


9.2.38 Quick Reference Guide Create Contract Agreement

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

Step #	Do This:
1.	<p>Navigation: NavBar > Navigator > Supplier Contracts > Create Contracts and Documents > Contract Entry OR Procurement tile > Supplier Contracts > Contract Entry</p> 
2.	<p>Select Find Existing Value</p> <ul style="list-style-type: none"> Find Existing Value page is displayed
3.	<p>Enter your Contract ID and click SEARCH</p> <ul style="list-style-type: none"> SetID=STATE in all contract types
4.	Select your contract from the search results
5.	Set the status to "Open"
6.	Click the Contract Agreement Link
7.	Click the Look up Agreement Code using the magnifying glass.
8.	Click an entry in the Agreement Code column.
9.	Click the Negotiated Result list and select option.
10.	Enter the Notification Comments.
11.	Enter the desired information into the Description field. Enter a valid value e.g. "Company Information".
12.	Enter the desired information into the Step Owner field. Enter a valid value e.g. "BMUSE".
13.	Click the Verification Method.
14.	<p>Click the Due/Start Notify Date button.</p> <ul style="list-style-type: none"> Enter valid date
15.	Click the Workflow Assignments link.
16.	Click the Notification Type.
17.	Select the User Type.
18.	Enter the desired information into the Recipient Name field.
19.	Enter a valid email address.
20.	Click OK

21.	Click Ok
22.	Click SAVE

[Create Contract Agreement](#)