# QUICK TIPS

## Contracts

| Step | Process | Comments |
|---|---|---|
| 1 | Enter Contract Header Data | Be sure to check the box “Statewide” if appropriate |
| 2 | Enter Contract Line Data | |
| 3 | Enter Contract Pricing Information | |
| 4 | Approve Contract | |
| 5 | Dispatch | This is an optional step |
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**Processing Tips**

A. Contracts are not encumbered, only the actual PO release against the contract will be encumbered.
B. Contracts generated from an RFQ or an Event will automatically create the item vendor relationship.
C. Contracts cannot be entered for a vendor unless an item vendor relationship and UOM has been defined.
D. If you are entering a direct contract the item/vendor relationship must be defined on the item master prior to entering the contract.
E. On the Contract Entry page, when adding a new value, the contract type will always be “Purchase Order”.
F. **Do Not select the Release to single PO option.** This option will restrict the usage of the contract.
G. On the Header page, if the Maximum Dollar Amount field is completed this contract will not allow releases that exceed the maximum dollar amount.
H. On the Header page, click on the Expire Notification hyperlink to enter information to have workflow automatically notify when this contract will expire or has exceeded the contract limits.
I. Batch Processes will be run weekly to notify the Buyer when contracts are near expiration or when a contract has exceeded maximum dollar amounts. The Expire Notification information must be entered in order for the Buyer to be notified.
J. If the contract is Statewide, check the Statewide box on the Header page.
K. If this contract is Agency specific, you must complete the PO Defaults for each Agency that may use this contract.
L. Contract information should be as complete as possible. Use the hyperlinks to complete PO line Pricing information and PO Default information.
M. Contract lines cannot be duplicated and the user cannot alter the item ID. Be sure to review the item list for your item before notifying Central Purchasing that a new item ID must be created.
N. Contract lines cannot be entered with a negative or zero dollar amount. If the line must be entered, enter the contract base price as .000001 and mark “Price can be changed on order”. This will allow the price to be changed to zero or a negative amount on the PO release from this contract.
O. On Statewide contracts, Line Page, PO line Pricing Info hyperlink, the max line qty will need to be removed. If the max line qty is not removed it will stop anyone from issuing a release once the max quantity has been reached.

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**If a discrepancy is found in the above information, email Laura.Lovell@core.state.ok.us with the details.**

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