

Workshop – Construction/Capital Contract and Resolution Management Processing

Workshop Overview

Description	<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">1: Course Introduction2: Enter and maintain Group Multi Supplier Contracts3: Enter and maintain Procurement Contracts4: Document Management5: Summary
Audiences	<p>The following audience(s), by INFORMS Security role(s) are targeted for this workshop:</p> <ul style="list-style-type: none">• Departmental Capital/Construction Administrator• SBD Departmental Capital/Construction Administrator• GRI Maintainer• Capital/Construction Approver• SBD Capital/Construction Approver• SS Bidder Grp Admin

Workshop – Useful Courses

Prerequisites	Participants are expected to have completed 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
Delivery Method	<ul style="list-style-type: none">• This workshop is intended to be delivered through Instructor-led Training.
Estimated Duration	<ul style="list-style-type: none">• The total duration of this workshop, when delivered through Instructor-led Training, is 3 hours.

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

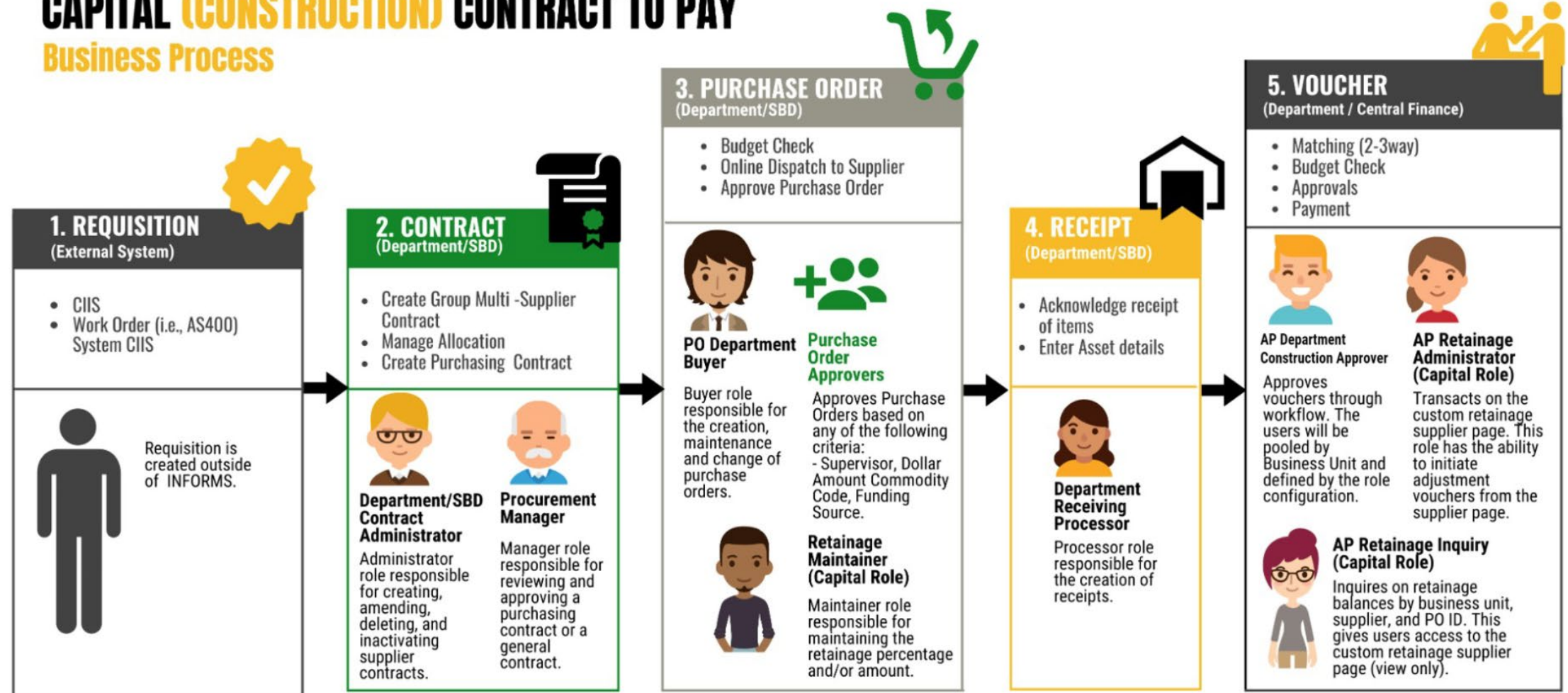
Learning Objectives

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
Header (Screen 2326)	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 <u>MDC Allocation</u> 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

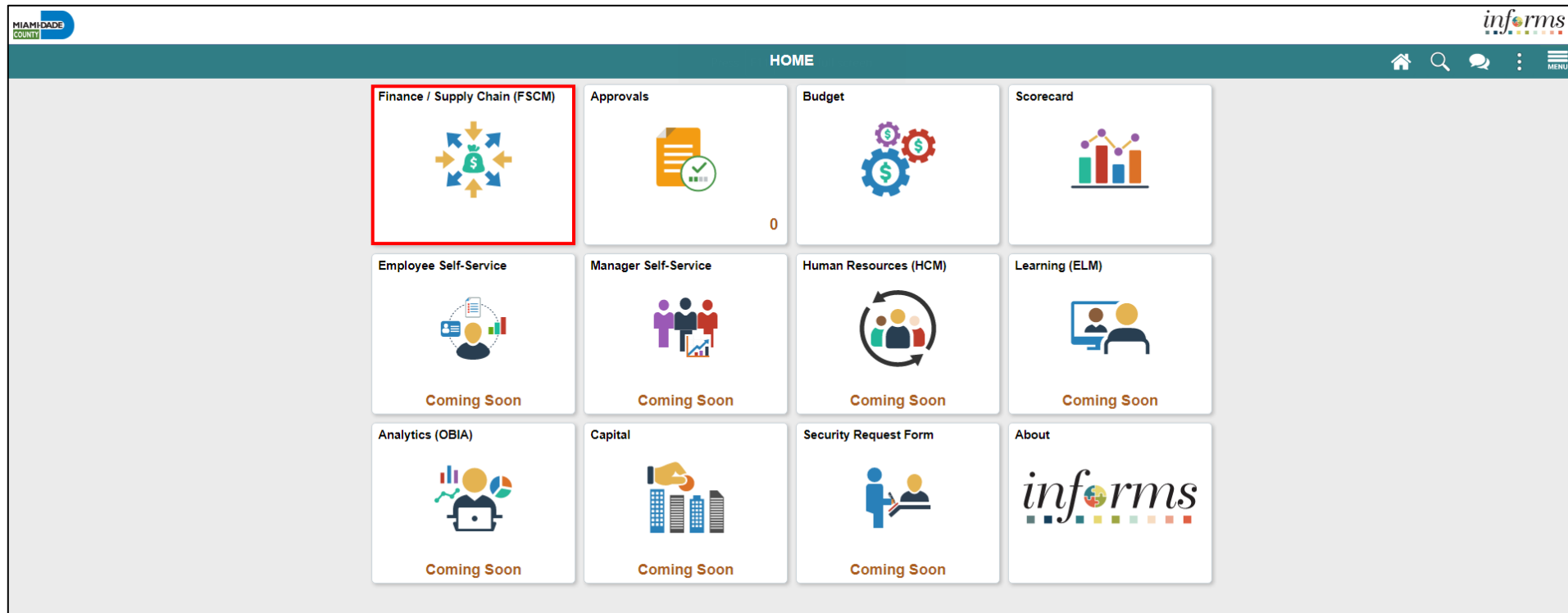
ADPICS	Info	INFORMS
Blanket Purchase Order (BPO)	Awarded vendors (could be one or many)	Purchasing Order (PO or “child”) Contract – Note: only one supplier per PO contract
	Department Allocations, Commodity Codes	MDC Allocation Page in the GMS (“parent”) Contracts
	GRI	Purchasing Order Contract Additional 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
Dept Capital/Construction Contract Admin	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.)
Dept Capital/Construction Contract Approver	<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>
Central GRI Maintainer	The Central GRI maintainer will assign and modify Grant Restriction Indicator (GRI) value on a Group Multi Supplier (GMS) Contract
SBD Capital/Construction Contract Admin	<p>The SBD Capital/Construction Contract Admin in SBD 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 in the department only has the ability to create and manage Purchasing Contracts for MCC and EDP-type contracts.</p>
SBD Capital/Construction Contract Approver	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

Supply Chain Operations **Supplier Contracts Center** [New Window](#) | [Help](#) | [MENU](#)

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](#)

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

Contract Entry

Contract

SetID MDC

Contract ID GRP0000013

*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

Add a Document

Version 1

Status Current

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="button" value="Q"/>	Fire Rescue	<input type="text" value="\$20,000.000"/>	\$0.000	\$20,000.000	Fire District Funds	Assign Funding Source	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="text" value="ID"/> <input type="button" value="Q"/>	Internal Services	<input type="text" value="\$10,000.000"/>	\$0.000	\$10,000.000	Internal Service Funds	Assign Funding Source	<input type="button" value="+"/>	<input type="button" value="-"/>
3	<input type="text" value="IT"/> <input type="button" value="Q"/>	Information Technology	<input type="text" value="\$20,000.000"/>	\$0.000	\$20,000.000	General Fund	Assign Funding Source	<input type="button" value="+"/>	<input type="button" value="-"/>

1-3 of 3

View All

	Commodity Category Code	Description		
1	<input type="text" value="39091"/> <input type="button" value="Q"/>	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
F	Federal Funding Clauses
A	General Contracts
M	Mixed Funding
N	No Grant Compliance/No Grant Funding Allowed w/ UAP
S	State Funding Clauses
T	Federal Transit Administration Funding Clauses
U	No Grant Compliance/No Grant Funding Allowed - w/o IG
X	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="Q"/>	Display Bidder Group
Total Contract	<input type="text"/>	\$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 CONTRACT IDXXXX

*Save Group As Pool ▼

[Search for Bidders to Add](#)

[Send Email to Bidder Group](#) [Bidder Group Change History](#)

[Save](#) [Add](#) [Update/Display](#)

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

City

TIN

[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									
	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

1-3 of 3

	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

[Help](#)

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 <input type="text"/>	Fire Rescue	<input type="text" value="\$30,000.000"/>	\$0.000	\$30,000.000	Fire District Funds	Assign Funding Source	<input type="button" value="+"/>	<input type="button" value="-"/>
2	ID <input type="text"/>	Internal Services	<input type="text" value="\$20,000.000"/>	\$0.000	\$20,000.000	Internal Service Funds	Assign Funding Source	<input type="button" value="+"/>	<input type="button" value="-"/>
3	IT <input type="text"/>	Information Technology	<input type="text" value="\$25,000.000"/>	\$0.000	\$25,000.000	General Fund	Assign Funding Source	<input type="button" value="+"/>	<input type="button" value="-"/>

Activity 1-A: Create a GMS - Add Bidders

MIAMI-DADE COUNTY

< Supp

Create Docu

Contr

Docu

My D

Contr

Electr

Fund

Monit Agree

Mana

Syndi

Contract ID : GRP0000013

SetID : MDC

Bidder Group (Pool) ID :

Total Contract Allocation: \$75

Total BU Allocation :

Unallocated Allocation :

	Business Unit	Business Unit Name	BU
1	FR <input type="text"/>	Fire Rescue	
2	ID <input type="text"/>	Internal Services	
3	IT <input type="text"/>	Information Technology	

Look Up Bidder Group (Pool) ID :

Help

SetID MDC

Bidder Group ID begins with

Bidder Group Name begins with

Search

Clear

Cancel

Basic Lookup

Search Results

View 100

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

Assign Funding Source

Assign Funding Source		
Assign Funding Source	+	-
Assign Funding Source	+	-
Assign Funding Source	+	-

View All

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. On the left is a navigation menu with options: 'Create Contracts and Documents', 'Contract Entry' (highlighted), 'Document Management', 'My Document Preferences', 'Monitor and Update Agreements', and 'Manage Contract Library'. The main area is titled 'Contract Entry' and contains three buttons: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'. Below these are four input fields: 'SetID' (with 'MDC' and a search icon), 'Contract ID' (with 'NEXT'), 'Style ID' (with 'PO' and a search icon), and 'Contract Process Option' (a dropdown menu showing 'Purchase Order'). A red rectangle highlights the 'SetID', 'Contract ID', 'Style ID', and 'Contract Process Option' fields. Another red rectangle highlights the 'Add' button at the bottom left. At the bottom of the form, there are links for 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'. The top right corner has 'New Window', 'Help', and a home icon.

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

Approval Due Date

Status Current

New Version

Add a Document

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](#)


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


Employee Self-Service **Contract Entry**     


Contract


SetID MDC [Copy From Contract](#) **Contract Version**

Contract ID CONNIE-TEST Version 1 Status Current


*Status Open Approval Due Date  [New Version](#)


Administrator/Buyer  [Add a Document](#)


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**

*Status: Open Approval Due Date: [Calendar Icon] New Version

Administrator/Buyer: [Search Icon] Add a Document

Header ?

*Contract Style: Purchase Order [Search Icon]

Process Option: Purchase Order

*Supplier: J C L ELEC-001 [Search Icon] Supplier Search

*Supplier ID: 0000004799 [Search Icon] J C L ELECTRICAL CORP

Primary Contact: [Search Icon]

Supplier Contract Ref [Text Box]

Description [Text Box]

Master Contract ID [Text Box] [Search Icon]

*Begin Date: 04/07/2021 [Calendar Icon]

Expire Date: [Calendar Icon]

Renewal Date: [Calendar Icon]

Control Type: [Dropdown]

☐ Tax Exempt ☒ Auto Default ☐ Lock Chartfields

Tax Exempt ID: [Text Box]

[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 Icon]

Rate Date: 04/07/2021 CRRNT [Search Icon]

☐ 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's a navigation bar with a back arrow, 'contract', and 'Contract Entry'. On the right, there are icons for home, search, chat, and a menu, along with links for 'New Window', 'Help', and 'Personalize Page'. Below the navigation bar, there are three tabs: 'Contract' (selected), 'Additional Details', and 'Insurance Details'. The main content area is titled 'Contract Entry' and 'Contract'. It contains several fields: 'SetID' (MDC), 'Contract ID' (PCFR2000038-1098), '*Status' (Approved), 'Contract Version' (Version 1, Approved Date 03/04/2021), and 'Status' (Current). There are buttons for 'New Version' and 'Add a Document'. Below these, there's a section for 'Administrator/Buyer' with a 'Header' dropdown. The 'Header' section includes 'Contract Style' (Purchase Order), 'Process Option' (Purchase Order), 'Supplier' (J C L ELEC-001), 'Supplier ID' (0000004799), and 'Primary Contact' (J C L ELECTRICAL CORP). The 'Supplier Contract Ref' field is highlighted with a red box and contains the value 'MDFRD-619-GEN3'. Below this, there's a 'Description' field with the value 'GENERATOR CHANGE -PHASE 3 *VAR'. At the bottom, there's a 'Master Contract ID' section with 'Begin Date' (04/06/2010), 'Expire Date' (04/06/2040), 'Renewal Date', and 'Control Type' (Business Unit). On the right side of the form, there are several 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'.

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	0000004799
Primary Contact	J C L ELECTRICAL CORP
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

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

[New Window](#) | [Help](#) | [Personalize Page](#)

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

New Version

Add a Document

Administrator/Buyer

▼ Header ⓘ

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

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

☒ Auto Default

☐ Lock Chartfields

Tax Exempt ID

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

▼ Contract Control

▼ Business Unit

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 UnitFR

Copy from BU Defaults

+ -

Supp Loc1

Buyer

OriginONL

CurrencyUSD

Payment Terms ID30N

CRRNT

Billing LocationF5B5010000

☒ Tax Exempt

Tax Exempt ID:MIAMIDADE

AM Business Unit

☐ Capitalize

Profile ID

Cost Type

Ultimate Use Code

Where Performed

Shipping Information

Ship To

Location

IN Unit

Freight TermsDES

Ship Via

Charge ByQuantity

Ship To Address

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 ☒ Auto Default ☐ Lock Chartfields

Tax Exempt ID:

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

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

||>

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

Contract Entry

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

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](#)

50

MIAMI-DADE
COUNTY

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

The screenshot displays the 'Contract Entry' application interface. A modal dialog titled 'Details for Line 1' is open, showing various details for a specific contract line. The dialog includes a 'Line Details' section with fields for Category, Description, Category ID, Status, and Physical Nature. Below this, there are expandable sections for 'Item Information', 'Release Amounts / Quantities', and 'Pricing Information'. The 'Pricing Information' section is currently selected and highlighted with a red rectangle. The background shows the main 'Contract Entry' screen with a table of contract lines and various navigation buttons.

Contract Entry

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 Entry

Line 1

Category 91223

Description

Category ID 07157

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

Status Active

Physical Nature Services

Expand All Collapse All

Item Information

Release Amounts / Quantities

Pricing Information

OK Cancel Refresh

Supplier J C L ELEC-001

Item ID GENERATOR CHANGE -PHASE 3 *VAR

Line 1

Version 1

Save Return to Search Notify Refresh

Contract Additional Details Insurance Details

Add Update/Dis

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

Details for Line 1

Category ID: 07157Physical Nature: Services

Transaction Item Description:
GENERATOR CHANGE -PHASE 3 "VARIOUS"-1

Expand AllCollapse 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

1-1 of 1

View All

	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

1-1 of 1

View All

Lead Time	Time Due	*Qty Sched	UOM	
<input type="text" value="0"/>	<input type="text"/>	1.0000	LE	<input type="text" value="-"/>

OK

Cancel

Refresh

Activity 2: PO Contract Entry – Enter Accounting Lines

Contract Entry

☐ 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

Line	Item	Description	UOM	Category			
1	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>

[View Category Hierarchy](#)

[Category Search](#)

Contract Categories

Lines

Details

Pricing Options

Release Amounts

Spend Threshold

Line	Category	Description			
1	<div><div></div><div></div></div>		<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>

Save

Notify

Refresh

Contract

[Additional Details](#)

[Insurance Details](#)

Activity 2: PO Contract Entry – Enter Accounting Lines

Contract Entry

Line Item Released Amount 0.00
Contract Released Amount 0.00

PO Distributions for Line 1

Contract Entry

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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK Cancel Refresh

Activity 2: PO Contract Entry – Order By Amount

contract

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	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 Percent100.00

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

DetailsOrder By AmountItem InformationDefault ScheduleRelease AmountsRelease QuantitiesLine GroupingsSpend 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	USD
2		GENERATOR CHANGE -PHASE 3 *VARIOUS*-2	1.0000	LE	1	LE	<input checked="" type="checkbox"/>	0.00	USD

[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 | New Window | Help | Personalize Page

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
[New Version](#)
[Add a Document](#)

Administrator/Buyer

▼ **Header** ?

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
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

[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](#)
[Purchase Order BU Defaults](#)

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

Employee Self-Service Contract Entry

Home Search Chat MENU

[New Window](#) | [Help](#) | [Personalize Page](#)

Contract Additional Details Insurance Details

SetID MDC Version 1

Contract ID CONNIE-TEST

Relate Contract

Parent Contract:

GRI

IG:

UAP:

Retainage %

Retainage Amount

[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 MCC

Contract Style: begins with

Search Results

View 100 | 1-5 of 5

Contract ID	Contract Style	Short Supplier Name	Contract Status	Contract Description	Begin Date	Expire Date
MCC-PROGRAM-7040	MCC	MDMULTIPLE-001	Approved	MISCELLANEOUS CONSTRUCTION PLA	04/06/2010	04/06/2040
MCC-PROGRAM-7040-A	MCC	MDMULTIPLE-001	Approved	MISCELLANEOUS CONSTRUCTION PLA	04/06/2010	04/06/2040
MCC-PROGRAM-7360	MCC	MDMULTIPLE-001	Approved	MISCELLANEOUS CONSTRUCTION PLA	04/06/2010	04/06/2040
MCC-PROGRAM-7360-FTA	MCC	MDMULTIPLE-001	Approved	MISCELLANEOUS CONSTRUCTION-FTA	04/29/2014	04/06/2040
MCC-PROGRAM-7360/FED	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

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: M - Mixed Funding

IG:

UAP:

Retainage % 10.000

Retainage Amount

Cannot save a child contract with Mixed Funding GRI value. (25000,549)
Kindly change the GRI value to save this contract.

OK

Save Notify Refresh Add Update/Display Correct History

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

Supply Chain Operations **Supplier Contracts Center** [New Window](#) [Help](#) [Personalize Page](#) [MENU](#)

Contract Additional Details Insurance Details

Contract Entry
Contract


SetID MDC
Contract ID 0000000235
*Status **Approved** 

Contract Version
Version 1
Approval Due Date

Status Current
New Version

Add a Document

Administrator/Buyer

▼ **Header** 

Contract Style Purchase Order
Process Option Purchase Order
Supplier NESTLE WAT-001
Supplier ID 0000014012 NESTLE WATERS NORTH AMERICA INC
Primary Contact
Supplier Contract Ref

[Add Comments](#)
[Contract Activities](#)
[Primary Contact Info](#)
[Contract Header Agreement](#)
[Contract Releases](#)
[Custom Fields](#)

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's a navigation bar with 'Supply Chain Operations' and 'Supplier Contracts Center'. Below this, a tabbed interface shows 'Contract' as the active tab. The main content area is titled 'Contract Entry' and 'Contract'. It contains a form with various fields and buttons. A red box highlights the 'New Version' button.

Field	Value
SetID	MDC
Contract ID	RTQ-01404
Contract Style	Request to Qualify
Process Option	Group Multi Supplier
*Status	Approved
Description	TRAINED CANINES AND TRAINING
Administrator/Buyer	BANDHUJ
Begin Date	01/01/2020
Expire Date	12/31/2024

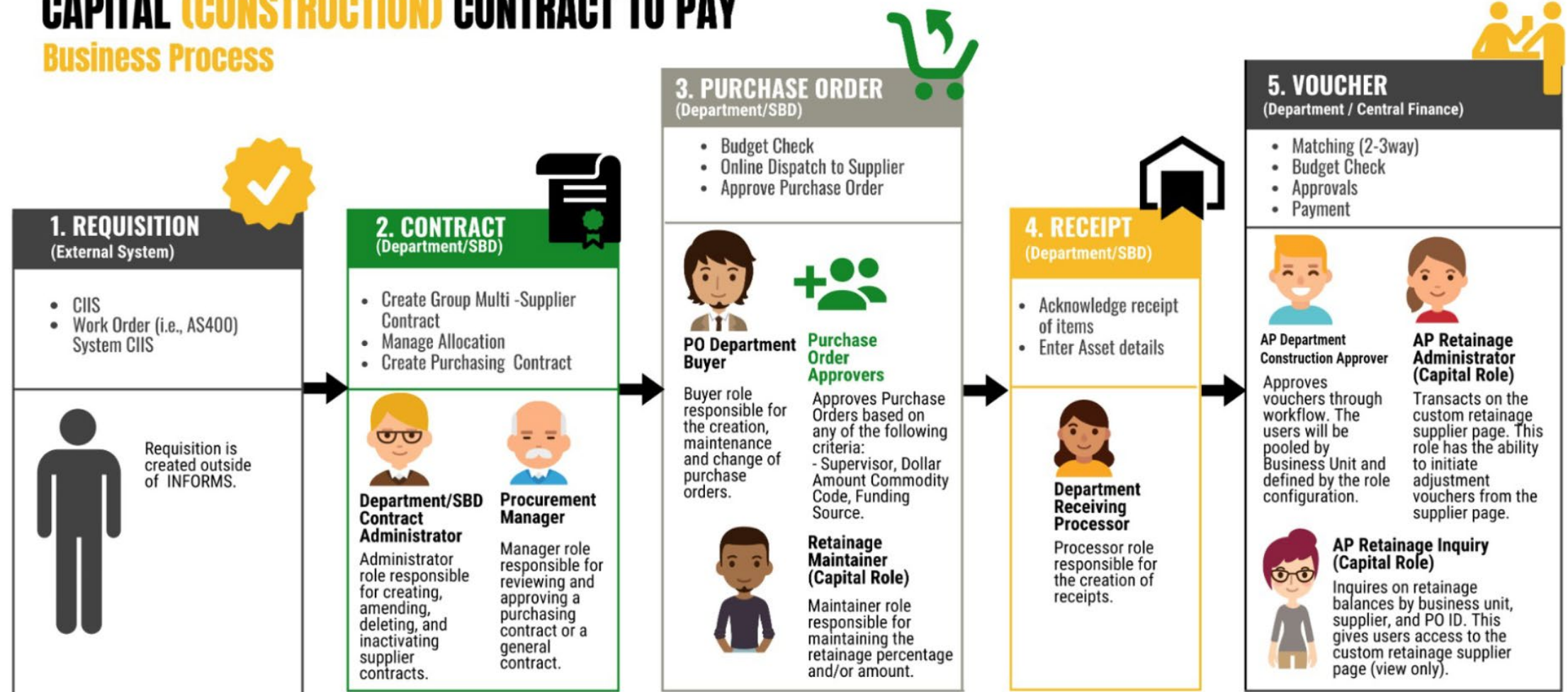
Buttons: **New Version** (highlighted), Maintain Document

Document Information:

- Document Version: 0.00
- Amendment: 0
- Created Date/time: [blank]
- Document Administrator: [blank]
- Status: Current

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 20th
- What other topics would you need to cover?



CONGRATULATIONS

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