Indiana Department of Administration
PROCUREMENT DIVISION

Contract Release Process

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.

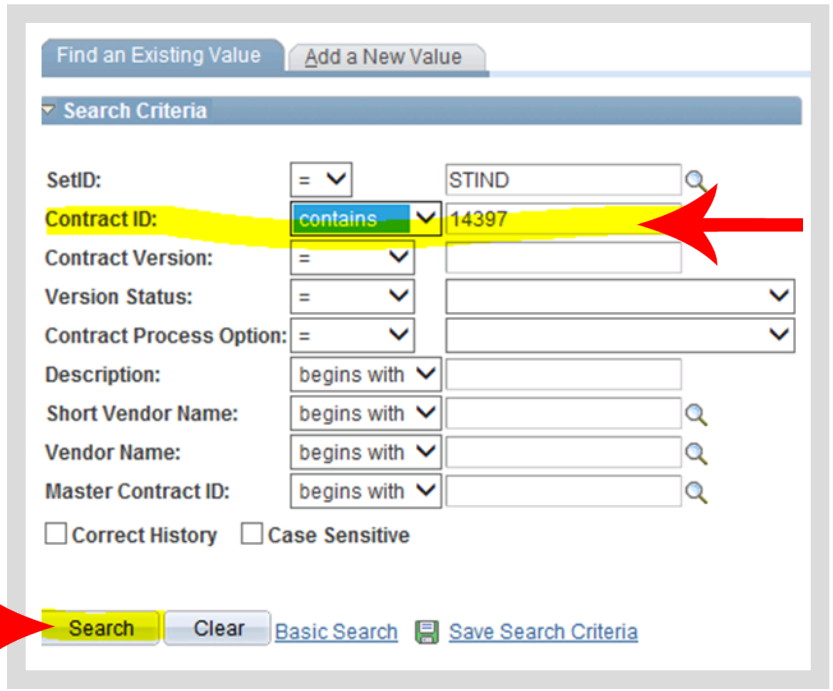
This process is completed in three phases: Updating the Transactional Contract Document, Creating the Purchase Order, and Reviewing the Transactional Contract Document and Purchase Order.

1·2·3

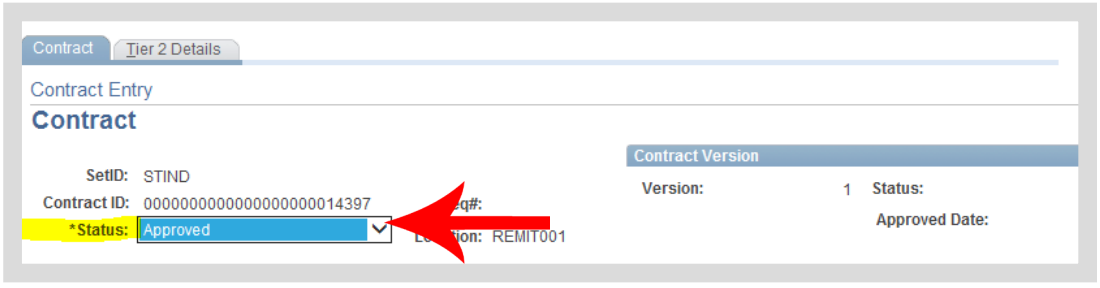
Phase I
Update the Transactional Contract Document

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

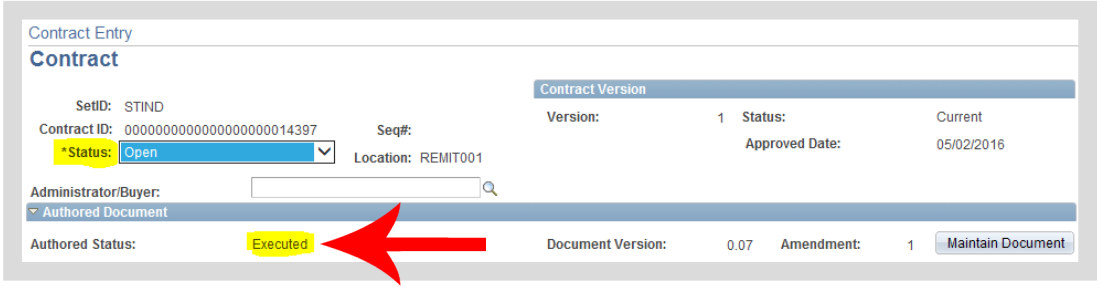
1. **Navigate to the Contract**
   a. Choose **Contains** for the **Contract ID** field drop-down
   b. Enter the **Contract ID**
   When the search criteria is set to "contains," the last 5 digits of the Contract ID can be used instead of the full Contract ID number.
   c. Click **Search**
   d. Click anywhere on the row to open the **Contract**



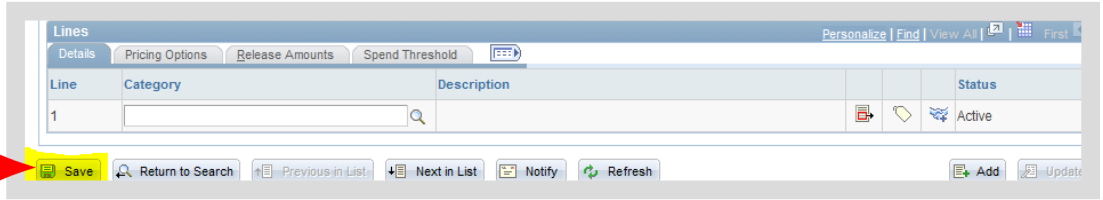
2. Select **Open** for the **Status** drop down (If not already selected.)



3. Verify **Authored Status** is set to **Executed**

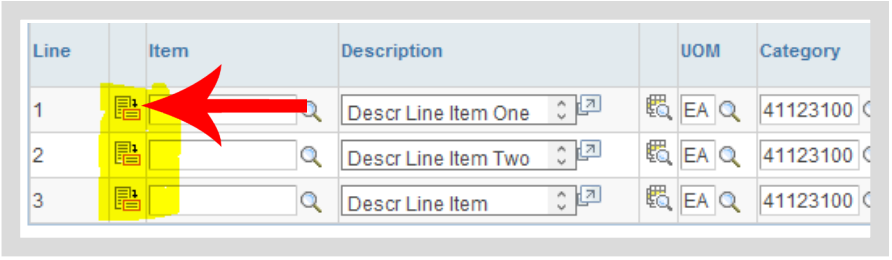


4. Click **Save**

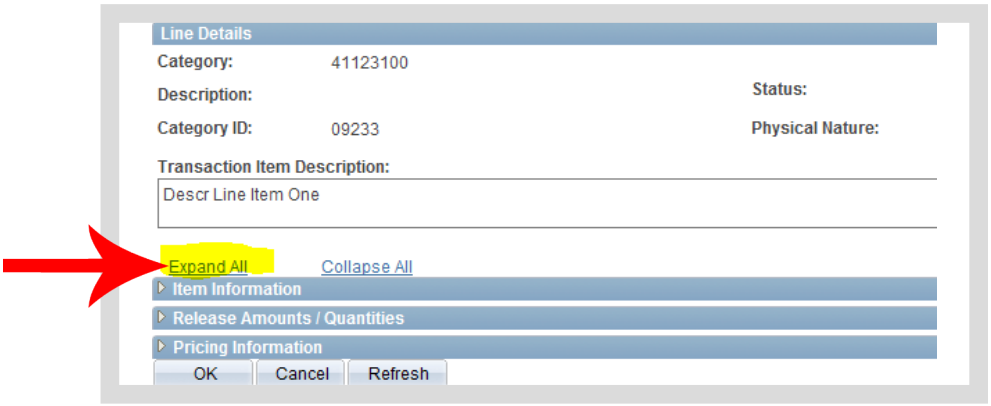


5. Click **Line Details** icon

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



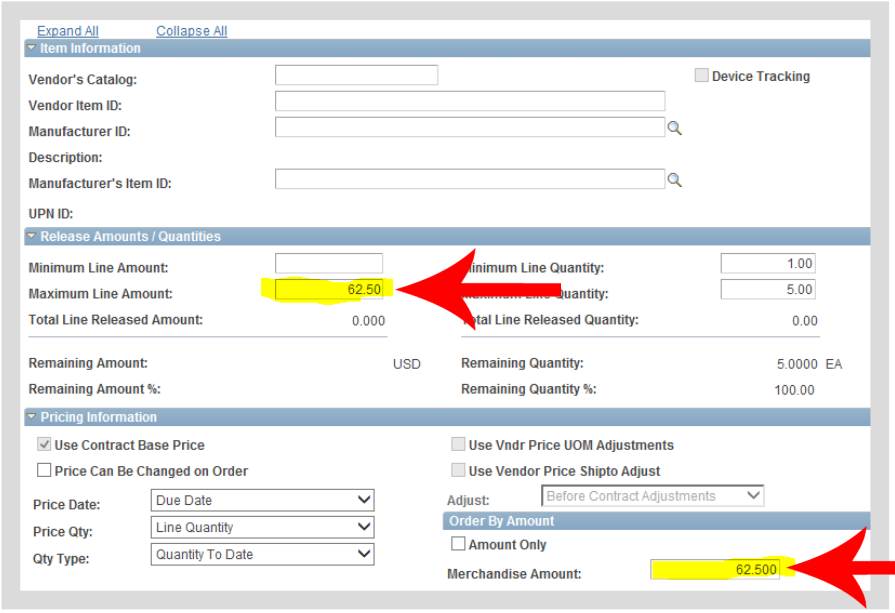
6. Click **Expand All**



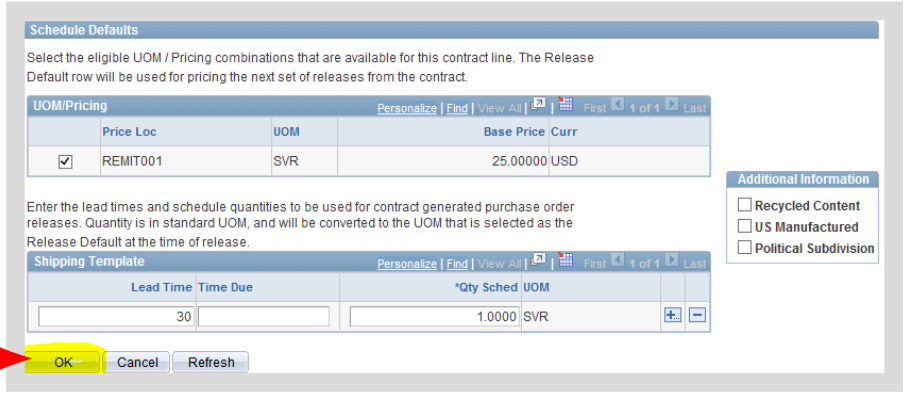
7. Enter the **Maximum Line Amount**
This amount must equal the Merchandise Amount.

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.

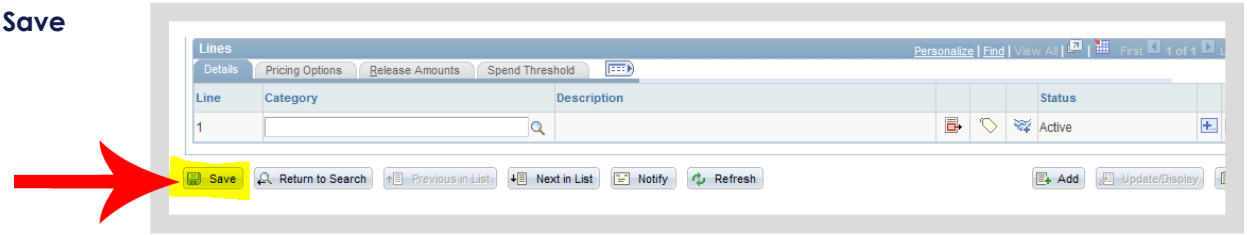


8. Click **OK**

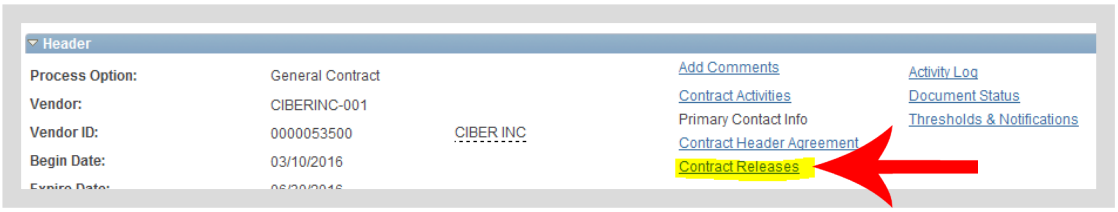


9. Select **Approved** for the **Status** drop down

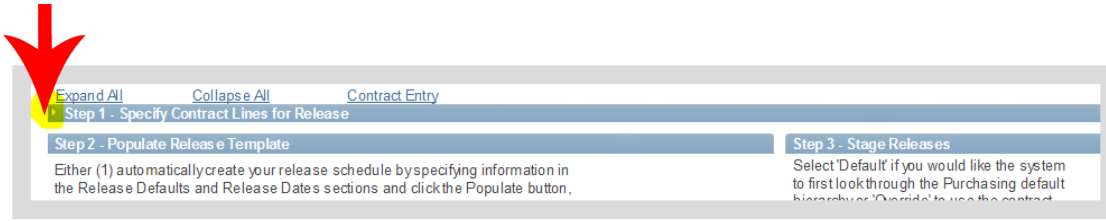
10. Click **Save**



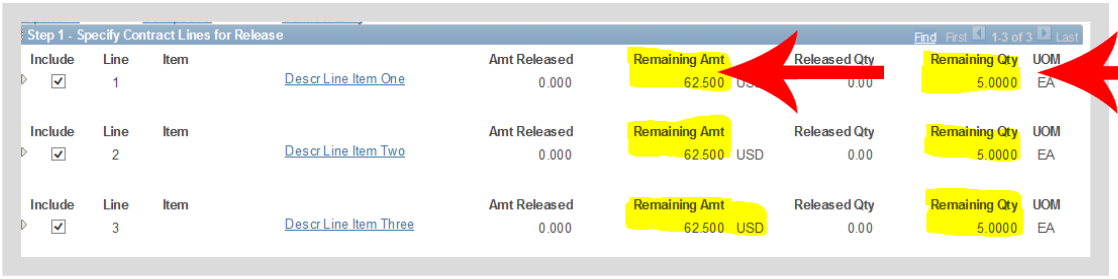
11. Click **Contract Releases**



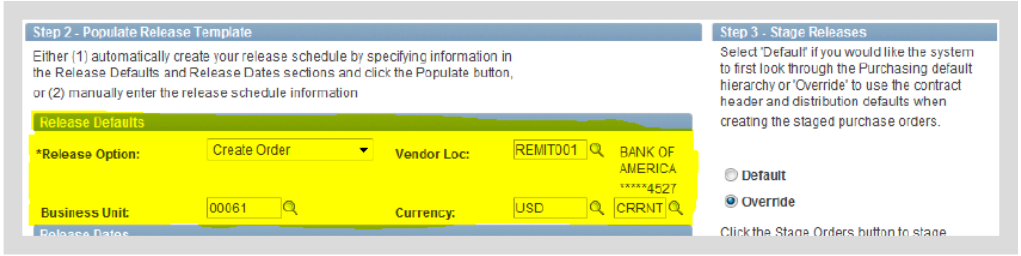
12. Click **triangle** to expand **Step 1**



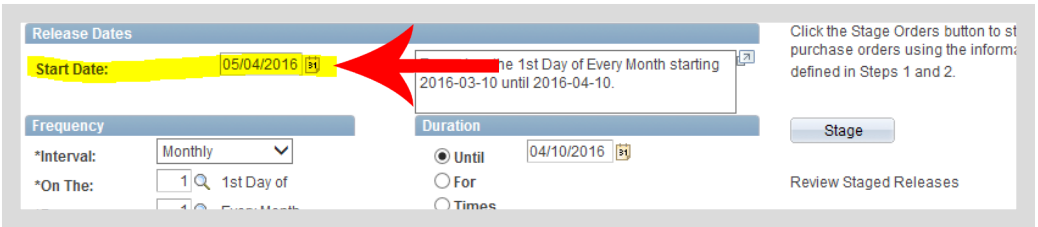
13. Verify **Remaining Amt** and **Remaining Qty** columns are populated
If not populated, complete line details (steps 5-8).



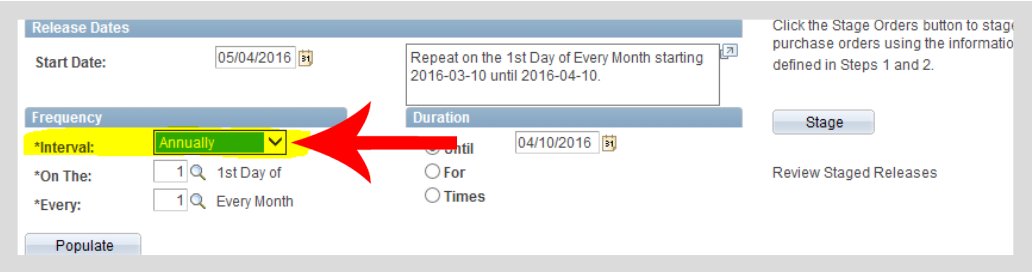
14. Verify **Release Defaults** have populated correctly



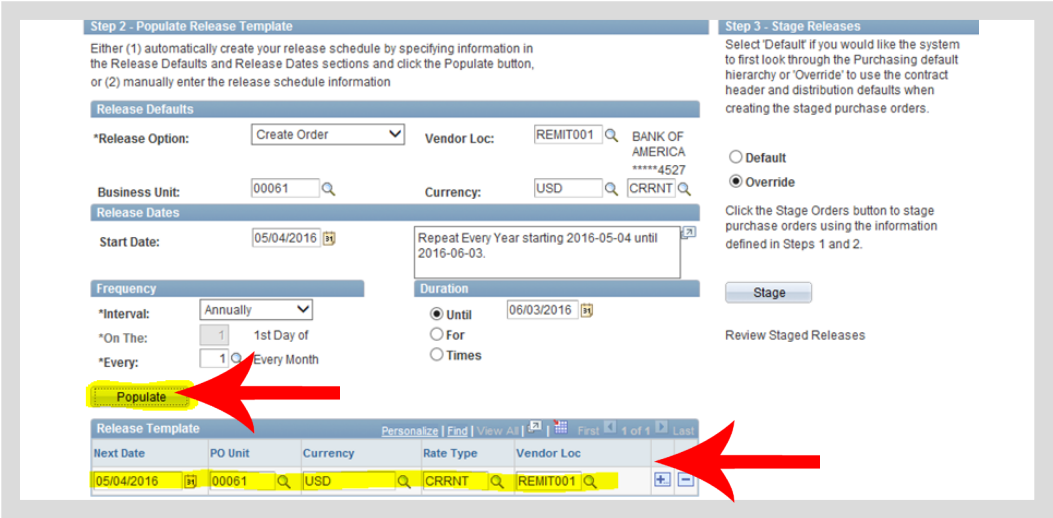
15. Enter **Current Date** for the **Start Date**



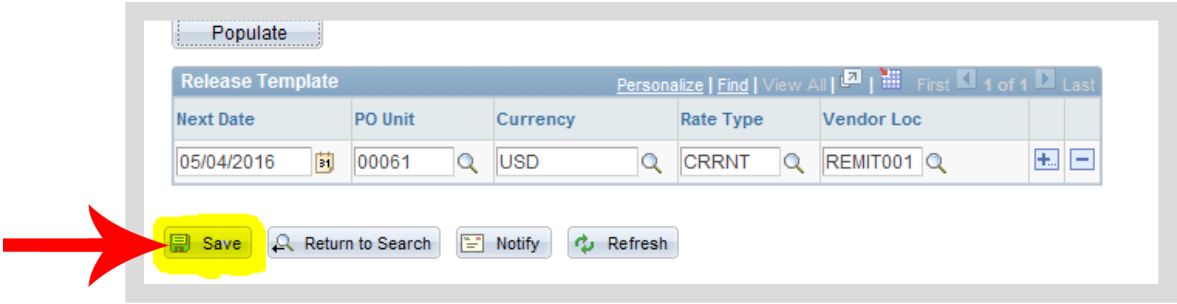
16. Select **Annually** for the **Interval** drop down



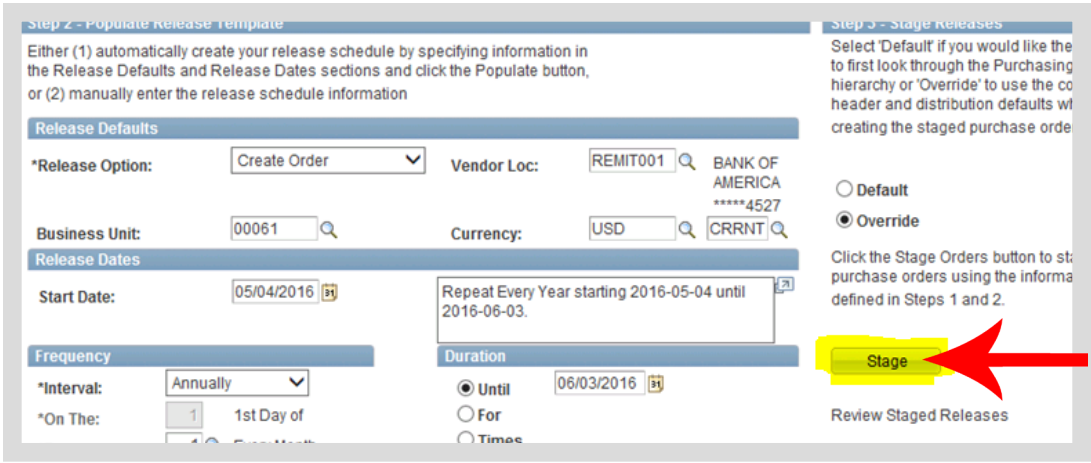
17. Click **Populate**
This will populate the Release Template section.



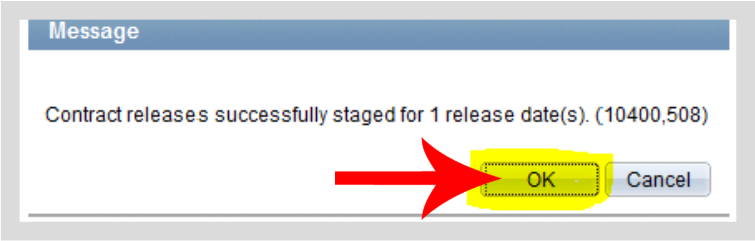
18. Click **Save**



19. Click **Stage**

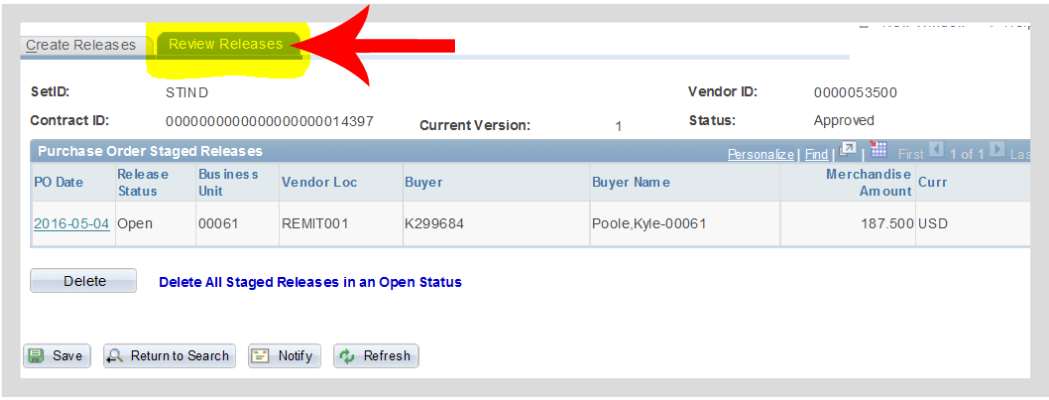


20. Click **OK**
The Contract Release has been staged.



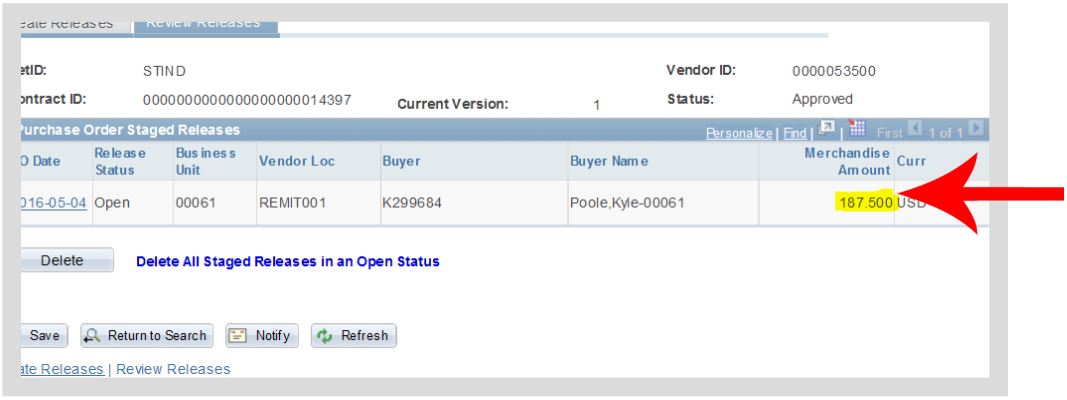
21. Complete the Review Releases tab

a. Click **Review Releases**

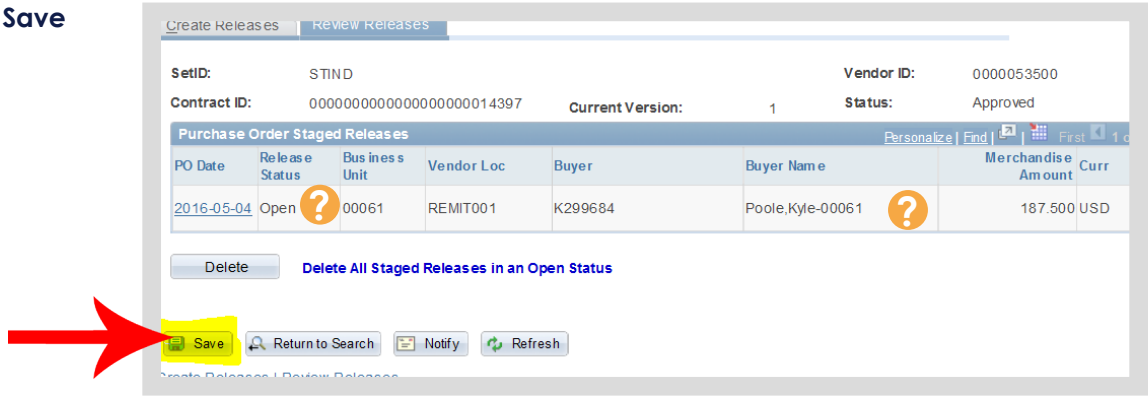


b. Verify **Merchandise Amount is** populated

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



c. Click **Save**



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**

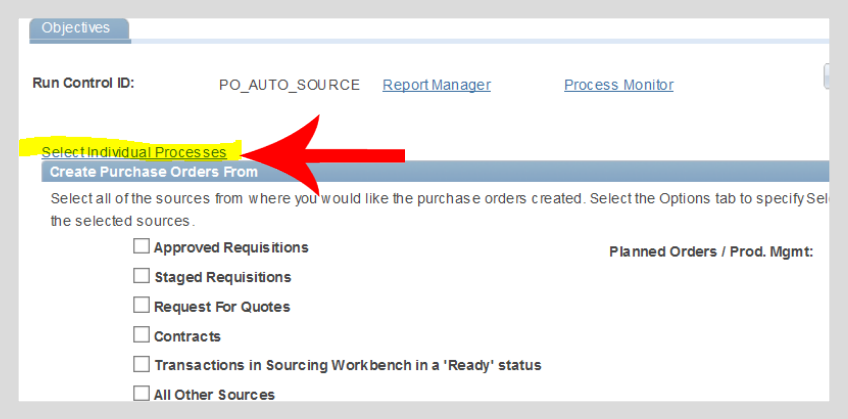
   This is only required the first time you use this process

   a. Click **Add a New Value**

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

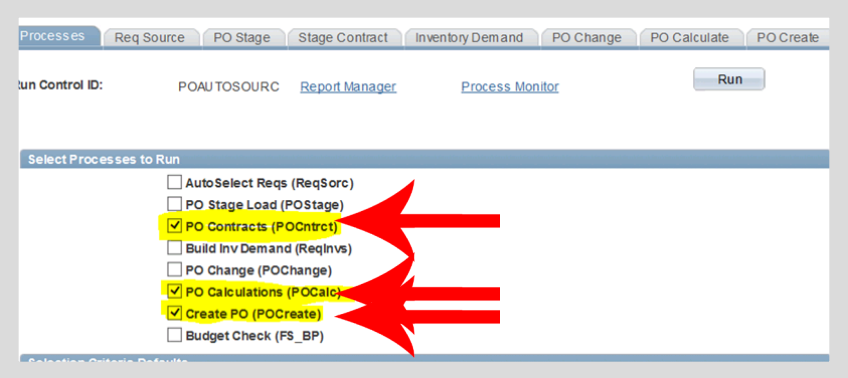
   c. Click **Add**

   d. Click **Select Individual Processes**



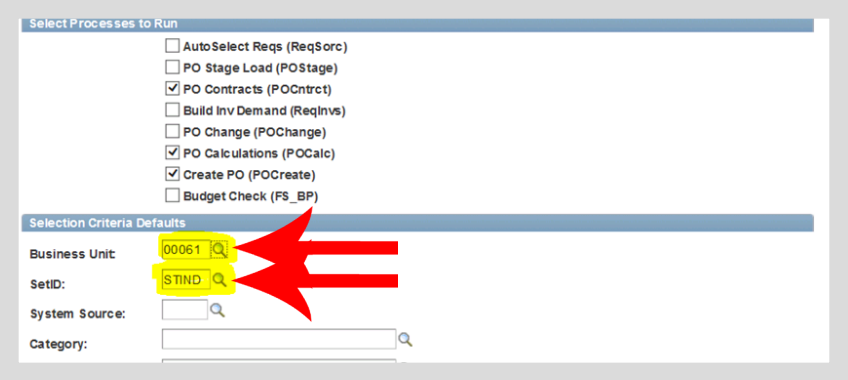
2. Complete the Process Tab

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



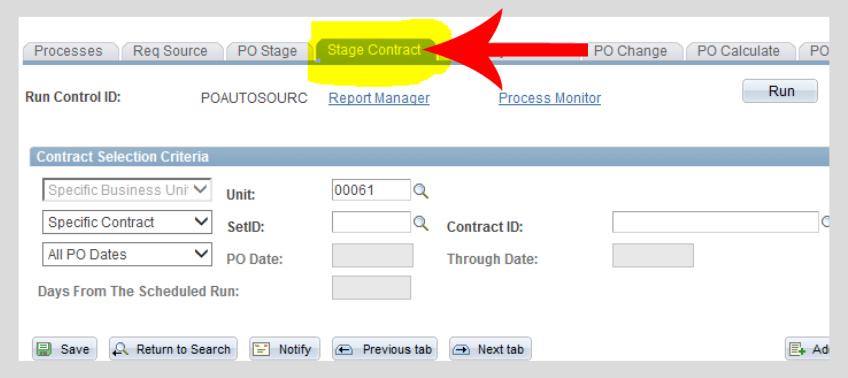
b. Enter **Business Unit**
Then tab-out of the field (Use tab button on keyboard).

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

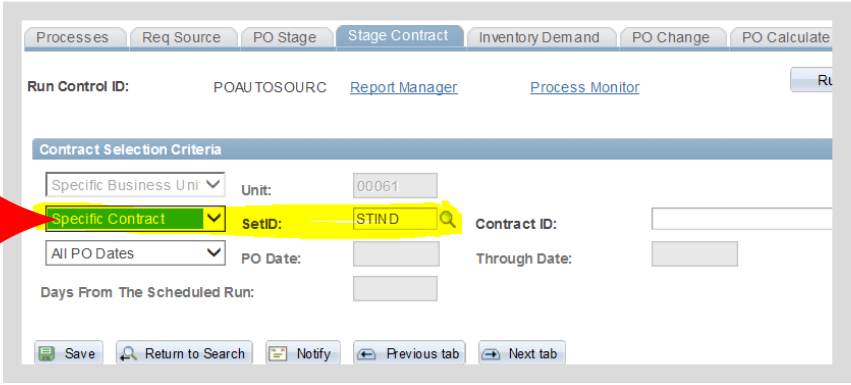


3. Complete the Stage Contract Tab

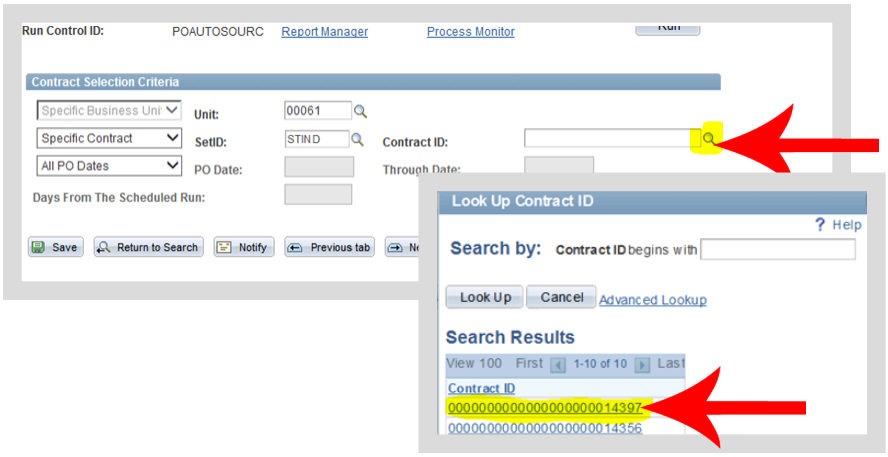
a. Click **Stage Contract**



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

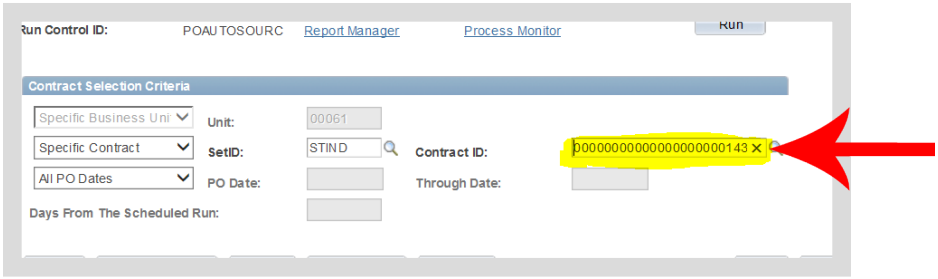


c. Click **Look Up Icon** and **search** for the contract number
This will retrieve a list of valid Contract ID values in a pop-up window.



d. Select the appropriate **Contract ID**

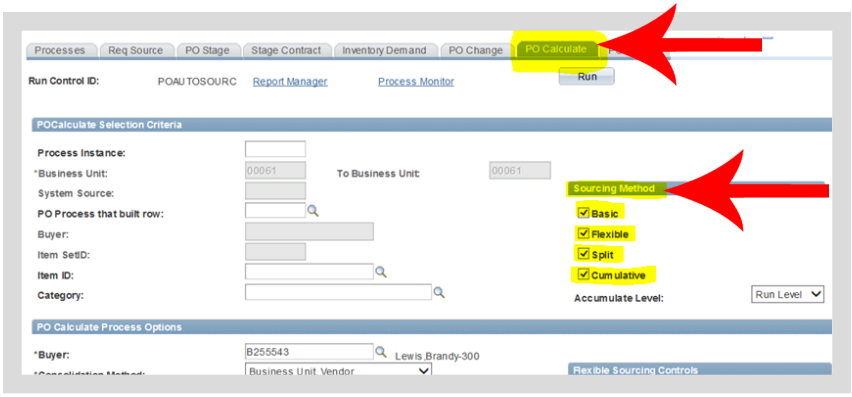
e. Verify the appropriate **Contract ID** populated



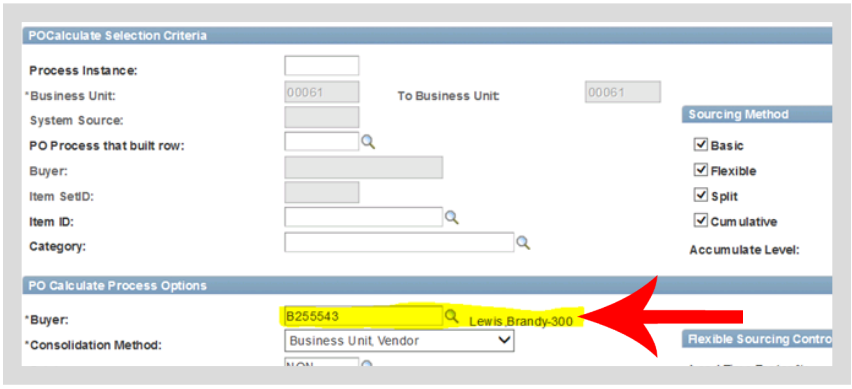
4. Complete PO Calculate Tab

a. Select **PO Calculate**

b. Verify **Sourcing Method** check boxes are selected

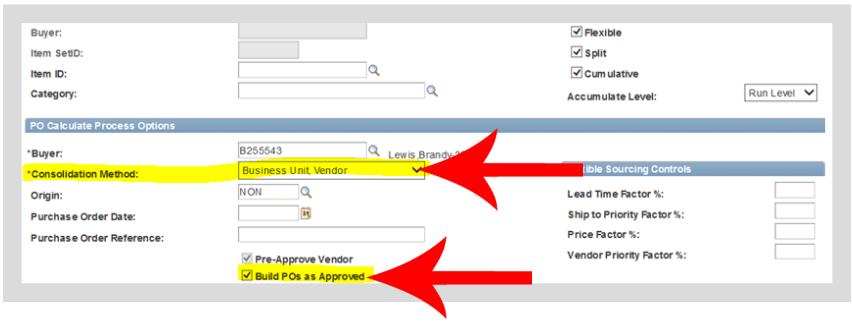


c. Enter **Buyer ID**



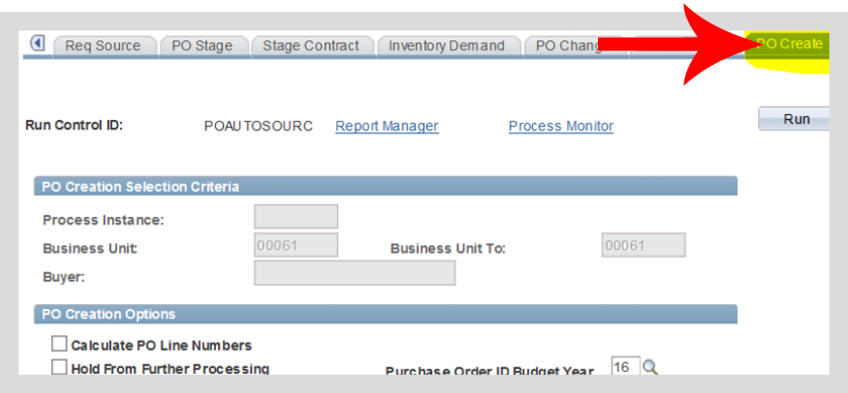
d. Verify **Consolidation Method** drop down is **Business Unit, Vendor**

e. Verify **Build POs as Approved** check box is selected

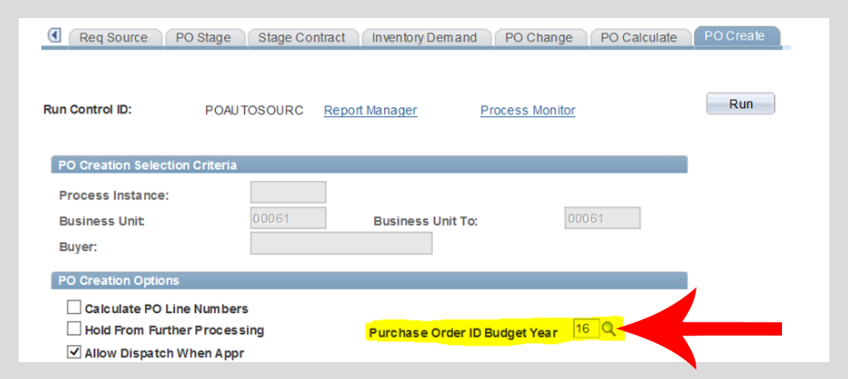


5. Complete PO Create Tab

a. Click **PO Create**

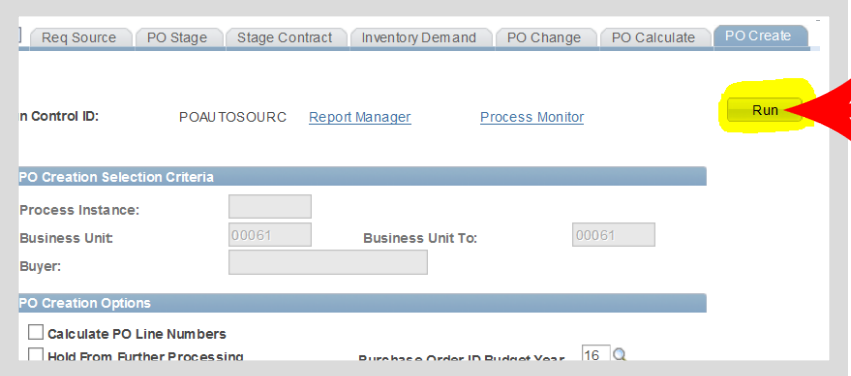


b. Enter appropriate **Fiscal Year**

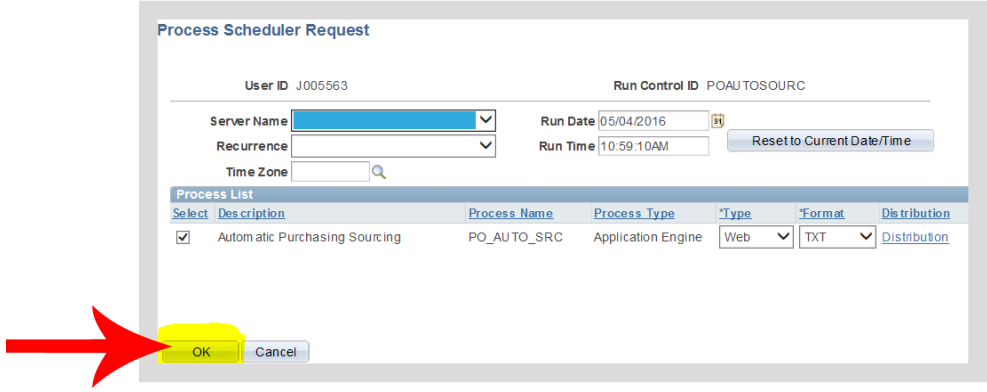


6. Run the Process

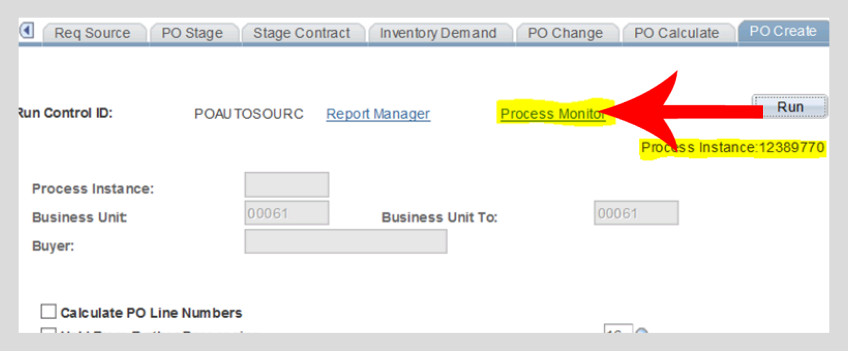
a. Click **Run**



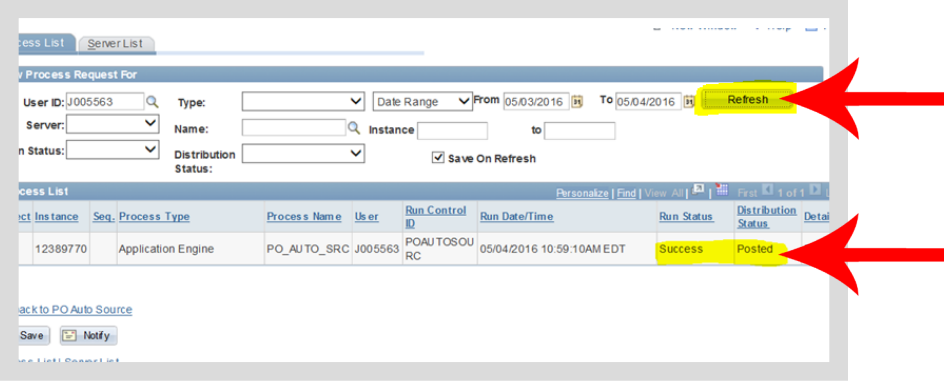
b. Click **OK**



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



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.

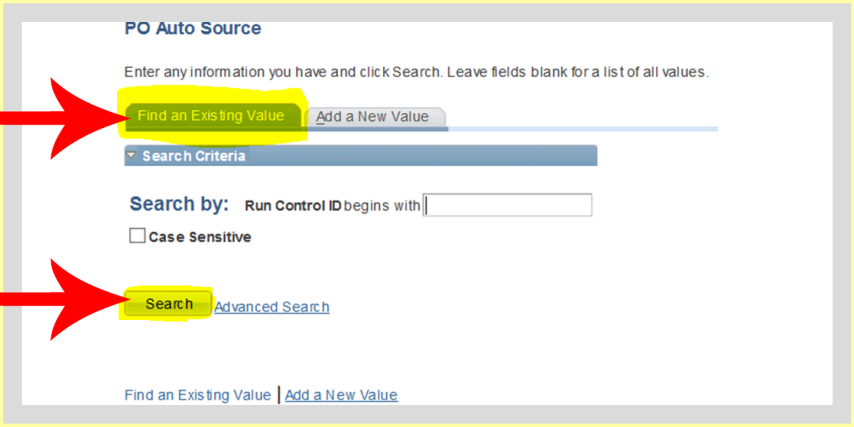
Find a Run Control

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



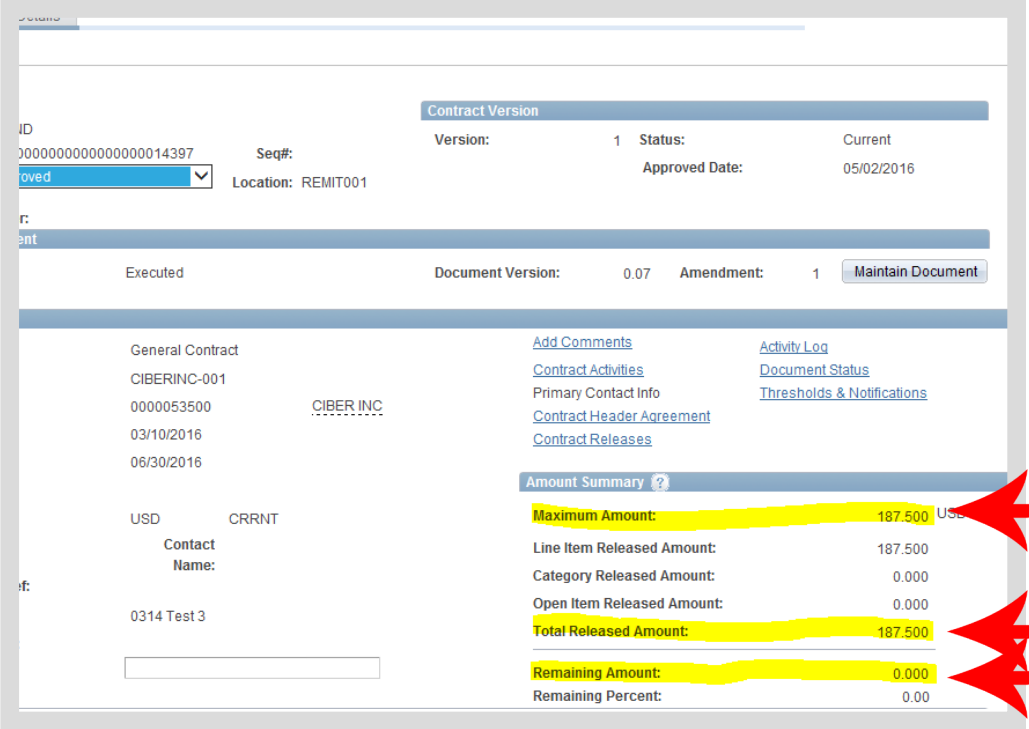
Phase III
Verify Transactional Contract Document and Purchase Order Creation

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

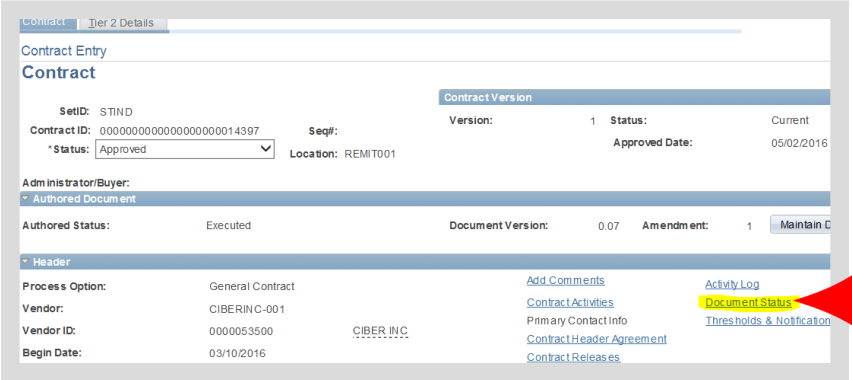
Navigate to the appropriate contract using Phase I Step 1 instructions

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

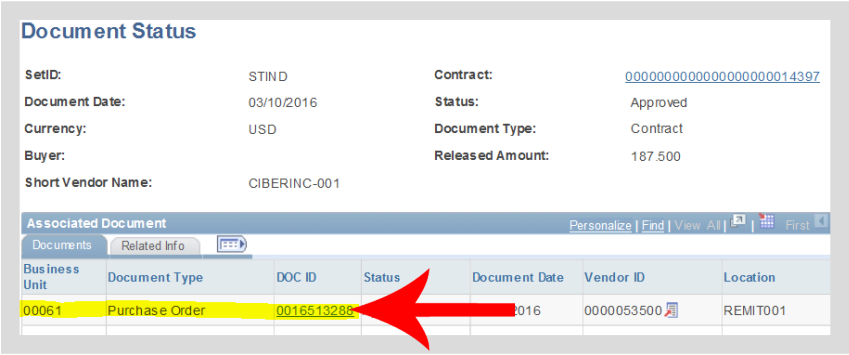
2. Verify **Remaining Amount** is **Zero**
   The Remaining Amount should be zero after the Contract Release is created.



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.