

# Workshop – Construction/Capital Contract and Resolution Management Processing

# Workshop Overview

<b>Description</b>	<p>This workshop provides a comprehensive review of the Departmental Supplier Contract Management processes.</p> <p>We will cover the following topics:</p> <ol style="list-style-type: none"><li>1: Course Introduction</li><li>2: Enter and maintain Group Multi Supplier Contracts</li><li>3: Enter and maintain Procurement Contracts</li><li>4: Document Management</li><li>5: Summary</li></ol>
<b>Audiences</b>	<p>The following audience(s), by INFORMS Security role(s) are targeted for this workshop:</p> <ul style="list-style-type: none"><li>• Departmental Capital/Construction Administrator</li><li>• SBD Departmental Capital/Construction Administrator</li><li>• GRI Maintainer</li><li>• Capital/Construction Approver</li><li>• SBD Capital/Construction Approver</li><li>• SS Bidder Grp Admin</li></ul>

# Workshop – Useful Courses

<b>Prerequisites</b>	Participants are expected to have completed the following End-User Training courses prior to starting this course: <ul style="list-style-type: none"><li>• ERP 101 – Overview of INFORMS</li><li>• ERP 102 – INFORMS Navigation, Reporting, and Online Help</li><li>• SCM 101 – Supply Chain Management Fundamentals</li></ul>
<b>Delivery Method</b>	<ul style="list-style-type: none"><li>• This workshop is intended to be delivered through Instructor-led Training.</li></ul>
<b>Estimated Duration</b>	<ul style="list-style-type: none"><li>• The total duration of this workshop, when delivered through Instructor-led Training, is 3 hours.</li></ul>

# Workshop Schedule

- 9:00-9:15 – Introductions
- 9:15-10:15 – Instruction and Demo
- 10:15-10:30 – Break
- 10:30 -12:00 – Complete Demo and  
Question and Answers

# Outline

## Content

### Lesson 1: Introduction

### Lesson 2: Group Multi Supplier Contracts

- Contract Header
- MDC Allocation Page
- Additional Details Tab

### Lesson 3: Procurement Contracts

- Contract Details
- Contract Lines
- Relate Contract to Group Multi Supplier through GRI tab

# Lesson 1: Introduction

Topics
Workshop Guidelines
Learning Objectives
End-to-End New Business Process
Key Changes to the Business Process
Roles and Corresponding System Capabilities
Navigation
Introduction to Demonstrations, Activities and Exercises

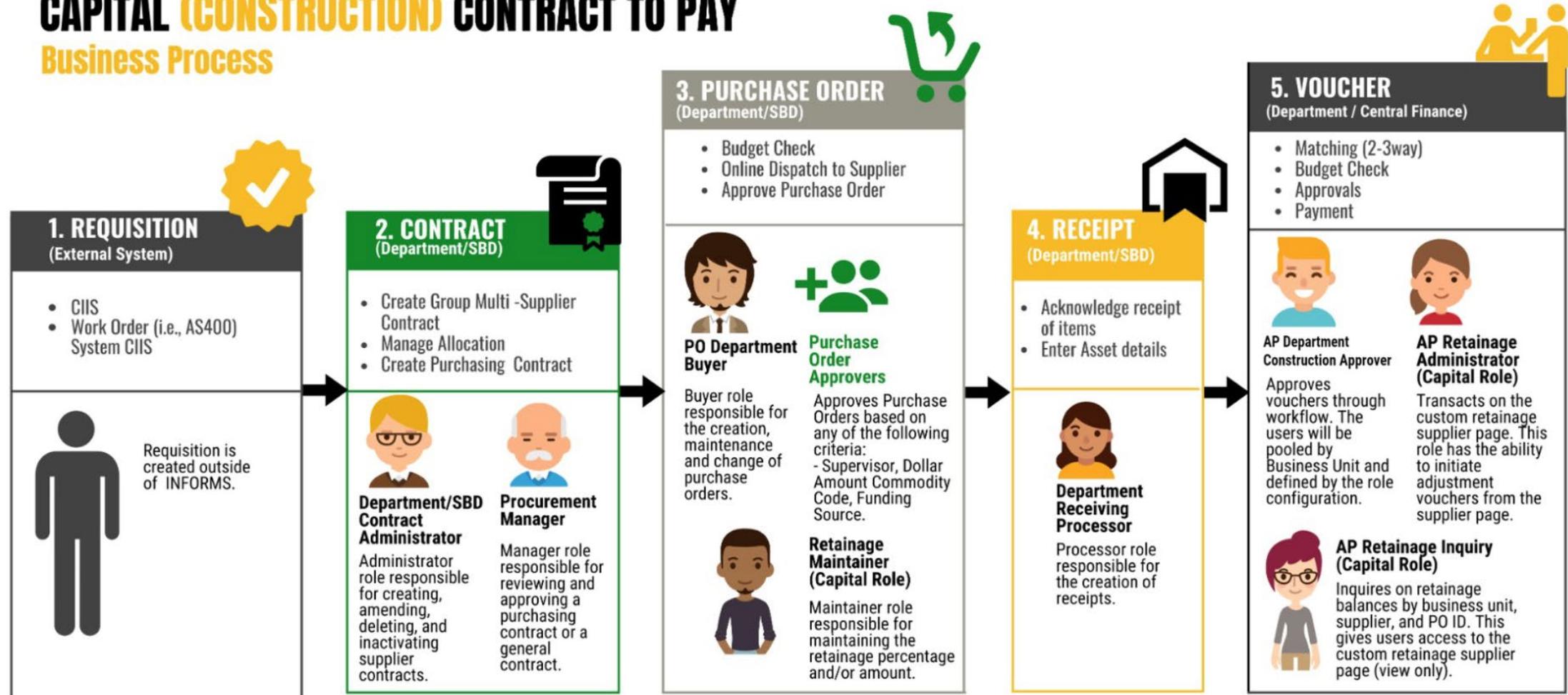
# Learning Objectives

Better understanding of the End-to-End Process for Departmental Supplier Contract Management. At the conclusion of this workshop, participants will be able to:

- Create Group Multi Supplier (GMS “Parent”) Contract
- Enter MDC Allocation, Category, Assign GRI Value
- Create and relate Bidder Group
- Create PO contract and Contract Lines
- Relate PO Contract to the GMS “Parent” contract
- Re-assign GRI “M” to specific GRI Value
- Amend Group Multi Supplier (GMS “Parent”) Contract
- Amend PO Contract

# Capital/Construction and Resolution Business Process

## CAPITAL (CONSTRUCTION) CONTRACT TO PAY Business Process



# Key Changes to the Business Process

- Supplier Contracts
  - Departments will have the responsibility of creating and maintaining the Capital/Construction and Resolution Contracts
  - SBD will manage the creation and update of GMS contracts for MCC and EDP contracts and the approval of MCC and EDP Purchasing Order contracts
  - Optional for Capital/Construction Contracts –
    - Document Collaboration functionality which includes routing documents for comments, editing online
    - DocuSign eSignature will be available to use sign contract documents electronically

# Key Changes to the Business Process (Cont'd)

- Review responsibility for creation of child, parent and approvals

Program Approver	Parent Contract	Child Contract	Child Contract Approver
EDP	SBD	BU	SBD
MCC	SBD	BU	SBD
Construction	BU	BU	BU
Design Build	BU	BU	BU
Resolution	BU	BU	BU
PSA	BU	BU	BU

- GOB approval path – Currently, under PO workflow

# Key terminology changes from ADPICS to INFORMS

ADPICS	INFORMS
Contract (screen 2326)	Group Multi Supplier (GMS or “parent”) Contract
Contract ID	Group Multi Supplier Contract ID
Blanket Purchase Order (BPO) – vendors, allocation, commodities	Suppliers - Purchasing Order (PO or “child”) Contract related to GMS contract Allocation, commodities, pool vendors – MDC Allocation page and Bidder Group
Department	Business Unit (BU)
Allocation	BU Allocation
BidSync Bidder	Bidder – Unique ID (not the FEIN #)
Awarded Vendor, Registered Vendor	Supplier – different Unique ID (also not FEIN#)
BidSync Solicitation	Strategic Sourcing Event
Commodity	Category
Object/Sub-object codes	Chart Field
Retainage	Retainage set up in GMS and Purchasing Contract

# Key changes in data structure from ADPICS to Informs

ADPICS	Info	INFORMS
<b>Header (Screen 2326)</b>	Contract ID, Contract Title, Buyer ID/Name, Eff./Exp. Date	Group Multi Supplier (GMS or “parent”) Contract Header
	Contract Amount, Unallocated Amount, Commodity Code	MDC Allocation Page (accessed from <a href="#">MDC Allocation</a> link on Contract Header)
	Original Amount	GMS Contract Detail Tab
	Contract GRI	GMS Additional Details Tab

# Key changes in data structure from ADPICS to Informs

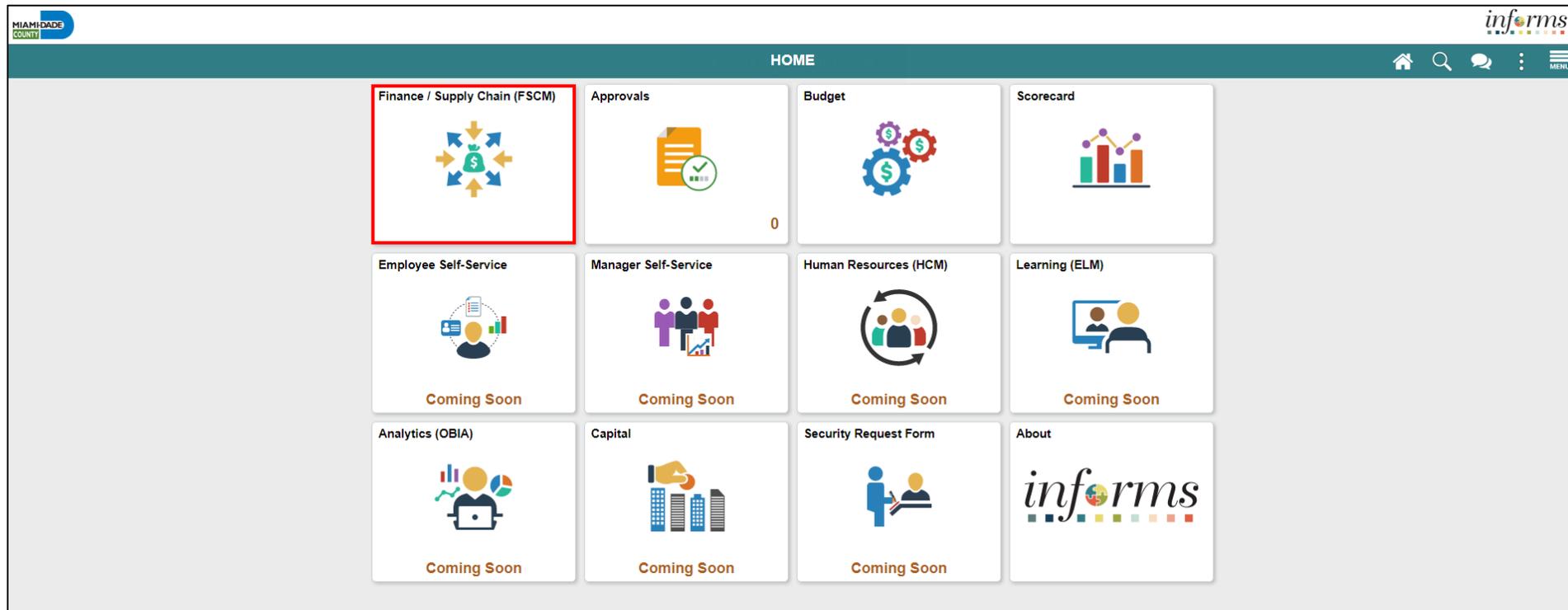
ADPICS	Info	INFORMS
<b>Blanket Purchase Order (BPO)</b>	Awarded vendors (could be one or many)	Purchasing Order (PO or “child”) Contract – Note: only one supplier per PO contract
	Department Allocations, Commodity Codes	MDC Allocation Page in the GMS (“parent”) Contracts
	GRI	Purchasing Order Contract Additional Details Tab (one GRI value per PO contract)
	Pre-qualified pool vendors	Bidder Group in the GMS contract (accessed from <u>Display Bidder Group</u> link on MDC Allocation Page)
	Retainage	Retainage or Amount to Retain – to be accessed from Additional Details Tab on the Contract Entry either for GMS or PO contracts

# Roles and Capabilities

Role	Capabilities
<b>Dept Capital/Construction Contract Admin</b>	The Capital/Construction Contract Admin has the ability to create and manage the Group Multi Supplier (GMS) and Purchasing Order (PO) Contracts and related Allocation and Contract data as well as, if necessary, create contract and supporting documents in Document Management (contracts, memos, allocation requests, market research, solicitations, chairpersons reports, supplemental agreements, etc.)
<b>Dept Capital/Construction Contract Approver</b>	<p>The Capital/Construction Contract Approver has the ability to review and update the Group Multi Supplier Contract status to Approved, Canceled, Closed, on-hold and Open.</p> <p>The Capital/Construction Contract Approver has the ability to approve Purchase Order (PO or “child”) contract except for MCC and EDP-type contracts.</p>
<b>Central GRI Maintainer</b>	The Central GRI maintainer will assign and modify Grant Restriction Indicator (GRI) value on a Group Multi Supplier (GMS) Contract
<b>SBD Capital/Construction Contract Admin</b>	<p>The SBD Capital/Construction Contract Admin <b>in SBD</b> has the ability to create and manage the Group Multi Supplier for MCC and EDP-type contracts and to relate Allocation and Contract data.</p> <p>The SBD Capital/Construction Contract Admin <b>in the department only</b> has the ability to create and manage Purchasing Contracts for MCC and EDP-type contracts.</p>
<b>SBD Capital/Construction Contract Approver</b>	The SBD Capital/Construction Contract Approver has the ability to approve Group Multi Supplier (GMS) and Purchase Order (PO or “child”) contract for MCC and EDP-type contracts.

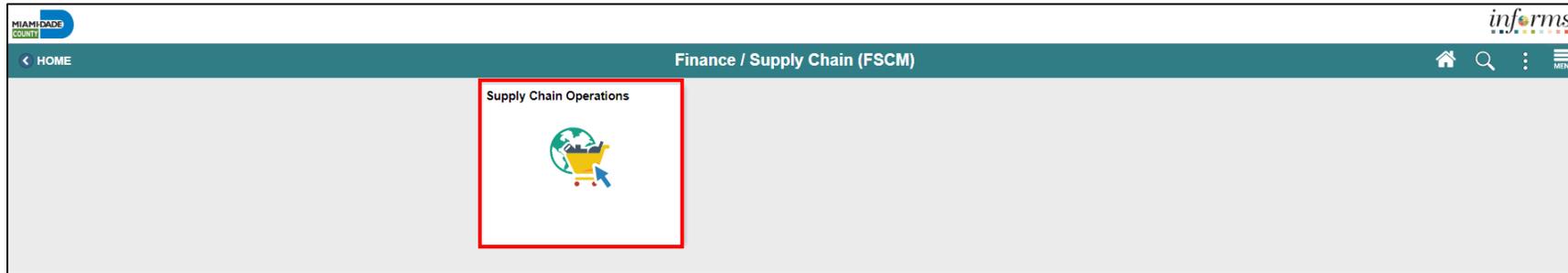
# Navigation

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**



# Lesson 2: Group Multi Supplier (GMS “Parent”) Contract



# Lesson 2: Group Multi Supplier (GMS “Parent”) Contract

## Topics

Introduction

1: Contract Header

2: MDC Allocation Page

3: Additional Details Tab Contract Details

4: Bidder Group Creation and Maintenance

# Key Terms

Term	Definition
Begin Date	The date on which the transactional contract becomes active and purchase order can be created from the contract.
Bidder Group	A group of pre-qualified suppliers for a pool contract.
Bidders	Business entity that registered or invited to place a bid on an event.
Business Unit	Formally known as Department
Commodity Category	A material or service for the County (NIGP commodity codes)
Expire Date	The date upon which the contract is no longer active. Purchase orders cannot be created against the contract after this date.
Grant Restriction Indicator (GRI)	Grant Restriction Indicator (GRI) values are controls that have been pre-configured in the Supplier Contract module to ensure compliance with grant funding restrictions.

# Key Terms

Term	Definition
Purchasing Contract	A separate Purchasing Contract (child) for each awarded supplier will be related to the GMS (parent) contract and will define awarded line items with pricing, ship to, etc.
Retainage	A portion of the agreed upon contract price deliberately withheld until the work is substantially complete to assure the County that the contractor will satisfy its obligation and completion
Supplier	Business entity that is fully registered to do business with the County and awarded a contract.
Total Contract Allocation	Approved spend threshold for a contract.
Total BU Allocation	Total allocation assigned to Business Units
Unallocated Allocation	Unallocated funds
Historical Converted Allocation	Displays original allocations of all business units prior to conversion

# Group Multi Supplier (GMS or “Parent”) Contract

## Group Multi Supplier (GMS) Contract functionality -

- Enables users to relate multiple Purchasing contracts to an overall parent contract for viewing and reporting purposes.
- Provides a custom MDC Allocation Page that allows users to populate Total Allocation, Business Unit Allocations, Categories, and relate a Bidder Group to the contract.
- Contains a link to Historical Allocations for converted contracts.
- Allows GRI and retainage to be defined under the Additional Details tab.
- Header-only contract that does not allow Purchase Order releases or vouchers.

## GMS Contract Styles -

Style ID	Style Description	Contract Process Option
CONST	Construction	Grp Multi
DSN BUILD	Design Build Contracts	Grp Multi
EDP	Equitable Distribution Program	Grp Multi
MCC	Miscellaneous Const Contracts	Grp Multi
PASGRANT	Passthru Grants	General
PSA	Professional Svcs. Agreement	Grp Multi
RESOLUTION	Resolution	Grp Multi

# Activity 1: Create a Group Multi Supplier (GMS or “Parent”) Contract – Select Style

The screenshot displays the 'Supplier Contracts Center' interface. At the top, there is a navigation bar with 'Supply Chain Operations' on the left and 'Supplier Contracts Center' in the center. On the right side of the navigation bar, there are icons for home, search, chat, and a menu, along with the text 'New Window | Help'. Below the navigation bar, the main content area is titled 'Contract Entry'. It features three buttons: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'. The 'Add a New Value' button is highlighted with a red box. Below these buttons, there are several input fields: 'SetID' with the value 'MDC', 'Contract ID' with the value 'NEXT', and 'Style ID' with the value 'RTQ'. The 'Style ID' field is also highlighted with a red box. Below the 'Style ID' field, there is a dropdown menu for 'Contract Process Option' with the selected value 'Group Multi Supplier'. At the bottom left of the form, there is a green 'Add' button. At the bottom of the page, there are links for 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'.

# Activity 1: Create a GMS Contract – Add header information and Select MDC Allocation

Contract Entry

Contract

SetID MDC

Contract ID GRP000013

\*Contract Style Request to Qualify

Process Option Group Multi Supplier

\*Status Open

Description Demo

Administrator/Buyer E184983 Robin Webb

\*Begin Date 02/26/2021

Expire Date 02/28/2022

Approval Due Date

Renewal Date

Currency USD

Rate Type CRRNT

Version 1

Status Current

[Add a Document](#)

[New Version](#)

[Contract Header Agreement](#)

[Thresholds & Notifications](#)

[Add Comments](#)

[Activity Log](#)

[Group Contract Summary](#)

[MDC Allocations](#)

[Custom Fields](#)

▼ **Related Contracts**

[Add Related Contract](#)

# Activity 1: Create a GMS - MDC Allocation Page

**Business Unit Allocation Page** ✕

[Help](#)

Contract ID : GRP0000013

SetID : MDC

Bidder Group (Pool) ID :  [Display Bidder Group](#)

Total Contract Allocation:

Total BU Allocation : \$50,000.000

Unallocated Allocation : \$0.000

-Business Unit	Business Unit Name	Business Unit Allocation	Released Amount	Remaining Allocation Balance	Funding Source	Assign Funding Source		
1 <input type="text" value="FR"/> <input type="text"/>	Fire Rescue	<input type="text" value="\$20,000.000"/>	\$0.000	\$20,000.000	Fire District Funds	<a href="#">Assign Funding Source</a>	<input type="button" value="+"/>	<input type="button" value="-"/>
2 <input type="text" value="ID"/> <input type="text"/>	Internal Services	<input type="text" value="\$10,000.000"/>	\$0.000	\$10,000.000	Internal Service Funds	<a href="#">Assign Funding Source</a>	<input type="button" value="+"/>	<input type="button" value="-"/>
3 <input type="text" value="IT"/> <input type="text"/>	Information Technology	<input type="text" value="\$20,000.000"/>	\$0.000	\$20,000.000	General Fund	<a href="#">Assign Funding Source</a>	<input type="button" value="+"/>	<input type="button" value="-"/>

Commodity Category Code	Description		
1 <input type="text" value="39091"/> <input type="text"/>	Water, Bottled, Drinking, Including Distilled, Mineral, Spa	<input type="button" value="+"/>	<input type="button" value="-"/>

[Allocation Change History](#)

# GRI Values and Description

GRI Values	GRI Description
<b>F</b>	Federal Funding Clauses
<b>A</b>	General Contracts
<b>M</b>	Mixed Funding
<b>N</b>	No Grant Compliance/No Grant Funding Allowed w/ UAP
<b>S</b>	State Funding Clauses
<b>T</b>	Federal Transit Administration Funding Clauses
<b>U</b>	No Grant Compliance/No Grant Funding Allowed - w/o IG
<b>X</b>	No Grant Compliance/No Grant Funding Allowed - w/o UAP

# Activity 1: Contract Entry, Additional Details Tab

Contract    Contract Details    **Additional Details**    Insurance Details

SetID    MDC    Version    1

Contract ID    GRP0000013

**Relate Contract**

**GRI M - Mixed Funding**

IG:

UAP:

Retainage %

Retainage Amount

# Bidder Groups

- Bidder groups will only be needed for Miscellaneous Construction Contracts (MCC) and Equitable Distribution Program (EDP) Contracts
- Part of the GMS creation and update process

# Activity 1-A: Create a GMS - Set-Up Bidder Group

- Click on the Display Bidder Group Field Link

**Business Unit Allocation Page**

Contract ID :	GRP0000016
SetID :	MDC
Bidder Group (Pool) ID :	<input type="text"/> <input type="button" value="Display Bidder Group"/>
Total Contract	<input type="text" value="\$50,000.000"/>
Allocation:	
Total BU Allocation :	\$50,000.000
Unallocated Allocation :	\$0.000

# Activity 1-A : Create a GMS - Set-Up Bidder Group

**Bidder Group Details**

SetID MDC

Bidder Group ID CONTRACT IDXXXX

\*Bidder Group Name

\*Save Group As

[Search for Bidders to Add](#)

[Bidder Group Change History](#)

# Activity 1-A: Create a GMS - Bidder Search

**Bidder Search**

**Search Criteria** ?

Use Saved Search

Bidder Type

Name/Company

SIC Type

SIC Code

ID

State

TIN

City

[Show More](#)

▶ **Category Criteria** ?

▶ **Profile Question Criteria** ?

▶ **Diversity Criteria** ?

Results Option

Type

Maximum Rows retrieved

**Search**

Recommend Bidders

[Save Search Criteria](#) [Delete Search Criteria](#)

# Activity 1-A: Create a GMS - Add Bidders

Search Results

1-50 of 50 | View All

	Bidder ID	Bidder Type	Status	Location	Bidder Company	Open for Ordering	Category	Diversity	Add to Group
1	0000000001	Supplier	Approved	1 <input type="text"/>	RAUL J GARCIA	Yes			<input checked="" type="checkbox"/>
2	0000000002	Supplier	Approved	1 <input type="text"/>	VICTORIA S SIGLER	Yes			<input checked="" type="checkbox"/>
3	0000000003	Supplier	Approved	1 <input type="text"/>	STEVEN DOUGLAS JOHNSON	Yes			<input checked="" type="checkbox"/>
4	0000000004	Supplier	Approved	1 <input type="text"/>	PEDRO A LOPEZ	Yes			<input type="checkbox"/>
5	0000000005	Supplier	Approved	1 <input type="text"/>	JUDITH A FRANKEL	Yes			<input type="checkbox"/>
6	0000000006	Supplier	Approved	1 <input type="text"/>	MARISA TINKLER MENDEZ	Yes			<input type="checkbox"/>
7	0000000007	Supplier	Approved	1 <input type="text"/>	ENA JANE	Yes			<input type="checkbox"/>
8	0000000008	Supplier	Approved	1 <input type="text"/>	PETER J KOUCHALAKOS	Yes			<input type="checkbox"/>
9	0000000009	Supplier	Approved	1 <input type="text"/>	LEONARDO DELGADO JR	Yes			<input type="checkbox"/>
10	0000000010	Supplier	Approved	1 <input type="text"/>	Bank of America NA	Yes			<input type="checkbox"/>
11	0000000011	Bidder		1 <input type="text"/>	FINANCIAL INSURANCE BROKERS				<input type="checkbox"/>

# Activity 1-A: Create a GMS - Add Bidders

**Bidder Group Details**

SetID: MDC  
Bidder Group ID: GRP0000013  
Bidder Group Name: GRP0000013  
Save Group As: Pool

Search for Bidders to Add

**Bidder Group List**

	Bidder ID	Bidder Type	Location	Bidder Company
1	0000000059	Supplier	1	SKYTRAC SYSTEMS LTD
2	0000000159	Supplier	1	WORLD WASTE RECYCLING INC
3	0000014012	Supplier	1	NESTLE WATERS NORTH AMERICA INC

Send Email to Bidder Group      Bidder Group Change History

Save      Return to Search

# Activity 1-A: Create a GMS - Add Bidders

**Business Unit Allocation Page**

Contract ID : GRP0000013  
 SetID : MDC  
 Bidder Group (Pool) ID :  [Display Bidder Group](#)  
 Total Contract Allocation:   
 Total BU Allocation : \$75,000.000  
 Unallocated Allocation : \$0.000

Business Unit	Business Unit Name	Business Unit Allocation	Released Amount	Remaining Allocation Balance	Funding Source	Assign Funding Source		
1 FR	Fire Rescue	<input type="text" value="\$30,000.000"/>	\$0.000	\$30,000.000	Fire District Funds	<a href="#">Assign Funding Source</a>	+	-
2 ID	Internal Services	<input type="text" value="\$20,000.000"/>	\$0.000	\$20,000.000	Internal Service Funds	<a href="#">Assign Funding Source</a>	+	-
3 IT	Information Technology	<input type="text" value="\$25,000.000"/>	\$0.000	\$25,000.000	General Fund	<a href="#">Assign Funding Source</a>	+	-

# Activity 1-A: Create a GMS - Add Bidders

**Look Up Bidder Group (Pool) ID :**

SetID: MDC

Bidder Group ID: begins with [v] GRP0000013

Bidder Group Name: begins with [v]

**Search** **Clear** **Cancel** Basic Lookup

Search Results

View 100 1-1 of 1

Bidder Group ID	Bidder Group Name	Bidder Group Type
GRP0000013	GRP0000013	Pool

**Background Form Fields:**

Contract ID : GRP0000013

SetID : MDC

Bidder Group (Pool) ID :

Total Contract Allocation: \$75

Total BU Allocation :

Unallocated Allocation :

Business Unit	Business Unit Name
1 FR	Fire Rescue
2 ID	Internal Services
3 IT	Information Technology

**Background Table:**

Assigning Source	Assign Funding Source		
Districts	Assign Funding Source	+	-
Internal Service Districts	Assign Funding Source	+	-
General Fund	Assign Funding Source	+	-

# Activity 1-A: Create a GMS - Create Bidder Group

Note – Bidder Group ID should be the same as the Contract ID (so that the Bidder Group is easily identifiable)

**Business Unit Allocation Page**

[Help](#)

**Contract ID :** GRP0000013

**SetID :** MDC

**Bidder Group (Pool) ID :** GRP0000013 [Display Bidder Group](#)

**Total Contract Allocation:** \$75,000.000

**Total BU Allocation :** \$75,000.000

**Unallocated Allocation :** \$0.000

	Business Unit	Business Unit Name	Business Unit Allocation	Released Amount	Remaining Allocation Balance	Funding Source	Assign Funding Source
1	FR	Fire Rescue	\$30,000.000	\$0.000	\$30,000.000	Fire District Funds	Assign Funding Source
2	ID	Internal Services	\$20,000.000	\$0.000	\$20,000.000	Internal Service Funds	Assign Funding Source
3	IT	Information Technology	\$25,000.000	\$0.000	\$25,000.000	General Fund	Assign Funding Source

# Lesson 3: Create Procurement Contract and Relate to a GMS “Parent” Contract



# Lesson 3: Purchasing Contracts

## Topics

Introduction

1: Contract Details

2: Contract Lines

3: Relate PO Contract to Group Multi Supplier (GMS or “Parent”)

# Activity 2: PO Contract Entry – Add new value

To create a PO Contract, navigate to: **Finance / Supply Chain (FSCM) > Supply Chain Operations > Supplier Contracts Center>Contract Entry**

- **Note:** SetID will default to MDC and Contract ID will default to NEXT. 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.

The screenshot shows the 'Supplier Contracts Center' interface. The main heading is 'Contract Entry'. Below the heading are three buttons: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'. The 'Add a New Value' button is highlighted in green. Below these buttons are four input fields: 'SetID' with the value 'MDC', 'Contract ID' with the value 'NEXT', 'Style ID' with the value 'PO', and 'Contract Process Option' with the value 'Purchase Order'. A red box highlights the 'SetID', 'Contract ID', and 'Style ID' fields. Below the input fields is a green 'Add' button, also highlighted with a red box. At the bottom of the form, there are three links: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'. The left sidebar contains a navigation menu with options like 'Create Contracts and Documents', 'Contract Entry', 'Document Management', 'My Document Preferences', 'Monitor and Update Agreements', and 'Manage Contract Library'. The top right corner has a 'New Window | Help' link.

# Activity 2: PO Contract Entry – Contract Header: Enter Supplier

Employee Self-Service **Contract Entry** New Window | Help | Personalize Page

**Contract** Additional Details Insurance Details

### Contract Entry

#### Contract

SetID MDC [Copy From Contract](#)

Contract ID CONNIE-TEST

\*Status Open

Contract Version

Version 1

Status Current

Approval Due Date

Administrator/Buyer

**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 04/07/2021

End Date

[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](#)

[New Version](#)

[Add a Document](#)

# Activity 2: PO Contract Entry – Contract Header: Enter Supplier

Employee Self-Service **Contract Entry** Home Search Chat Menu

**Contract**

SetID MDC [Copy From Contract](#)

Contract ID CONNIE-TEST

\*Status Open

Contract Version

Version 1

Status Current

Approval Due Date

Administrator/Buyer

▼ **Header** ?

\*Contract Style Purchase Order

Process Option Purchase Order

\*Supplier **J C L ELEC-001**  [Supplier Search](#)

Supplier ID 0000004799  J C L ELECTRICAL CORP

Primary Contact

Supplier Contract Ref

Description

Master Contract ID

\*Begin Date 04/07/2021

Expire Date

Renewal Date

Control Type

Corporate Contract

Currency USD

[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](#)

# Activity 2: PO Contract Entry – Contract Header: Other Details

Employee Self-Service **Contract Entry** Home Search Chat Menu

\*Status: Open ▼ Approval Due Date:  Calendar New Version

Administrator/Buyer:  Search Add a Document

**Header** ?

\*Contract Style: Purchase Order Search

Process Option: Purchase Order

\*Supplier: J C L ELEC-001 Search [Supplier Search](#)

\*Supplier ID: 000004799 Search [J.C.L.ELECTRICAL CORP](#)

Primary Contact:  Search

**Supplier Contract Ref**

Description:

Master Contract ID:  Search

\*Begin Date: 04/07/2021 Calendar

Expire Date:  Calendar

Renewal Date:  Calendar

Control Type:  ▼

Tax Exempt Tax Exempt ID:

Auto Default

Lock Chartfields

[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](#)

Corporate Contract

Currency: USD Search

Rate Date: 04/07/2021 Calendar CRRNT Search

Must Use Contract Rate Date

Allow Multicurrency PO

# Activity 2: PO Contract Entry – Contract Header: Enter Award Number

Note – Only needed for MCC and EDP

The screenshot displays the 'Contract Entry' interface. At the top, there are navigation tabs for 'Contract', 'Additional Details', and 'Insurance Details'. The main content area is titled 'Contract Entry' and 'Contract'. It shows the following details:

- SetID:** MDC
- Contract ID:** PCFR2000038-1098
- \*Status:** Approved (dropdown menu)
- Contract Version:** Version 1, Approved Date 03/04/2021
- Status:** Current
- Buttons:** 'New Version' and 'Add a Document'
- Administrator/Buyer:** Header (dropdown menu)
- Contract Style:** Purchase Order
- Process Option:** Purchase Order
- Supplier:** J C L ELEC-001
- Supplier ID:** 0000004799, J C L ELECTRICAL CORP
- Primary Contact:** Supplier Contract Ref: **MDFRD-619-GEN3** (highlighted with a red box)
- Description:** GENERATOR CHANGE -PHASE 3 \*VAR
- Master Contract ID:** Begin Date 04/06/2010, Expire Date 04/06/2040, Renewal Date
- Control Type:** Business Unit

On the right side, 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, Group Contracts, and Purchase Order BU Defaults.

# Activity 2: PO Contract Entry – Enter Max Amount

**Employee Self-Service** **Contract Entry**

**Amount Summary** ⓘ

Maximum Amount	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	

**Contract Open Item Reference**

Allow Open Item Reference  Price Can Be Changed on Order  
 Adjust Supplier Pricing First [Add Open Item Price Adjustments](#)

**Contract Items**

[Catalog Search](#) [Item Search](#) [Search for Contract Lines](#)

**Lines**

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

Line	Item	Description	UOM	Category
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Activity 2: PO Contract Entry – Enter Max Amount

**Contract Entry**

Contract | Additional Details | Insurance Details

Contract Entry

**Contract**

SetID MDC Contract ID PCFR2000038-1098 \*Status Approved

Contract Version Version 1 Approved Date 03/04/2021 Status Current

Administrator/Buyer

▼ Header ⓘ

Contract Style Purchase Order Process Option Purchase Order Supplier J C L ELEC-001 Supplier ID 000004799 J.C.L.ELECTRICAL CORP

Primary Contact Supplier Contract Ref MDFRD-619-GEN3 Description GENERATOR CHANGE -PHASE 3 \*VAR Master Contract ID

Begin Date 04/06/2010 Expire Date 04/06/2040 Renewal Date

Control Type Business Unit  Tax Exempt Tax Exempt ID  Auto Default  Lock Chartfields

▼ Contract Control

▼ Business Unit

Buttons: New Version, Add a Document

Links: Add Comments, Contract Activities, Primary Contact Info, Contract Header Agreement, Contract Releases, Activity Log, Document Status, Thresholds & Notifications, Price Adjustment Template, Group Contracts, Purchase Order BU Defaults

Corporate Contract

Currency USD Rate Date 03/04/2021 CRRNT  Must Use Contract Rate Date  Allow Multicurrency PO

# Activity 2: PO Contract Entry – Purchase Order BU Default

Employee Self-Service **Contract Entry** New Window | Help | Personalize Page

**Contract** | Additional Details | Insurance Details

**Contract Entry**

**Contract**

SetID MDC [Copy From Contract](#)

Contract ID NEXT

\*Status Open

Contract Version

Version 1

Status Current

Approval Due Date

Administrator/Buyer

**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 04/08/2021

Expire Date

Renewal Date

Control Type

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**

Corporate Contract

Currency USD

# Activity 2: PO Contract Entry - Enter Purchase Order PO Defaults

**Contract Defaults by BU**

\*Business Unit   [Copy from BU Defaults](#)

Supp Loc

Buyer

Origin

Currency

Payment Terms ID

**Shipping Information**

Ship To   [Ship To Address](#)

Location

IN Unit

Freight Terms

Ship Via

Charge By

Billing Location

Tax Exempt

Tax Exempt ID:

AM Business Unit

Capitalize

Profile ID

Cost Type

Ultimate Use Code

Where Performed

# Activity 2: PO Contract Entry - Enter Supplier Contract Business Unit

Note – At this time, this capability is limited to certain users only

Supply Chain Operations | Supplier Contracts Center

Control Type: Business Unit

Tax Exempt | Tax Exempt ID:

Auto Default

Lock Chartfields

Currency: USD

Rate Date: 02/26/2021 | CRRNT

Must Use Contract Rate Date

Allow Multicurrency PO

Contract Control

Business Unit

*Business Unit	Description		
1 FR	Fire Rescue	+	-
2 IT	Information Technology	+	-

# Enter Contract Lines

- After the user creates a contract header, contract lines for the contract can be created by adding Item IDs or Descriptions to the contract
- Item IDs represent the goods or services that the users is contracting for procurement
- The INFORMS Supplier Contract module allows users to leverage Contract Categories enabling the users to specify larger groups of items on a contract, rather than having to enter the items one at a time
- When creating requisitions and purchase orders tied to a Supplier Contract, the system locates and verifies that it uses the appropriate contracts automatically through the defined category code
- For MCC and EDP PO Contracts - SBD is requesting the entry of accounting information even though it will not be budget checked.

# Activity 2: PO Contract Entry - Contract Line Detail

Contract Entry

Remaining Percent 100.00

**Contract Open Item Reference**

- Allow Open Item Reference
- Adjust Supplier Pricing First
- Price Can Be Changed on Order
- [Add Open Item Price Adjustments](#)

**Contract Items**

[Catalog Search](#) [Item Search](#) [Search for Contract Lines](#)

**Lines**

**Details** | [Order By Amount](#) | [Item Information](#) | [Default Schedule](#) | [Release Amounts](#) | [Release Quantities](#) | [Line Groupings](#) | [Spend Threshold](#) | [Filter](#)

Line	Item	Description	UOM	Category				
1		GENERATOR CHANGE -PHASE 3 *VARIOUS*-1	LE	91223				
2		GENERATOR CHANGE -PHASE 3 *VARIOUS*-2	LE	91223				

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

**Contract Categories**

Lines

# Activity 2: PO Contract Entry - Contract Line Detail

The screenshot displays the 'Contract Entry' application interface. At the top, there are navigation icons and a 'MENU' button. Below this, the 'Contract Open Item Reference' section contains several checkboxes: 'Allow Open Item Reference', 'Adjust Supplier Pricing First', 'Price Can Be Changed on Order', and 'Add Open Item Price Adjustments'. The 'Contract Items' section includes links for 'Catalog Search', 'Item Search', and 'Search for Contract Lines'. The main 'Lines' section features a table with columns for Line, Item, Description, UOM, Category, and Status. Two lines are listed, both with 'Active' status. The 'Item' column for both lines contains a red-bordered icon. Below the table are links for 'View Category Hierarchy' and 'Category Search'. The 'Contract Categories' section also has a 'Lines' table with columns for Line, Category, Description, and Status, showing one line with 'Active' status. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Disp'. A breadcrumb trail at the very bottom reads 'Contract | Additional Details | Insurance Details'.

**Contract Open Item Reference**

- Allow Open Item Reference
- Adjust Supplier Pricing First
- Price Can Be Changed on Order
- [Add Open Item Price Adjustments](#)

**Contract Items**

[Catalog Search](#)   [Item Search](#)   [Search for Contract Lines](#)

**Lines**

1-2 of 2 | View All

[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		GENERATOR CHANGE -PHASE 3 *VARIOUS*-1	LE	91223	<input type="checkbox"/>	Active
2		GENERATOR CHANGE -PHASE 3 *VARIOUS*-2	LE	91223	<input type="checkbox"/>	Active

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

**Contract Categories**

**Lines**

1-1 of 1 | View All

[Details](#) | [Pricing Options](#) | [Release Amounts](#) | [Spend Threshold](#) ||>

Line	Category	Description	Status
1	91223	Construction, General: Backfill Services, Digging, Ditching,	Active

[Save](#)   [Return to Search](#)   [Notify](#)   [Refresh](#)   [Add](#)   [Update/Disp](#)

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

# Activity 2: PO Contract Entry - Contract Line Detail – Pricing Information

The screenshot displays a software interface for 'Contract Entry'. A modal dialog box titled 'Details for Line 1' is open, showing the following information:

- Line 1, Version 1, Supplier J C L ELEC-001, Item ID GENERATOR CHANGE -PHASE 3 \*VAR
- Line Details: Category 91223, Description, Status Active, Category ID 07157, Physical Nature Services
- Transaction Item Description: GENERATOR CHANGE -PHASE 3 \*VARIOUS\*-1
- Expand All, Collapse All
- Item Information
- Release Amounts / Quantities
- Pricing Information** (highlighted with a red box)
- OK, Cancel, Refresh buttons

The background interface shows a table of contract lines with columns for Line, Category, Description, and Status. The first line is highlighted.

# Activity 2: PO Contract Entry - Contract Line Detail – Pricing Information

Category ID: 07157 Physical Nature: Services

Transaction Item Description:  
GENERATOR CHANGE -PHASE 3 \*VARIOUS\*-1

Expand All Collapse All

- Item Information
- Release Amounts / Quantities
- Pricing Information**
  - Use Contract Base Price
  - Price Can Be Changed on Order
  - Use Supp Price UOM Adjustments
  - Use Supplier Price Shipto Adj

Price Date PO Date  
Price Qty Line Quantity  
Qty Type Quantity To Date

Adjust After 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**

	Price Loc	UOM	UPN Type	UPN ID	Base Price	Curr
<input checked="" type="checkbox"/>	1	LE			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
<input type="text" value="0"/>	<input type="text"/>	1.0000	LE

OK Cancel Refresh

# Activity 2: PO Contract Entry – Enter Accounting Lines

**Contract Entry**

Allow Open Item Reference       Price Can Be Changed on Order  
 Adjust Supplier Pricing First      [Add Open Item Price Adjustments](#)

▼ **Contract Items**

[Catalog Search](#)      [Item Search](#)      [Search for Contract Lines](#)

**Lines**

[Details](#)   [Order By Amount](#)   [Item Information](#)   [Default Schedule](#)   [Release Amounts](#)   [Release Quantities](#)   [Line Groupings](#)   [Spend Threshold](#)  

Line	Item	Description	UOM	Category			
1	<input type="text"/>						

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

▼ **Contract Categories**

**Lines**

[Details](#)   [Pricing Options](#)   [Release Amounts](#)   [Spend Threshold](#)  

Line	Category	Description			
1	<input type="text"/>				

[Save](#)   [Notify](#)   [Refresh](#)

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

# Activity 2: PO Contract Entry – Enter Accounting Lines

Contract Entry

Line Item Released Amount 0.00  
Released Amount 0.00

**PO Distributions for Line 1**

Contract NEXT Version 1 Line 1 Description

Distribution By Business Unit

Business Unit  SpeedChart  +-

Distribution

Details Asset Information

Dist	Percent	GL Unit	Fund	Dept	Account	Grant	PC Bus Unit	Project	Activity	Source Type
1	<input type="text"/>									

OK Cancel Refresh

# Activity 2: PO Contract Entry – Order By Amount

The screenshot displays the 'Contract Entry' application interface. At the top, the 'Remaining Percent' is 100.00. Below this, there are sections for 'Contract Open Item Reference' and 'Contract Items'. The 'Lines' section is active, showing a table with two lines. The 'Order By Amount' tab is highlighted in green. A red box highlights the 'Order By Amount' tab and the first two rows of the table.

**Contract Open Item Reference**

- Allow Open Item Reference
- Adjust Supplier Pricing First
- Price Can Be Changed on Order
- [Add Open Item Price Adjustments](#)

**Contract Items**

[Catalog Search](#)   [Item Search](#)   [Search for Contract Lines](#)

**Lines**

1-2 of 2

[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		GENERATOR CHANGE -PHASE 3 *VARIOUS*-1	<input checked="" type="checkbox"/>		<input type="checkbox"/>
2		GENERATOR CHANGE -PHASE 3 *VARIOUS*-2	<input checked="" type="checkbox"/>		<input type="checkbox"/>

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

**Contract Categories**

**Lines**

# Activity 2: PO Contract Entry – Default Schedule (Optional)

Contract Entry

Remaining Percent: 100.00

**Contract Open Item Reference**

Allow Open Item Reference       Price Can Be Changed on Order  
 Adjust Supplier Pricing First      [Add Open Item Price Adjustments](#)

**Contract Items**

[Catalog Search](#)      [Item Search](#)      [Search for Contract Lines](#)

**Lines**

1-2 of 2

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

Line	Item	Description	Qty Sched	Std UOM	Price Loc	UOM	Use Contract Base Price	Base Price	Curr
1		GENERATOR CHANGE -PHASE 3 *VARIOUS*-1	1.0000	LE	1	LE	<input checked="" type="checkbox"/>	0.00	JSD
2		GENERATOR CHANGE -PHASE 3 *VARIOUS*-2	1.0000	LE	1	LE	<input checked="" type="checkbox"/>	0.00	JSD

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

# Activity 2: PO Contract Entry – Additional Details Tab

Custom Page was specially designed to store MDC-only information – Used to:

- Relate Purchasing Contract to GMS Contract
- Enter GRI with defaulting IG and UAP
- Enter Retainage % or Amount

# Activity 2: PO Contract Entry - Relate PO Contract to GMS Contract

**Contract Entry**

OME | Home | Search | Chat | MENU

New Window | Help | Personalize Page

Contract | **Additional Details** | Insurance Details

### Contract Entry

#### Contract

SetID	MDC	<b>Contract Version</b>		Status	Current
Contract ID	PCFR2000038-1098	Version	1	<a href="#">New Version</a>	
*Status	Approved	Approved Date	03/04/2021	<a href="#">Add a Document</a>	

Administrator/Buyer

▼ **Header** ?

Contract Style	Purchase Order	<a href="#">Add Comments</a>
Process Option	Purchase Order	<a href="#">Contract Activities</a>
Supplier	J C L ELEC-001	<a href="#">Primary Contact Info</a>
Supplier ID	0000004799	<a href="#">Contract Header Agreement</a>
	<a href="#">J.C.L ELECTRICAL CORP</a>	<a href="#">Contract Releases</a>
Primary Contact		<a href="#">Custom Fields</a>
Supplier Contract Ref	MDFRD-619-GEN3	<a href="#">Activity Log</a>
Description	GENERATOR CHANGE -PHASE 3 *VAR	<a href="#">Document Status</a>
Master Contract ID		<a href="#">Thresholds &amp; Notifications</a>
Begin Date	04/06/2010	<a href="#">Price Adjustment Template</a>
Expire Date	04/06/2040	<a href="#">Group Contracts</a>
Renewal Date		<a href="#">Purchase Order BU Defaults</a>
Control Type	Business Unit	
	<input type="checkbox"/> Tax Exempt	

# Activity 2: PO Contract Entry - Relate PO Contract to GMS Contract – Look up Parent Contract

The screenshot shows the 'Contract Entry' page in the 'Employee Self-Service' system. The page has a teal header with navigation icons and links for 'New Window', 'Help', and 'Personalize Page'. Below the header are three tabs: 'Contract', 'Additional Details' (which is active), and 'Insurance Details'. The main content area displays contract information: 'SetID MDC', 'Version 1', and 'Contract ID CONNIE-TEST'. A 'Relate Contract' section contains a search field for 'Parent Contract' (highlighted with a red box), and fields for 'GRI', 'IG:', 'UAP:', 'Retainage %', and 'Retainage Amount'. At the bottom of the form are buttons for 'Save', 'Notify', 'Refresh', 'Add', 'Update/Display', and 'Correct History'. A breadcrumb trail at the bottom left shows 'Contract | Additional Details | Insurance Details'.

# Activity 2: PO Contract Entry - Relate PO Contract to GMS Contract – Look up Parent Contract

**Look Up Parent Contract**

SetID: Contract ID contains MDC

Contract Style: begins with

**Search** **Clear** **Cancel** Basic Lookup

Search Results

View 100 1-5 of 5

Contract ID	Contract Style	Short Supplier Name	Contract Status	Contract Description	Begin Date	Expire Date
<a href="#">MCC-PROGRAM-7040</a>	MCC	MDMULTIPLE-001	Approved	MISCELLANEOUS CONSTRUCTION PLA	04/06/2010	04/06/2040
<a href="#">MCC-PROGRAM-7040-A</a>	MCC	MDMULTIPLE-001	Approved	MISCELLANEOUS CONSTRUCTION PLA	04/06/2010	04/06/2040
<a href="#">MCC-PROGRAM-7360</a>	MCC	MDMULTIPLE-001	Approved	MISCELLANEOUS CONSTRUCTION PLA	04/06/2010	04/06/2040
<a href="#">MCC-PROGRAM-7360-FTA</a>	MCC	MDMULTIPLE-001	Approved	MISCELLANEOUS CONSTRUCTION-FTA	04/29/2014	04/06/2040
<a href="#">MCC-PROGRAM-7360/FED</a>	MCC	MDMULTIPLE-001	Approved	MISCELLANEOUS CONSTRUCT. PLAN	04/06/2010	04/06/2040

# Activity 2: PO Contract Entry – Relate PO Contract to GMS Contract – GRI Value Default

The screenshot shows the 'Contract Entry' page in the 'Employee Self-Service' system. The page has three tabs: 'Contract', 'Additional Details', and 'Insurance Details'. The 'Additional Details' tab is active. The main content area displays contract information: SetID MDC, Version 1, and Contract ID CONNIE-TEST. Below this is a 'Relate Contract' section with the following fields: Parent Contract (MCC-PROGRAM-7040), GRI (M - Mixed Funding), IG, UAP, Retainage % (10.000), and Retainage Amount. A red-bordered error dialog box is overlaid on the GRI field, containing the text: 'Cannot save a child contract with Mixed Funding GRI value. (25000,549) Kindly change the GRI value to save this contract.' and an 'OK' button. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', 'Update/Display', and 'Correct History'. The breadcrumb trail at the bottom left reads 'Contract | Additional Details | Insurance Details'.

# Activity 2: PO Contract Entry – Relate PO Contract to GMS Contract – Add/Change GRI Value and Retainage

Employee Self-Service Contract Entry

Contract Additional Details Insurance Details

SetID MDC Version 1  
Contract ID CONNIE-TEST

**Relate Contract**

Parent Contract: MCC-PROGRAM-7040  
GRI: X - No Grant Funding - w/o UAP  
IG: Y  
UAP: N  
Retainage %: 10.000  
Retainage Amount:

Save Notify Refresh Add Update/Display Correct History

Contract | Additional Details | Insurance Details

# Activity 2: PO Contract Entry – Final Step

Procurement Contract must be Approved before it can be used in a PO

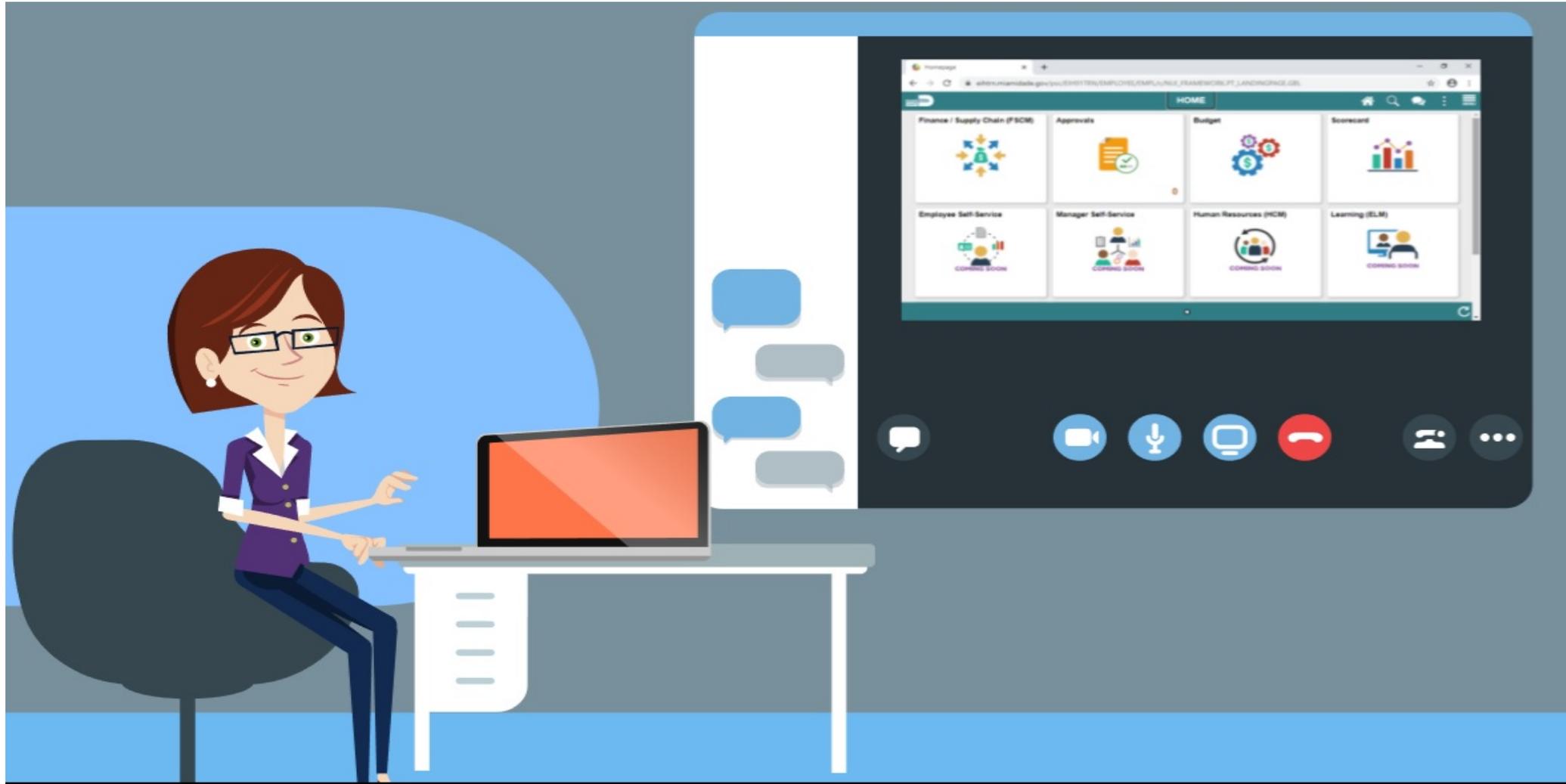
# Activity 2: PO Contract Entry – Approve PO Contract

The screenshot displays the 'Supplier Contracts Center' interface. At the top, there is a navigation bar with 'Supply Chain Operations' and 'Supplier Contracts Center'. Below this, there are tabs for 'Contract', 'Additional Details', and 'Insurance Details'. The main content area is titled 'Contract Entry' and 'Contract'. It shows the following details:

- Contract ID:** 0000000235
- \*Status:** Approved (highlighted with a red box)
- Contract Version:** Version 1
- Status:** Current
- Approval Due Date:** (field is present but empty)
- Contract Style:** Purchase Order
- Process Option:** Purchase Order
- Supplier:** NESTLE WAT-001
- Supplier ID:** 0000014012
- Supplier Name:** NESTLE WATERS NORTH AMERICA INC

On the right side, there are buttons for 'New Version' and 'Add a Document'. At the bottom right, there are links for 'Add Comments', 'Contract Activities', 'Primary Contact Info', 'Contract Header Agreement', 'Contract Releases', and 'Custom Fields'. The interface also includes a search bar, a home icon, and a menu icon in the top right corner.

# Lesson 4: Amend Group Multi Supplier (GMS “Parent” Contract)



# Amend Group Multi Supplier (GMS or “Parent” Contract)

- Navigate to Find an Existing Document

**Finance/Supply Chain Tile > Supply Chain Operations Tile > Supplier Contracts Center Tile > Contract Entry**

# Amend Group Multi Supplier (GMS or “Parent”) Contract

The screenshot displays the 'Supplier Contracts Center' interface. At the top, there is a navigation bar with the Miami-Dade County logo on the left, the title 'Supplier Contracts Center' in the center, and utility icons (home, search, chat, menu) on the right. Below the navigation bar, there are tabs for 'Contract', 'Contract Details', 'Additional Details', and 'Insurance Details'. The 'Contract' tab is active, showing 'Contract Entry' and 'Contract' sub-sections.

Contract details include:

- SetID: MDC
- Contract ID: RTQ-01404
- Contract Style: Request to Qualify
- Process Option: Group Multi Supplier
- \*Status: Approved (dropdown menu)
- Description: TRAINED CANINES AND TRAINING
- Administrator/Buyer: BANDHUJ Bandhu, Janice
- Begin Date: 01/01/2020
- Expire Date: 12/31/2024

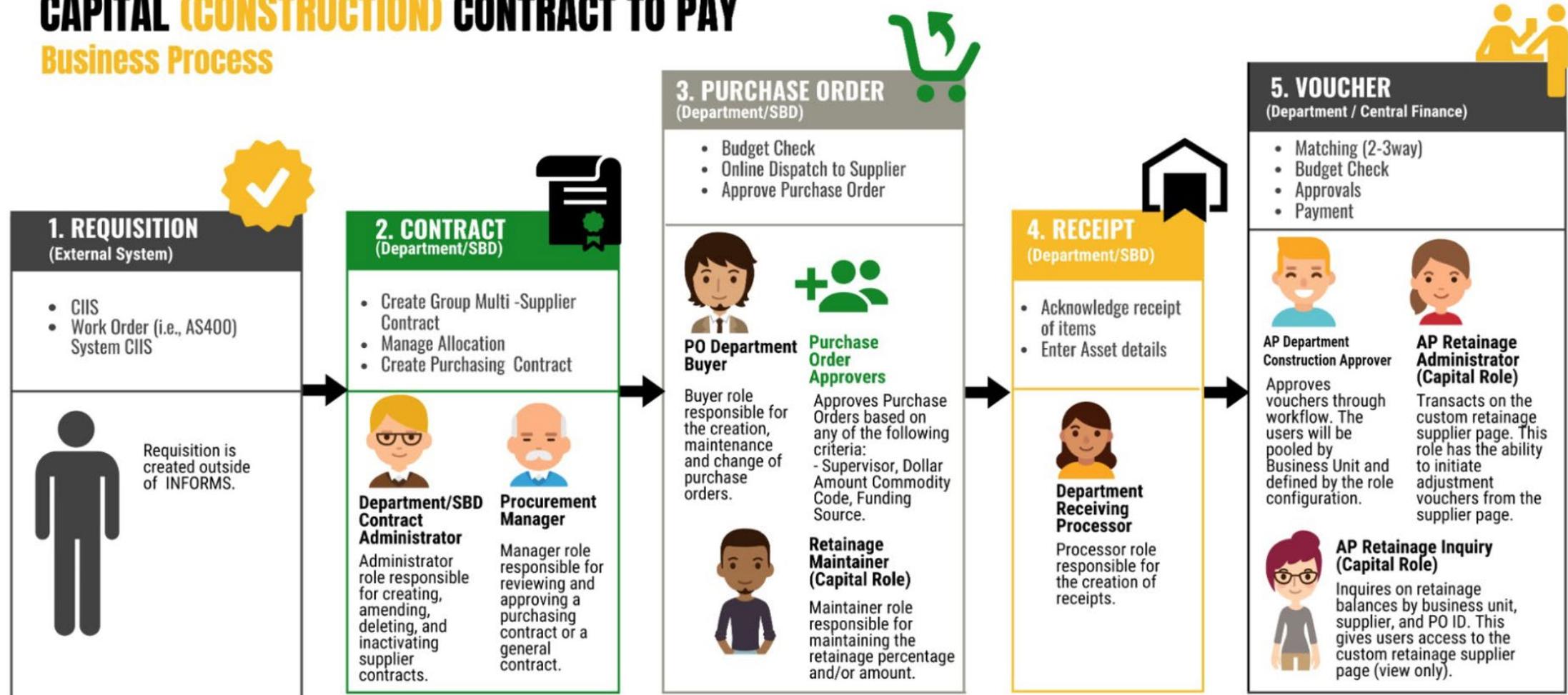
Document management section includes:

- Authorized Document (dropdown menu)
- Authorized Status
- Document Version: 0.00
- Amendment: 0
- Created Date/time
- Document Administrator
- Version: 1
- Status: Current

Buttons for document management are visible: 'Maintain Document' and 'New Version' (highlighted with a red box).

# Capital/Construction and Resolution Business Process

## CAPITAL (CONSTRUCTION) CONTRACT TO PAY Business Process



# Wrap Up and Questions

- Additional Resources -
  1. Recordings of this session will be available after tomorrow in the INFORMS website
  2. This presentation will be e-mailed to all participants tomorrow
  3. SCM 205 Departmental Supplier contract Management Power Point Presentation available in INFORMS website
  4. Recordings of above training:
    - <https://web.microsoftstream.com/video/26ec1390-4f73-44d3-ba97-d67bcd795b56>
    - <https://web.microsoftstream.com/video/398b0940-2d8c-4416-8b87-0f786a3e7f18>
- Review Security –
  - Listing of currently defined users with the roles related to the functions covered in this workshop will be provided tomorrow
- Additional Workshop Session – April 20<sup>th</sup>
- What other topics would you need to cover?



# CONGRATULATIONS

Congratulations on successfully completing the *Capital/Construction and Resolution Supplier Contract Management* workshop!