Team Georgia Marketplace ™

Supplier Contracts Management Webinar
Updated Information
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Your instructor

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- Title: Procurement Training Specialist

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Basic Flow of Supplier Contracts

Here is the basic flow and life-cycle of Contracts:

- Create a contract as a result of a requisition, a sourcing event, prior competitive solicitation, or non-competitive situation
  - Use the Wizard to Create the Contract

    OR

  - **Import your State Entity's Contract**
- Setup thresholds and notifications
- Add contract agreements
  - At contract creation
  - During the life of the contract
- Collaborate, approve, dispatch, and execute the contract
- **Add amendments or modifications when necessary**

Webinar Objectives
By completing this webinar you will:

- Import your State Entity's contract as a new Team Georgia Marketplace™ contract

- Amend a contract

- Renew a contract

- Extend a contract

- Close a contract that has expired

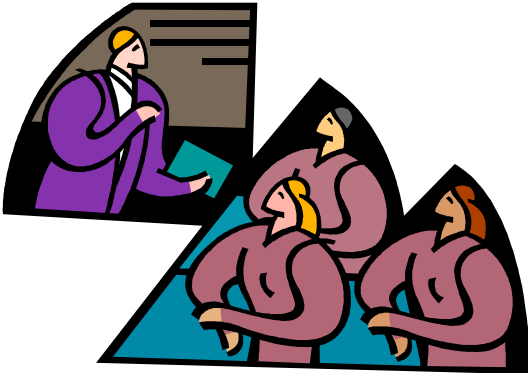- Cancel a contract

  - For cause

  - For convenience

Lesson One: Importing your State Entity Contract

Demo 1:1 Import an Existing Contract
Importing a newly executed contract

- Login as PSMITHXX and enter the password

- Import an existing State Entity (Agency) Contract using the Add New functionality

- Enter the CONTRACT ID using the proper naming convention (42700-023-Existing Contract ID) for the current Pest Control contract

- Enter PSMITHXX for the Administrator

- Enter the Vendor ID, Description, Begin and Expire Date, and Fiscal Year, enter the line information, Payment Term Net 30, enter the Maximum Amount of $9600.00 and save the contract

Scenario: Contract Administrator Pete Smith needs to import an recently created contract for Pest Control that was awarded to Active Pest for $9600 using eQuote. The contract began on July 1, 2010 and expires on June 30, 2011

Lesson 1: Import an Existing Contract

To get started, click on Contract Entry

Lesson 1: Import an Existing Contract
Contract Entry – Enter the Contract ID

Creating or Importing a Contract that was not Sourced in Team Georgia Marketplace™ begins with Add A New Value
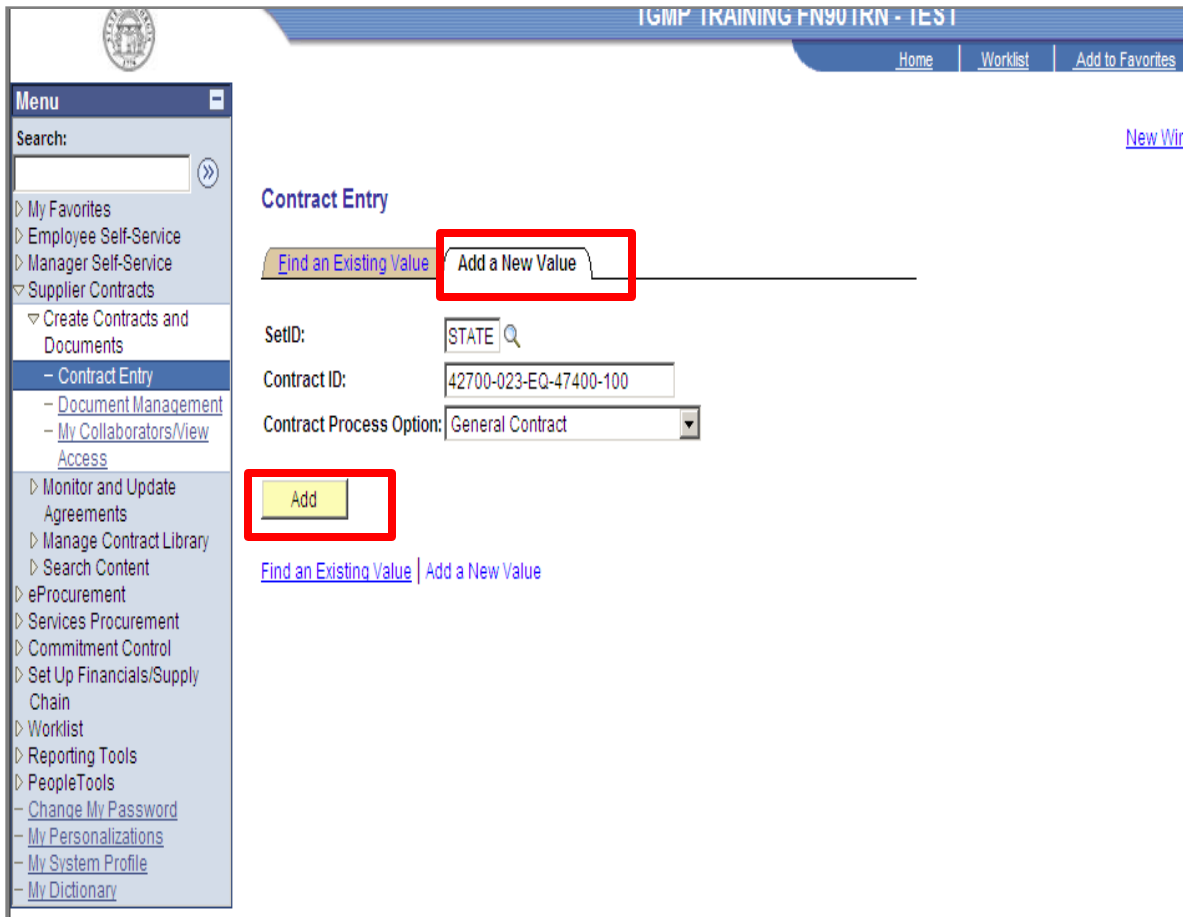
Enter the Contract ID:

42700-023-EQ-47400-100

(Business Unit-Origin-Existing Contract ID)

Always leave SetID as State

Lesson 1: Import an Existing Contract
Header and Lines Sections

Sections of the Contract

Contract Header
Administrator
Vendor ID
Begin Date
Expire Date
Description
Tax Exempt
Fiscal Year
Uncheck Multicurrency
Uncheck Corporate Contract
Initial Period Left Alone
PO Defaults for BU
Payment Terms
Maximum Amount
Thresholds and Notifications
Contract Agreement(s)
Add Comments

Contract Line(s) (if not using Allow Open Item Reference
Description
UOM
Category CD
Merchandise Amt

Lesson 1: Import an Existing Contract
Header and Lines Sections-Assign to Business Unit

Every State Entity Contract must be assigned to the Business Unit

Lesson 1: Import an Existing Contract
Header and Lines Sections-Assign to Business Unit

Validate the correct business unit is entered, click ok

Validate the correct business unit is entered

If this step is not done, the contract cannot be linked to a PO

DO NOT CLICK CANCEL

Lesson 1: Import an Existing Contract
Add a Document

Save the Header and Line(s) and click Add a Document

Lesson 1: Import an Existing Contract
Add a Document

Select Document Type and then Import Document

Lesson 1: Import an Existing Contract
Upload the Document in Draft Status Option

Select Current Contract Document and Status

Lesson 1: Import an Existing Contract
Document is Uploaded

Uploaded Document can be Viewed by clicking the blue link

Lesson 1: Import an Existing Contract
Imported Document using Draft Status

When you use Draft Status you need to complete the Contract Process but you can more easily Add Attachments

Lesson 1: Import an Existing Contract
Bypassing Dispatching to Contacts

You can Dispatch to Contacts using email or, if needed, bypass this step by selecting Manual as the Delivery Method

Here we are bypassing Dispatching the Contract to the Supplier because the Supplier already has the copy of the executed contract

Lesson 1: Import an Existing Contract
Execute the Contract and Set System to Approved

Execute the Contract and use the Contract ID to return to the Header, then set the System to Approved

Lesson 1: Import an Existing Contract
Upload the Document using Executed Status

Select Current Contract Document and Status

Select Current Contract Document

Enter Version: 1.0
Select Status (Draft or Executed)
Status Date is today's date
Status Time is current time

Then Upload the document

Lesson 1: Import an Existing Contract
Document is Uploaded

Uploaded Document can be Viewed by clicking the blue link

Click Done with Import

You will be asked if you are sure you are done with the Import, click Yes

Lesson 1: Import an Existing Contract
Document is Imported in Executed Status

Contract is Executed but documents cannot be attached

When you import using Executed instead of Draft, you cannot Add Attachments

To be able to Add Attachments, you have to Reset to Dispatch

Lesson 1: Import an Existing Contract
Document is Imported in Executed Status

You cannot upload any attachments!

Lesson 1: Import an Existing Contract
Reset to Dispatch to Add Attachments

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Home | Worklist | Add to Favorites | Sign o

Vendor ID:	0000043861 PEST USA
Document Type:	SPD Agency Services Contract
Description:	Pest Control
Administrator:	PETER SMITH01
Sponsor:	Department:

Document Attributes

Version:	1.00	Created On:	07/06/10 11:39AM
Status:	Dispatched	Last Modified On:	07/06/10 11:49AM

Add Attachments/Related Documents

External Contacts List

Document View Access

Send to Contacts

Execute Contract

Imported Document

Collaborated On:	
Approved On:	
Dispatched On:	

View and Edit Options:
- View Document
- Edit Document

Review and Approval:

Other Document Actions:
- Recreate Document
- Deactivate Document

You can Add Attachments after you Reset to Dispatch, and then Execute the Contract again

Once the Contract is Executed, set the system to Approved

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Home | Worklist | Add to Favorites | Sign out

New Window | Customize Page | help

Attachments and Related Documents

SetID:	STATE	Contract ID:	42700-023-EQ-47400-101
Vendor ID:	0000043861 PEST USA		

Upload a Document Attachment File

Attachments Customize | Find | First 1 of 1 Last

Files	Description	

Allow for Email	File Name	Title		View	Delete
☐				View	⊟

Related Documents Customize | Find | View All | First 1 of 1 Last

Related Documents	Details	

Allow for Email	*Source Transaction	*SetID	Ad Hoc ID		Internal	Document Status		
☐	Ad Hoc ▼	STATE 🔍		🔍		☐		⊞ ⊟
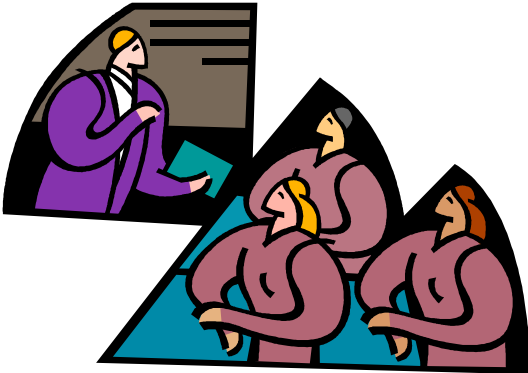
OK Cancel

Demo 1:2 Import an Existing Contract
Importing an established executed contract

- Login as PSMITHXX and enter the password

- Import an existing State Entity (Agency) Contract using the <u>Add New functionality</u>

- Enter the CONTRACT ID using the proper naming convention (42700-023-Existing Contract ID) for a current Trash Removal contract

- Enter the Vendor ID, Description, Expire Date, and Fiscal Year, enter the line information, Payment Term Net 30, enter the Maximum Amount of $8400.00 and save the contract

Scenario: Contract Administrator PSMITHXX wants to import an established (in effect) contract for Trash Removal that was awarded through eQuote to The Trashman and began on July 1, 2008, expired on June 30, 2009 and was renewed for the term July 1, 2009 through June 30, 2010 (1st renewal) and again on July 1, 2010 through June 30, 2011 (2nd renewal).

Lesson 1: Import an Existing Contract
Header Differences

Enter the Original Begin Date, uncheck Initial Period, click Renewals

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Home | Worklist | Add to Favorites | Sign o

Contract ID: 42700-023-EQ-47400-105

Administrator: PSMITH   Pamela G Smith 404-651-9175   Add a Document

▼ Header

Process Option: General Contract

Vendor: TRASHMANRE-0   Vendor Search

*Vendor ID: 0000041325   THE TRASHMAN RECYCLING & DISPOSAL

Begin Date: 07/07/2008

Expire Date: 06/30/2011

Currency: USD CRRNT

Primary Contact:

Vendor Contract Ref:

Description: Trash Removal

Master Contract ID:

☑ Tax Exempt   STATE OF GA Fiscal Year: 2011

Add Comments   Activity Log
Contract Activities   Document Status
Primary Contact Info   Thresholds & Notifications
Contract Agreement

Amount Summary

Maximum Amount: 8,400.00 USD

Line Released: 0.00

Open Item Relsd: 0.00

Total Released Amount: 0.00

▼ Order Contract Options

☐ Allow Multicurrency PO   ☐ Allow Open Item Reference   ☐ Must Use Contract Rate Date

☐ Corporate Contract   ☐ Adjust Vendor Pricing First

☐ Lock Chartfields   ☐ Price Can Be Changed on Order   ☐ Initial Period Renewals

Begin Date is the date the Contract was first Executed (the initial begin date) and the Expire Date is the date for this renewal period expiration

Uncheck Initial Period and click the Renewals link

Lesson 1: Import an Existing Contract
Renewal Status

Enter the Original Begin Date, uncheck Initial Period, click Renewals

Contract Entry

Contract Renewals

SetID: STATE   Contract Id: 42700-023-EQ-47400-105

Renewal Status: Renewal   Renewal #: 2   of: 4
Renewal from: 07/01/2010   To: 06/30/2011

OK   Cancel   Refresh

Use the Renewal Status drop-down and select Renewal

Then indicate which renewal this is (here it is 2nd of 4)

Enter the begin date and expire date of THIS renewal

Click OK and Save

Lesson 1: Import an Existing Contract
Add the Document(s)

Click the Add a Document button

The Header is completed and the Lines are added at the bottom of the screen and the Header and Lines are saved

Then the Add a Document button is clicked

Lesson 1: Import an Existing Contract
Add a Document

Select Document Type and then Import Document

Select the appropriate Document Type from the drop-down list

Then click Import Document

Lesson 1: Import an Existing Contract
Document is Uploaded using Original and Amendment Method

You can upload the contract using Original and Amendment

Upload the original contract and also upload the Amendment File

This works when there is one Amendment File

Other documents are attached/ uploaded as before

Lesson 1: Import an Existing Contract
Document is Uploaded as Current Contract Document Option

Then attach all renewals and amendments

Attach all of the renewal agreements and any related amendments not uploaded

Lesson Two: Amending and Modifying Contracts

Lesson 2: Amending and Modifying Contracts
When an Amendment is Needed

Amendment Needed	Amendment Not Needed
Amend or Edit an Executed Contract	
Renew an Executed Contract	
Extend an Executed Contract	
	Close an Expired Contract
	Cancel a Contract for Cause
	Cancel a Contract for Convenience

Demo 2.1 Create an Amendment
Create an Amendment for the Pest Control Contract
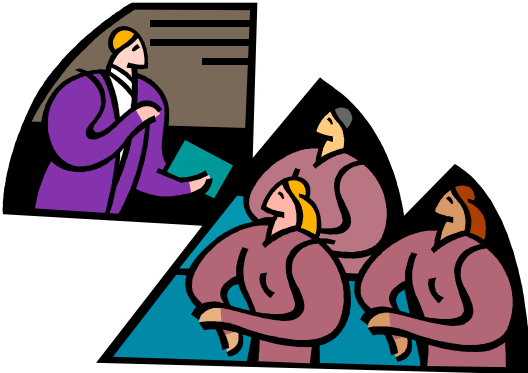
- Search for the *Executed Pest Control* contract

- Click **Maintain Document** button on the Contract Header page and change the status to Open

- Ensure that the **Contract Status** is *Executed*

- Click the Create Amendment button

- Select the appropriate amendment file type and configurator

- Determine if this is a Major or Minor Version

- Submit it for approval, execute the contract and set the system status back to Approved

Scenario: Contract Administrator PSMITHXX needs to amend the newly created Pest Control contract to include pest control treatment at one additional new building

Lesson 2: Amending and Modifying Contracts
Executed Contract – Creating an Amendment

Return to your Executed Contract

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Home | Worklist

Contract Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

SetID: = ▼ STATE 🔍

Contract ID: begins with ▼ 2700-023-EQ-47400-100

Contract Process Option: = ▼ ▼

Short Vendor Name: begins with ▼ 🔍

Master Contract ID: begins with ▼ 🔍

☐ Correct History

Search | Clear | Basic Search 💾 Save Search Criteria

Find an Existing Value | Add a New Value

Return to your Existing Contract

Lesson 2: Amending and Modifying Contracts
Executed Contract – Creating an Amendment
Change the System Status to Open and go to Maintain Document

Lesson 2: Amending and Modifying Contracts
Executed Contract – Creating an Amendment

Click to Create Amendment

Lesson 2: Amending and Modifying Contracts
Amendment Types

There are three types of Amendments in Team Georgia Marketplace™:

- *Amend Contract Only:* Revision to the original contract

- *Amend Contract with Amendments:* Generates both a separate amendment file and a copy of the last executed main contract document

- ***Amendment File Only: Generates only the amended file (recommended)***

Lesson 2: Amending and Modifying Contracts
Amendment Option and Configurator ID

Select Amendment Option, Configurator ID, determine Major or Minor and enter comment explaining what the amendment is for

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Home | Worklist |

New Window

Create an Amended Version

Select amendment option, desired version and comment as to why the amendment is necessary and press OK. Document(s) will then be generated based on amendment option.

Amendment Option: Amendment Files Only

Amendment Configurator ID: SPD_AGENCY_CNT_AMN

Version:
○ Minor Version (1.01)
◉ Major Version (2.00)

*Comments: Amendment Created: Amended contract to include provision of pest control services to new building F-2

OK   Cancel

First select the Amendment Option, then the Amendment Configurator ID using the drop-down menu.

Next indicate if this is a Major or Minor version change. Almost always an Amendment is a Major version change. Then enter a comment to explain the amendment

Lesson 2: Amending and Modifying Contracts
Creating an Amendment Option 1—Edit the Document

Edit the Amendment Document

Lesson 2: Amending and Modifying Contracts
Creating an Amendment Option 1—Edit the Document

You first need to Unprotect the document, insert your edit, reprotect the document, save the reprotected document, check it in, and upload it into the contract. Note that it is easier to do this if the verbiage has been created previously

Lesson 2: Amending and Modifying Contracts
Option 2—Upload the Amendment as an Attachment

Consider the Amendment Document as an Attachment

Lesson 2: Amending and Modifying Contracts
Option 2—Upload the Amendment as an Attachment

Lesson 2: Amending and Modifying Contracts
Amending-Collaborate if Needed and then Submit for Approval

Follow the procedures established by your State Entity

Lesson 2: Amending and Modifying Contracts
Amending-Dispatch to Supplier

Dispatch to the Supplier for Signature,if needed,or to provide a copy

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Home | Worklist | Add to Favorites | Sign

Description: Pest Control

Administrator: PETER SMITH01

Sponsor: **Department:**

Document Attributes

Amendment: 1   **Created On:** 07/06/10 10:42AM   Modify Attachments/Related Documents

Version: 2.00   **Last Modified On:** 07/06/10 3:45PM   External Contacts List

Status: Approved   Document View Access

Dispatch to Contacts   **Collaborated On:**

Includes Imported Document   **Approved On:** 07/06/10 3:45:46PM

View and Edit Options:
- View Original Document
- View Document
- Edit Document

Document Version History

Review and Approval:
- Approval Details
- Document Modification Summary
- Generation Log

Other Document Actions:
- Refresh Document
- Recreate Document
- Import Prior Document
- Deactivate Document

Lesson 2: Amending and Modifying Contracts
Amending-Dispatch to Supplier

Select Dispatch Method and File(s) to be Sent

You can send only the Amendment File or you can send the contract and the Amendment File.

If you have used Option 2—attaching the Amendment File you would send the Attachment

Lesson 2: Amending and Modifying Contracts
Amending-Execute the Contract Again

Attach the signed Signature Page if applicable, then Execute the Contract again

Lesson 2: Amending and Modifying Contracts
Amending-Set the System Status to Approved

Return to the Header Page, set the system to Approved, and Save

Demo 2.2 Renew a Contract
Renew the Pest Control Contract

- Locate the *Executed Pest Control* contract

- Change the system status to Open.

- Change the Expire date to reflect the new year

- Change the Renewal status to indicate which renewal this is and the begin and expire date of this renewal

- Click the Create Amendment button and create the Renewal Amendment

- Attach the Contract Assessment document, NOAA and any other relevant documents

- Select the appropriate amendment file type and configurator

- Determine this is a Major Version change and add comments

- Submit it for approval and complete the contract to Executed. Set the system status back to Approved

Scenario: It is May, 2011 and Contract Administrator PSMITHXX needs to renew the Pest Control contract he created for another year.

Lesson 2: Amending and Modifying Contracts
Renewing a Contract

Set the System Status from Approved back to Open

Change the Expire Date to the date this renewal period is to end

Uncheck Initial Period and click the blue link for Renewals

Lesson 2: Amending and Modifying Contracts
Renewing a Contract

Select Renewal from the drop-down and indicate which renewal this is and the begin and expire dates

Contract Entry

Contract Renewals

SetID: STATE   Contract Id: 42700-023-EQ-47400-100

Renewal Status: Renewal ▼   Renewal #: 1   of: 4
Renewal from: 07/01/2011   To: 06/30/2012

OK   Cancel   Refresh

The Renewal drop-down will give you the option of selecting:
Renewal
Extended
Cancelled

Lesson 2: Amending and Modifying Contracts
Create the Renewal Amendment

The information on the Header has been entered, you now create the Amendment on the Contract

You may click Add Comments to enter any comments related to this action. This is optional when an Amendment is created

Lesson 2: Amending and Modifying Contracts
Create the Renewal Amendment

You Create the Amendment as before

Lesson 2: Amending and Modifying Contracts
Create the Renewal Amendment

Select Major Version and the Configurator and Enter Comments

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Home | Worklist | Add to Fa

New Window | Custo

Create an Amended Version

Select amendment option, desired version and comment as to why the amendment is necessary and press OK. Document(s) will then be generated based on amendment option.

Amendment Option:	Amendment Files Only
Amendment Configurator ID:	SPD_AGENCY_CNT_AMN 🔍
Version:	○ Minor Version (2.01)
	◉ Major Version (3.00)
*Comments:	Amendment Created: Contract is renewed for another year

OK   Cancel

Select appropriate Amendment document from the Amendment Configurator ID and enter the comment explaining the renewal

Lesson 2: Amending and Modifying Contracts
Create the Renewal Amendment

Edit the Amendment Document, if applicable, and Add Attachments

Add the following attachments:

•Contract Assessment form

•NOAA

•Any Renewal letters or agreements

Lesson 2: Amending and Modifying Contracts
Attach all documents

Attach the accompanying documents

The first Amendment document was previously attached.

Allow for Email should always be checked

Lesson 2: Amending and Modifying Contracts
Submit for Approval and complete through Execute

Collaborate if needed and submit for Approval then Dispatch to Supplier

Lesson 2: Amending and Modifying Contracts
Execute the Renewed Contract

Execute the Contract and Set the System Status to Approved

Demo 2.3 Extend a Contract
Extend the Trash Removal Contract

- Locate the *Executed Trash Removal* contract
- Change the system status to Open.
- Change the Expire date to reflect the 90 day extension
- Change the Renewal status and select Extended from the drop-down menu. Indicate the period of time of the extension (90 days)
- Click the Create Amendment button and create the Extension Amendment
- Attach an updated Contract Assessment document, NOAA and any other relevant documents
- Select the appropriate amendment file type and configurator
- Determine this is a Major Version change and add comments
- Submit it for approval and complete the contract to Executed. Set the system status back to Approved

Scenario: It is May, 2011 and Contract Administrator PSMITHXX needs to Extend the Trash Removal contract he created for 90 days because a new Statewide Contract for Trash Removal has been established and is scheduled to begin on September 1, 2011. PSMITHXX has informed the Supplier and he has agreed to extend the contract for 90 days.

Lesson 2: Amending and Modifying Contracts
Extending a Contract

Return the System to Open Status, enter the new Expire Date, and check the Renewal link

Lesson 2: Amending and Modifying Contracts
Extending a Contract

Select Renewal Status of Extended and enter Extend Dates

Lesson 2: Amending and Modifying Contracts
Extending a Contract

Go to Maintain Document

Lesson 2: Amending and Modifying Contracts
Create the Amendment to the Extended Contract

Create Amendment

Lesson 2: Amending and Modifying Contracts
Create the Amendment to the Extended contract

Select Major Version and the Configurator and Enter Comments

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Home

Create an Amended Version

Select amendment option, desired version and comment as to why the amendment is necessary and press OK. Document(s) will then be generated based on amendment option.

Amendment Option: Amendment Files Only

Amendment Configurator ID: SPD_AGENCY_CNT_AMN

Version:
- ○ Minor Version (1.01)
- ● Major Version (2.00)

*Comments: Amendment Created: Contract exteded for 90 days from 7/1/2011-9/30/2011

OK   Cancel

Select appropriate Amendment document or NOAA document from the Amendment Configurator ID, click Major Version and enter the comment explaining the extension

Lesson 2: Amending and Modifying Contracts
Edit the Amendment Document and/or Add Attachments

Edit the Amendment Document—if applicable

Lesson 2: Amending and Modifying Contracts
Attach all relevant documents

Attach the Signed Amendment Document and other documents

Lesson 2: Amending and Modifying Contracts
Complete the Amendment process through Executing the Contract

Submit for Approval, Dispatch to the Supplier, Execute the Contract

Lesson 2: Amending and Modifying Contracts
Extended Contract is now Executed and System is set to Approved

Contract Status is Executed and System is set back to Approved

Demo 2.4 Closing a Contract
Close the Trash Removal Contract

- Locate the *Executed Trash Removal* contract
- Enter a comment stating that the contract is being closed because the term has expired and the contract is being replaced by a new Statewide Contract
- Change the System status to Closed

Scenario: It is October 1, 2011 and Contract Administrator PSMITHXX needs to Close the Trash Removal contract because it has been replaced by a new SWC.

Lesson 2: Amending and Modifying Contracts
Closing a Contract

Enter a Comment explaining your action

You will enter a comment to explain the action being taken. Provide as much information as possible

Lesson 2: Amending and Modifying Contracts
Closing a Contract—Add a Comment

Select Major Version and the Configurator and Enter Comments

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Home | Worklist | Add to Fav

Contract Entry

Header Comments

SetID: STATE   Contract ID: 42700-023-EQ-47400-105
☑ Retrieve Active Comments Only   [Retrieve]

*Sort Method: [Comment Time Stamp ▼]   *Sort Sequence: [Ascending ▼] [Sort]

Comments   Find | View All   First ◄ 1 of 1 ► Last

Copy Standard Comments   Comment Status: Active   [Inactivate] [+]

Contract is being closed as of 9/30/2011 after being extended for 90 days. This action is being taken because the contract expired and was not renewed due to the fact that a new SWC was implemented for Trash Removed.

☐ Send to Vendor ☐ Shown at Receipt ☐ Shown at Voucher ☐ Copy to Purchase Order

Associated Document
Attachment   [Attach] [View] [Delete] ☐ Email

From -> CNT STATE-42700-023-EQ-47400-105

[OK] [Cancel] [Refresh]

🌐 Internet

Enter the comments

If you decided to attach a recent Contract Assessment form DO NOT DO SO HERE.

Instead, go to Maintain Document and attach that form on the contract itself

Lesson 2: Amending and Modifying Contracts
Change the System Status to Closed and Save

The System Status for an Expired Contract is Closed

Demo 2.5 Canceling a Contract
Cancel the Pest Control Contract

- Locate the *Executed Pest Control* contract

- Enter a comment explaining the action being taken

- Indicate the change in the Renewal Status link

- Go to Maintain Document and attach all related documents

- Return to the Header and change the system status to Canceled

Scenario: It is October 10, 2011 and Contract Administrator PSMITHXX needs to Cancel the Pest Control contract for poor performance (for cause). He has tried to work with the Supplier for three months and has seen no improvement. He has an updated Contract Assessment form, a Vendor Performance Report, a Cure letter, and a document containing several emails to support this action.

Lesson 2: Amending and Modifying Contracts
Canceling a Contract—Enter Comment Explaining Cancelation

Find the Contract to be Canceled and Add Comments

Lesson 2: Amending and Modifying Contracts
Canceling a Contract—Enter Comment Explaining Cancelation

Enter a Comment indicating Reason for Canceling

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Home | Worklist | Add t

Contract Entry

Header Comments

SetID: STATE   Contract ID: 42700-023-EQ-47400-100
☑ Retrieve Active Comments Only   [Retrieve]

*Sort Method: [Comment Time Stamp ▼]   *Sort Sequence: [Ascending ▼] [Sort]

Comments   Find | View All   First ◄ 1 of 1 ► Last

Copy Standard Comments   Comment Status: Active   [Inactivate]   [+]

Contract is being canceled as of 10/15/2011 due to documented poor performance. All associated documents are attached at the Cotnract. PSMITH 10/15/2011

☐ Send to Vendor ☐ Shown at Receipt ☐ Shown at Voucher ☐ Copy to Purchase Order

Associated Document
Attachment   [Attach] [View] [Delete] ☐ Email

From -> CNT STATE-42700-023-EQ-47400-100

[OK] [Cancel] [Refresh]

🌐 Internet

Indicate reason for Canceling the contract. Date and "sign" comment. Indicate that all applicable documents are attached to the contract

Lesson 2: Amending and Modifying Contracts
Canceling a Contract— Attach Documentation

Enter the Maintain Document Section to Attach Cancel Documents

Lesson 2: Amending and Modifying Contracts
Canceling a Contract— Attach Documentation

Reset to Dispatch to Enable Documents to be Attached

Lesson 2: Amending and Modifying Contracts
Canceling a Contract— Attach Documentation

Attach Cure Letter and Contract Performance Documents

Lesson 2: Amending and Modifying Contracts
Canceling a Contract— Attach Documentation

Return to Contract Header

Lesson 2: Amending and Modifying Contracts
Canceling a Contract— Change Renewal Status to Cancelled

Change Renewal Status to Canceled

Change the Renewal Status to Cancelled and enter the date the contract was canceled in the To field

Lesson 2: Amending and Modifying Contracts
Set the System Status to Canceled

Change the System Status to Canceled

You will get messages that your action will cancel the contract.

Click OK to both messages

Lesson 2: Amending and Modifying Contracts
Canceling (or Closing) a Contract with Pending POs

New Window | Help

| Contract | Create Release | Review Releases |

SetID: STATE *Status: Canceled ▾

Contract ID: SWCS000546-043

Administrator: EASONEH Elizabeth H Eason 404.657.6877

▽ Authored Document

Authored Status: Executed

▽ Header

Windows Internet Explorer

⚠ Cannot cancel contract. At least one active transaction is referencing this contract. (10400,286)

OK

Process Option: General Contract

Vendor: CISCOSYSTE-002

Vendor ID: 0000015795

Begin Date: 04/01/2000

Expire Date: 06/30/2010

Currency: USD   CRRNT

Primary Contact: 2

Vendor Contract Ref: SWC

Description:

Master Contract ID:

☐ Tax Exempt   Fiscal Year:

▽ Order Contract Options

Contract Agreement
Amount Summary

Maximum Amount: 0.00 USD

Line Released: 0.00

Open Item Relsd: 5,270.76

Total Released Amount: 5,270.76

If this message appears when you attempt to Cancel a contract, you will not be able to cancel the contract until all POs have been dispatched and paid.

When this happens, change the Status to first to Open and change the Expire date to the Cancelation date, and then set the system status to Approved---until the PO process is completed. Once the PO process is completed, return and change the status to Canceled

Setup View Access to Your Contract Document

So all contract administrators will have access to your State Entity's contracts

![Team Georgia Marketplace logo] DOAS, State Purchasing Division

Linking POs to Contracts

All Purchase Orders should be linked to a contract in the Contract ID field or should have awarded from a Sourcing Event

Maintain Purchase Order

Purchase Order

Unit:	46100		PO Status:	Dispatched
PO ID:	0000116286		Budget Status:	Valid
Copy From:			☐ Hold From Further Processing	

▽ Header

*PO Date:	05/05/2010	Vendor Search	Doc Tol Status:	Valid
Vendor	GLOVERWHOL-00	Vendor Details	Backorder Status:	None Create BackOrder
*Vendor ID:	0000009778	GLOVER WHOLESALE COMPANY	Receipt Status:	Partial
*Buyer:	DAKING	Deborah King 706-565-4396	*Dispatch Method:	Print Dispatch
PO Reference:	AC-DJJ 91 Glover SM FOOD		Amount Summary	

Header Details   PO Activities   Add ShipTo Comments

PO Defaults   Document Status

Edit Comments   Requisitions

Merchandise:	3,425.03 Calculate
Freight/Tax/Misc.:	0.00
Total Amount:	3,425.03 USD

Add Items From

Catalog   Item Search

Select Lines To Display   Line: [ ]   To: [ ]

Lines

Details | Ship To/Due Date | Statuses | Item Information | Attributes | RFC | ceiving

Line	Item	Description	SetID	Contract ID	Contract Line	Release	Milestone
1		"Beans, Baked "	STATE	46100-031-DJJ0000091-0002	1	7	
2		"Beans, Green "	STATE	46100-031-DJJ0000091-0002	2	8	

Link the PO line to the contract

If open item reference on contract is unchecked, link to contract line.

Webinar Summary

Importing your State Entity Contract

Amending Contracts

Renewing Contracts

Extending Contracts

Closing an Expired Contract

Canceling a Contract

Questions?

Support Mechanisms and Processes

- **Level 0 – State Entity trainers and Super Users**

- Level 1 – State Purchasing Division Helpdesk Staff at 404-657-6000 and procurementhelp@doas.ga.gov

- Level 2 – State Purchasing Division Business Analysts

- Level 3 – State Accounting Office Business Analysts

- Level 4 – State Accounting Office Technical Staff

- Level 5 – GETS

Practicing After this Class

You can always practice using the Team Georgia Marketplace™ user lab environment.

■ User lab access for users:
https://tgmp.state.ga.us/psp/fscmlab/?cmd=login

■ User lab access for suppliers:
https://tgmp.state.ga.us/psp/fscmlab/SUPPLIER/ERP/h/?tab=DEFAULT
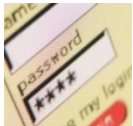
■ User IDs and Passwords:

- ■ Userids are the same as those used in class (PSMITHXX for Contract Administrator and LMOOREXX for the Collaborator)

Supplier Contracts Queries and QRGs

Quick Reference Guides

- Contract Entry—to enter Header Page information

- Create Document—to create a contract

- Create an Amendment—to create a Contract Amendment

- Cancel Contract—to Cancel a Contract

- Create Contract Renewal—to renew a Contract

- Create Contract Agreements—to create a Contract Agreement

Contract Queries (selected)

- 0S006_AC_SETUP_WRONG- what contracts are not set up correctly

- 0SC005_AC_N0_BUS_UNIT— find contracts not linked to business units

- 0SC007_AGREEMENT_STATUS —view agreement codes and statuses

- 0SC008_CNTRCT- NO_DOC_NOR_EXECT—find contracts with no documents

- 0SC009_PO_NO_CONTRACT— locate PO's not linked to contracts

Thank you for participating!