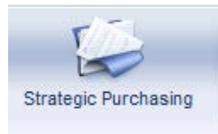


Exercise 2

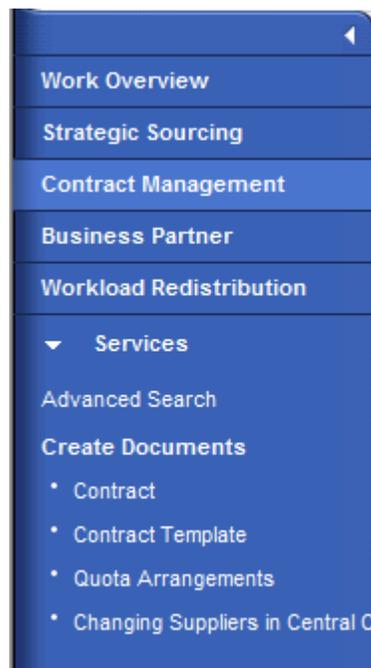
Edit Contract

Exercise 2: Edit Contract

1. Log into SRM.
2. Click on the ‘Strategic Purchasing’ folder at the top of the page.



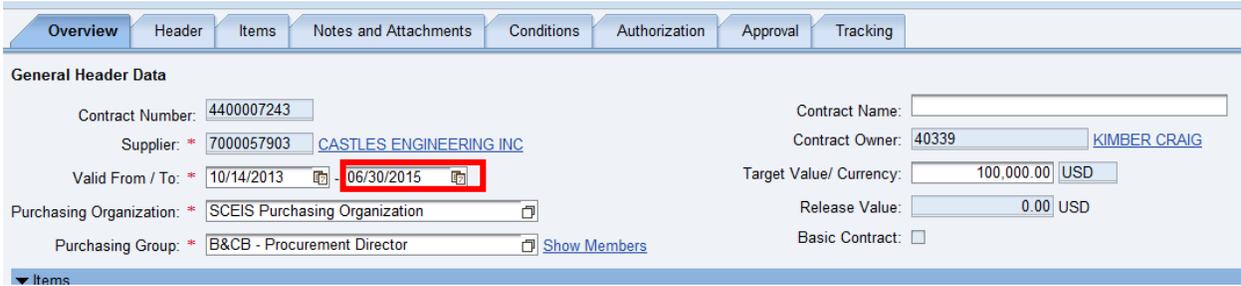
3. Then click on ‘Contract Management’ located on left-hand side of the blue menu bar.



4. Under the ‘Active Queries’ heading, click on **Central Contracts ‘All’**. This will generate a list of all active contracts regardless of their status.
5. Click “**Show Quick Criteria Maintenance**” to search for the contract you created in Exercise 1. Enter the contract number in the ‘**Number**’ field and click ‘**Apply**’.
6. Click on the contract number to open the contract.

7. Click **‘Edit’**

8. On the Overview Tab, change the **‘Valid To’** date to 6/30/2015.

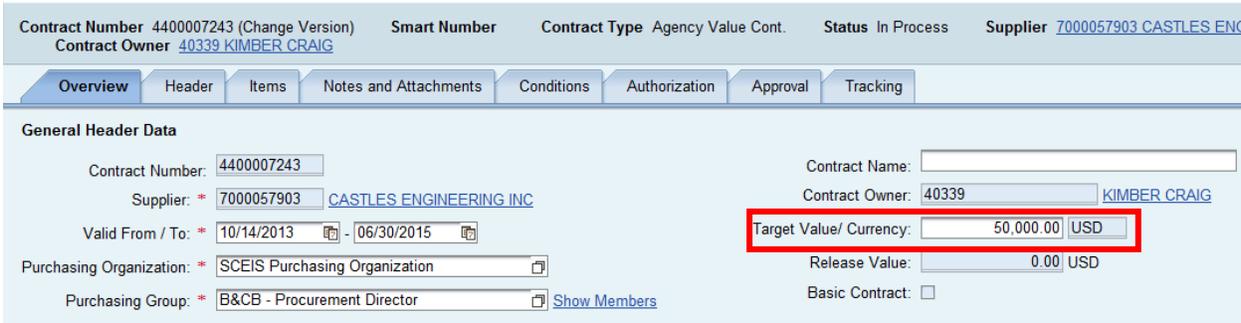


General Header Data

Contract Number: 4400007243
 Supplier: * 7000057903 CASTLES ENGINEERING INC
 Valid From / To: * 10/14/2013 - **06/30/2015**
 Purchasing Organization: * SCEIS Purchasing Organization
 Purchasing Group: * B&CB - Procurement Director [Show Members](#)

Contract Name:
 Contract Owner: 40339 KIMBER CRAIG
 Target Value/ Currency: 100,000.00 USD
 Release Value: 0.00 USD
 Basic Contract:

9. Change the **‘Target Value’** to 50,000.



Contract Number 4400007243 (Change Version) Smart Number Contract Type Agency Value Cont. Status In Process Supplier 7000057903 CASTLES ENG
 Contract Owner 40339 KIMBER CRAIG

General Header Data

Contract Number: 4400007243
 Supplier: * 7000057903 CASTLES ENGINEERING INC
 Valid From / To: * 10/14/2013 - 06/30/2015
 Purchasing Organization: * SCEIS Purchasing Organization
 Purchasing Group: * B&CB - Procurement Director [Show Members](#)

Contract Name:
 Contract Owner: 40339 KIMBER CRAIG
Target Value/ Currency: 50,000.00 USD
 Release Value: 0.00 USD
 Basic Contract:

10. Click the **‘Items’** tab.

11. Enter 100.00 in the **‘Price’** field. SRM will automatically update the pricing conditions.



Item Category	Option Type	Item Number	Description	Product Category	Target Quantity	Option Status	Unit	Target Value	Price	Currency
Normal		1	Motor and Engine Parts and Accessories (12056	1		EA	0.00	100.00	USD
Normal					0.000			0.00	0.00	USD

12. Click **‘Release’** after making any changes in order to save and issue the contract.