Indiana Department of Administration
PROCUREMENT DIVISION

Contract Release Process

Version 19-01.10

Creating a Purchase Order from an Executed SCM Contract

Using this process, a Purchase Order for an executed contract is created using the financial and line item information from the transactional contract document.

This process is completed in three phases: Updating the Transactional Contract Document, Creating the Purchase Order, and Reviewing the Transactional Contract Document and Purchase Order.

1 · 2 · 3

Phase I
# Update the Transactional Contract Document

Supplier Contracts >> Create Contracts and Documents >> Contract Entry

1. Navigate to the Contract

   a. Choose **Contains** for the **Contract ID** field drop-down

   b. Enter the **Contract ID**
When the search criteria is set to "contains," the last 5 digits of the Contract ID can be used instead of the full Contract ID number.

   c. Click **Search**
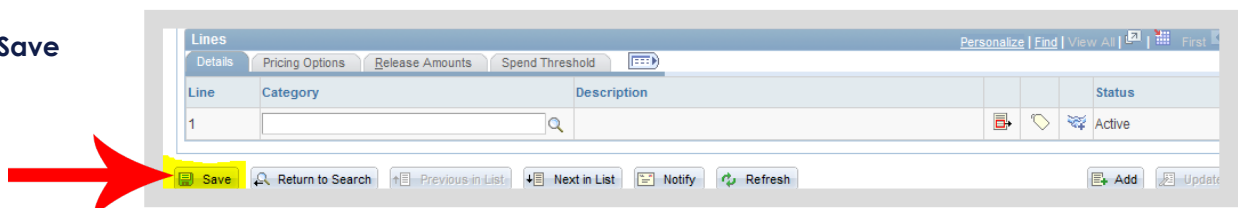
   d. Click anywhere on the row to open the **Contract**
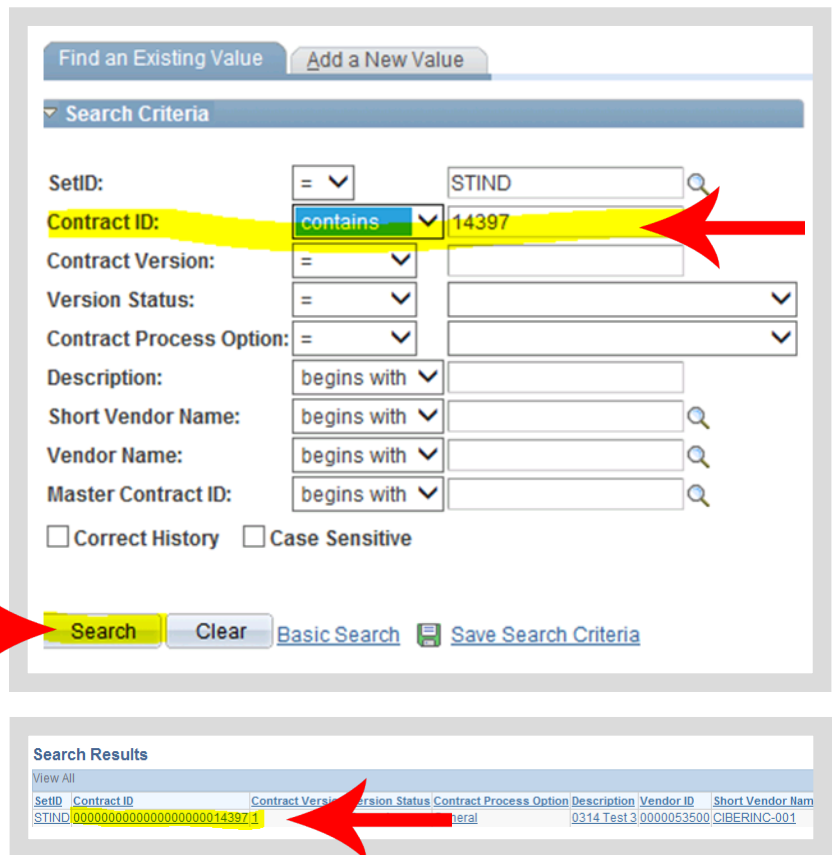
2. Select Open for the **Status** drop down (If not already selected.)
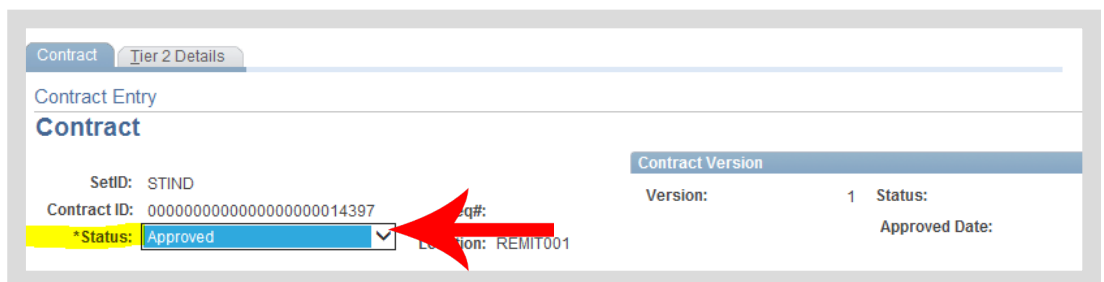
3. Verify Authored Status is set to **Executed**
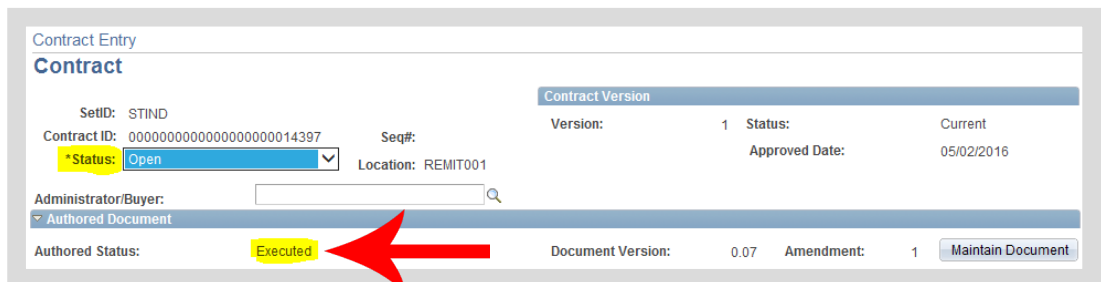
4. Click Save

5. Click **Line Details** icon

   Multiple Lines?
   If there are multiple lines on the contract, steps 5-8 must be completed for each line.

Line	Item	Description	UOM	Category
1		Descr Line Item One	EA	41123100
2		Descr Line Item Two	EA	41123100
3		Descr Line Item	EA	41123100

6. Click **Expand All**

   Line Details
   Category: 41123100
   Description: Status:
   Category ID: 09233   Physical Nature:

   Transaction Item Description:
   Descr Line Item One

   Expand All   Collapse All
   ▶ Item Information
   ▶ Release Amounts / Quantities
   ▶ Pricing Information
   OK   Cancel   Refresh

7. Enter the **Maximum Line Amount**
   This amount must equal the Merchandise Amount.

   Maximum Line Amount Typed Incorrectly?
   If an incorrect amount, PeopleSoft will save the entry without providing a warning message.

   This error causes the purchase order not to be created.

   Expand All   Collapse All
   ▼ Item Information
   Vendor's Catalog: ☐ Device Tracking
   Vendor Item ID:
   Manufacturer ID:
   Description:
   Manufacturer's Item ID:
   UPN ID:

   ▼ Release Amounts / Quantities
   Minimum Line Amount: Minimum Line Quantity: 1.00
   Maximum Line Amount: 62.50   Maximum Line Quantity: 5.00
   Total Line Released Amount: 0.000   Total Line Released Quantity: 0.00

   Remaining Amount: USD   Remaining Quantity: 5.0000 EA
   Remaining Amount %:   Remaining Quantity %:   100.00

   ▼ Pricing Information
   ☑ Use Contract Base Price   ☐ Use Vndr Price UOM Adjustments
   ☐ Price Can Be Changed on Order   ☐ Use Vendor Price Shipto Adjust
                                          Adjust: Before Contract Adjustments
   Price Date: Due Date   Order By Amount
   Price Qty: Line Quantity   ☐ Amount Only
   Qty Type: Quantity To Date   Merchandise Amount: 62.500

8. Click **OK**

   Schedule Defaults
   Select the eligible UOM / Pricing combinations that are available for this contract line. The Release Default row will be used for pricing the next set of releases from the contract.

   UOM/Pricing   Personalize | Find | View All | 🔲 First ◀ 1 of 1 ▶ Last

	Price Loc	UOM	Base Price	Curr
☑	REMIT001	SVR	25.00000	USD

   Additional Information
   ☐ Recycled Content
   ☐ US Manufactured
   ☐ Political Subdivision

   Enter the lead times and schedule quantities to be used for contract generated purchase order releases. Quantity is in standard UOM, and will be converted to the UOM that is selected as the Release Default at the time of release.

   Shipping Template   Personalize | Find | View All | 🔲 First ◀ 1 of 1 ▶ Last

Lead Time	Time Due	*Qty Sched	UOM	
30		1.0000	SVR	➕ ➖

   OK   Cancel   Refresh

9. Select **Approved** for the **Status** drop down

Contract Entry

Contract

SetID: STIND
Contract ID: 0000000000000000000000014397   Seq#:
*Status: Approved   cation: REMIT001

Contract Version
Version: 1   Status:
Approved Date:

10. Click **Save**

Lines   Personalize | Find | View All | 🖼 | 🔢   First ◀ 1 of 1

Details	Pricing Options	Release Amounts	Spend Threshold
Line	Category		Description					Status
1		🔍			🗋	🏷	🐦	Active	➕

🖫 Save   🔍 Return to Search   ⬆ Previous in List   ⬇ Next in List   📧 Notify   🔄 Refresh   📑 Add   📝 Update/Display

11. Click **Contract Releases**

▼ Header
Process Option: General Contract
Vendor: CIBERINC-001
Vendor ID: 0000053500   CIBER INC
Begin Date: 03/10/2016
Expire Date: 06/20/2016

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

12. Click **triangle** to expand **Step 1**

Expand All   Collapse All   Contract Entry
▶ Step 1 - Specify Contract Lines for Release

Step 2 - Populate Release Template
Either (1) automatically create your release schedule by specifying information in the Release Defaults and Release Dates sections and click the Populate button,

Step 3 - Stage Releases
Select 'Default' if you would like the system to first look through the Purchasing default hierarchy or 'Override' to use the contract

13. Verify **Remaining Amt** and **Remaining Qty** columns are populated
If not populated, complete line details (steps 5-8).

Step 1 - Specify Contract Lines for Release   Find First ◀ 1-3 of 3 ▶ Last

Include	Line	Item		Amt Released	Remaining Amt	Released Qty	Remaining Qty	UOM
☑	1		Descr Line Item One	0.000	62.500 USD	0.00	5.0000	EA
☑	2		Descr Line Item Two	0.000	62.500 USD	0.00	5.0000	EA
☑	3		Descr Line Item Three	0.000	62.500 USD	0.00	5.0000	EA

14. Verify **Release Defaults** have populated correctly

Step 2 - Populate Release Template
Either (1) automatically create your release schedule by specifying information in the Release Defaults and Release Dates sections and click the Populate button, or (2) manually enter the release schedule information

Release Defaults
*Release Option: Create Order   Vendor Loc: REMIT001 🔍 BANK OF AMERICA *****4527
Business Unit: 00061 🔍   Currency: USD 🔍 CRRNT 🔍

Step 3 - Stage Releases
Select 'Default' if you would like the system to first look through the Purchasing default hierarchy or 'Override' to use the contract header and distribution defaults when creating the staged purchase orders.

○ Default
● Override
Click the Stage Orders button to stage

15. Enter **Current Date** for the **Start Date**

Release Dates
Start Date: 05/04/2016 📅   the 1st Day of Every Month starting 2016-03-10 until 2016-04-10.

Click the Stage Orders button to st purchase orders using the informa defined in Steps 1 and 2.

Frequency		Duration
*Interval:	Monthly ▼	● Until 04/10/2016 📅
*On The:	1 1st Day of	○ For
	1 Every Month	○ Times

Stage

Review Staged Releases

16. Select **Annually** for the **Interval** drop down

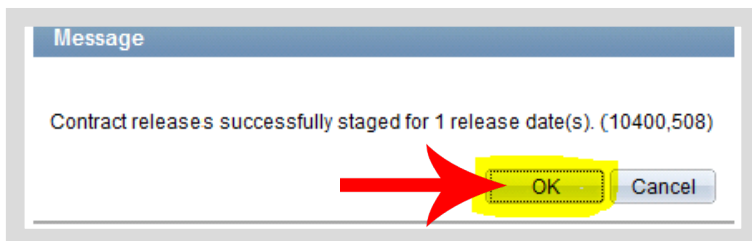17. Click **Populate** This will populate the Release Template section.

18. Click **Save**

19. Click **Stage**

20. Click **OK**
The Contract Release has been staged.

> **Message**
>
> Contract releases successfully staged for 1 release date(s). (10400,508)
>
> OK   Cancel

21. **Complete the Review Releases tab**

    a. Click **Review Releases**

    Create Releases | Review Releases

    | SetID: | STIND | | | | Vendor ID: | 0000053500 |
    | Contract ID: | 00000000000000000014397 | | Current Version: | 1 | Status: | Approved |

    Purchase Order Staged Releases   Personalize | Find | First 1 of 1 Las

PO Date	Release Status	Business Unit	Vendor Loc	Buyer	Buyer Name	Merchandise Amount	Curr
2016-05-04	Open	00061	REMIT001	K299684	Poole,Kyle-00061	187.500	USD

    Delete   Delete All Staged Releases in an Open Status

    Save | Return to Search | Notify | Refresh

    b. Verify **Merchandise Amount is** populated

    Error? If amount is not populated click **Delete** and repeat steps 5-8.

    Create Releases | Review Releases

    | SetID: | STIND | | | | Vendor ID: | 0000053500 |
    | Contract ID: | 00000000000000000014397 | | Current Version: | 1 | Status: | Approved |

    Purchase Order Staged Releases   Personalize | Find | First 1 of 1

PO Date	Release Status	Business Unit	Vendor Loc	Buyer	Buyer Name	Merchandise Amount	Curr
2016-05-04	Open	00061	REMIT001	K299684	Poole,Kyle-00061	187.500	USD

    Delete   Delete All Staged Releases in an Open Status

    Save | Return to Search | Notify | Refresh

    Create Releases | Review Releases

    c. Click **Save**

    Create Releases | Review Releases

    | SetID: | STIND | | | | Vendor ID: | 0000053500 |
    | Contract ID: | 00000000000000000014397 | | Current Version: | 1 | Status: | Approved |

    Purchase Order Staged Releases   Personalize | Find | First 1 o

PO Date	Release Status	Business Unit	Vendor Loc	Buyer	Buyer Name	Merchandise Amount	Curr
2016-05-04	Open ❓	00061	REMIT001	K299684	Poole,Kyle-00061 ❓	187.500	USD

    Delete   Delete All Staged Releases in an Open Status

    Save | Return to Search | Notify | Refresh

    Create Releases | Review Releases

❓ *Release Status*

Once the Purchase Order has been created, the Release status will be **Complete**

❓ *Buyer Name*

The Buyer referenced on this release will be the Buyer on the Purchase Order

Phase II
Run the Contract Release Process

Supplier Contracts >> Contract Release Processes >> PO Auto Sourcing

1. **Add a Run Control**

   This is only required the first time you use this process

   a. Click **Add a New Value**

   b. Enter the **Run Control ID**
   Suggested name: **PO_AUTO_SOURCE.**

   c. Click **Add**

   d. Click **Select Individual Processes**

2. Complete the Process Tab

a. Click the checkboxes for **PO Contracts, PO Calculations,** and **Create PO**

b. Enter **Business Unit** Then tab-out of the field (Use tab button on keyboard).

c. Verify **SetID** is **STIND**

3. Complete the Stage Contract Tab

a. Click **Stage Contract**

b. Select **Specific Contract** for the All Contracts drop down STIND should default into the SetID field.

c. Click **Look Up Icon** and **search** for the contract number
This will retrieve a list of valid Contract ID values in a pop-up window.
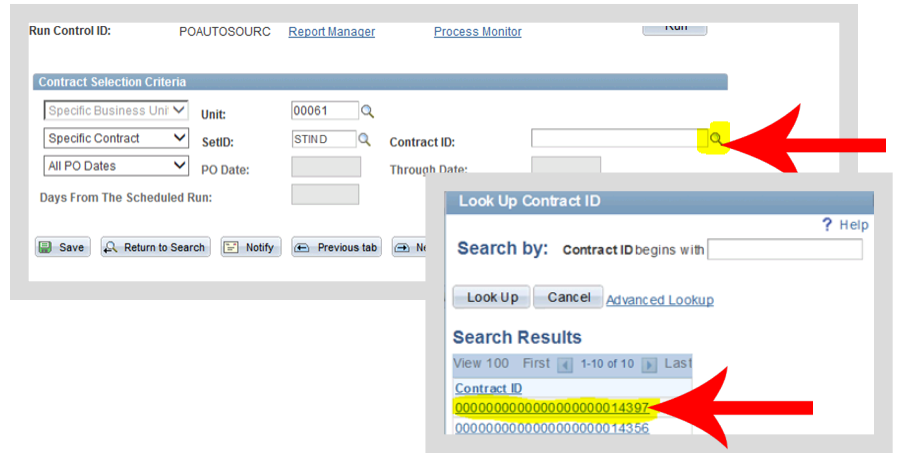
d. Select the appropriate **Contract ID**

e. Verify the appropriate **Contract ID** populated
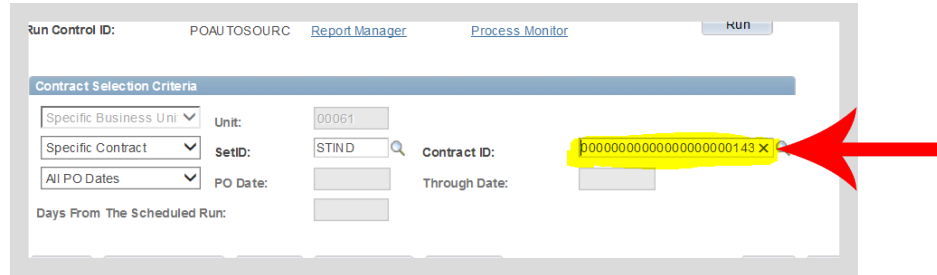
4. **Complete PO Calculate Tab**

a. Select **PO Calculate**

b. Verify **Sourcing Method** check boxes are selected
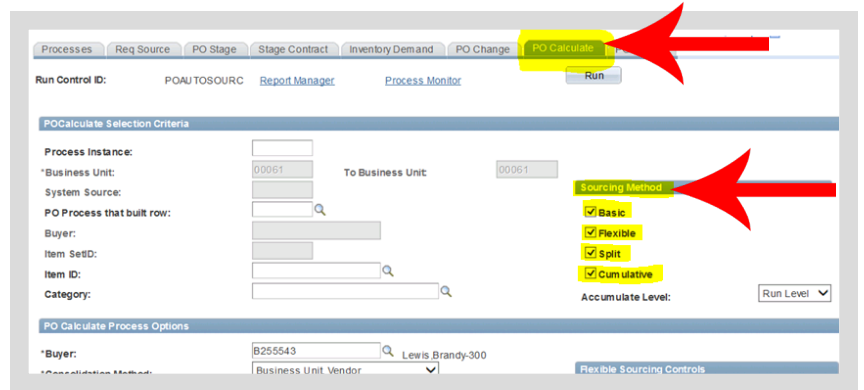
c. Enter **Buyer ID**
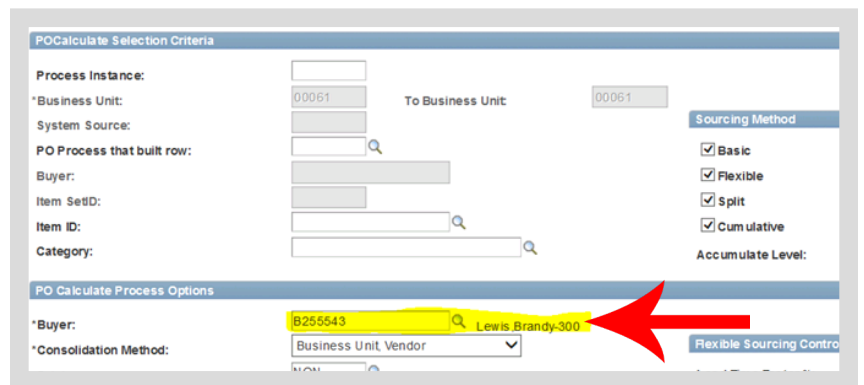
d. Verify **Consolidation Method** drop down is **Business Unit, Vendor**

e. Verify **Build POs as Approved** check box is selected
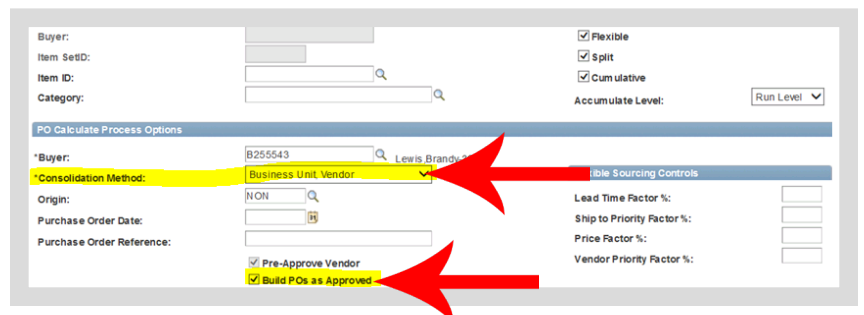
5. **Complete PO Create Tab and Run the Process**

a. Click **PO Create**

b. Click **Run**

c. Click **OK**

d. Click **Process Monitor**
   The presence of the "Process instance" number validates that the process ran.

e. Click **Refresh** until Run
and Distribution statuses
are **Success** and **Posted**
Continue clicking **Refresh**
every 20 seconds.
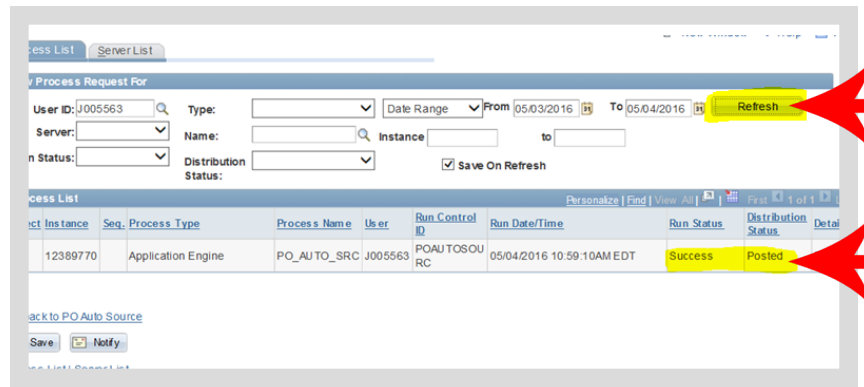
After the Run Control has been created the first time, the Find a Run Control section below will
be used for all future Phase II processes.

Find a Run Control

a. Click **Find an Existing Value**

b. Click **Search**
Select the Run Control that
was previously used for this
process.

c. Verify entries in **steps 2-5** of Phase II

d. Run process, **step 6** of Phase II
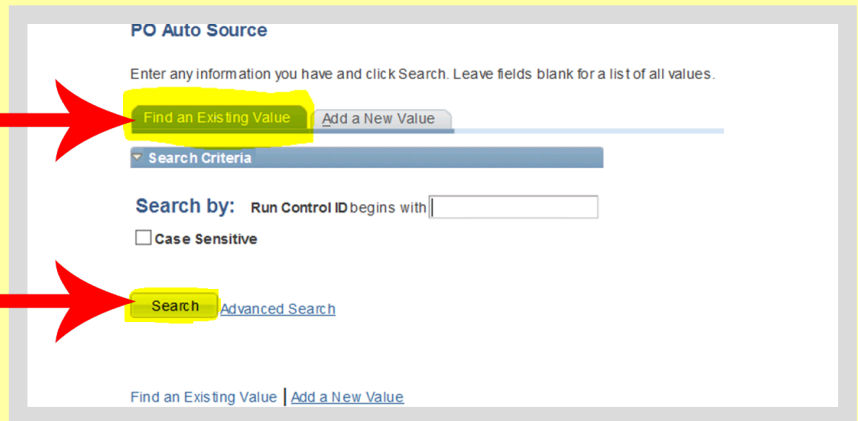
Phase III
Verify Transactional Contract Document and Purchase Order Creation

Supplier Contracts >> Create Contracts and Documents >> Contract Entry

❓ Navigate to the appropriate contract using Phase I Step 1 instructions

1. Verify **Maximum Amount** and **Total Released Amount** are the **same**

2. Verify **Remaining Amount** is **Zero**
   The Remaining Amount should be zero after the Contract Release is created.

3. Click **Document Status**
   This shows all documents associated with this contract.

4. Notice the **Purchase Order number**
   It may be important to document/save this number for future processes.

Refer to _Verify and Complete the Purchase Order_ manual to process the Purchase Order.