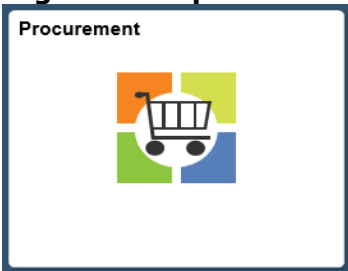



### 9.2.38 Create Contract Renewal

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

Step #	Do This:
1.	<p><b>Log onto PeopleSoft and then click on the Procurement tile.</b></p> 
2.	<p>From the Supplier Contracts menu select the Contract Entry link</p> <ul style="list-style-type: none"> <li>The Contract Entry page will display</li> </ul> 
3.	<p>Select Find Existing Value</p> <ul style="list-style-type: none"> <li>Find Existing Value page is displayed</li> </ul>
4.	<p>Enter your Contract ID and click SEARCH</p> <ul style="list-style-type: none"> <li>SetID=STATE in all contract types</li> </ul>
5.	<p>Select your contract from the search results</p> <ul style="list-style-type: none"> <li>Click an entry in the <b>Contract ID</b> column</li> </ul>
6.	<p>Click the <b>Status</b> list.</p> <ul style="list-style-type: none"> <li>Set the status to "Open"</li> </ul>
7.	<p>Enter new expiration date</p> <ul style="list-style-type: none"> <li>Click the <b>date icon to select a date</b></li> </ul>
8.	<p>Deselect the <b>Initial Period</b> option.</p> <ul style="list-style-type: none"> <li>Remove the checkmark</li> </ul>
9.	<p>Click the <b>Renewals</b> link.</p>
10.	<p>Click the <b>Renewal</b> Status dropdown</p> <ul style="list-style-type: none"> <li>Select Renewal</li> </ul>
11.	<p>Enter the desired information into the <b>Renewal #</b> field. Enter a valid value e.g. "1".</p>
12.	<p>Enter the desired information into the <b>of</b> field. Enter a valid value e.g. "4".</p>
13.	<p>Enter the Renewal from date</p> <ul style="list-style-type: none"> <li>Click the date icon to select a date</li> </ul>
14.	<p>Enter the Renewal To date</p> <ul style="list-style-type: none"> <li>Click the date icon to select a date</li> </ul>
15.	<p>Click OK</p>

16.	Set status back to Approved
17.	Click SAVE