



Supplier Contracts Management Webinar Frequently Asked Questions

Q: How do we delete a contract that was entered in error?

A. You cannot delete a contract. You must cancel that contract. If it was entered in error, change the PeopleSoft status to Canceled and then go to where it has Initial Contract and uncheck that box, then click on the blue Renewal link and select Cancelled from the drop-down options. Then in the Add Comments section on the header (top right) indicate the reason this contract is being canceled---if entered, in error, just explain that. If there are any attachments, you can attach them here if no contract has been imported in (or created)

Q: Should the expiration date and maximum amount be for 1 yr. (current yr date and amount) or the life of the contract (i.e. 5 year etc.)

A: For a State Entity contract the Expire Date is the end of that year and the max amount is the max amount for that year, also

Q: When you are importing an existing contract that has been around for a while, what fiscal year do you enter next to the exempt field? The one that you are in at the time you are importing or the one when the contract began?

A: The Fiscal Year that the funds will be encumbered from. You will have already entered the Begin Date that the contract began so it is documented that this is not the initial period