



Contracts

State of Vermont
Department of Finance & Management
August - 2019

Revisions to Manual

August 2019:

- Added a note to step 29 on page 31 that the amount must be set to at least .01

March 2019:

- Manual finalized

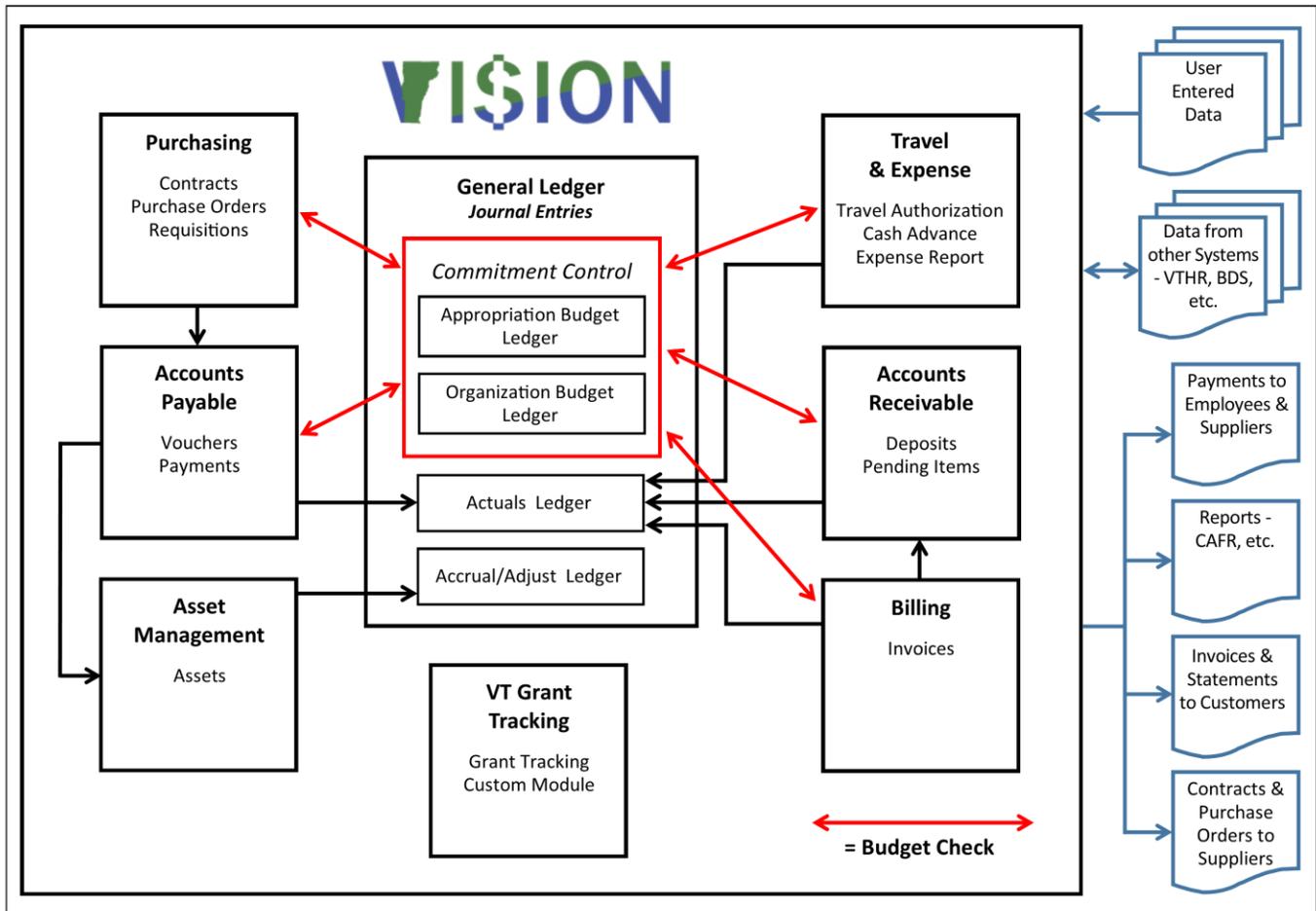
December 2018:

- Manual written

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Introduction to Contracts



Overview of VISION financial system:

There are several documents which should be reviewed to understand contracting requirements. All are accessible on the Finance & Management website.

VISION procedure #3 - <http://finance.vermont.gov/policies-and-procedures/vision-procedures>

Operational Guidance OG#2 - <http://finance.vermont.gov/training-and-support/vision-job-aids-and-operational-guidance>

Bulletin 3.5 - <http://aoa.vermont.gov/bulletins>

Bulletin #3.5 and VISION Procedure #3 require the use of purchase orders when making payment against all contracts if the payment is being made in VISION. Through VISION, a purchase order directly ties the expense to the available contract balance providing the greatest assurance that a contract will not be overspent, while also providing interested parties with real-time information regarding contract utilization. While a department may feel it's more efficient to track contract payments through a spreadsheet and not use purchase orders, there is no direct link or system control between a

department's spreadsheet and the processing of that payment in VISION...thus increasing the risk of overspending the contract.

A contract must be entered into the VISION system to comply with Bulletin 3.5 Standards. It is recommended that you visit the Agency of Administration's website and review Bulletin 3.5.

The Purpose and Policy from Bulletin 3.5 reads: "This Bulletin applies to the procurement of all goods and services and the required documentation of such procurements, regardless of dollar amount, for all agencies, as defined herein, of the State of Vermont government. This Bulletin provides guidelines for conducting procurements and contracting and establishes minimum benchmarks and protocols to ensure the solicitation and awarding of contracts for services are completed with sufficient competition. The State process is designed to: ensure fair and open competition; guard against favoritism, improvidence, extravagance, fraud and corruption; ensure the results meet Agency/department needs; provide for checks and balances and oversee Agency procurement activities; and protect the interest of the State and its taxpayers. Agencies and departments may develop individual processes and procedures applicable to their needs, in addition to the minimum stated requirements of this Bulletin."

****Agencies must enter the contract into the VISION financial system to obtain a contract number, regardless of the dollar amount.**

The only way to draw down on a contract is by entering a purchase order.

Tracking Performance Contracts:

Challenges for Change is a plan to make Vermont government and services more effective so that better results are delivered at lower cost to taxpayers. Challenges for Change was authorized by Act 68 (the Challenges Bill) of the 2009-2010 legislative session. See additional information in Bulletin 3.5, Performance Measures and Accountability. Bulletin 3.5 can be found at the following link: <http://aoa.vermont.gov/bulletins>.

As a result of the Challenges for Change initiative, a new page called "Performance Info" has been added to the contracts section of the Purchasing module. This page is a mandatory page that must be filled in and approved before new contracts added to the financial system can be approved. The performance info page provides a mechanism to track performance contracts and compliance with performance measures.

Contracts with a start date \geq 7-1-10 are automatically designated as challenges for change contracts. The performance info page must be filled out and approved before the contract can be approved.

General Procurement Information:

In order to meet on-going reporting requirements pertaining to State contracting, additional contract data elements must be captured when entering contracts and contract amendments into VISION. These new elements include designating the "Process Used" to secure the agreement and the "Agreement Type". Although these elements are already required and captured when preparing Form AA- 14, additional "Agreement Types" have been added to reflect the changes with the reissue of Administrative Bulletin 3.5. Use of this General Procurement Information area begins July 1, 2016. The General Procurement Information Job Aid can be found on our Finance and Management website at <http://finance.vermont.gov/training-and-support/vision-job-aids-and-operational-guidance>.

The VISION Contract Amendment process is as follows:

- All Departments will create and maintain one contract without copying and creating new iterations.
- Contract Activities link – The comments fields behind the “Contract Activities” link **MUST** be used to identify all amendments. You **MUST** enter the contract amendment number from the AA-14 here. Entering information on this page will give you a quick view of all amendments.
- Add/Edit Comments link – Explanation for any amendments **MUST** also be entered on this page. This can be done easily with a cut and paste process. Entering information on this page allows all current and prior contract amendment information to be printed out and easily viewed (assuming “copy to supplier” is checked).

Departments are reminded that all documentation required by Bulletin 3.5 must be maintained off line and made available upon demand for audit purposes.

***** Finance is the only Department that processes contract adjustments. *****

Frequently Asked Questions (FAQs)

I added a contract that I no longer need or was entered with incorrect information (i.e., wrong supplier). What do I do with it?

You cannot delete the contract, instead you can close the contract and create a new one if necessary. If you no longer need to use the contract, navigate to Purchasing > Procurement Contracts, change the status to Closed, and save. We do not use the Cancel function in VISION.

Why am I receiving an “Invalid Value” error message when I try to enter a PO against a valid contract?

Typically, this happens because of a couple of different reasons. On the Contract Header page, check the begin and expire dates to confirm the contract is available for use. If the dates are valid, verify the contract is in Approved status. If the dates are fine and the contract is approved, contact VISION Support at VISION.FinHelpdesk@vermont.gov for assistance.

Why aren't the PO Defaults I put in my Contract coming into my Purchase Order?

PO Defaults set up on a Contract will only come into the Purchase Order if the PO is copied from the Contract. If you enter the Contract number on the Contract tab of your PO, the default information will not come forward.

What do I do if the remaining amount of my contract is incorrect due to the PO that I entered incorrectly?

- If the PO has not been completed, then you will need to process a change order to the PO to properly update the remaining amount of the contract. For information on processing change orders, please refer to the Purchasing 102 manual located on the Finance and Management website at <http://finance.vermont.gov/training-and-support/vision-manuals>
- If the PO had been completed, then you will need to contact a member of Financial Operations to have a manual contract adjustment processed.

Is there a State Contract for the item I need to purchase?

To determine if there is a State contract for a specific item you need to purchase, go to the Office of Purchasing and Contracting website located on the State of Vermont website under Dept. of Buildings and General Services.

Navigation: Go to the Purchasing and Contract website at <http://bgs.vermont.gov/purchasing-contracting/contract-info>

The screenshot shows the Vermont Official State Website for the Agency of Administration, Buildings and General Services. The page features a navigation menu on the left with categories like Home, Commissioner's Office, Design & Construction, and Purchasing and Contracting. The 'Contract Information' section is highlighted, and the 'Current Contracts' link is circled in red. The main content area includes a search bar, a 'CONTRACT INFORMATION' heading, and a list of links for downloading contract lists and information on Environmentally Preferable Purchasing (EPP).

Click on [Current Contracts](#)

NOTE: Please note that when accessing Current Contracts from the Office of Purchasing & Contracting website at <http://www.bgs.vermont.gov/purchasing-contracting/contract-info/current> (including those for use by Town and Schools), these contracts are statewide use contracts and do not include individual agency-specific contracts issued by the Office of Purchasing & Contracting.

CURRENT CONTRACTS

To see the text of a contract click on the contract number. If you need further information, send the purchasing agent an e-mail by clicking on their name. In order to view, navigate, download or print the contracts you will need the free.

[See the complete list of contracts where the purchasing card may be used as a method of payment](#)

To Search This Page Press "Control F"

Audio Visual	Interior Coverings
Automotive	Laboratory and Field Equipment
Beds and Bedding	Lawn and Grounds Equipment
Building Supplies	Markers and Signs
Clothing and Footwear	Mail and Express Services
Communications	Medical
Computer Hardware, Software and Training	Newspaper Advertising
Custodial Supplies	Office Furniture
Document Destruction Services	Office Machines
Electrical Equipment, Supplies and Service	Office Supplies
Fasteners	Paper and Plastic Products, Disposable
Filters	Paper, Envelopes and Forms
Fire Protection Equipment and Supplies	Police Equipment and Supplies
Flags	Printing
Food	Safety Equipment and Services
Fuel	Scrap Metal Removal
Highway Materials and Equipment	Translation Service
Hospital and Surgical Equipment	Training
Industrial Supplies	Visual and Auditory Aids
	Waste Hauling and Recycling
	Welding Supplies

To search the page press "Control + F" or select a category

Clothing and Footwear

- Safety Shoes and Boots : Industrial Protection Product, Contract [33797](#)
- FPR Resale Shirts: Express Press, Contract [36507](#)
- Inmate Uniforms : Acme Supply Co Ltd, Contract [34128](#)
- Inmate Clothing : Bob Barker Company Inc., Contract [36206](#)
- Corrections Officer's Uniform : Ben's Uniforms, Inc., Contract [37190](#)
- Forestry Clothing: Initial Ideas, Contract [35154](#)
- Security Uniforms : Ben's Uniforms, Inc., Contract [29501](#)
- Shirts and Caps : Express Press, Contract [36747](#)
- Rough Duty Uniforms : Ben's Uniforms, Inc, Contract [36054](#)
- State Police Uniforms : Ben's Uniforms, Inc, Contract [34114](#)
- Uniform Rental & Cleaning: Unifirst, Contract [35508](#)
- Vermont Information Center Uniforms: Express Press, Contract [36760](#)
- High Visibility Safety Clothing: Applied Industrial Technologies Inc, Contract [35356](#)
- High Visibility Safety Clothing: Reflective Apparel Factory Inc., Contract [35354](#)
- Police Supplies : Galls LLC, Contract [36764](#)

Click on the [contract number](#) to view a particular contract:

How to Find and Interpret a Contract

WorkCenter navigation: Purchasing WorkCenter > Links Pagelet > Contracts > Add/Update Contracts

Navigator Menu navigation: Procurement Contracts > Add/Update Contracts

The **Contract Entry** page displays, click on the **Find an Existing Value** tab:

The screenshot shows the 'Contract Entry' search page. At the top, there are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs is a 'Search Criteria' section with a dropdown arrow. The search criteria include: SetID (dropdown set to '=') and STATE (text input with a magnifying glass icon); Contract ID (dropdown set to 'begins with') and an empty text input; Contract Version (dropdown set to '=') and an empty text input; Origin (dropdown set to 'begins with') and an empty text input with a magnifying glass icon; Version Status (dropdown set to '=') and an empty text input; Contract Style (dropdown set to 'begins with') and an empty text input with a magnifying glass icon; Contract Process Option (dropdown set to '=') and an empty text input; Short Supplier Name (dropdown set to 'begins with') and an empty text input with a magnifying glass icon; Supplier Name (dropdown set to 'begins with') and an empty text input with a magnifying glass icon; Master Contract ID (dropdown set to 'begins with') and an empty text input with a magnifying glass icon; and Description (dropdown set to 'begins with') and an empty text input. Below the search criteria are two checkboxes: 'Correct History' and 'Case Sensitive'. A text input field for 'Limit the number of results to (up to 300):' contains the value '300'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

SetID = **STATE** defaults in.

There are three ways to search for a contract:

- 1. Contract ID** - If you know the contract number, enter the number in the Contract ID field and be sure to include the leading zeros. You can also click on the drop-down arrow, change “begins with” to “contains” and search by part of the number.
- 2. Origin Code** - This is a good way to search for contracts belonging to your department. You can also search for Central Purchasing contracts by using their origin codes of CP and CPS however this may be a long list.
- 3. Short Supplier Name** - Enter part or as much of the Supplier Name as you wish, click the magnifying glass to return a list of suppliers with a similar short name to select from, then click the **Search** button. Remember, sometimes putting in too many letters reduces your chance of success.

Under Order Contract Options

8. **Allow Multicurrency PO** - This box defaults in as unchecked and cannot be changed. Currently the State of Vermont only processes transactions in US Dollars
9. **Corporate Contract** - This box defaults in as checked. This allows all business units to potentially use this contract. All CP or CPS contracts should have this box selected. In addition, if your department has multiple PO Business units, you must leave this box selected. **To restrict use of the contract to your BU only, uncheck the Corporate Contract checkbox and click on PO Defaults to enter department-specific information**

Click the [Edit Comments](#) link (or [Add Comments](#) link, if there aren't any comments yet) to view comments about the contract:

The **Header Comments** page displays and is available to enter additional information about the contract:

Any Contract Amendments **MUST** be entered here as well as on the Contract Activities page.

- 10. **Send to Supplier** - Click on this box if you want comments to be seen on the printed version of the contract. If the comments are for internal use only, leave the check box unchecked
- 11. **Copy to Purchase Order** - Select this box if you want comments to copy over to the PO
- 12. Click **OK**
- 13. Click the **Contract Activities** link to view additional information

You are returned to the **Contract** page:

Contract | VT Performance Info

Agency/Dept: CP Central Purchasing Contract ID: 00000000000000000000000036070
 Vendor Name: Casella Major Account Services, LLC Supplier ID: 0000299899
 Address: PO Box 1383
 City, State, Zip: Williston, VT 05495
 Start Date: 05/01/2018 Expire Date: 04/30/2020 Description: CP-WASTE&RECYC ST.PARKS RG-4
 Maximum \$30,000.000 C4C Contract: Approved:
 Payable:

Financial Information

Does this agreement include performance measures tied to outcomes and/or funding? Yes No

Estimated Funding Split:	G-Fund	F-Fund	S-Funds	GC-Fund	Other
	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> 100 %
Total funding splits: 100 %					\$30,000.00
					Explain: PURCHASING CONTRACT

General Procurement Information

Process used: Standard bid or RFP
 Agreement type: Other contracts for services

Save Return to Search Notify Refresh Add Update/Display Correct History

Contract | VT Performance Info

17. Click the **VT Performance Info** tab

All the information filled in above comes directly from the Contract page.

C4C Contract box:

- This box will be checked and grayed out for **all** contracts entered with a start date \geq 7-1-10. This indicates that the contract is a challenges for change contract and will require the Financial Information section to be filled in
- If the contract has a start date \leq 6-30-10 the box will not be checked and the Financial Information section will not need to be filled in
- If the contract has a start date \leq 6-30-10 and it is determined that the contract is a challenges for change contract, the box can be checked and the Financial Information area would need to be filled in

If the contract is a C4C contract; then the Financial Information area must be filled in:

- The question “Does this agreement include performance measures tied to outcomes and/or funding” must be answered by choosing “Yes” or “No”.
- Estimated Funding Split: A percentage must be entered for how the contract money will be spent. The total funding splits must equal 100%. These splits will automatically calculate the dollar amount based on the percentages entered per each fund.
- G-Fund = general fund
- F-Fund = federal fund
- S-Fund = special fund

- GC-Fund = global commitment fund
- Other (If “Other” is chosen, a text box will open, and a description of the funding source must be entered)

Note: For contracts that can be used throughout the state, such as Purchasing and Contract Administration contracts with an origin code of CP or CPS or master contracts such as those for Marketing and DII, if the funding source cannot be determined then use 100% “Other”. A suggested description of the funding source would be “Central Purchasing” or “Master”.

Approval box: This box must be checked if the C4C box is checked. Only users with security to approve a contract will be able to approve the Performance Info page. A contract that is a C4C contract must have the Performance Info page approved before the contract can be approved.

General Procurement Information:

Based on information captured when preparing Form AA-14.

Drop Down Values

Process Used:

- Qualifications based selection
- Simplified bid
- Sole sourced
- Standard bid or RFP
- Statutory

Agreement Type:

- Architectural/Engineering
- Commodity
- Construction
- Data Usage and/or Data Sharing
- Financial Transaction
- Grant
- Information Technology
- Marketing
- Other Contracts for Services
- Privatization
- Professional Services
- Retired or Former Employee
- Zero Dollar (or No-Cost)

The General Procurement Information area is designed so that selecting values in the drop-down fields are required fields.

New contracts: If a new contract is entered into VISION, the drop-down values must be selected before the contract can be moved to “approved” status.

Existing contracts: If an existing contract, in an “approved” or “closed” status, is moved to “open” and then to “approved” status, the General Procurement information area needs to be complete. (I.e., if values do not exist, they need to be selected.) If an existing contract, whether “approved” or “open”, is moved to “closed” status the General Procurement information area will not need to be filled in.

Finding and Interpreting a Contract is Complete

How to Determine if a Commodity is on Contract

Navigation: Go to the Purchasing and Contract Administration website at <http://www.bgs.vermont.gov/purchasing-contracting/contract-info>.

The screenshot shows the Vermont Buildings and General Services website. The header includes the Vermont logo and the text 'VERMONT OFFICIAL STATE WEBSITE'. Below the header, the page title is 'Buildings and General Services'. A search bar is visible in the top right. The main content area is titled 'CONTRACT INFORMATION' and contains a paragraph: 'The text of statewide commodity contracts that are utilized by more than one agency/department are available for view. To view or print the text of a contract click on the contract number.' Below this paragraph is a list of links, with the first link, 'Statewide Commodity Contracts that are utilized by more than one agency/department (including those for use by Towns and Schools)', highlighted with a red box. Other links include 'Download a list of executed contracts that have been issued by the Office of Purchasing and Contracting', 'Download a list of contracts that have been added or amended in the last 30 (thirty) days by the Office of Purchasing and Contracting', and 'Environmentally Preferable Purchasing (EPP)'. At the bottom of the page, there are two icons: a pencil icon for 'Statewide Contracts' and a leaf icon for 'Environmentally Preferred Purchasing (EPP)'. A left sidebar contains a navigation menu with items like 'Home', 'Commissioner's Office', 'Design & Construction', 'Operations & Maintenance', 'Planning & Property Management', 'Vermont Information Centers Division', 'Government Business Services', 'Purchasing and Contracting', 'Bid Information', 'Construction Services and Professional Consulting Retainer Contracts', 'Contact Information - Purchasing Agents', 'Contract Information', 'Current Contracts', 'Communications Contracts', 'Computer Hardware, Software and Training Contracts', and 'Information Technology Retainer Contracts'. The 'Contract Information' item is highlighted.

1. Click on [Statewide Commodity Contracts that are utilized by more than one agency/department \(including those for use by Towns and Schools\)](#)

NOTE: Please note that when accessing Current Contracts from the Office of Purchasing & Contracting website at <http://www.bgs.vermont.gov/purchasing-contracting/contract-info/current> (including those for use by Town and Schools), these contracts are statewide use contracts and do not include individual agency-specific contracts issued by the Office of Purchasing & Contracting.

CURRENT CONTRACTS

To see the text of a contract click on the contract number. If you need further information, send the purchasing agent an e-mail by clicking on their name. In order to view, navigate, download or print the contracts you will need the free.

[See the complete list of contracts where the purchasing card may be used as a method of payment](#)

To Search This Page Press "Control F"

[Audio Visual](#)

[Automotive](#)

[Beds and Bedding](#)

[Building Supplies](#)

[Clothing and Footwear](#)

[Communications](#)

[Computer Hardware, Software and Training](#)

[Custodial Supplies](#)

[Document Destruction Services](#)

[Electrical Equipment, Supplies and Service](#)

[Fasteners](#)

[Filters](#)

[Fire Protection Equipment and Supplies](#)

[Flags](#)

[Food](#)

[Fuel](#)

[Highway Materials and Equipment](#)

[Hospital and Surgical Equipment](#)

[Industrial Supplies](#)

[Interior Coverings](#)

[Laboratory and Field Equipment](#)

[Lawn and Grounds Equipment](#)

[Markers and Signs](#)

[Mail and Express Services](#)

[Medical](#)

[Newspaper Advertising](#)

[Office Furniture](#)

[Office Machines](#)

[Office Supplies](#)

[Paper and Plastic Products, Disposable](#)

[Paper, Envelopes and Forms](#)

[Police Equipment and Supplies](#)

[Printing](#)

[Safety Equipment and Services](#)

[Scrap Metal Removal](#)

[Translation Service](#)

[Training](#)

[Visual and Auditory Aids](#)

[Waste Hauling and Recycling](#)

[Welding Supplies](#)

2. To search the page press "Control + F" or select a category

Building Supplies

- Lumber and Building Supplies
 - LaValley Building Supply Inc, Contract [34436](#)
 - Poulin Lumber, Contract [34441](#)
- Hardwood Plywood
 - Atlantic Plywood Corporation, Contract [36064](#)
- Plumbing and HVAC Supplies
 - Granite Group, Contract [30953](#)
 - F. W. Webb, Contract [31324](#)

3. Click on the contract number to view a particular contract

Enter Services Contract

WorkCenter navigation: Purchasing WorkCenter > Links Pagelet > Contracts > Add/Update Contracts

Navigator Menu navigation: Procurement Contracts > Add/Update Contracts

The **Contract Entry** page displays:

The screenshot shows the 'Contract Entry' form with the following fields and values:

- SetID: STATE
- Contract ID: NEXT
- Style ID: PO
- Contract Process Option: Purchase Order

The 'Add' button at the bottom is highlighted with a red box.

Note: In the Contract Process Option field, the value defaults as Purchase Order. Accept the default so that you can dispatch and print the contract. If you enter a contract and you selected an option other than “purchase order”, you will need to close the contract and create a new one to be able to dispatch/print.

1. Click **Add**

The **Contract** page displays:

2. **Origin Code** - Enter an Origin Code
3. **Administrator/Buyer** - Enter the Administrator/Buyer
4. **Supplier ID** - Do not utilize the Supplier search link on this page, searching for the supplier number should be done using the following **Navigation**: Suppliers > Supplier Information > Add/Update > Supplier
5. **Begin Date & Expire Date** - Select the Begin and Expire dates for the contract

- 6. **Description** - If you want to see a description on reports that you run, you should enter a meaningful description here
- 7. **Maximum Amount** - You can select a maximum amount if desired

Contract | VT Performance Info

Contract Entry
Contract

SetID STATE Copy From Contract
Contract ID NEXT
*Status Open
*Origin FM
Administrator/Buyer

Contract Version
Version 1 Status Current
Approval Due Date

Header

*Contract Style Purchase Order
Process Option Purchase Order
*Supplier
*Supplier ID 0000084643
*Begin Date 11/27/2018
Expire Date 12/31/2018
Renewal Date
Currency USD CRRNT
Primary Contact
Supplier Contract Ref
Description Oracle Tech Services
Master Contract ID
Tax Exempt ID
 Tax Exempt

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

Amount Summary

Maximum Amount	100000.00	USD
Line Item Released Amount	0.00	
Category Released Amount	0.00	
Open Item Released Amount	0.00	
Total Released Amount	0.00	

Order Contract Options

Allow Multicurrency PO
 Corporate Contract
 Lock Chartfields
PO Defaults

Allow Open Item Reference
 Adjust Supplier Pricing First
 Price Can Be Changed on Order
Add Open Item Price Adjustments

Must Use Contract Rate Date
 Auto Default
*Dispatch Method Print
Price Adjustment Template

Rate Date 11/27/2018
Dispatch

- 8. Click the **Add Comments** link

The **Contract Comments** window opens:

9. Enter all appropriate requirements and/or enter the Standard Comments

10. To enter Standard Comments, Click the **Use Standard Comments** link

The **Standard Comments** page displays:

11. **Comment Type** - Standard Comments for service contract have a **Comment Type = CS** or use the magnifying glass to select the appropriate comment type

12. **Comment ID** - Use the magnifying glass to select the Comment ID(s) you wish to include

13. Click **OK** - The comments will be copied into your contract and active for entry of specific information

You are returned to the **Contract Comments** page:

14. Click on the **Send to Supplier** checkbox for comments to be seen on a printed copy of the Contract

15. Click on the **Copy to Purchase Order** checkbox for comments to be seen on a printed copy of the PO

16. If you need to add an Attachment to be included with the standard comments, click the **Attach** button

The **File Attachment** box opens, browse to find file attachment and click upload

If you have questions about which Standard Comments should be used, please contact BGS Purchasing and Contract Administration at 828-2211.

17. Click **OK**

You are returned to the **Contract Entry** page:

18. Click the **Contract Activities** link to view additional information

The **Contract Activities** page displays:

This is the page where **all contract activity**, such as approvals and amendments, **MUST** be recorded. This information is required. You should also include initials of the person who updated this information.

Example(s): "Approved on 11/27/18 with signatures. ET" "Amended 12/01/18 to add Section 3. ET"

In the case of an amendment, provide a description of what was updated, and you **must** include the contract amendment number from the AA-14.

19. Click **OK** - Once the Maintain Contracts page returns, **uncheck** the Allow Multicurrency PO checkbox (SOV only processes transactions using US Dollars)

20. If you want to restrict use of the contract to your Business Unit only, uncheck the Corporate Contract checkbox and click on the PO Defaults link to enter dept specific information

21. **Departments with contracts that serve multiple PO business units should leave Corporate Contract checked**

22. Click the **PO Defaults** link

The **Contract Defaults by BU** page displays:

23. Enter all appropriate defaults and click **OK**

The **Maintain Contracts** page displays:

24. **Description** - The description field for the services provided on all Personal Services contracts must be descriptive enough to ascertain the type of service being provided. Entering descriptions such as “Contractual Services”, “Third Party Services”, department name or acronym is NOT sufficient

25. **UOM (unit of measure)** - use the magnifying glass for look up

26. **Category** - use the magnifying glass for look up

27. Click on the **Line Details** icon to the left of the Item field

The **Details for Line 1** page displays:

The screenshot shows a window titled "Details for Line 1" with a close button (X) and a "Help" link. The main content area displays the following information:

- Contract ID: NEXT
- Version: 1
- Supplier: CHERRYROAD-001
- Line: 1
- Item ID: TECHNOLOGY

Below this is a section titled "Line Details" with a light blue background. It contains:

- Category: 03198
- Description: (empty field)
- Category ID: 00022
- Status: Active
- Physical Nature: Goods (dropdown menu)

A text area for "Transaction Item Description:" contains the text "TECHNOLOGY" and has a "244 characters remaining" indicator. Below the text area are two links: "Expand All" (highlighted with a red box) and "Collapse All".

At the bottom of the "Line Details" section are three expandable sections:

- Item Information
- Release Amounts / Quantities
- Pricing Information

At the very bottom of the window are three buttons: "OK", "Cancel", and "Refresh".

26. Change the Physical Nature as appropriate for the contract and Click the **Expand All** link

This screenshot shows the expanded "Item Information" section. At the top, there are "Expand All" and "Collapse All" links. The section is titled "Item Information" and contains the following fields:

- Supplier's Catalog: (empty text box)
- Supplier Item ID: (empty text box)
- Manufacturer ID: (empty text box with a search icon)
- Description: (empty text box)
- Manufacturer's Item ID: (empty text box with a search icon)

There is a "Device Tracking" checkbox which is currently unchecked. Below the "Item Information" section is a section titled "Release Amounts / Quantities" with a light blue background. It contains the following fields:

- Minimum Line Amount: (empty text box)
- Maximum Line Amount: (empty text box)
- Total Line Released Amount: 0.000
- Minimum Line Quantity: (empty text box)
- Maximum Line Quantity: (empty text box)
- Total Line Released Quantity: 0.00

At the bottom of this section, there are four rows of summary information:

Remaining Amount	USD	Remaining Quantity	0.0000 EA
Remaining Amount %		Remaining Quantity %	0.00

27. Enter any appropriate **Min/Max Line Amount** information as well as Min/Max Line Qty information (this information is contract line specific and is optional)

28. Select the **Price Can Be Changed on Order** checkbox - if you want to be able to change the system calculated price on POs for this contract. If you do not select this option, the price field on the PO is unavailable to change

Pricing Information

Use Contract Base Price
 Price Can Be Changed on Order
 Price Date: Due Date
 Price Qty: Line Quantity
 Qty Type: Current Order Quantity

Use Supp Price UOM Adjustments
 Use Supplier Price Shipto Adj
 Adjust: Before Contract Adjustments

Order By Amount

Amount Only
 Merchandise Amount:

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					
	Price Loc	UOM	Base Price	Curr	
<input checked="" type="checkbox"/>	MULTIPLE	EA	.01	USD	+ -

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				
	Lead Time	Time Due	*Qty Sched	UOM
	30		1.0000	EA

29. Enter a Base Price amount **Note: Base Price must be entered with dollar amount of .01 or greater** – If the price can be changed on order, the checkbox is marked for this line, it is the user’s choice on the UOM Base Price Amount. If the “Price Can Be Changed on Order” checkbox is NOT marked, enter the per unit price
30. Click **OK**

You are brought back to the **Contract Entry** page, click on the **Performance Info** tab:

Contract **VT Performance Info**

Agency/Dept: FM Finance & Management Contract ID: NEXT
Vendor Name: Supplier ID:
Address:
City, State, Zip: ,
Start Date: 12/01/2018 Expire Date: Description: Oracle Tech Services
Maximum Payable: \$0.000 **C4C Contract:** Approved:

Financial Information

Does this agreement include performance measures tied to outcomes and/or funding? Yes No

Estimated Funding Split:	G-Fund	F-Fund	S-Funds	GC-Fund	Other
	<input type="text"/> %				

Total funding splits: %

The Performance Info page must be filled in for all contracts that are challenges for change contracts (C4C). Contracts with a start date $\geq 07/01/10$ are automatically designated as challenges for change contracts. Contracts with a start date $\leq 06/30/10$ can be designated as challenges for change contract by clicking on the C4C box.

Note: The Information above the Financial Information area is filled in from the Contract page

- 30.** The C4C (challenges for change) box is checked and grayed out as will be the default for all contracts entered with a start date $\geq 07/01/10$
- 31.** A "Yes" or "No" must be selected for the question of 'Does this agreement include performance measures tied to outcomes and/or funding?'
- 32.** Estimated Funding Split: Enter the percentage in the appropriate area for what fund or funds the contract amount will be spent against. The Total funding splits will automatically calculate and must equal to 100%. If part or all the funding source falls under "Other", a description of the funding source must be entered in the text box that opens

Note: For contracts that can be used throughout the state, such as Purchasing and Contract Administration contracts with an origin code of CP or CPS or master contracts such as those for Marketing and DII, if the funding source cannot be determined then use 100% "Other". A suggested description of the funding source to enter into the text box would be "Central Purchasing" or "Master"

Contract		VT Performance Info	
Agency/Dept: FM	Finance & Management	Contract ID: NEXT	Supplier ID:
Vendor Name:		Address:	
City, State, Zip: ,			
Start Date: 12/01/2018	Expire Date:	Description: Oracle Tech Services	
Maximum Payable:	\$0.000	C4C Contract: <input checked="" type="checkbox"/>	Approved: <input type="checkbox"/>
Financial Information			
Does this agreement include performance measures tied to outcomes and/or funding?			<input checked="" type="radio"/> Yes <input type="radio"/> No
Estimated Funding Split:	G-Fund <input type="text" value="50"/> %	F-Fund <input type="text" value=""/> %	S-Funds <input type="text" value=""/> %
	GC-Fund <input type="text" value=""/> %	Other <input type="text" value=""/> %	
Total funding splits:		%	

General Procurement Information section:

General Procurement Information	
Process used:	<input type="text" value="Standard bid or RFP"/>
Agreement type:	<input type="text" value="Information technology"/>

33. The Process used field and the Agreement type field must be filled in based on information gathered from the AA-14 form

34. Approved checkbox -This box must be checked when all sections of the VT Performance Info page are complete. This page must be approved before the contract can be approved

Note: Only VISION users with the security to approve contracts can approve the performance info page

35. Click back on the **Contract** tab

36. Click **Save**

Define Contract Alert Notification Parameters for a Contract

Possible situations when this function is used: Individuals responsible for Contract Maintenance have the need to identify Contracts that are nearing renewal, expiration, approval or maximum amount. Contract Alert Notifications can provide directed email messages for contracts that are nearing renewal, expiration, approval or maximum amount.

WorkCenter navigation: Purchasing WorkCenter > Links pagelet > Contracts > Add/Update Contracts

Navigator Menu navigation: Procurement Contracts > Add/Update Contracts

The **Contract Entry** page displays, click on the **Find an Existing Value** tab:

Contract Entry
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

▼ **Search Criteria**

SetID = [v] STATE [m]
Contract ID begins with [v] [t]
Contract Version = [v] [t]
Origin begins with [v] [t] [m]
Version Status = [v] [t] [v]
Contract Style begins with [v] [t] [m]
Contract Process Option = [v] [t] [v]
Short Supplier Name begins with [v] [t] [m]
Supplier Name begins with [v] [t] [m]
Master Contract ID begins with [v] [t] [m]
Description begins with [v] [t] [m]

Correct History Case Sensitive
Limit the number of results to (up to 300): 300

Search | Clear | Basic Search [m] | Save Search Criteria

1. **Contract ID** - Enter a Contract ID number
2. **Contract Process Option** - Should always be Purchase Order
3. **Origin** - Your depts. origin code - **You should at least enter your dept.'s origin code to keep the search results more manageable**
4. **Short Supplier Name** - Enter Short Supplier name if known
5. Click **Search**

The **Contract Entry** page displays:

The screenshot shows the 'Contract Entry' page with the following details:

- Contract ID: 0000000000000000000000000030250
- *Status: Approved
- *Origin: FM
- SetID: STATE
- Contract Version: 1
- Status: Current
- Approved Date: 10/01/2015
- Administrator/Buyer: RMCCUEN2, McCuen, Raya
- Contract Style: Purchase Order
- Process Option: Purchase Order
- Supplier: VERMONT TR-002
- Supplier ID: 0000327756
- Supplier: Vermont Transparency, Inc.
- Begin Date: 10/01/2015
- Expire Date: 07/31/2017

Navigation links include: Add Comments, Contract Activities, Primary Contact Info, Contract Releases, Activity Log, Document Status, **Thresholds & Notifications**, View Changes, and Current Change Reason.

6. Click the **Thresholds & Notifications** link

The **Thresholds & Notifications** page displays:

The screenshot shows the 'Thresholds & Notifications' page with the following details:

- Send Date/Amount Notification (Annotation 7)
- Expand All (Annotation 8) | Collapse All
- Notification Assignments table:

Notification Type	User ID	User Description	Email Address
1 Maximum Am	KSYMONDS	Karen L Symonds	karen.symonds@vermont.gov
2 Expiration	KSYMONDS	Karen L Symonds	karen.symonds@vermont.gov

Amount Summary

Maximum Amount	12,000.00	USD
Total Line Released Amount	11,125.00	
Total Category Released Amount	0.00	
Open Item Released Amount	0.00	
Remaining Amount	875.00	
Remaining Percent	7.29	

Buttons: OK, Cancel

7. Click the **Send Date/Amount Notification** checkbox

8. Click the **Expand All** link

The **Date Notification** and **Maximum Amount Notification** sections expand:

Thresholds & Notifications

Send Date/Amount Notification

[Expand All](#) [Collapse All](#)

▼ Date Notification

Notify User when contract is within specified days of Expire Date.

Expire Date 07/31/2017
Expiration Notification Date 07/01/2017

Notify Days Before Expires

Notify User when contract is within specified days of Renewal Date.

Renewal Date
Renewal Notification Date

Notify Days Before Renewal

▼ Maximum Amount Notification

Notify User when the total contract released amount is either within the specified amount , or within the specified percentage of the maximum contract amount

Amount Less than Maximum USD

Percent Less than Maximum

Notification Amount 11,000.00

▼ Notification Assignments [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Refresh](#) | [First](#) | [1-2 of 2](#) | [Last](#)

Notification Type	User ID	User Description	Email Address		
1 Maximum Arr	KSYMONDS	Karen L Symonds	karen.symonds@vermont.gov	+	-
2 Expiration	KSYMONDS	Karen L Symonds	karen.symonds@vermont.gov	+	-

▼ Amount Summary

Maximum Amount	12,000.00	USD
Total Line Released Amount	11,125.00	
Total Category Released Amount	0.00	
Open Item Released Amount	0.00	
<hr/>		
Remaining Amount	875.00	
Remaining Percent	7.29	

9. For a notification on Expiration Date, enter a value in the Notify Days Before Expires box. (Note that the Expire Date of the Contract is displayed in this box. This value entered represents the Number of Days prior to this Expiration Date that the notification should be generated)
10. For a notification on Renewal Date, enter a value in the Notify Days Before Renewal box. (Note that the Renewal Date of the Contract (if applicable) is displayed in this box. This value entered represents the Number of Days prior to this Renewal Date that the notification should be generated)
11. For a notification on Maximum Amount, enter a value in the Amount Less than Maximum box. (Note that the Maximum of the Contract is displayed in this box. This value entered represents the dollar amount less than this maximum amount that the notification should be generated. Also note that the Percent Less than Maximum is automatically calculated based on this dollar amount)

To select the specific users that should receive a notification, first identify the Notification Type in the Notification Assignments section. (Note that the various types of notification include: Approval Due Date, Expiration, Maximum Amount and Renewal.)

Thresholds & Notifications

Expand All Collapse All

▼ Date Notification

Notify User when contract is within specified days of Expire Date.

Expire Date 07/31/2017 Notify Days Before Expires

Expiration Notification Date 07/01/2017

Notify User when contract is within specified days of Renewal Date.

Renewal Date Notify Days Before Renewal

Renewal Notification Date

▼ Maximum Amount Notification

Notify User when the total contract released amount is either within the specified amount , or within the specified percentage, of the maximum contract amount.

Amount Less than Maximum USD

Percent Less than Maximum

Notification Amount 11,000.00

▼ Notification Assignments

1-2 of 2 Last

Notification Type	User ID	User Description	Email Address
1 Maximum Arr	<input type="text" value="KSYMONDS"/> <input type="button" value="Q"/>	Karen L Symonds	karen.symonds@vermont.gov
2 Expiration	<input type="text" value="KSYMONDS"/> <input type="button" value="Q"/>	Karen L Symonds	karen.symonds@vermont.gov

▼ Amount Summary

Maximum Amount	12,000.00	USD
Total Line Released Amount	11,125.00	
Total Category Released Amount	0.00	
Open Item Released Amount	0.00	
<hr/>		
Remaining Amount	875.00	
Remaining Percent	7.29	

12. Select the User ID for the Notification Type via the User ID lookup. After you select the user, you will see the User Description and Email Address are then displayed
13. To specify an additional Notification Assignment, click the plus sign icon in the Notifications Assignments section, and then specify the Notification Type and User ID (Step 12). (Note that you can have multiple Notification Types for the same User ID, or multiple User IDs for the same Notification Type based on your specific needs for the Contract)
14. Click **OK**

You are returned to the **Contract Entry** page:

The screenshot shows the 'Contract Entry' page with several sections:

- Order Contract Options:** Includes checkboxes for 'Allow Multicurrency PO', 'Corporate Contract', 'Lock Chartfields', 'Allow Open Item Reference', 'Adjust Supplier Pricing First', 'Price Can Be Changed on Order', 'Must Use Contract Rate Date', 'Auto Default', and 'Dispatch Method' (set to 'Print'). A 'Dispatch' button is visible.
- Contract Items:** A table with columns: Line, Item, Description, UOM, Category, Include for Release, Status. Row 1: Line 1, Item (icon), Description 'Database work on vendors & salaries for SPOTLIGHT', UOM 'EA', Category '00101', Status 'Active'.
- Contract Categories:** A table with columns: Line, Category, Description, Status. Row 1: Line 1, Category, Description, Status 'Active'.
- Buttons:** 'Save' (highlighted with a red box), 'Return to Search', 'Notify', 'Refresh', 'Add', 'Update/Display', 'Correct History'.

15. Click the **Save** button to save the **Contract**

A Reason Code page will appear to allow you select a Reason Code and enter Comments related to the changes made for the Contract Thresholds and Notification:

The 'Reason Code Page' dialog box contains the following information:

- Header: 'Reason Code Page' with a 'Help' link.
- Instruction: 'Enter a reason code and comment for making changes that are being tracked.'
- Fields: 'SetID STATE Contract ID 00000000000000000000030250'.
- Reason Code: 'CHANGE' with a magnifying glass icon (highlighted with a red box).
- Comment: 'Updated Contract Alert Notifications as per the request of Agency.' with a text area and a 'Save' icon.
- Checkbox: 'Use Same Reason Code' (unchecked).
- Buttons: 'OK', 'Cancel', 'Refresh'.

16. Select a **Reason Code** by clicking the magnifying glass icon to display all eligible values

Look Up Reason Code

SetID STATE
Reason Type Procurement Contract
Reason Code begins with
Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-6 of 6 Last

Reason Code	Description
CHANGE	Change Order
ERROR	Error
EXPIRE	Contract Expired
EXTENSION	Extension
RELERROR	Release Error
STATUS	STATUS

Reason Code Page

Enter a reason code and comment for making changes that are being tracked.

SetID STATE Contract ID 000000000000000000000000030250

Reason Code CHANGE

Comment Updated Contract Alert Notifications as per the request of Agency.

Use Same Reason Code

OK Cancel Refresh

17. To enter further description related to your change, you can enter comments in the Comment box

18. Click **OK** to return to the Contract Entry Page

The **Contract** is now saved with the defined Contract Alert Notifications.

Note – The steps above to set up contract alert notifications can also be executed at the time a new contract is added.

Note – The contract alert process will run nightly to produce notification emails. You must have “Email User” checked under Workflow Attributes on your My System Profile page for contract notifications to be sent. If this is not check, no notification will be sent. It is also important to “mark as worked” any contract notification that you have received on your worklist once it has been addressed. Additional notifications for the same contract will not be sent unless all previous notifications have been “marked as worked”.

Defining Contract Alert Notification Parameters for a Contract is Complete

Create Contract Change/Amendment

Situations when this function is used: To extend the expiration date of a contract, to increase the maximum amount of the contract, or to designate a contract as a challenge for change contract. This should only be done after all required signatures have been obtained for the contract amendment.

WorkCenter navigation: Purchasing WorkCenter > Links pagelet > Contracts > Add/Update Contracts

Navigator Menu navigation: Procurement Contracts > Add/Update Contracts

The **Contract Entry** page displays, click on the **Find an Existing Value** tab:

Contract Entry
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Search Criteria

SetID =

Contract ID

Contract Version =

Origin

Version Status =

Contract Style

Contract Process Option =

Short Supplier Name

Supplier Name

Master Contract ID

Description

Correct History Case Sensitive

Limit the number of results to (up to 300):

Search | Clear | Basic Search |

1. **Contract ID** - Enter the contract ID number
2. **Contract Process Option** - Should always be Purchase Order
3. **Origin** - Enter your depts. origin code
4. **Short Supplier Name** - Enter the short supplier name if known

Note: You should at least enter your dept.'s origin code to keep the search results more manageable

5. Click **Search**

The **Contract Activities** page displays:

The screenshot shows the 'Contract Activities' page. At the top, there is a 'Contract Entry' section. Below it, the 'Contract Activities' title is displayed. The page shows 'SetID STATE' and 'Contract ID 000000000000000000000000030250' with 'Version 1'. A table titled 'Activities' is shown with columns: Version, *Due Date, Done, and *Comments. The table contains one row with Version '1 1', Due Date '10/08/2015', Done checked, and Comments 'Approved on 3/31/16 with signatures. KS'. The table has a toolbar with 'Personalize | Find | View All | First 1 of 1 Last'. Below the table are 'OK', 'Cancel', and 'Refresh' buttons.

This is the page where **all contract activity**, such as approvals and amendments, **MUST** be recorded. This information is required. You should also include initials of the person who updated this information. For example: "Approved on 3/31/16 with signatures. KS" "Amendment #1 on 4/15/16 to increase maximum amount by \$200,000 from \$537,881.00 to \$737,881.00. KS"

In the case of an amendment, provide a description of what was updated, and you **must** include the contract amendment number from the AA-14.

This screenshot is identical to the previous one, but with a red box highlighting the plus sign (+) button at the end of the table row, indicating where to click to insert a new row.

8. To insert a row click the plus sign + at the end of the row

Contract Comments

Contract Entry

Header Comments

SetID STATE Contract ID 000000000000000000000000030250 Version 1

Retrieve Active Comments Only

*Sort Method Comment Time Stamp *Sort Sequence Ascending

Comments Find | View All First 1 of 1 Last

Use Standard Comments Comment Status Active

Send to Supplier Show at Receipt Copy to Purchase Order

Show at Voucher

Associated Document

Attachment Email

From -> CNT STATE-000000000000000000000000030250

13. Place your cursor in the last comment text box and click on the plus sign on the right side of the screen. This will insert a row for you to add the comments about the amendment. In this example there is no need to insert a row as the current row is blank. These comments can either be typed in again or copied from the Contract Activities link and pasted in the new row
14. Click on **Send to Supplier** if the comments should be displayed on the contract when it prints.
15. Click **OK**

Reason Code Page x

[Help](#)

Enter a reason code and comment for making changes that are being tracked.

SetID STATE Contract ID 000000000000000000000000030250

Reason Code

Comment

Use Same Reason Code

19. Select a **Reason Code** by clicking the magnifying glass icon to display all eligible values

Look Up Reason Code x

[Help](#)

SetID STATE

Reason Type Procurement Contract

Reason Code

Description

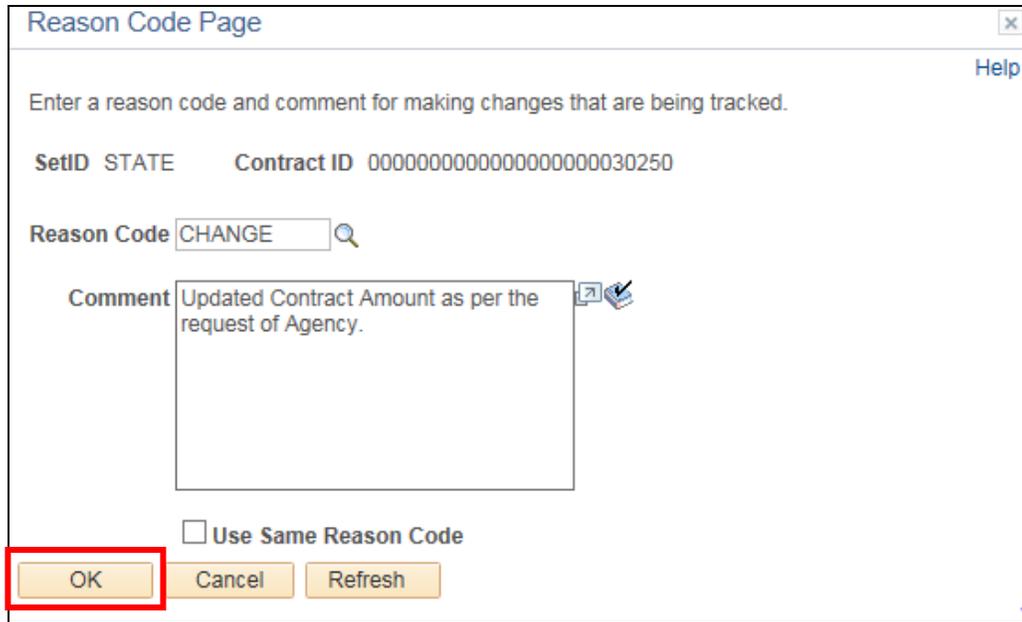
[Basic Lookup](#)

Search Results

View 100 First 1-6 of 6 Last

Reason Code	Description
CHANGE	Change Order
ERROR	Error
EXPIRE	Contract Expired
EXTENSION	Extension
RELEERROR	Release Error
STATUS	STATUS

20. Click on the appropriate reason code. (Note that after you select the Reason Code, the Comment box will display a default value)



The image shows a dialog box titled "Reason Code Page" with a "Help" link in the top right corner. The main text reads "Enter a reason code and comment for making changes that are being tracked." Below this, there are fields for "SetID STATE" and "Contract ID 000000000000000000000000030250". A "Reason Code" field contains the text "CHANGE" with a search icon to its right. Below the reason code is a "Comment" text area containing the text "Updated Contract Amount as per the request of Agency." To the right of the comment area are two small icons: a document with a checkmark and a document with a checkmark and a pencil. At the bottom of the dialog, there is a checkbox labeled "Use Same Reason Code" which is currently unchecked. Below the checkbox are three buttons: "OK", "Cancel", and "Refresh". The "OK" button is highlighted with a red rectangular border.

26. Click **OK**

You are returned to the **Contract Entry** page.

Follow your department's internal control procedures for approval of the performance info page and the contract.

Creating a Contract Change/Amendment is Complete

Print/Dispatch Contract

A Contract can be dispatched (printed) using the “Dispatch Contracts” selection from the menu after the contract has been approved and saved. General contracts cannot be printed/dispatched.

WorkCenter navigation: Purchasing WorkCenter > Links pagelet > Contracts > Dispatch Contracts

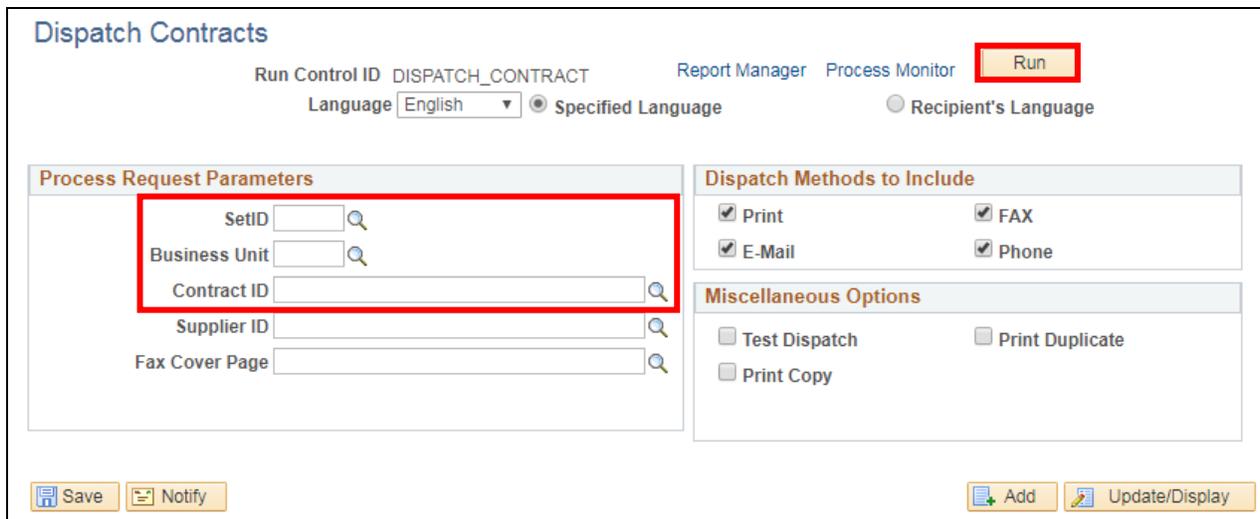
Navigator Menu navigation: Procurement Contracts > Dispatch Contracts

The **Dispatch Supplier Contracts** page displays, click on the **Add a New Value** tab:



1. **Run Control ID** - Enter a new run control ID, ex: DISPATCH_CONTRACT
2. Click **Add**

The **Dispatch Contracts** page displays:



3. **Set ID** - Enter STATE
4. **Business Unit** - **For CPS users only** - To print a **CP** or **CPS** contract, enter “PURCH” for the business unit. If this is a CP or CPS contract and you want to print it but don’t have the PURCH option, then leave the business blank. The contract will print, and the only difference will be the State of Vermont address in the left-hand corner will not appear. If this contract originates from your Department, enter your Business Unit
5. **Contract ID** - Enter Contract ID #
6. Click **Run**

The **Report Manager** page displays, click on the **Administration** tab:

10. Click Refresh until the **Status = Posted**. Once the status = Posted, click on the **Vendor Contract Dispatch/Print** link in the Description column

A new browser window will open displaying the contract:

State of Vermont
Buildings and General Services
Office of Purchasing & Contracting
109 State St
Montpelier VT 05609-3001
USA

Supplier 0000018606
Center for Technology Commercialization
134 Flanders Rd Ste 225
Westborough MA 01581
USA

Phone #:

Line #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
1		EDSS - ENVIRONMENTAL DESIGN FOR SAFETY & SECURITY	EA	14,811.50000	0.00	0.00

CONTRACTORS' RESPONSIBILITIES:
1). RESEARCH THE SPECIFIC NEEDS OF THE STATE OF VERMONT DEPARTMENT OF BUILDINGS AND GENERAL SERVICES, SECURITY DIVISION.
2). WORK WITH THE VERMONT DEPARTMENT OF HOMELAND SECURITY AND THEIR LIST OF CRITICAL INFRASTRUCTURE.

11. Click the printer icon in the tool bar to print the contract

Print/Dispatch a Contract is Complete

Close a Contract

Situations when this function is used: The contract period has expired, and all related purchase orders are in complete status. Follow specific controls in place in your department for closing contracts.

WorkCenter navigation: Purchasing WorkCenter > Links pagelet > Contracts > Add/Update Contracts

Navigation Menu navigation: Procurement Contracts > Add/Update Contracts

The **Contract Entry** page displays, click on the **Find an Existing Value** tab:

Contract Entry
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

▼ **Search Criteria**

SetID = ▾ STATE 🔍

Contract ID begins with ▾ 🔍

Contract Version = ▾ 🔍

Origin begins with ▾ 🔍

Version Status = ▾ 🔍

Contract Style begins with ▾ 🔍

Contract Process Option = ▾ 🔍

Short Supplier Name begins with ▾ 🔍

Supplier Name begins with ▾ 🔍

Master Contract ID begins with ▾ 🔍

Description begins with ▾ 🔍

Correct History Case Sensitive

Limit the number of results to (up to 300): 300

Search | Clear | Basic Search 🔍 | Save Search Criteria

1. **Contract ID** - Enter the contract ID number
2. **Contract Process Option** - Should always be Purchase Order
3. **Origin** - Enter your depts. origin code
4. **Short Supplier Name** - Enter the short supplier name if known

Note: You should at least enter your dept.'s origin code to keep the search results more manageable

5. Click **Search**

The **Contract** page is displayed:

Contract Entry
Contract

SetID STATE Contract ID 00000000000000000000000014319 Contract Version 1 Status Current
*Status Approved *Origin FM Approved Date 11/21/2008
Administrator/Buyer KPEARSON Kim A Pearsons

Header

Contract Style Purchase Order Add Comments Activity Log
Process Option Purchase Order **Contract Activities** Document Status
Supplier TRANSAMERI-005 Primary Contact Info Thresholds & Notifications
Supplier ID 0000281185 TransAmerica Training Management Inc Contract Releases
Begin Date 11/21/2008
Expire Date 10/31/2009
Renewal Date
Currency USD CRRNT
Primary Contact
Supplier Contract Ref
Description
Master Contract ID
Tax Exempt ID Tax Exempt

Amount Summary

Maximum Amount	60,850.00 USD
Line Item Released Amount	11,650.00
Category Released Amount	0.00
Open Item Released Amount	0.00
Total Released Amount	11,650.00
Remaining Amount	49,200.00
Remaining Percent	80.85

Order Contract Options

Allow Multicurrency PO Allow Open Item Reference Must Use Contract Rate Date Rate Date 11/21/2008
 Corporate Contract Adjust Supplier Pricing First Auto Default
 Lock Chartfields Price Can Be Changed on Order *Dispatch Method Print Dispatch
PO Defaults Add Open Item Price Adjustments Price Adjustment Template

6. Click on the **Contract Activities** link

The **Contract Activities** page displays:

Contract Activities

Contract Entry
Contract Activities

SetID STATE Contract ID 00000000000000000000000014319 Version 1

Activities Personalize | Find | View All | First 1-2 of 2 Last

Version	*Due Date	Done	*Comments
1 1	04/03/2017	<input checked="" type="checkbox"/>	Expired contract closed via script, see FP 3085
2 1	11/21/2008	<input checked="" type="checkbox"/>	Entered Contract 11-21-08. KSymonds.

OK Cancel Refresh

7. Click on **+** to add a comment line

A **Reason Code** page will display prompting you to record a reason for the closure:

Reason Code Page

Enter a reason code and comment for making changes that are being tracked.

SetID STATE Contract ID 000000000000000000000000032990

Reason Code

Comment

Use Same Reason Code

OK Cancel Refresh

12. Select the appropriate **Reason Code** from the following values:

Reason Code	Description
CHANGE	Change Order
ERROR	Error
EXPIRE	Contract Expired
EXTENSION	Extension
RELEERROR	Release Error
STATUS	STATUS

Once you have selected the Reason Code, default descriptive text will appear in the **Comment** box that you can update accordingly:

Reason Code Page

Enter a reason code and comment for making changes that are being tracked.

SetID STATE Contract ID 000000000000000000000000032990

Reason Code STATUS

Comment STATUS

Use Same Reason Code

OK Cancel Refresh

13. Click **OK** to return to the **Contract Entry** page

Close a Contract is Complete

Review Contracts by PO

*SetID STATE

*Contract ID BGS - BOILER WATER SERVICES

Version

Item ID

Category Code

Contract Line

Category Line Number

Search Options

PO with Contract

PO without Contract

List of Purchase Orders Personalize | Find | View All | | First 1-10 of 12 Last

Details

	Version	Business Unit	Purchase Order	Line	Line Status	Up-To-Date Quantity	Up-To-Date Amount		Item ID	More Information
<input type="checkbox"/>	1	01181	0000004272	1	Closed	25375.00	253.750 USD			Provide water treatment services a necessary to maintain the boiler at Historic Site Cheese Factory in Ply Vermont
<input type="checkbox"/>	1	01181	0000004344	1	Closed	25375.00	253.750 USD			Provide water treatment services a necessary to maintain the boiler at Historic Site Cheese Factory in Ply Vermont

3. Scroll down the page

<input type="checkbox"/>	1	01181	0000004489	1	Closed	25375.00	253.750 USD			Provide water treatment services a necessary to maintain the boiler at Historic Site Cheese Factory in Ply Vermont
<input type="checkbox"/>	1	01181	0000004540	1	Closed	25375.00	253.750 USD			Provide water treatment services a necessary to maintain the boiler at Historic Site Cheese Factory in Ply Vermont
<input type="checkbox"/>	1	01181	0000004652	1	Closed	25375.00	253.750 USD			Provide water treatment services a necessary to maintain the boiler at Historic Site Cheese Factory in Ply Vermont
<input type="checkbox"/>	1	01181	0000004749	1	Closed	25375.00	253.750 USD			Provide water treatment services a necessary to maintain the boiler at Historic Site Cheese Factory in Ply Vermont
<input type="checkbox"/>	1	01181	0000004916	1	Closed	25375.00	253.750 USD			Provide water treatment services a necessary to maintain the boiler at Historic Site Cheese Factory in Ply Vermont
<input checked="" type="checkbox"/>	1	01181	0000004917	1	Closed	25375.00	253.750 USD			Provide water treatment services a necessary to maintain the boiler at Historic Site Cheese Factory in Ply Vermont
<input type="checkbox"/>	1	01181	0000005005	1	Closed	25375.00	253.750 USD			Provide water treatment services a necessary to maintain the boiler at Historic Site Cheese Factory in Ply Vermont
<input type="checkbox"/>	1	01181	0000005078	1	Closed	25375.00	253.750 USD			Provide water treatment services a necessary to maintain the boiler at Historic Site Cheese Factory in Ply Vermont

Update

4. By selecting the **check box** next to a specific PO, the **Inquire** and **Activity Summary** links at the bottom of the page become active allowing you to drill back further for additional information.

Note: In this example the **Update** link is not active because the PO is in a Closed status. If the PO Status is Open, Approved or Dispatched, clicking on the Update link would open a new window displaying the Maintain Purchase Order page.

- Clicking the **Inquire** link will open a new window displaying the Purchase Order Inquiry page:

Purchase Order Inquiry

Purchase Order

Business Unit 01181 PO Status Compl
 PO ID 000005005 Budget Status Valid

▼ **Header**

PO Date 04/25/2006 Doc Tol Status Valid
 Supplier Name JOHNSONDIV-001 Backorder Status Not Backordered
 Supplier ID 0000011256 Supplier Details Receipt Status Received
 Buyer BWATSON Hold From Further Processing
 PO Reference BGS - BOILER WATER SERVICES

Amount Summary

Merchandise	253.75
Freight/Tax/Misc.	0.00
Total	253.75 USD
Encumbrance Balance	0.00 USD

Header Details Activity Summary
 All RTV Header Comments
 Matching Document Status
 ▼ Actions

Lines Personalize | Find | View All | [Print] | [Grid] | First 1 of 1 Last

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		Provide water treatment servc	00101	25375.0000	EA	253.75 USD	Closed

Return to Search | Notify | Related Links

- Clicking on the **Activity Summary** link will open a new window displaying the **Activity Summary** page

Activity Summary

Business Unit 01181 PO Status Compl
 Purchase Order 000005005 Supplier JohnsonDiversey Inc
 Supplier Location MULTIPLE

Merchandise Amount	253.75 USD
Merchandise Receipt	0.00 USD
Merchandise Returned	0.00 USD
Merchandise Invoice	253.75 USD
Merchandise Matched	253.75 USD

Lines Personalize | Find | View All | [Print] | [Grid] | First 1 of 1 Last

Details | Receipt | Invoice | Matched | RTV | [Grid]

Line	Item	Item Description	UOM	Manufacturer ID	Mfg Itm ID
1		Provide water treatment servc	EA		

Return to Search | Notify

Inquiring on Purchase Orders against a Contract is Complete

Contracts by Origin Code Report

Situations when this function is used: A report of all Approved, Open, or Closed contracts for your department.

WorkCenter navigation: Purchasing WorkCenter > Reports/Processes pagelet > Procurement Contracts > VT Contracts by Origin

Navigator Menu navigation: Procurement Contracts > Reports > VT Contracts by Origin

The **VT Contracts by Origin** page displays, click on the **Add a New Value** tab:



The screenshot shows the 'VT Contracts by Origin' interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. Below the tabs is a text input field labeled 'Run Control ID'. At the bottom left, there is a yellow 'Add' button with a red border.

1. **Run Control ID** - Enter a run control ID. If you already have a Run Control ID click the **Find an Existing Value** tab, enter the Run Control ID or a portion of it and click **Search**

****Run Controls are operator specific – it is important to remember you should not cross modules with your run controls – doing so may cause the run control to become corrupt.***

2. Click **Add**

The **Run Control** page displays:

Vtpor001

Run Control ID VT_CONTRACTS_BY_ORIGIN Report Manager Process Monitor **Run**

Language English

Report Request Parameters

Origin: FM (Optional)

Supplier ID: (Optional)

Contract Status: Approved (Optional)

Primary Buyer: (Optional)

Save Notify Add Update/Display

3. **Origin Code** - Enter your dept origin code or, enter CP or CPS to view Central Purchasing Contracts
4. **Supplier ID** - Enter a supplier ID if you are searching for a specific supplier contract
5. **Contract Status** - Choose a value from the drop-down menu to help keep the report size manageable
6. **Primary Buyer** - Enter a primary buyer if you want to view contracts for a specific Primary Buyer
7. Click **Run**

The **Process Scheduler Request** window opens:

Process Scheduler Request

User ID DBROCHU Run Control ID VT_CONTRACTS_BY_ORIGIN

Server Name Run Date 11/29/2018

Recurrence Run Time 12:54:32PM Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Contracts by Origin Report	VTPOR001	SQR Report	Web	PDF	Distribution

OK Cancel

8. Click **OK**

You are brought back to the **Run Control** page:

Vtpor001

Run Control ID VT_CONTRACTS_BY_ORIGIN **Report Manager** Process Monitor Run

Language English

Report Request Parameters

Origin: FM (Optional)

Supplier ID: (Optional)

Contract Status: Approved (Optional)

Primary Buyer: (Optional)

Save Notify Add Update/Display

9. Click the **Report Manager** link

The **Report Manager** page displays, click on the **Administration** tab:

List Explorer **Administration** Archives

View Reports For

User ID DBROCHU Type Last 1 Days Refresh

Status Folder Instance 9196631 to 9196631

Report List Personalize Find View All First 1 of 1 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2510730	9196631	Contracts by Origin Report	11/29/2018 12:55:23PM	Acrobat (*.pdf)	Posted	Details

Select All Deselect All

Delete Click the delete button to delete the selected report(s)

Go back to VT Contracts by Origin

Save

10. Click **Refresh** until the Status = **Posted**

11. Click the **Contracts by Origin Report** link in the Description column

A new browser window will open displaying the report:

State of Vermont										
List of Contracts by Origin Code (Departments)										
Report ID: VTFOR001.SQR								Date: 29-NOV-2018		
Origin: FM Finance & Management								12:55:38.000000_PM		
Contract Id	Contract Description	Vendor Id	Vendor Name	Contract Status	Buyer Id	Contract Begin Date	Contract Expire Date	Contract Max Amount	Amt Relsd on Contract	
000020987	Tech Support for	0000012725	CGI Technolog	Approv	CTOUCHET	11/09/11	01/13/22	3,499,646.00	3,129,269.00	
000034219	Consulting - VISI	0000362548	Sierra-Cedar,	Approv	CTOUCHET	06/26/17	04/30/19	4,959,293.00	1,146,682.00	
000036267	PO-101	0000362548	Sierra-Cedar,	Approv	KSYMONDS	01/01/18	09/03/18	1,000.00	0.00	
000036271	cpntact for po-25	0000084643	CherryRoad Te	Approv	KSYMONDS	08/25/18	08/25/19	25,000.00	2,400.00	

Records Printed: 4
VTFOR001.SQR Contracts by Origin Code Report Run Sucessfully

12. You can print this report using the printer icon  in the tool bar

VT Contracts by Origin Report is Complete

Contract Expiration Report

Situations when this function is used: Periodically the Contract Expiration Report should be run as part of managing your department contracts. The report will show what contracts have expired or are due to expire by the date you enter.

WorkCenter navigation: Purchasing WorkCenter > Reports/Processes pagelet > Procurement Contracts > Vt Contracts to Expire

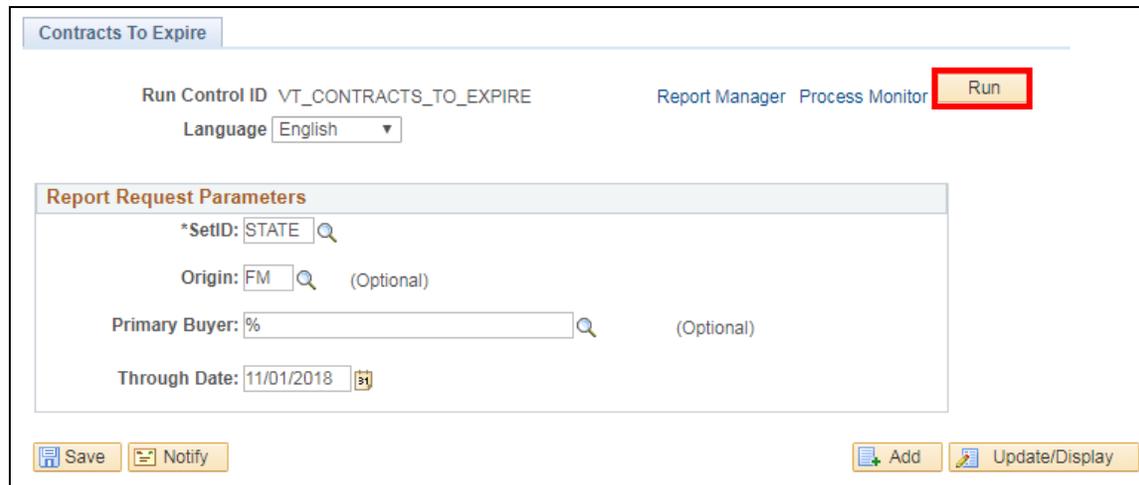
Navigator Menu navigation: Procurement Contracts > Reports > VT Contracts to Expire

The VT Contracts to Expire page displays, click on the **Add a New Value** tab:



1. **Run Control ID** - Enter a Run Control ID
2. Click **Add**

The **Contracts To Expire** page displays:



3. **SetID** - STATE, do not change the default
4. **Origin Code** - This report should always be run using your department Origin code (*example: FM, DPS, FPR, etc. Running this report using your origin code will help keep the report size manageable*)
5. **Primary Buyer** - Enter if you have this information, keep in mind if you enter a primary buyer the report results will be only for that primary buyer and not for all buyers. Entering a % will return data for all buyers
6. **Through Date** - Example: 11/01/2018, this will also help keep the results manageable
7. Click **Run**

The **Process Scheduler** page displays:

Process Scheduler Request

User ID DBROCHU Run Control ID VT_CONTRACTS_TO_EXPIRE

Server Name [] Run Date 12/01/2018 []
Recurrence [] Run Time 8:36:14AM [] Reset to Current Date/Time
Time Zone []

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	VT_RPTPO005	VT_RPTPO005	Application Engine	Web	PDF	Distribution

OK Cancel

8. Ensure the ***Type = Web** and the ***Format = PDF**

9. Click **OK**

You are brought back to the **Run Control** page:

Contracts To Expire

Run Control ID VT_CONTRACTS_TO_EXPIRE Report Manager Process Monitor Run
Language English [] Process Instance:9471630

Report Request Parameters

*SetID: STATE []
Origin: FM [] (Optional)
Primary Buyer: % [] (Optional)
Through Date: 12/01/2018 []

Save Return to Search Notify Add Update/Display

10. Click on the **Report Manager** link

The **Report Manager** page displays, click on the **Administration** tab:

View Reports For

User ID: DBROCHU Type: Last Days: 1 **Refresh**

Status: Folder: Instance: 9471630 to 9471630

Report List Personalize | Find | View All | First 1-2 of 2 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2618018	9471630	VTRPTPO0005 - VT Contracts to Expire.pdf	12/01/2018 8:37:22AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2618017	9471630	VT_RPTPO005	12/01/2018 8:36:56AM	Acrobat (*.pdf)	Posted	Details

Select All Deselect All

Delete Click the delete button to delete the selected report(s)

[Go back to VT Contracts To Expire](#)

Save

11. Click the **Refresh** button until the **Status = Posted**

12. Click on the **VT Contracts to Expire Report.pdf** link in the Description column

A new browser window will open displaying the report:

State of Vermont
Contracts Due To Expire

Report Definition: VTRPTPO005
Page: 1 of 1
Run Date: 12/1/2018
Run Time: 08:37:23 AM

Origin	Buyer	Expire Dt	Contract Number	Contract Deser	Supplier	Name	Max Amt	Released Amt
FM	RMCCUEN2	2017-07-31	00000000000000000000030250	SPOTLIGHT	0000327756	Vermont Transparency, Inc.	12,000.00	11,125.00

13. You can print this report using the printer icon in the tool bar.

Contracts to Expire Report is Complete

Review Contract Change History

Possible situations when this function is used: Auditing and tracking of changes to contracts require the need to review changes made to a Contract. VISION Contract change tracking provides an audit trail of key contract transactional information that identifies who made what change and when the change was made.

WorkCenter navigation: Purchasing WorkCenter > Links pagelet > Contracts > Add/Update Contracts

Navigator Menu navigation: Procurement Contracts > Add/Update Contracts

The **Contract Entry** page displays, click on the **Find an Existing Value** tab

Contract Entry
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

SetID = [v] STATE [m]
Contract ID [begins with v] [] [m]
Contract Version = [v] [] [m]
Origin [begins with v] [] [m]
Version Status = [v] [] [m]
Contract Style [begins with v] [] [m]
Contract Process Option = [v] [] [m]
Short Supplier Name [begins with v] [] [m]
Supplier Name [begins with v] [] [m]
Master Contract ID [begins with v] [] [m]
Description [begins with v] [] [m]

Correct History Case Sensitive
Limit the number of results to (up to 300):

Search Clear Basic Search [G] Save Search Criteria

1. **Contract ID** - Enter a Contract ID number
2. **Contract Process Option** - Should always be Purchase Order)
3. **Origin** - Your depts. origin code - **You should at least enter your dept.'s origin code to keep the search results more manageable**
4. **Short Supplier Name** - Enter Short Supplier name if known
5. Click **Search**

The search results populate:

Contract Header				Personalize Find View All First 1-10 of 21 Last				
Version	Sequence	Change Type	Description	Value	Modified By	Last Changed	Reason	
1	1	Change	Change Order Source	ONL	JKENNERK	10/01/18 9:50:10AM	CHANGE	
1	1	Change	Notify Days Before Expires	30	JKENNERK	10/01/18 9:50:10AM	CHANGE	
1	1	Change	Amount Less than Maximum	1000	JKENNERK	10/01/18 9:50:10AM	CHANGE	
1	0	Original	Maximum Amount	12000	JKENNERK	10/01/18 8:54:08AM	CHANGE	
1	0	Original	Buyer	RMCCUEN2	JKENNERK	10/01/18 8:54:08AM	CHANGE	
1	0	Original	Change Order Source	ONL	JKENNERK	10/01/18 8:54:08AM	CHANGE	
1	0	Original	Contract Beginning Date	10/01/2015	JKENNERK	10/01/18 8:54:08AM	CHANGE	
1	0	Original	Corporate Contract	Y	JKENNERK	10/01/18 8:54:08AM	CHANGE	
1	0	Original	Expire Date	07/31/2017	JKENNERK	10/01/18 8:54:08AM	CHANGE	
1	0	Original	Send Date/Amount Notification	Y	JKENNERK	10/01/18 8:54:08AM	CHANGE	

Note - You can repeat these steps for each of the tabs on the Contract Change History page.

Review Contract Change History is Complete

Reports & Queries

Reports and Queries for Contracts can be found in the [Contracts Reporting Manual](#).