



South Carolina Enterprise Information System

# **SCEIS CONTRACT ADMINISTRATION (PR250)**

End User Training  
Columbia, SC  
Fall 2013  
Version 1 - October 14, 2013

STATE INFORMATION  
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

# Welcome and Introductions



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## Welcome to SCEIS Contract Administration

- 🌀 Introductions
- 🌀 Sign-in sheet
- 🌀 Restrooms
- 🌀 Breaks
- 🌀 Parking Lot
- 🌀 Complete course evaluation at end of class

# Classroom Logistics

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- ④ Classroom etiquette
  - Cell phones off/silence
  - No side conversations
- ④ Feel free to ask questions
- ④ No email or internet usage during class except at breaks

# Course Learning Objectives

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- ④ Upon completion of this course, you should be able to:
  - Create a contract.
  - Edit a contract.
  - Create attachments to a contract.
  - Understand different contract types.
  - Determine contract usage.

# Course Map

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- 🌀 **Lesson 1: Create Contract**
- 🌀 **Lesson 2: Edit Contract**
- 🌀 **Lesson 3: Contract Attachments**
- 🌀 **Lesson 4: Contract Types**
- 🌀 **Lesson 5: Contract Usage**



South Carolina Enterprise Information System

# LESSON 1: CREATE CONTRACT

STATE INFORMATION  
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# Lesson 1 Learning Objectives

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- Upon completion of this lesson, you should be able to:
  - Understand how contracts are created.
  - Create a contract in SRM.

# Solicitation Process (Supplier Relationship Manager - SRM)

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- Most contracts are created from a Solicitation.
- Contract is automatically created and filled in with vendor information and line items.
- The buyer must ensure the Validity Start & End Dates and the Target Value are correct.
- Contract numbers begin with a “44.”



# Strategic Purchasing Contract Management

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- ④ Use Strategic Purchasing – Contract Management to create a contract when:
  - a contract is not originated by a solicitation (for example – an exempt contract; sole source contract; or a vendor change on a contract).
  - an issue with the solicitation will not allow you to create a contract (for example – an incorrect follow-on document).
- ④ Contract number will begin with a “44.”

# Create Documents – Contract Overview



**Create Agency Value Cont. 4400007224**

Close Release Save Check Print Preview Export Import Park Related Links

Contract Number 4400007224 Smart Number Contract Type Agency Value Cont. Status In Process Contract Owner 40339 KIMBER CRAIG

Overview Header Items Notes and Attachments Conditions Authorization Approval Tracking

**General Header Data**

Contract Number: 4400007224 Contract Name:   
Supplier: \*  Contract Owner: 40339 KIMBER CRAIG  
Valid From / To: \* 10/07/2013 - 10/06/2014 Target Value/ Currency: 0.00 USD  
Purchasing Organization: \*  Release Value: 0.00 USD  
Purchasing Group: \*  Basic Contract:

▼ Items

Details Select Add Item Exercise Option Copy Paste Duplicate Delete

Line Number	Item Category	Item Number	Description	Product Category	Target Quantity	Option Status	Unit	Target Value	Price	Currency	Total Value	Price Per	Price Unit	Reference Item Number	Distribution	Block Local S
	Normal				0.000			0.00	0.00	USD		0		0000000000		
	Normal				0.000			0.00	0.00	USD		0		0000000000		
	Normal				0.000			0.00	0.00	USD		0		0000000000		

## Mandatory information:

- Supplier
- Valid From/To
- Purchasing Organization
- Purchasing Group

## Contract Name is an optional field.

# Contract Header

**Create Agency Value Cont. 4400007224**

Close Release Save Check Print Preview Export Import Park Related Links

Contract Number: 4400007224 Smart Number Contract Type: Agency Value Cont. Status: In Process Contract Owner: 40339:KIMBER CRAIG Supplier: 7000079085:CASTLE PRODUCTS OF SC INC

Overview Header Items Notes and Attachments Conditions Authorization Approval Tracking

Basic Data Condition Exchange Rate Thresholds Notes and Attachments Output

▼ Basic

**Identification**

Contract Number: 4400007224  
 Contract Name:   
 Contract Type: Agency Value Cont.

**Organization**

Purchasing Organization: \* SCEIS Purchasing Organization  
 Purchasing Group: \* B&CB - Procurement Director [Show Members](#)

**Dates**

Valid From / To: \* 10/07/2013 - 10/06/2014  
 Alert Expiration: 0 Day(s)  
 Bid Date:

**Currency, Values and Pricing**

Currency: \* USD  
 Target Value: 0.00 USD  
 Alert Release Value: 0 %  
 Release Value: 0.00 USD

**Service and Delivery**

Delivery Time: 0 Day(s)  
 Under/ Overdelivery Tolerance: 0.00 % / 0.00 %  Unlimited

**Status and Statistics**

Created On: 10/07/2013  
 Created By: KIM14578  
 FM Posting Date: \* 10/07/2013  
 Parked:   
 Closeout Status: None  
 Selective Release Status:   
 RFX Number:   
 Bid Number:

▼ Partner

Details Add Send E-Mail Call Clear Filter: S

Function	Exclude	Number	Name	Valid from	Valid to	Phone Number
• Vendor	<input type="checkbox"/>	7000079085	<a href="#">CASTLE PRODUCTS OF SC INC</a>			
• Goods Recipient	<input type="checkbox"/>					
• Responsible Employee	<input type="checkbox"/>	40339	<a href="#">KIMBER CRAIG</a>			
• Purch. Org. Auth. For Release	<input type="checkbox"/>					
• Location	<input type="checkbox"/>					

- Target Value = Total Potential Value of the contract. SCEIS will not allow POs to be issued over the Target Value of the Contract.
- The RFX Number and Bidder's Bid Number can be added if necessary.
- The Plant must be entered in the Location Field. If no plant is entered, the contract is entered as a State Term Contract in the system.

# Contract Items



- Use the Add Item drop down to select the type of line item. Most common choices are Product Category and NIGP/Contract Search.

**Create Agency Value Cont. 4400007224**

Close Release Save Check Print Preview Export Import Park Related Links

The use of the last 5 characters in field NAME1 is restricted (37 of 40) - Display Help

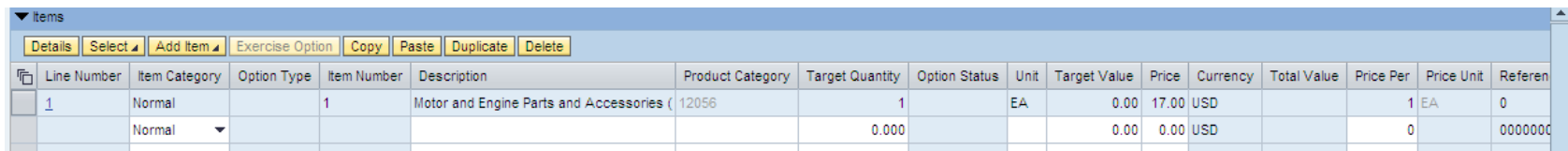
Contract Number 4400007224 Smart Number Contract Type Agency Value Cont. Status In Process Contract Owner 40339 KIMBER CRAIG Supplier 7000079085 CASTLE PRODUCTS OF SC INC

Overview Header **Items** Notes and Attachments Conditions Authorization Approval Tracking

Details Select Add Item Exercise Option Copy Paste Duplicate Delete

Line Number	It	Description	Product Category	Target Quantity	Option Status	Unit	Target Value	Price	Currency	Total Value	Price Per	Price Unit	Reference Item Number	Distribution	Block Local
	Normal			0.000			0.00	0.00	USD		0		0000000000		
	Product Category			0.000			0.00	0.00	USD		0		0000000000		
	FSI			0.000			0.00	0.00	USD		0		0000000000		
	SHI Punch Out Catalog			0.000			0.00	0.00	USD		0		0000000000		
	Staples			0.000			0.00	0.00	USD		0		0000000000		
	Troxell			0.000			0.00	0.00	USD		0		0000000000		
	Fastenal			0.000			0.00	0.00	USD		0		0000000000		
	Fisher Scientific			0.000			0.00	0.00	USD		0		0000000000		
	MSC Industrial			0.000			0.00	0.00	USD		0		0000000000		
	NIGP/Contract Search			0.000			0.00	0.00	USD		0		0000000000		
	Office Max			0.000			0.00	0.00	USD		0		0000000000		
	Spectrum			0.000			0.00	0.00	USD		0		0000000000		
	Normal			0.000			0.00	0.00	USD		0		0000000000		

# Line Item Overview



Line Number	Item Category	Option Type	Item Number	Description	Product Category	Target Quantity	Option Status	Unit	Target Value	Price	Currency	Total Value	Price Per	Price Unit	Referen
1	Normal		1	Motor and Engine Parts and Accessories (	12056	1		EA	0.00	17.00	USD		1	EA	0
	Normal					0.000			0.00	0.00	USD		0		0000000

## Fields included on the Overview screen:

- Item Category
  - Normal
  - Product Category
- Description
- Product Category = NIGP Code
- Target Quantity
- Target Value
- Unit
- Price
- Price Per

# Release Contract

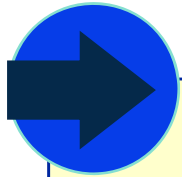
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- ➊ After all information has been entered, click Release.
- ➋ For a contract to be valid and available for use by shopping cart creators it must have a status of **RELEASED**.
- ➌ For contracts created without an RFx, buyers will receive a warning message:

 Sourcing criteria are missing from contract item – Display Help

This indicates that the contract was created directly and was not sourced via RFx.

# Demonstration and Exercise



- ◆ **Strategic Purchasing**
  - ◆ Contract Management
    - ◆ Create Contract – Exercise 1

# Lesson 1 Summary

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- You should now be able to:
  - Understand how contracts are created.
  - Create a contract in SRM.





South Carolina Enterprise Information System

## LESSON 2: EDIT CONTRACT

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# Lesson 2 Learning Objectives

- Upon completion of this lesson, you should be able to:
  - Change Valid From/To dates on a contract.
  - Change the Target Value on a contract.
  - Change Purchasing Group on a contract.
  - Change a price on a contract.
  - Change a vendor on a contract.

# Strategic Purchasing Contract Management



- Locate Contracts under Active Queries Central Contracts.
- Expired Contracts appear in Central Contracts (Expired) but not in Central Contracts (All).

The screenshot displays the SAP Strategic Purchasing interface. The top navigation bar includes 'Home', 'RFx and Auctions', 'SRM Administration', 'Strategic Purchasing', 'Employee Self-Services', 'ZMM Buyer', 'Goods Receipt (MIGO)', 'Application Monitor', 'Purchasing', and 'Replicate Contracts'. The left sidebar shows a navigation menu with 'Contract Management' selected. The main content area is titled 'Strategic Purchasing > Overview > Contract Management' and contains the following sections:

**Active Queries**

- Central Contracts [All \(184\)](#) [Released \(0\)](#) [Draft \(0\)](#) [Expired \(166\)](#) [Templates \(0\)](#) [Rejected \(0\)](#) [Hierarchies \(0\)](#)
- Quota Arrangements [All \(0\)](#) [Released \(0\)](#)
- Document Output [Last 7 days \(0\)](#)

**Central Contracts - All**

[Show Quick Criteria Maintenance](#) [Change Query](#) [Define New Query](#) [Personalize](#)

View: [Standard View] | [Create Central Contract](#) | [Copy](#) | [Display](#) | [Edit](#) | [Mass Change](#) | [Display Hierarchy](#) | [Data Exchange](#) | [Print Preview](#) | [Refresh](#) | [Export](#)

Central Contract Number	Central Contract Name	Status	Purchasing Organization	Supplier	Valid From	Valid To	Hierarchy
<a href="#">4400007224</a>	Contract Course Exercise	Released	SCEIS Purchasing Organization	CASTLE PRODUCTS OF SC INC	10/07/2013	10/08/2013	<input type="checkbox"/>
<a href="#">4400007223</a>	Web Site Design Project	Released	SCEIS Purchasing Organization	WEB ENK	10/08/2013	09/29/2018	<input type="checkbox"/>
<a href="#">4400007222</a>	Web Site Design Project	Released	SCEIS Purchasing Organization	WEBB DESIGNS INC	09/30/2013	09/29/2018	<input type="checkbox"/>
<a href="#">4400007212</a>	Web Site Design Project	Released	SCEIS Purchasing Organization	COMPUCOM SYSTEMS INC	10/08/2013	09/29/2018	<input type="checkbox"/>
<a href="#">4400007210</a>	Web Site Design Project	Released	SCEIS Purchasing Organization	COMPUCOM SYSTEMS INC	09/30/2013	09/29/2018	<input type="checkbox"/>

# Change Valid From/To Dates

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- Valid From/To Dates may need to be changed due to protest, early termination, or contract extension.
- Changes are made directly in the appropriate field on either the Contract Overview or Contract Header Tab.
- Click Release once all changes are made.
- The Valid To date can be changed to a date in the past.

# Change of Target Value

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- ④ There is a PO Hard Stop on the Target Value.
  - Once the total of POs issued against the contract reaches the Target Value, no more POs may be issued.
- ④ Once the Hard Stop is reached, either the Target Value must be increased to issue more POs or the contract should be re-bid.
- ④ Changes are made directly in the appropriate field on either the Contract Overview or Contract Header Tab.

# Change of Purchasing Group

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- Only users with access to the Purchasing Group may view or update the Contract in ECC.
- The name & phone number of the buyer for the Purchasing Group appear on the SCEIS Contract Search Screen in the Shopping Cart and at [www.procurement.sc.gov](http://www.procurement.sc.gov).
- Changes are made directly in the appropriate field on either the Contract Overview or Contract Header Tab.
- The Owner of the Contract (creator) can not be changed.

# Change of Price

- Price changes are now entered directly in the Price field on the line item.

**Change Agency Value Cont. 4400007225**

Read Only | Close | Release | Save | Check | Lock | Close Contract | Print Preview | Export | Import | Park | Related Links

Contract Number 4400007225 (Change Version) Smart Number PR235 Instructor RFx for 10/9/2013 Contract Type Agency Value Cont. Status In Process  
Supplier 7000000458 RGB TERPWORKS Contract Owner 40339 KIMBER CRAIG

Overview | Header | **Items** | Notes and Attachments | Conditions | Authorization | Approval | Tracking

▼ Items

Details | Select | Add Item | Exercise Option | Copy | Paste | Duplicate | Delete

Line Number	Item Category	Option Type	Item Number	Description	Product Category	Target Quantity	Option Status	Unit	Target Value	Price	Currency	Total
<u>1</u>	Normal		1	PR235 Exercise 1 - Building Cleaning	91003	1		EA	100.00	115.00	USD	
<u>2</u>	Normal		2	PR 235 Exercise 1 - Security Services	99046	1		EA	100.00	100.00	USD	
	Normal	▼				0.000			0.00	0.00	USD	
	Normal	▼				0.000			0.00	0.00	USD	
	Normal	▼				0.000			0.00	0.00	USD	

# Change of Price cont.

Details for Selected Item 1 : PR235 Exercise 1 - Building Cleaning

General Data | **Conditions** | Account Assignment | Notes and Attachments | Approval Preview | Payment | Release

▼ Conditions

Add Condition | Scales | Duplicate | Remove Filter Settings

Condition Type	Sc...	Amo...	Currency	Price Per	Pric...	Valid From	Location	Valid To	Locati...
Price(Contract/Bid)		100.00	USD	1	EA	10/10/2013		10/10/2013	
Price(Contract/Bid)		115.00	USD	1	EA	10/11/2013		12/31/9999	

- SRM will create the pricing condition in order to track price changes over the life of the contract.
- Contracted price increases may be entered in advance by changing the Valid From and Valid To dates on the conditions tab.



# Change of Vendor



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- ④ Change of Vendor – Due to Assignments, Novations, or Change of Business Type.
- ④ Vendors may change for multiple reasons:
  - The vendor was sold to another party.
  - The vendor assigned the contract to another vendor.
  - The vendor number was blocked due to:
    - Change in Status (Sole Proprietor to LLC for example).
    - Change in Tax ID number.
- ④ If a vendor has moved, the existing vendor number should be updated and no change to the contract is necessary.

# Change of Vendor cont

- ➊ The vendor number can't be changed on a Released contract in SRM.
- ➋ The existing contract will need to be ended.
- ➌ The existing contract can be copied into a new contract and the vendor changed on the new contract.

## Display Agency Value Cont. 4400007225

Close Release  Edit **Copy** Check  Renew Print Preview Export Related Links ▾

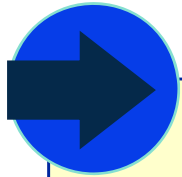
Contract Number 4400007225 Smart Number PR235 Instructor RFx for 10/9/2013 Contract Type Agency Value Cont. Status Released  
Supplier [700000458 RGB TERPWORKS](#) Contract Owner [40339 KIMBER CRAIG](#)

# Change of Vendor cont

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- ④ The name of the new contract will be “Copy of Contract 440000xxxx.”
- ④ The contract name can be changed.
- ④ If the name is changed some reference to the prior contract should be included in the notes and attachments field.
- ④ There is no reference to the original contract on the Tracking Tab.

# Demonstration and Exercise



- ◆ **Strategic Purchasing**
  - ◆ Contract Management
    - ◆ Edit Contract – Exercise 2

## Lesson 2 Summary

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- You should now be able to:
  - Change Valid From/To dates on a contract.
  - Change the Target Value on a contract.
  - Change Purchasing Group on a contract.
  - Change a price on a contract.
  - Change a vendor on a contract.



South Carolina Enterprise Information System

# LESSON 3: CONTRACT ATTACHMENTS

STATE INFORMATION  
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SC BUDGET AND CONTROL BOARD

# Lesson 3 Learning Objectives

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- Upon completion of this lesson, you should be able to:
  - Attach documents to a contract.
  - Publish documents to the web.

# Notes and Attachments



**Display Agency Value Cont. 4400007233**

Close Release Edit Copy Check Renew Print Preview Export Related Links

Contract Number 4400007233 Smart Number Contract Assignment for Building Cleanin Contract Type Agency Value Cont. Status Released  
 Supplier 7000057903 CASTLES ENGINEERING INC Contract Owner 40339 KIMBER CRAIG

Overview Header Items **Notes and Attachments** Conditions Authorization Approval Tracking

▼ Notes

Add Clear Filter Settings

Assigned To	Category	Text Preview
Document Header	Vendor Text	This solicitation is open for administrative purposes on...
Item01"PR235 Exercise 1 - Building Cleaning"	Vendor Text (Item)	Clean the SC Statehouse to remove dirt & grime from the ...
Item02"PR 235 Exercise 1 - Security Services"	Vendor Text (Item)	Additional Security Services during exterior cleaning of...

▼ Attachments

Add Attachment Edit Description Versioning Delete Create Qualification Profile Filter Settings

Assigned To	Category	Description	File Name	Version	Processor	Visible Internally only	Checked Out	Type	Size (KB)	Changed by	Changed on
Document Header	Legal Document	Solicitation	Solicitation	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	doc	188	KIM14578	10/09/2013
Document Header	Legal Document	Responses Report	Responses Report	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	htm	38	KIM14578	10/09/2013
Document Header	Legal Document	Reviewers Check List	Reviewers Check List	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	htm	65	KIM14578	10/09/2013
Document Header	Legal Document	Solicitation	Solicitation	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	pdf	111	KIM14578	10/09/2013
Document Header	Standard Attachment	IFB 5400006722	IFB 5400006722.doc	1		<input type="checkbox"/>	<input type="checkbox"/>	doc	181	KIM14578	10/09/2013

- ☛ All attachments are made under the Notes and Attachments tab.
- ☛ Contracts created from an RFx will include the attachments from the RFx.

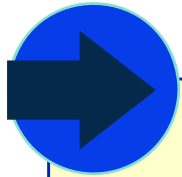


# Add Attachment

The screenshot displays the 'Attachments' section of the SOEIS interface. A table lists attachments with columns for 'Assigned To', 'Category', 'Description', 'File Name', 'Version', 'Processor', 'Visible Internally only', and 'Checked Out'. A modal dialog box titled 'Add Attachment' is open, containing the following fields and options:

- Text: "Here you can upload an attachment. You have to assign it to either the document general data or to an item"
- Field: "Assign To: \* General Data" (dropdown menu)
- Field: "File:" (text input) with a "Browse..." button
- Field: "Description:" (text input)
- Field: "Visible Internally only:  Keep this attachment internal"
- Buttons: "OK" and "Cancel"

- Click Add Attachment to upload documents to the contract.
- Attachments can be posted on the Procurement Center website and in the Shopping Cart search by unchecking the Visible Internally only check box.



- ◆ **Strategic Purchasing**
  - ◆ Contract Management
    - ◆ Add Attachment to a Contract – Exercise 3

# Lesson 3 Summary

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- You should now be able to:
  - Attach documents to a contract.
  - Publish documents to the web.



## LESSON 4: CONTRACT TYPES

# Lesson 4 Learning Objectives

- Upon completion of this lesson, you should be able to:
  - Understand and create a Normal Contract.
  - Understand and create a Product Category Contract.
  - Understand and create a contract for an Inventory Item.

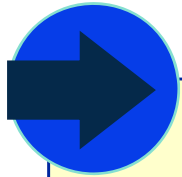
# Normal Contracts

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- ④ Normal contracts list specific line items and specific pricing.
- ④ Pricing needs to be updated on each line item as the price changes.
- ④ Shopping cart users select the specific line item, and the line item description & price are populated from the contract into the shopping cart.
- ④ All contracts created from an RFx are Normal contracts.

# Product Category Contracts

- Product Category Contracts should be set-up when using Percentage Discount or Percentage Markup contracts.
- Contracts are set-up with “Product Category” in the Item Category field on the line item.
- The line item contains a generic description and a material group without any pricing information.
- A Target Value must be entered on the line item.
- Additional Documents (such as Price Sheets or Ordering Instructions) must be added to the contract and made available for shopping cart users to view and determine pricing.
- Shopping cart users select the generic line item and must enter a more specific description and the price for each line.



- ◆ **Strategic Purchasing**
  - ◆ Contract Management
    - ◆ Create Product Category Contract – Exercise 4



# Inventory Contracts

- Inventory contracts contain the 6 digit material master number in the Product ID field in the line item detail.
- When the material master number is entered on the line item, the description, material group, and unit of measure will automatically populate.

**Display Agency Value Cont. 4400007188**

Close Release Edit Copy Check Renew Print Preview Export Related Links

Contract Number 4400007188 Smart Number Contract Replication Inventory Contract Type Agency Value Cont. Status Released  
Supplier 7000168322 TALKPOINT TECHNOLOGIES INC Contract Owner 40339 KIMBER CRAIG

Overview Header **Items** Notes and Attachments Conditions Authorization Approval Tracking

Details for Selected Item 1 : PHONE,ANALOG,DESK,KXTS3282B,BLACK

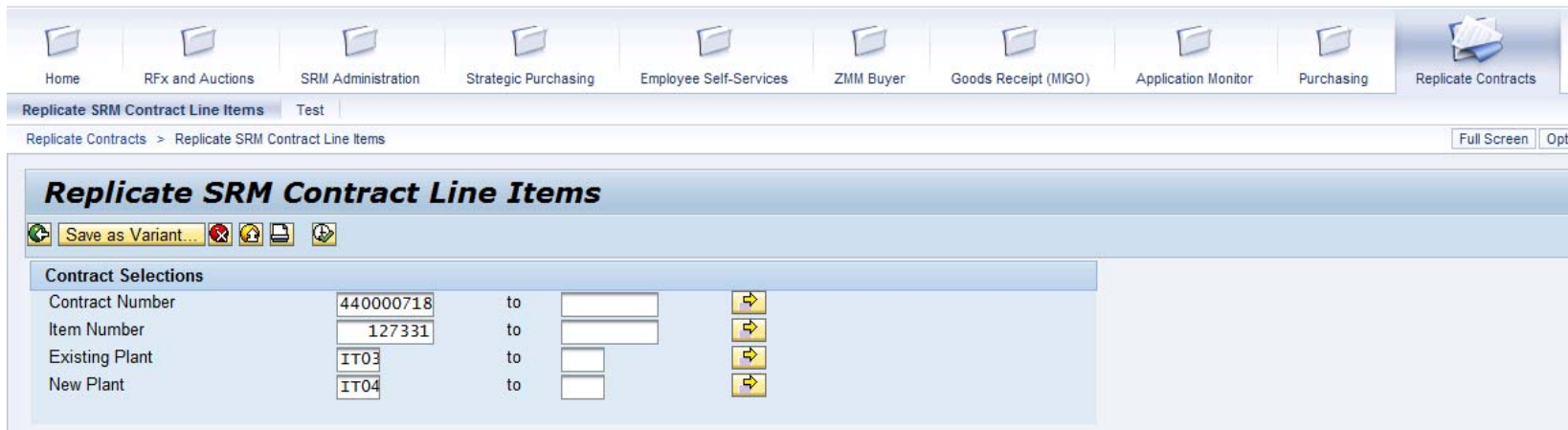
General Data Conditions Account Assignment Notes and Attachments Approval Preview Payment Release

Basic





<b>Identification</b>	<b>Currency, Values and Pricing</b>
Item Number: 1	Target Value/ Currency: 0.00 USD
Item Type: Material	Target Quantity/ Unit: 1 EA ( 1 EA
Item Category: * Normal	Price: 84.00 USD per: 1 EA
Product ID: 127331	Tax Code:
Description: PHONE,ANALOG,DESK,KXTS3282B,BLACK	Alert Release Quantity: 0 %
Product Category: * 83984 Telephone Dialing Answering Apparatus <input checked="" type="checkbox"/>	Not Separately Priced: <input type="checkbox"/>

# Contracts for Inventory Items

- If an item is maintained in multiple plants, the contract must include an individual line for each plant. For example, if material master number 102493 (Blouse, LS, SCDC, 28, Blue) is held at plants DC02, DC03, & DC04, then the item will be listed on the contract 3 times.
- Replicate Contracts is used to copy items to multiple plants on a contract.



The screenshot shows the 'Replicate SRM Contract Line Items' web application interface. The top navigation bar includes links for Home, RFX and Auctions, SRM Administration, Strategic Purchasing, Employee Self-Services, ZMM Buyer, Goods Receipt (MIGO), Application Monitor, Purchasing, and Replicate Contracts. The main content area is titled 'Replicate SRM Contract Line Items' and features a toolbar with 'Save as Variant...' and other icons. Below the toolbar is a 'Contract Selections' table with the following data:

Contract Selections				
Contract Number	440000718	to	<input type="text"/>	
Item Number	127331	to	<input type="text"/>	
Existing Plant	IT03	to	<input type="text"/>	
New Plant	IT04	to	<input type="text"/>	

# Lesson 4 Summary

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- You should now be able to:
  - Understand and create a Normal Contract.
  - Understand and create a Product Category Contract.
  - Understand and create a contract for an Inventory Item.



South Carolina Enterprise Information System

## LESSON 5: CONTRACT USAGE

STATE INFORMATION  
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# Lesson 5 Learning Objectives

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- Upon completion of this lesson, you should be able to:
  - Determine usage for a specific Contract.

# Release Value



- The Release Value of a contract is the total amount of Purchase Orders issued against a contract.
- Release Value is found on the Overview tab.

**Display MMO Value Contract 500008818**

Close Release Edit Copy Check Renew Print Preview Export Related Links

Contract Number 500008818 Smart Number Statewide Term Contract Office Supplies Contract Type MMO Value Contract Status Released  
Supplier 7000122678 STAPLES BUSINESS ADVANTAGE Contract Owner 3072 Theresa Watts

Overview Header Items Notes and Attachments Conditions Authorization Approval Tracking

**General Header Data**

Contract Number:	500008818	Contract Name:	Statewide Term Contract Office Supplies
Supplier: *	7000122678 STAPLES BUSINESS ADVANTAGE	Contract Owner:	3072 Theresa Watts
Valid From / To: *	01/01/2009 - 12/31/2013	Target Value/ Currency:	5,000,000.00 USD
Purchasing Organization: *	SCEIS Purchasing Organization	Release Value:	75,567.05 USD
Purchasing Group: *	MMO - T. Watts Show Members	Basic Contract:	<input type="checkbox"/>

# Contract Tracking



- A list of Purchase Orders issued against a contract will appear on the Tracking Tab.
- Purchase Orders must be issued against the contract in SRM to appear.

**Display MMO Value Contract 500008818**

Close Release Edit Copy Check Renew Print Preview Export Related Links

Contract Number 500008818 Smart Number Statewide Term Contract Office Supplies Contract Type MMO Value Contract Status Released  
 Supplier 7000122678 STAPLES BUSINESS ADVANTAGE Contract Owner 3072 Theresa Watts

Overview Header Items Notes and Attachments Conditions Authorization Approval **Tracking**

▼ History View: United States Dollar Filter Settings

Document	Name	Document Number	Back-End Document Number	Status	Date	Value	Currency
Central Contract	Statewide Term Contract Office Supplies	<a href="#">500008818</a>		Released	09/17/2013	5,000,000.00	USD
Purchase Order	IT01.2A DHEC	<a href="#">4600286123</a>	4600286123	Ordered	09/19/2013	51.21	USD
Purchase Order	IT124A HHS	<a href="#">4600286124</a>	4600286124	Ordered	09/19/2013	6,000.00	USD
Purchase Order	Local Purchase Order1 KIM14578 09/23/201	<a href="#">4600286140</a>		Saved	09/23/2013	677.22	USD
Purchase Order	PO Exercise 1	<a href="#">4600286181</a>	4600286181	Ordered	09/25/2013	970.82	USD
Purchase Order	Creat PO #2 KRI	<a href="#">4600286185</a>	4600286185	Ordered	09/25/2013	970.82	USD
Purchase Order	PO Exercise 2	<a href="#">4600286192</a>		Ordered	09/25/2013	970.82	USD
Purchase Order	PO Exercise 2	<a href="#">4600286190</a>		Ordered	09/25/2013	900.00	USD
Purchase Order	PO Exercise 3	<a href="#">4600286194</a>		Ordered	09/25/2013	970.82	USD
Purchase Order	ZBPO Blanket Agreement PO	<a href="#">4600286195</a>		Ordered	09/25/2013	970.82	USD

▼ Status

# Lesson 5 Summary

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- You should now be able to:
  - Determine usage for a specific Contract.



# Course Summary

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- 🔄 You should now be able to:
  - Create a contract.
  - Edit a contract.
  - Create attachments to a contract.
  - Understand different contract types.
  - Determine contract usage.

# Any Questions?

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## Next Steps

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- ➊ Additional support and reference materials
  - You can access additional support and print step-by-step procedures on the SCEIS uPerform website.

Go to the SCEIS website at <http://www.sceis.sc.gov>, click **Training**, then click **SCEIS uPerform**

# Evaluation

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***Please complete the online course  
evaluation in Blackboard.***

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