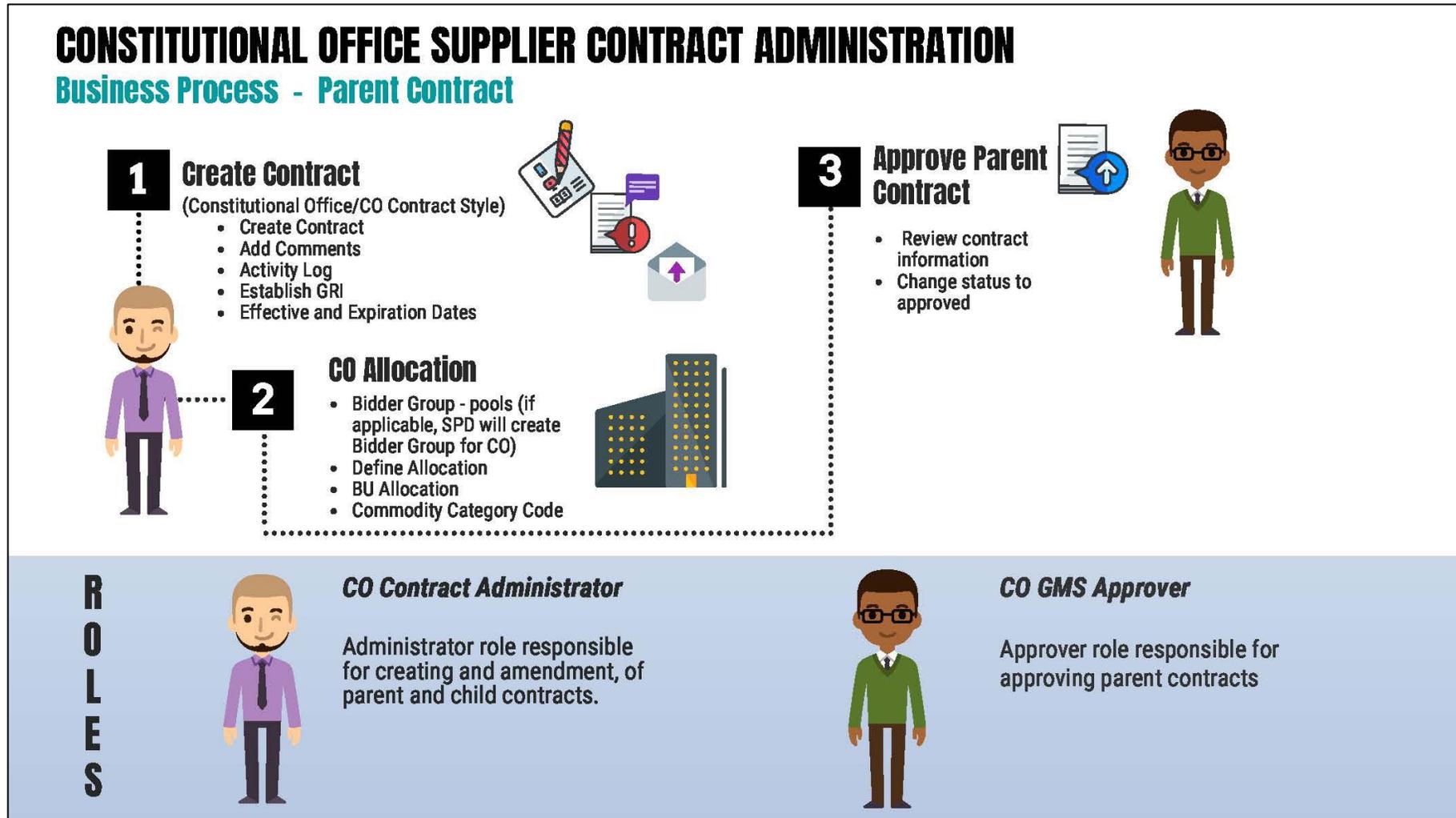


Strategic Sourcing Event Approver

Approver role responsible for the approval or denial of sourcing events and RFx Documents.

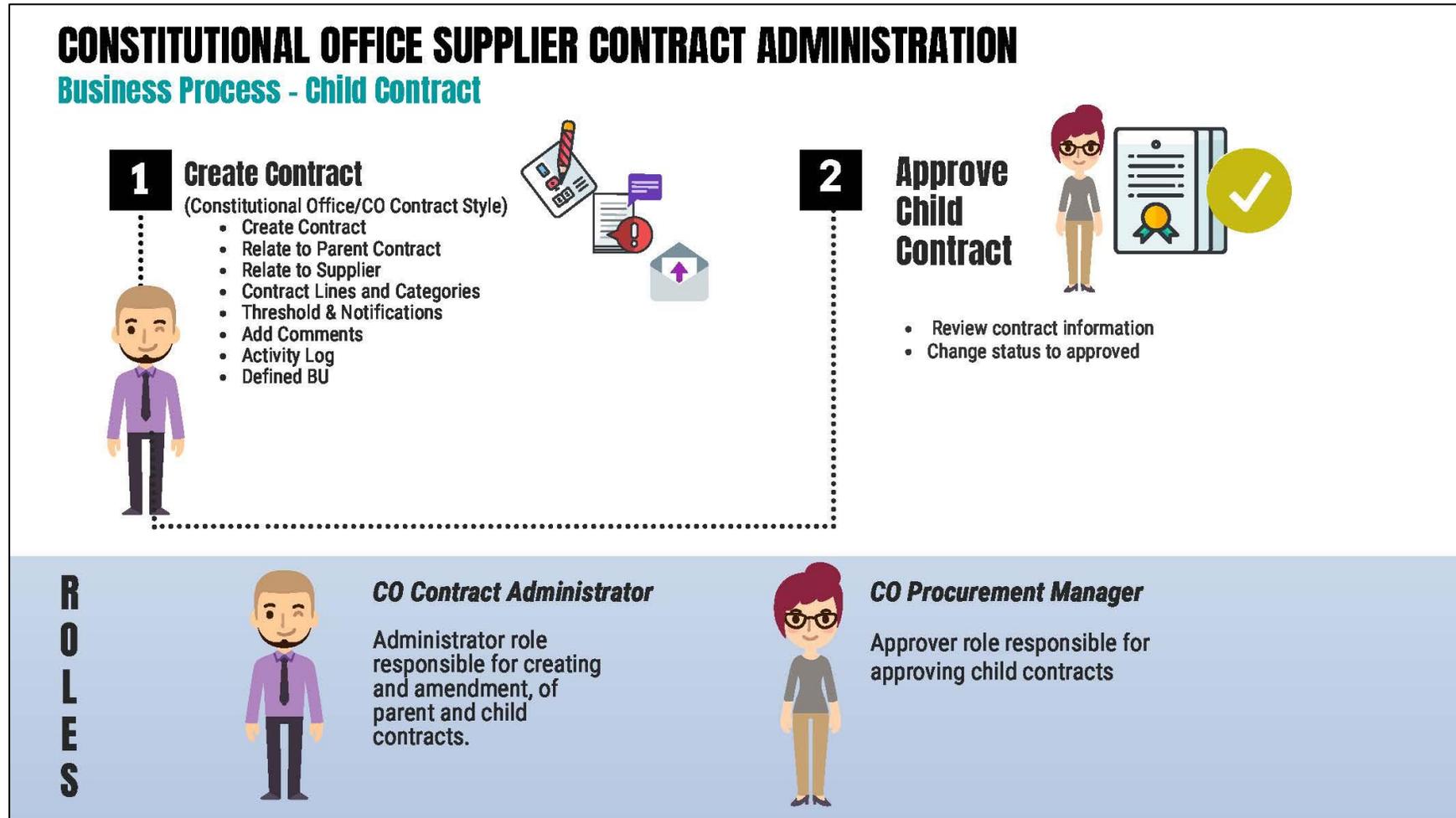
The End-to-End Business Process

CONSTITUTIONAL OFFICE – Creation of Parent Contract



The End-to-End Business Process

CONSTITUTIONAL OFFICE – Creating a child contract when the award does not come from a sourcing event



Module 2: Group Multi Supplier Contract

Module Topics

Module Introduction

Lesson 1: Overview of Group Multi Supplier Contract

Lecture 1: Overview of Group Multi Supplier Contract

Lecture 2: Enter Supplier Contract Group Multi Supplier (Parent Contracts)

Lecture 3: Approve Group Multi Supplier (Parent Contracts)

Lesson 1: Overview of Group Multi Supplier Contract

- Understand the Basics of the Group Multi Supplier Contract
- Enter Supplier Contract Group Multi Supplier (Parent Contracts)
- Approve Group Multi Supplier (Parent Contracts)

Lesson 1: Key Terms

Term	Definition
Contract Description	Brief detail regarding the abouts of the contract.
Contract ID	An Assigned ID for each contract to improve traceability and unique to each contract.
Contract Style	Purchase Order, Sourcing and Ad-hoc are examples of Contract Style.
Supplier	Vendor who has an awarded contract with the County.
Supplier ID	A unique auto-assigned ID for each Supplier.

Lecture 1: Overview of Group Multi Supplier Contract

- The Group Contract feature enables the users to link multiple standards, manufacturers, or special purpose contracts to an overall parent or group contract for viewing and reporting purposes
- Group Multi Supplier contracts provide the ability to view consolidated spend information across linked child contracts
- When linking the child contracts to a Group Multi Supplier contract, the child contracts can be for different suppliers
- Like other Supplier Contracts, the Group Multi Supplier Contract works with supplier contract documents, agreements, and workflow notifications

Lecture 1: Overview of Group Multi Supplier Contract

- Constitutional Offices' Parent Contract styles have all been set up as Group Multi Supplier Contract. Below is the listing of Contract Styles for the Constitutional Offices

Contract Process Option	Contract Style	Style ID	Business Unit(s)
Group Multi Supplier Contract	Clerk Of Courts	CL	CL and FN
Group Multi Supplier Contract	Police	PD	PD
Group Multi Supplier Contract	Elections	EL	EL
Group Multi Supplier Contract	Tax Collector	TC	TC
Group Multi Supplier Contract	Property Appraiser	PA	PA

Lecture 1: Overview of Group Multi Supplier Contract

- The Group Multi Supplier Contract groups together related child contracts. All child contracts can have different suppliers. Since releases are not allowed against the Group Multi Supplier contracts, a Purchase Order or Voucher can only be associated with child contracts

Lecture 2: Enter Supplier Contract Group Multi Supplier (Parent Contracts)

Navigate to the Contract Entry search page: **Finance/ Supply Chain > Supply Chain Operations > Supplier Contracts Center > Contract Entry**

Contract Entry

Contract

SetID MDC [Add a Document](#)

Contract ID GS-07F-0538M-2

Contract Style Accessed Contracts

Process Option Group Multi Supplier

*Status

Description LAW ENFORCEMENT AND SECURITY E

Administrator/Buyer BANDHUJ Bandhu, Janice [New Version](#)

Version 1

Status Current

Begin Date 05/11/2018

Expire Date 09/22/2022

Approved Date 05/21/2020

Renewal Date

Currency USD

Rate Type CRRNT

[Contract Header Agreement](#)
[Thresholds & Notifications](#)
[Add Comments](#)
[Activity Log](#)
[Group Contract Summary](#)
[MDC Allocations](#)
[Custom Fields](#)

Related Contracts

Add Related Contract Total Released Amount 0.00 USD

Related Contracts

1-1 of 1

Contract ID	Relationship Status	Begin Date	Contract Style	Supplier	Total Released Amount	Currency	Document	Amendment	View Contract
1 0000000782	Active	05/11/2018	Purchase Order	REMOTEC INC	0.00	USD			

Lecture 1: Enter Supplier Contract Header Details

The INFORMS Supplier Contract Entry Page is comprised of four main sections:

1. Contract Details
2. Contract Header
3. Contract Items
4. Contract Categories

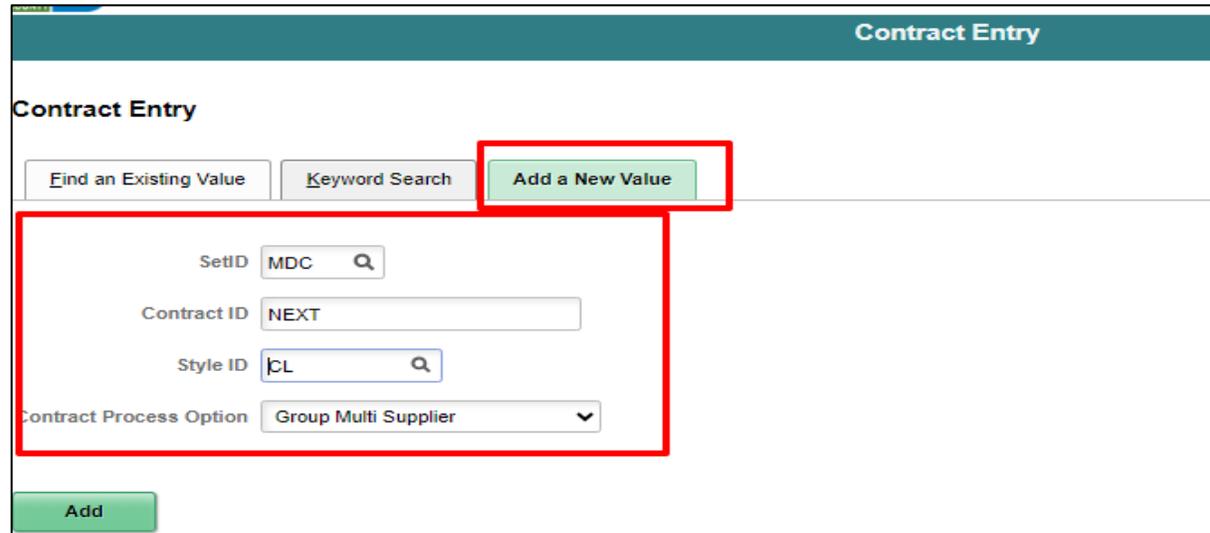
Lecture 2: Enter Supplier Contract Group Multi Supplier (Parent Contracts)

- To create a Supplier Contract, navigate to: **Finance / Supply Chain (FSCM) > Supply Chain Operations > Supplier Contracts Center**
- Select the **Contract Entry** from the **Create Contracts and Documents** menu.
- Select the **Add a New Value** tab, **Style ID**, and **Contract Process Option**.
- **Note:** SetID will default to MDC and Contract ID will default to NEXT. Leave the Contract ID set as next to allow the system to auto number the contract ID. These values should not be changed. The only SetID value is MDC and the Contract ID should be auto generated by keeping NEXT in the Contract ID field.

Lecture 2: Enter Supplier Contract Group Multi Supplier (Parent Contracts)

- **Contract ID Naming Conventions and Scenarios for Constitutional Offices**
- **Parent Contract (Group Multi-Supplier):** The Parent Contract number should match the Event ID for sourcing events that are fully awarded through the sourcing module. This applies when the sourcing event results in a purchase order contract style (BUY)
- **RFI Sourcing Events:** For RFI sourcing events that lead to negotiated and executed contracts, the Parent Contract number must match the legal executed document
- **CO Accessing MDADE Contracts:** When a CO accesses an MDADE contract, the contract must be prefixed with the CO's Business Unit (BU). For example, if the MDADE contract is RFP-00200, the corresponding CO contract should be prefixed as PA-RFP-00200
- **Contract ID Auto-Numbering:** If the contract does not meet any of the above conditions, the Contract ID should be set to "Next" and allow for auto-numbering

Lecture 2: Enter Supplier Contract Group Multi Supplier (Parent Contracts)



The screenshot displays a web interface titled "Contract Entry". At the top, there are three buttons: "Find an Existing Value", "Keyword Search", and "Add a New Value". Below these buttons, there are four input fields: "SetID" with the value "MDC", "Contract ID" with the value "NEXT", "Style ID" with the value "CL", and "Contract Process Option" with a dropdown menu set to "Group Multi Supplier". A green "Add" button is located at the bottom left of the form area. Red boxes highlight the "Add a New Value" button and the input fields.

Within the **Contract Entry** section, users will be able to enter and review the **Contract ID, Status, Description, Administrator/Buyer, Contract Version, Begin Date, Expire Date**

Note: Constitutional Office Group Multi Supplier Approver can change status to approved for a parent contract

Lecture 2: Enter Supplier Contract Group Multi Supplier (Parent Contracts)

Enter the **Description**.

Note: It is recommended that the Parent Contract Description be pre-fixed by the common contract style for reporting purposes.

Enter the **Administrator/Buyer**.

Verify the ***Begin Date**.

Enter the **Expire Date**.

The screenshot shows a web application interface for entering contract details. At the top, there are tabs for 'Contract', 'Contract Details', 'Additional Details', and 'Insurance Details'. Below the tabs, the page title is 'Contract Entry' and 'Contract'. A red rectangular box highlights the main input area, which includes the following fields:

- SetID: MDC
- Contract ID: NEXT
- *Contract Style: Clerk of Courts (with a search icon)
- Process Option: Group Multi Supplier
- *Status: Open (dropdown menu)
- Description: (text input field)
- Administrator/Buyer: (text input field with a search icon)
- *Begin Date: 09/16/2024 (calendar icon)
- Expire Date: (calendar icon)
- Approval Due Date: (calendar icon)
- Renewal Date: (calendar icon)
- Currency: USD (with a search icon)
- Rate Type: CRRNT (with a search icon)

On the right side of the form, there are buttons for 'Add a Document' and 'New Version'. Below the main input area, the 'Version' is set to 1 and the 'Status' is 'Current'. A list of links is visible on the right, including 'Contract Header Agreement', 'Thresholds & Notifications', 'Add Comments', 'Activity Log', 'Group Contract Summary', 'MDC Allocations', and 'Custom Fields'. At the bottom, there is a section for 'Related Contracts' with an 'Add Related Contract' button and a 'Total Released Amount' of 0.00 USD.

Lecture 2: Enter Supplier Contract Group Multi Supplier (Parent Contracts)

Within the **Additional Details** tab users will be able to enter and review the GRI, and Retainage information. Select **Save**.

Contract | Contract Details | **Additional Details** | Insurance Details

SetID MDC Version 1
Contract ID NEXT

Relate Contract

GRI

IG:

UAP:

Retainage %

Retainage Amount

Save Notify Refresh Add Update/Display Correct History

Contract | Contract Details | Additional Details | Insurance Details

Lecture 2: Enter Supplier Contract Group Multi Supplier (Parent Contracts)

Navigate to the **MDC Allocations** link

Contract Entry New Window |

Contract | Contract Details | Additional Details | Insurance Details

Contract

SetID MDC Add a Document

Contract ID NEXT

*Contract Style Property Appraiser

Process Option Group Multi Supplier

*Status Open

Description Test

Administrator/Buyer

*Begin Date 09/24/2024

Expire Date 09/24/2025

Approval Due Date

Renewal Date

Currency USD

Rate Type CRRNT

Version 1 New Version

Status Current

[Contract Header Agreement](#)

[Thresholds & Notifications](#)

[Add Comments](#)

[Activity Log](#)

[Group Contract Summary](#)

[MDC Allocations](#)

[Custom Fields](#)

Lecture 2: Enter Supplier Contract Group Multi Supplier (Parent Contracts)

Within the Contract Tab, the MDC allocations link is used for the user to enter the total contract allocation, the BU allocation, and the category(ies) codes.

Enter Total Contract Allocation, Business Unit, Business Unit Allocation, and Commodity Category Code. Select OK.

Business Unit Allocation Page

Contract ID : GRP0000241
SetID : MDC
Bidder Group (Pool) ID : [Display Bidder Group](#)
Total Contract Allocation:
Total BU Allocation : \$0.00
Unallocated Allocation : \$0.00

Business Unit	Business Unit Name	Business Unit Allocation	Released Amount	Remaining Allocation Balance	Assign Funding Source
1 <input type="text"/>		<input type="text"/>	\$0.00	\$0.00	Assign Funding Source

Commodity Category Code	Description
1 <input type="text"/>	

[Allocation Change History](#) [Allocation Version Snapshot](#)

Lecture 2: Enter Supplier Contract Group Multi Supplier (Parent Contracts)

Bidder Group for Pools: A bidder group is only required for contracts that involve Pools. The bidder group defines the set of bidders who will be invited to participate in a sourcing event.

Creating Bidder Groups for Constitutional Office Pools: If the Constitutional Office establishes its own Pool (not accessing a County Pool) in the future, a bidder group will need to be created for that Pool. In such cases, the Strategic Procurement Department will handle creating the bidder group for the Constitutional Office and provide the bidder group number. The Constitutional Office will then assign this bidder group number to the relevant contract.

Lecture 2: Enter Supplier Contract Group Multi Supplier (Parent Contracts)

Select **Save**.

Supply Chain Operations Contract Entry

Contract

Contract Entry

Contract

SetID MDC

Contract ID GRP0000246

*Contract Style Police

Process Option Group Multi Supplier

*Status Open

Description HVAC

Administrator/Buyer E133554 Fernandez-Quillet, Sonia

Version 1

Status Current

*Begin Date 09/24/2024

Expire Date 09/24/2026

Approval Due Date

Renewal Date

Currency USD

Rate Type CRRNT

Add a Document

Contract Header Agreement
Thresholds & Notifications
Add Comments
Activity Log
Group Contract Summary
MDC Allocations
Custom Fields

▼ Related Contracts

Add Related Contract

Total Released Amount 0.00 USD

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

Contract | Contract Details | Additional Details | Insurance Details

Lecture 2: Enter Supplier Contract Group Multi Supplier (Parent Contracts)

Contract Approval Process

Required Fields for Parent Contract Creation: The fields outlined above are required to create a Parent Contract. Once the contract is fully saved, it must undergo a review and approval process.

Approval by GPMS Approver Role: The GPMS Approver role is responsible for reviewing and approving the contract. This role is the only one with access to change the contract status to "Approved."

Upload Contract Documents

Document Storage and Optional Vendor Access

Storing Contract-Related Documents: This feature is used to store all contract-related documents securely within the system.

Optional Vendor Access via County Supplier Portal: Vendor access to contract-related documents through the County Supplier Portal is optional. Documents will only be made accessible to the vendor community if the user selects the "Public Document" option.

Lecture 2: Enter Supplier Contract Group Multi Supplier (Parent Contracts)

Select the **Add Document** button.

The screenshot displays the 'Supplier Contracts Center' interface. At the top, there are tabs for 'Contract', 'Contract Details', 'Additional Details', and 'Insurance Details'. The 'Contract' tab is active. Below the tabs, the 'Contract Entry' section is visible, with a sub-section for 'Contract'. The contract details include:

- SetID: MDC
- Contract ID: GRP0000242
- *Contract Style: Request for Proposal
- Process Option: Group Multi Supplier
- *Status: Open
- Description: (empty field)
- Administrator/Buyer: (empty field)
- *Begin Date: 09/17/2024
- Expire Date: (empty field)
- Approval Due Date: (empty field)
- Renewal Date: (empty field)
- Currency: USD
- Rate Type: CRRNT

On the right side of the contract details, there is a 'Version' field set to 1 and a 'Status' field set to Current. A 'New Version' button is located next to the version field. A red box highlights the 'Add a Document' button, which is located in the upper right area of the contract details section. Below the contract details, there is a 'Related Contracts' section with a link to 'Add Related Contract'. At the bottom right, there is a 'Total Released Amount' field showing 0.00 USD.

Lecture 2: Enter Supplier Contract Group Multi Supplier (Parent Contracts)

Select the **Document Type**, enter a **Description** and select **Import Document**

Create Document

Source: Purchasing Contracts [Return to Document Search](#)

SetID: MDC Contract ID: GRP0000245

Supplier: GROUP CONTRACT MULTIPLE SUPPLIER

Contract Style: Police

Document Type:

Configurator ID:

Description: AC Maintenance

Administrator: E133554 Fernandez-Quillet, Sonia

Sponsor:

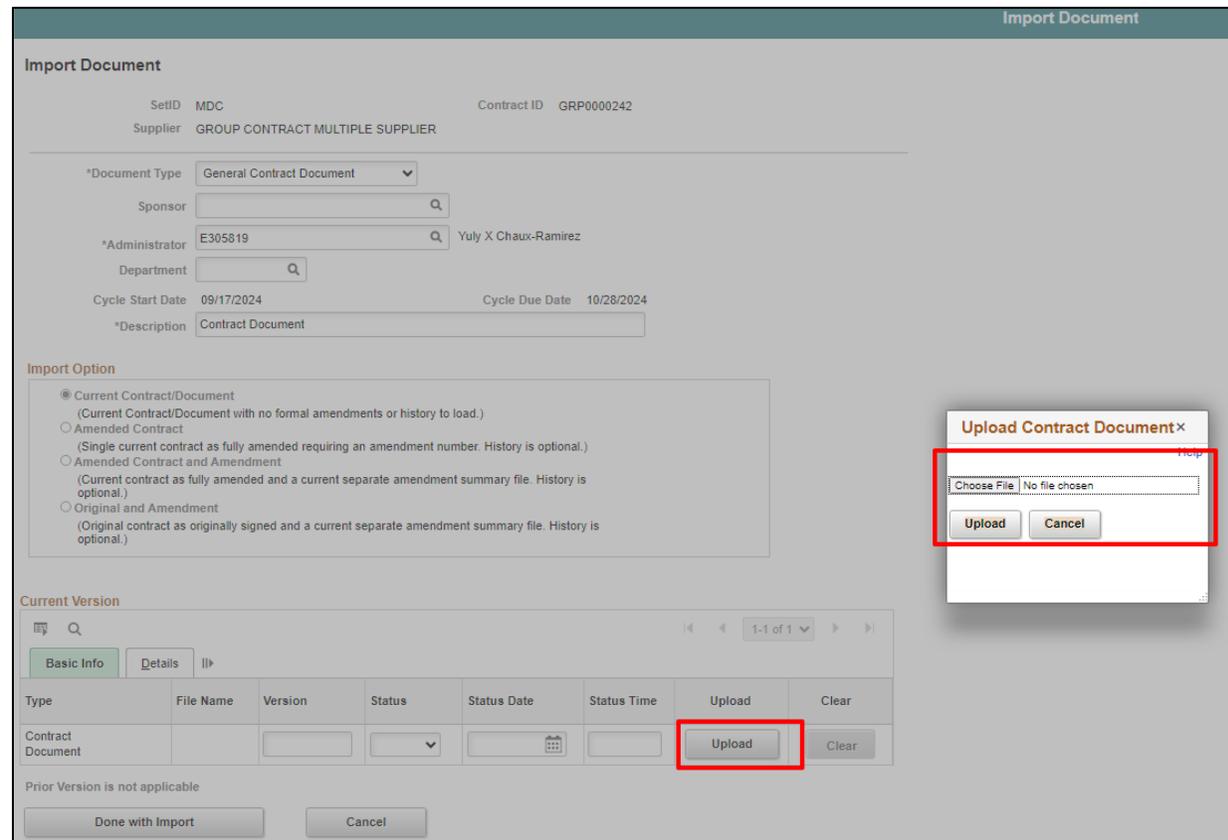
Department:

Cycle Start Date: Cycle Due Date:

Internal Contacts/Signers
External Contacts/Signers
Document View Access

Lecture 2: Enter Supplier Contract Group Multi Supplier (Parent Contracts)

Select **Upload**, choose a file, and select the **Upload** button.



The screenshot shows the 'Import Document' form with the following fields and options:

- SetID: MDC, Contract ID: GRP0000242
- Supplier: GROUP CONTRACT MULTIPLE SUPPLIER
- *Document Type: General Contract Document
- Sponsor: [Search]
- *Administrator: E305819, Yuly X Chauz-Ramirez
- Department: [Search]
- Cycle Start Date: 09/17/2024, Cycle Due Date: 10/28/2024
- *Description: Contract Document

Import Option

- Current Contract/Document (Current Contract/Document with no formal amendments or history to load.)
- Amended Contract (Single current contract as fully amended requiring an amendment number. History is optional.)
- Amended Contract and Amendment (Current contract as fully amended and a current separate amendment summary file. History is optional.)
- Original and Amendment (Original contract as originally signed and a current separate amendment summary file. History is optional.)

Current Version

Type	File Name	Version	Status	Status Date	Status Time	Upload	Clear
Contract Document						Upload	Clear

Prior Version is not applicable

Buttons: Done with Import, Cancel

Upload Contract Document dialog box:

Choose File | No file chosen

Buttons: Upload, Cancel

Lecture 2: Enter Supplier Contract Group Multi Supplier (Parent Contracts)

Once the document is uploaded, select the contract version (9a), status (executed), and status date (upload date). Select **Done with Import**.

Department

Cycle Start Date Cycle Due Date

*Description

Import Option

Current Contract/Document
(Current Contract/Document with no formal amendments or history to load.)

Amended Contract
(Single current contract as fully amended requiring an amendment number. History is optional.)

Amended Contract and Amendment
(Current contract as fully amended and a current separate amendment summary file. History is optional.)

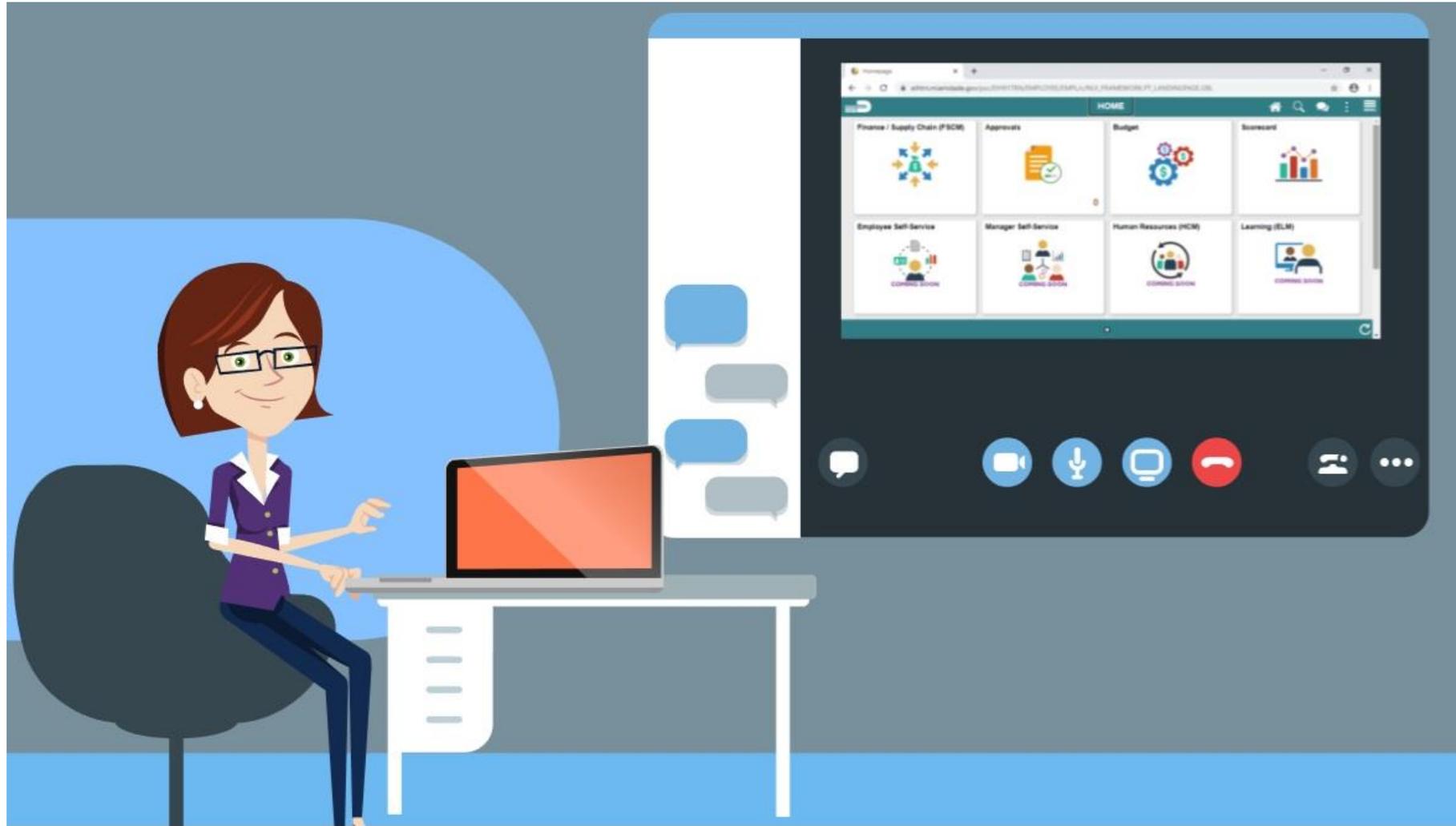
Original and Amendment
(Original contract as originally signed and a current separate amendment summary file. History is optional.)

Current Version

Type	File Name	Version	Status	Status Date	Status Time	Upload	Clear
Contract Document	User_Preferences.docx	3.00	Execut	07/01/2024		Upload	Clear

Prior Version is not applicable

Lecture 2: Activities and Exercises



Lecture 3: Approve Group Multi Supplier (Parent Contracts)

Tile Navigation: **Finance / Supply Chain (FSCM) > Supply Chain Operations > Supplier Contracts Center > Contract Entry > Find an Existing Value**

Supplier Contracts Center

Contract Entry

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

SetID

Contract ID

Style ID

Contract Process Option

[Add](#)

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

Lecture 3: Approve Group Multi Supplier (Parent Contracts)

Classic Navigation: **Menu > Finance / Supply Chain (FSCM) > Supplier Contracts > Contract Entry > Find an Existing Value**

Lecture 3: Approve Group Multi Supplier (Parent Contracts)

Enter **Contract ID** and select **Search**.

The screenshot shows the 'Contract Entry' search interface in SAP Supply Chain Operations. The page title is 'Supply Chain Operations' and the section is 'Contract Entry'. Below the title, there is a instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are three buttons: 'Find an Existing Value' (highlighted in green), 'Keyword Search', and 'Add a New Value'. Under the 'Search Criteria' section, there are several search fields: 'SetID' (dropdown), 'MDC' (text input with search icon), 'Contract ID' (dropdown set to 'begins with' and text input, highlighted with a red box), 'Contract Version' (dropdown), 'Version Status' (dropdown), 'Contract Style' (dropdown set to 'begins with' and text input with search icon), 'Contract Process Option' (dropdown), 'Short Supplier Name' (dropdown set to 'begins with' and text input with search icon), 'Supplier Name' (dropdown set to 'begins with' and text input with search icon), 'Master Contract ID' (dropdown set to 'begins with' and text input with search icon), and 'Description' (dropdown set to 'begins with' and text input). At the bottom, there are two buttons: 'Search' (highlighted in green) and 'Clear'. There are also links for 'Basic Search' and 'Save Search Criteria'.

Lecture 3: Approve Group Multi Supplier (Parent Contracts)

Verify the following fields are complete:

- **Description**
- **Buyer**
- **Begin Date**
- **Expiration Date**

The screenshot displays the SAP Contract Entry form for a Group Multi Supplier contract. The form is titled "Contract Entry" and is part of the "Supply Chain Operations" module. The contract details are as follows:

Field	Value
SetID	MDC
Contract ID	GRP0000246
*Contract Style	Police
Process Option	Group Multi Supplier
*Status	Open
Description	HVAC
Administrator/Buyer	E133554
*Begin Date	09/24/2024
Expire Date	09/24/2026
Approval Due Date	
Renewal Date	
Currency	USD
Rate Type	CRRNT

The form also includes a "Add a Document" button and a "Related Contracts" section. The "Related Contracts" section shows a total released amount of 0.00 USD.

Lecture 3: Approve Group Multi Supplier (Parent Contracts)

Select the **Additional Details** tab.

The screenshot displays the 'Contract Entry' form within the 'Supply Chain Operations' system. The 'Additional Details' tab is highlighted with a red border. The form contains the following fields and values:

- SetID: MDC
- Contract ID: GRP0000246
- *Contract Style: Police
- Process Option: Group Multi Supplier
- *Status: Open
- Description: HVAC
- Administrator/Buyer: E133554 (Fernandez-Quillet, Sonia)
- *Begin Date: 09/24/2024
- Expire Date: 09/24/2026
- Approval Due Date: (empty)
- Renewal Date: (empty)
- Currency: USD
- Rate Type: CRRNT
- Version: 1
- Status: Current

On the right side of the form, there is an 'Add a Document' button and a list of links: Contract Header Agreement, Thresholds & Notifications, Add Comments, Activity Log, Group Contract Summary, MDC Allocations, and Custom Fields.

At the bottom, there is a section for 'Related Contracts' with an 'Add Related Contract' button and a 'Total Released Amount' of 0.00 USD.

Lecture 3: Approve Group Multi Supplier (Parent Contracts)

Verify the **GRI** is correct.

The screenshot displays a web application interface for 'Contract Entry'. The top navigation bar includes a back arrow and the text 'upply Chain Operations' on the left, and 'Contract Entry' on the right. Below the navigation bar are four tabs: 'Contract', 'Contract Details', 'Additional Details' (which is highlighted in green), and 'Insurance Details'. The main content area shows contract information: 'SetID MDC' and 'Version 1' on the top line, and 'Contract ID GRP0000246' on the line below. A section titled 'Relate Contract' contains a dropdown menu for 'GRI' with the selected value 'A - General Contracts', a text input for 'IG:' with the value 'E', a text input for 'UAP:' with the value 'N', a text input for 'Retainage %' with the value '0.000', and an empty text input for 'Retainage Amount'. At the bottom of the form are several buttons: 'Save' (highlighted in green), 'Return to Search', 'Notify', 'Refresh', 'Add', 'Update/Display', and 'Correct History'. Below the buttons is a breadcrumb trail: 'Contract | Contract Details | Additional Details | Insurance Details'.

Lecture 3: Approve Group Multi Supplier (Parent Contracts)

Select the **Contract** tab. Select the MDC Allocation link.



Lecture 3: Approve Group Multi Supplier (Parent Contracts)

Verify the following are correct:

1. **Total Contract Allocation**
2. **Business Unit**
3. **Business Unit Allocation**
4. **Commodity Category Code**

Business Unit Allocation Page Help

Contract ID : GRP0000243
SetID : MDC
Bidder Group (Pool) ID : [Display Bidder Group](#)
Total Contract Allocation :
Total BU Allocation : \$0.00
Unallocated Allocation : \$5,000.00

Business Unit	Business Unit Name	Business Unit Allocation	Released Amount	Remaining Allocation Balance	Funding Source	Assign Funding Source		
1 PA <input type="text"/>	Property Appraiser	<input type="text"/>	\$0.00	\$0.00	General Fund	Assign Funding Source	+	-

Commodity Category Code	Description		
1 00001 <input type="text"/>	All Categories	+	-

[Allocation Change History](#) [Allocation Version Snapshot](#)

Lecture 3: Approve Group Multi Supplier (Parent Contracts)

Select **OK**.

Business Unit Allocation Page [Help](#)

Contract ID : GRP0000243
SetID : MDC
Bidder Group (Pool) ID : 1128 [Display Bidder Group](#)
Total Contract Allocation:
Total BU Allocation : \$0.00
Unallocated Allocation : \$5,000.00

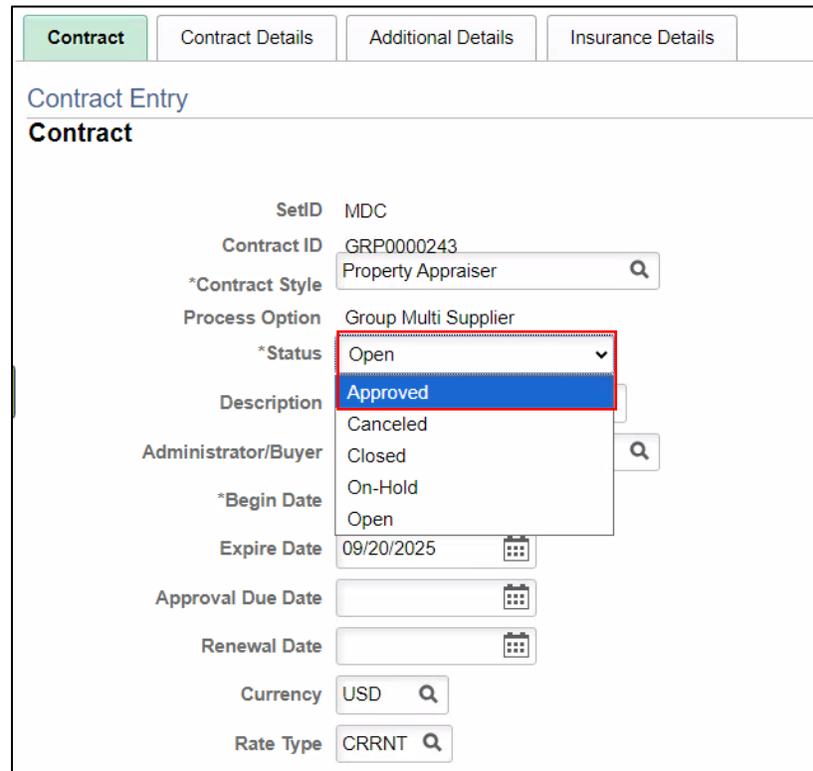
Business Unit	Business Unit Name	Business Unit Allocation	Released Amount	Remaining Allocation Balance	Funding Source	Assign Funding Source		
1 PA <input type="text"/>	Property Appraiser	<input type="text"/>	\$0.00	\$0.00	General Fund	Assign Funding Source	<input type="button" value="+"/>	<input type="button" value="-"/>

Commodity Category Code	Description		
1 00001 <input type="text"/>	All Categories	<input type="button" value="+"/>	<input type="button" value="-"/>

[Allocation Change History](#) [Allocation Version Snapshot](#)

Lecture 3: Approve Group Multi Supplier (Parent Contracts)

Change the **Status** from **Open** to **Approved**.



The screenshot displays a software interface for contract management. At the top, there are four tabs: 'Contract' (selected), 'Contract Details', 'Additional Details', and 'Insurance Details'. Below the tabs, the page is titled 'Contract Entry' and 'Contract'. The main area contains a form with the following fields and values:

- SetID: MDC
- Contract ID: GRP0000243
- *Contract Style: Property Appraiser
- Process Option: Group Multi Supplier
- *Status: Open (dropdown menu is open, showing 'Approved' as the selected option)
- Description: (empty)
- Administrator/Buyer: (empty)
- *Begin Date: (empty)
- Expire Date: 09/20/2025
- Approval Due Date: (empty)
- Renewal Date: (empty)
- Currency: USD
- Rate Type: CRRNT

Lecture 3: Approve Group Multi Supplier (Parent Contracts)

Select **Save**.

Contract ID	GRP0000243
Contract Style	Property Appraiser
Process Option	Group Multi Supplier
*Status	Approved
Description	Test
Administrator/Buyer	
Begin Date	09/20/2024
Expire Date	09/20/2025
Approval Due Date	
Renewal Date	
Currency	USD
Rate Type	CRRNT

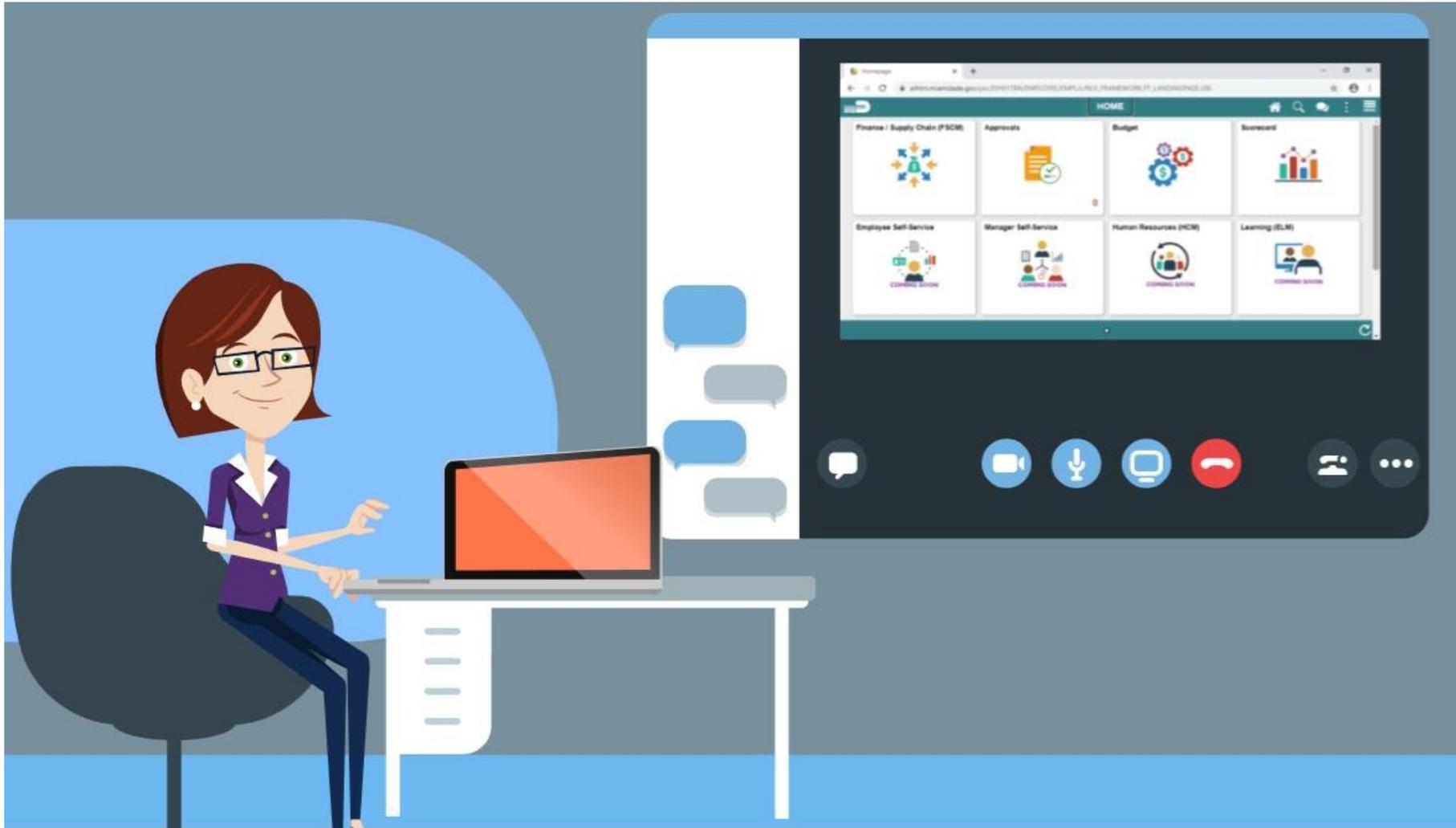
▼ **Related Contracts**

Add Related Contract

Save Return to Search Notify Refresh

[Contract](#) | [Contract Details](#) | [Additional Details](#) | [Insurance Details](#)

Lecture 3: Activities and Exercises



Lesson 1: Summary

- Understand the Basics of the Group Multi Supplier Contract
- Enter Supplier Contract Group Multi Supplier (Parent Contracts)
- Approve Group Multi Supplier (Parent Contracts)

Module 2: Group Multi Supplier Contract Summary

Module Topics

Module Introduction

Lesson 1: Overview of Group Multi Supplier Contract

Lecture 1: Overview of Group Multi Supplier Contract

Lecture 2: Enter Supplier Contract Group Multi Supplier (Parent Contracts)

Lecture 3: Approve Group Multi Supplier (Parent Contracts)

Module 4: Course Summary

Module Topics

- Course Content Summary
- Additional Training and Job Aids
- Course Summary

Course Content Summary

Users now should be able to:

- Overview of Group Multi Supplier Contracts

Additional Training and Job Aids

Job Aids

- Create Group Multi Supplier (GMS – Parent Contract) Job Aid
- Create a new PO Child Contract Job Aid

For additional information, be sure to visit:

- Miamiidade.gov/informs



CONGRATULATIONS

Congratulations on successfully completing the *Department Supplier Contract Management* course!

SCM 205 – Department Supplier Contract Management