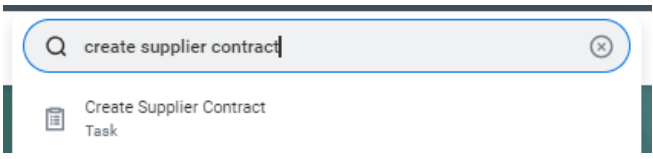


Procurement: Create and Close Supplier Contract

Audience / Role	Supplier Contract Specialist Buyer
Description	This job aid provides instructions to create and close a supplier contract.
Before You Start	Contract should be signed

Create Supplier Contract

1	In the Search bar, enter Create Supplier Contract. In the search results, select the Create Supplier Contract task. 
2	Under Create Supplier Contract, read the instructions and complete the fields for this task. All required fields are indicated with a red asterisk. Enter the following into the fields: • Company – defaults to Kern County. • Supplier – select the Supplier for the contract. • Contract Type – select the Contract Type from this list: ○ Construction – Board Approved ○ CUPCCAA (PW Dept. Only) ○ Department Agreement ○ Department Agreement (WAF) ○ Regular – Board Approved ○ Regular – Board Approved (WAF) ○ Subaward ○ Supplier Blanket Agreement (PA) Select either Create Blank Supplier Contract or Copy Details from Existing Supplier Contract. Your selection determines what information displays on the new contract. Required fields should automatically populate. • Select Create Blank Supplier Contract if you are not referencing a previously created contract. • Select Copy Details from Existing Supplier Contract if you are referencing details of a similar and previously created contract. Select OK.

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3	Under the Contract Information section, enter the following into the fields: • Company – defaults to Kern County. • Supplier – confirm the Supplier. • Contract Specialist – confirm the Contract Specialist. • Buyer – for non-obligated contracts only, confirm the Buyer. • Contract Type – select contract type. • Contract Name – enter name for contract. • Contract Reference – Optional; specify the contract number your supplier uses if it was provided. • On Hold – select the checkbox to restrict users from creating purchase orders or invoices against the contract.
4	Under the Terms and Amounts section, enter the following into the fields: • Start Date – enter the date the contract starts. • Contract Signed Date – Optional • End Date – Optional for all contracts. • Total Contract Amount – Optional; enter an amount that is the same as or greater than the Line Extended Amount or Total Lease Payment for lease-type contracts. • Line Extended Amount – defaults from line detail entries. • Line Tax Amount – defaults from line detail entries. • Currency – defaults to USD. • Default Tax Code – • Payment Terms – • Default Payment Type – defaults from supplier. • Override Payment Type – Optional; if you specify additional payment types on the supplier definition, you can override the default setting and create a new payment type. This field only applies to scheduled invoice or scheduled purchase order type contracts.
5	Under Renewal Terms: • Automatically Renew – select this checkbox if the contract has terms to automatically extend for another set timeframe. • Send Expiration Notification – select this checkbox if you want to be notified prior to the contract expiration.
6	Under Contract Overview, enter information surrounding this supplier contract.
7	Contract lines are not required except on Subaward contracts. If you do add lines, this will not encumber funds unless the contract type is Construction-Board approved, CUPCCAA(PW Dept. Only), Department agreement, Regular-Board Approved, or Subaward. A requisition still needs to be entered for the spend of your contract. Under the Goods Lines tab, select the Add icon to add a row. If goods are not required, skip this section.

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8	Enter or update the following into the fields: • Line Number – enter a number for line. • Contract Line ○ Company for Invoices ○ On Hold • Item and Category ○ Item ○ Description ○ Spend Category – associates items to their corresponding account posting rules and provides details for invoices and purchase orders. • Tax ○ Tax Applicability ○ Tax Code • Quantity Cost ○ Unit of Measure ○ Unit Cost ○ Extended Amount – For goods lines, Workday calculates the Quantity by the Unit Cost. For service lines, enter the Extended Amount. • Renewal ○ Do Not Auto-Renew ○ Renewal Amount ○ Renewal Quantity • Date ○ Start Date ○ End Date • Ship-To Address • Ship-To Contact • Memo • Location • Project Task • Grant • Program • Cost Center • Additional Worktags
9	Contract lines are not required except on Subaward contracts. If you do add lines, this will not encumber funds unless it is a contract type of Construction-Board approved, CUPCCAA(PW Dept. Only), Department agreement, Regular-Board Approved, or Subaward.. A requisition still needs to be entered for the spend of your contract. Under the Service Lines tab, select the Add icon to add a row. If services are not required, skip this section. Enter or update the following into the fields:

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	• Line Number – enter a number for line. • Contract Line ○ Company for Invoices ○ On Hold • Item and Category ○ Item ○ Description ○ Spend Category – associates items to their corresponding account posting rules and provides details for invoices and purchase orders. • Tax ○ Tax Applicability ○ Tax Code • Quantity • Cost ○ Unit of Measure ○ Unit Cost ○ Extended Amount – For goods lines, Workday calculates the Quantity by the Unit Cost. For service lines, enter the Extended Amount. • Renewal ○ Do Not Auto-Renew ○ Renewal Amount ○ Renewal Quantity • Date ○ Start Date ○ End Date • Ship-To Address • Ship-To Contact • Memo • Location • Project Task • Grant • Program • Cost Center • Additional Worktags
10	Under the Project-Based Service Lines tab, select the Add icon to add a row. Enter the following into the fields: • Line Number – enter the line number up to 5 alpha-numeric characters. • Company for Invoices – defaults to Kern County. • On Hold – select this checkbox to hold transactions from processing against the line. • Project – select a project.

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	• Spend Category – enter a spend category to associate the project with account posting rules and provide details for invoices and purchase orders. • Extended Amount – enter in total amount for services per line. • Location • Project Task Grant • Cost Center • Additional Worktags • Memo – provide additional information specific to the contract line. • Start Date – enter Start Date if line date differs from contract header start date. • End Date – enter End Date if line date differs from contract header end date. For the Phases and Tasks for Project section, Select 1 or more phases associated with the project and specify tasks related to the project phase.
11	Under the Tax tab, confirm tax amounts are correct. If not, click Update Tax button.
12	Under the Attachments tab, add attachments. Click Select files>find and click on the file you want to attach>click open>Successfully Uploaded! message displays. To add more than one attachment: Click Upload>find and click on the new file you want to attach>click open>Successfully Uploaded! message displays. To remove an attachment altogether, click the Trash Can icon.
13	Under the Notes tab, select the Add icon to add a row. Enter Project-Based Service line notes.
14	Select Submit .

What Happens Next?

- The supplier contract request routes for review and approval steps listed below:
 - Approval by Document Accountant
 - Approval by Auditor Contract Approver; if not a supplier blanket agreement.
 - Approval by Procurement Operations Lead; if is a supplier blanket agreement.
- If this is an obligated contract, Obligation for total amount of goods/service lines is created.
- Once the supplier contract is approved, you can Create Requisitions and Purchase Orders off non-obligating contracts and Create Supplier Invoices off obligating contracts.

Related Reports

- Find Supplier Contracts



Procurement: Create and Close Supplier Contract



Related

- [Create Requisition](#)

Job Aids

Procurement: Create and Close Supplier Contract

Close Supplier Contract

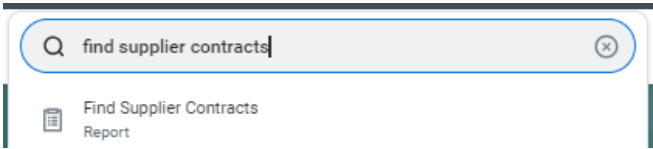
This is to close a supplier contract.

Why close a supplier contract:

- Prevent further actions from occurring against the supplier contract.
- Enable you to liquidate any remaining obligation balance, if applicable.
- You can only reopen supplier contracts closed in the current open fiscal period.

When to close a supplier contract:

- it doesn't have pending business process activity.
- whether or not you're using commitment accounting.

1	In the search bar, enter Find Supplier Contracts. In the search results, select the Find Supplier Contracts report. 
2	The Find Supplier Contracts report displays. Search for the contract to close by enter the following into the fields and other search criteria: • Company – select Kern County. • Supplier – Select the Supplier. • Contract Type – Select the Contract Type. Select OK.
3	The results of the search display. Search for and select the contract to close.
4	On the supplier contract to close, hover on the Search icon. Select the Related Actions button. Under Actions, select Supplier Contract, then select Close.
5	Under Close Supplier Contract, review the contract information. To Close, select OK. Select Done.

What Happens Next?

- The supplier contract close request routes for review and approval.
- Once the supplier contract close request is approved, the system:
 - Liquidates commitment and obligation accounting.



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○ Recovers and liquidates any commitment or

obligation journals.

- Recovers obligated budget.
- Workday uses the **Spend Liquidation for Close** transaction and its journal source to perform the close and enable you to report on closed supplier contracts.

Related Reports

- Find Supplier Contracts

Related Job Aids

- Edit Requisition