
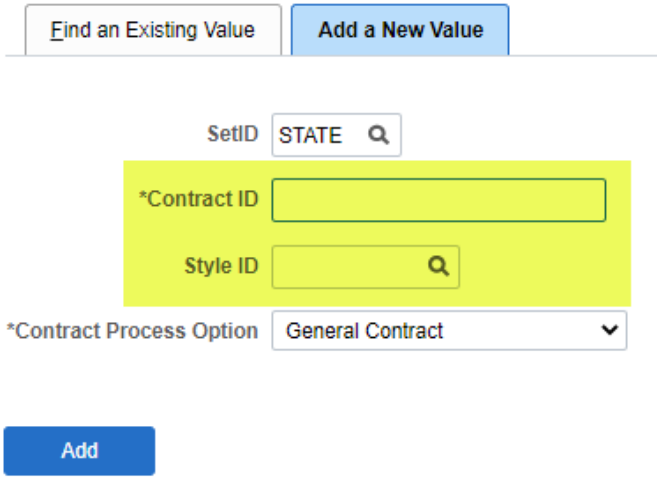


### 9.2.38 Quick Reference Guide Contract Entry

- Use this check list to create a Contract document in Supplier Contracts module. For **more in depth detail refer to your training documentation.**

Step #	Do This:
1.	<p>Navigation: NavBar &gt; Navigator &gt; Supplier Contracts &gt; Create Contracts and Documents &gt; Contract Entry OR Procurement tile &gt; Supplier Contracts &gt; Contract Entry</p> 
2.	<p>From the Create Contracts and Documents submenu select the Contract Entry link</p> <ul style="list-style-type: none"> <li>The Contract Entry page will display</li> </ul>
3.	<p>Select Add a New Value</p> <ul style="list-style-type: none"> <li>Add a New Value page is displayed</li> </ul>
4.	<p>Enter the Contract ID using standard naming conventions:</p> <ul style="list-style-type: none"> <li>SetID=STATE in all contract types</li> <li>Agency Contract - (Business Unit – Origin Code – 10 digit requisition number) <ul style="list-style-type: none"> <li>(Example:42700-001-0123456789)</li> <li>Enter a 4 digit number sequential number begin with 0001</li> </ul> </li> <li>If multiple vendors have been awarded the contract then suffix each contract with (the next sequential number e.g. 0002, 0003 etc.)</li> </ul>
5.	<p>Select the Contract Style and General Contract as the Contract Process Option then click Add.</p> <ul style="list-style-type: none"> <li>Contract Header Page will display.</li> </ul> 

6.	<p>Enter Contract Administrator ID.</p> <ul style="list-style-type: none"> <li>You may enter a partial id and select the magnifying glass icon for assistance.</li> <li>Administrator lookup listing should display if search is selected.</li> <li>Enter name to use in search criteria.</li> </ul>
7.	<p>Enter Payment Terms ID</p> <ul style="list-style-type: none"> <li>Payment Terms ID lookup listing will display if search is selected.</li> </ul>
8.	<p>Enter Vendor Name.</p> <ul style="list-style-type: none"> <li>You may enter a partial name and select the magnifying glass icon for assistance.</li> <li>Vendor lookup listing should display if search is selected.</li> <li>Enter name in search criteria box. Change the grey drop down from "begins with" to "contains".</li> </ul>
9.	<p>Enter Vendor ID.</p> <ul style="list-style-type: none"> <li>You may enter the 10 digit ID number directly or select the magnifying glass icon for assistance.</li> <li>If you searched by Vendor name the Vendor ID will automatically populate.</li> </ul>
10.	<p>Enter a Contract Begin Date.</p> <ul style="list-style-type: none"> <li>This is a required field. The Current Date automatically populates in the field. Change the date if needed.</li> <li>You can also select a date from the calendar icon.</li> </ul>
11.	<p>Enter a Contract Expire Date.</p> <ul style="list-style-type: none"> <li>This field is required for State of Georgia.</li> <li>Contract Expire Date can be entered or you can click on the calendar icon to select a date from the calendar.</li> </ul>

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**Team Georgia Marketplace**



Step #	Do This:
12.	Enter Currency type <ul style="list-style-type: none"> <li>The default value of USD is already populated.</li> </ul>
13.	Enter a Description of the contract <ul style="list-style-type: none"> <li>Enter text describing the contract. This space is limited but should be descriptive. The information in this field is used to search for contracts.</li> </ul>
14.	Select Tax Exempt - Place a checkmark in the box next to Tax Exempt.
15.	Enter Tax Exempt entity <ul style="list-style-type: none"> <li>Enter "State of GA"</li> </ul>
16.	Enter Fiscal Year. <ul style="list-style-type: none"> <li>This is the year the funds are encumbered.</li> </ul>
17.	Verify the PO Defaults for your agency are set. <ul style="list-style-type: none"> <li>Click the PO Defaults Link</li> <li>Verify defaults then click Ok.</li> </ul>
18.	Enter Maximum amount <ul style="list-style-type: none"> <li>Enter the maximum amount of the contract.</li> </ul>
19.	Deselect Allow Multicurrency P.O. – not used
20.	Corporate Contract <ul style="list-style-type: none"> <li>if Agency contract Corporate Contract is unchecked</li> <li>If Statewide contract this box should be checked.</li> </ul>
21.	Select Allow Open Item Reference <ul style="list-style-type: none"> <li>Allow Open Item Reference must be checked for Statewide Contract.</li> </ul>
22.	Deselect Auto Default
23.	Save the Contract