17_Create Supplier Contract

Purpose: The purpose of this task is to create a Supplier Contract for goods and services.

How to Access: Enter **Create Supplier Contract** in the search field, press **Enter**, and select the **Create Supplier Contract** task.

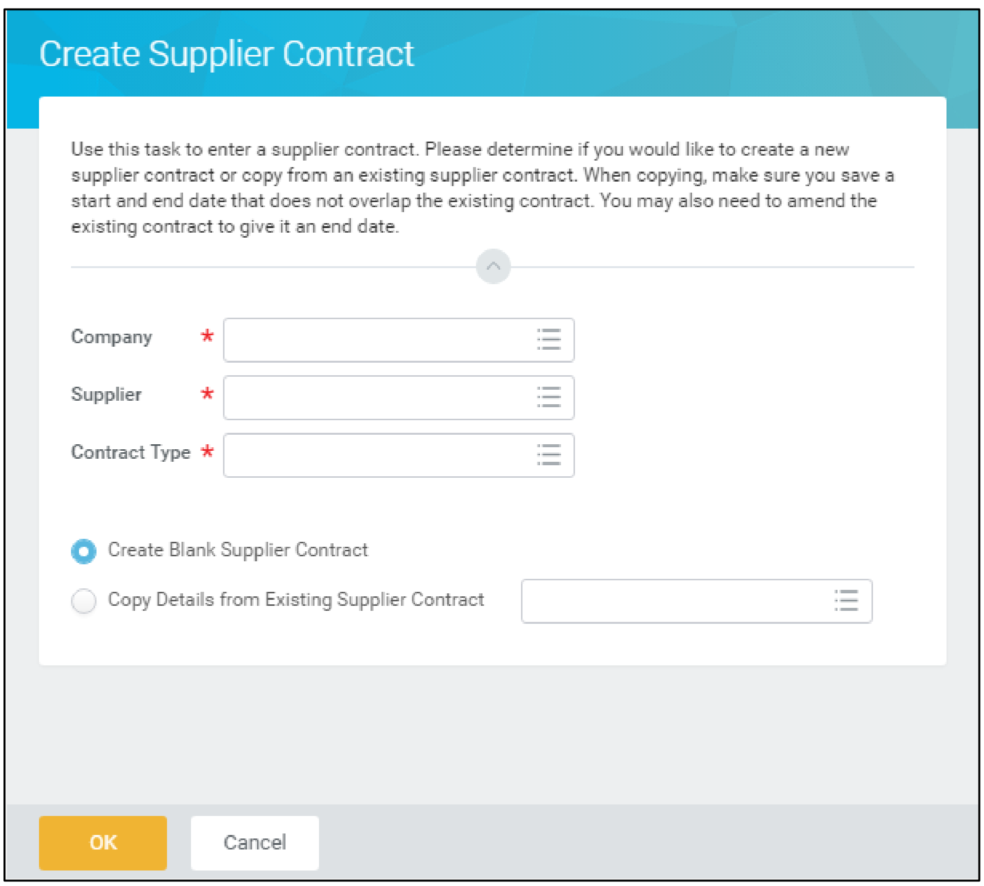
Audience: Buyers

Helpful Hints:

- A supplier contract must exist in Workday prior to creating a supplier contract. If a supplier cannot be found, follow instructions in Create Supplier Request job aid for additional information.
- Workday displays fields in this task that CMSD is not using, only the fields listed in this document require you to complete, review, and/or update.

Procedure: Complete the following steps to create a Supplier Contract.

Create Supplier Contract- Initial

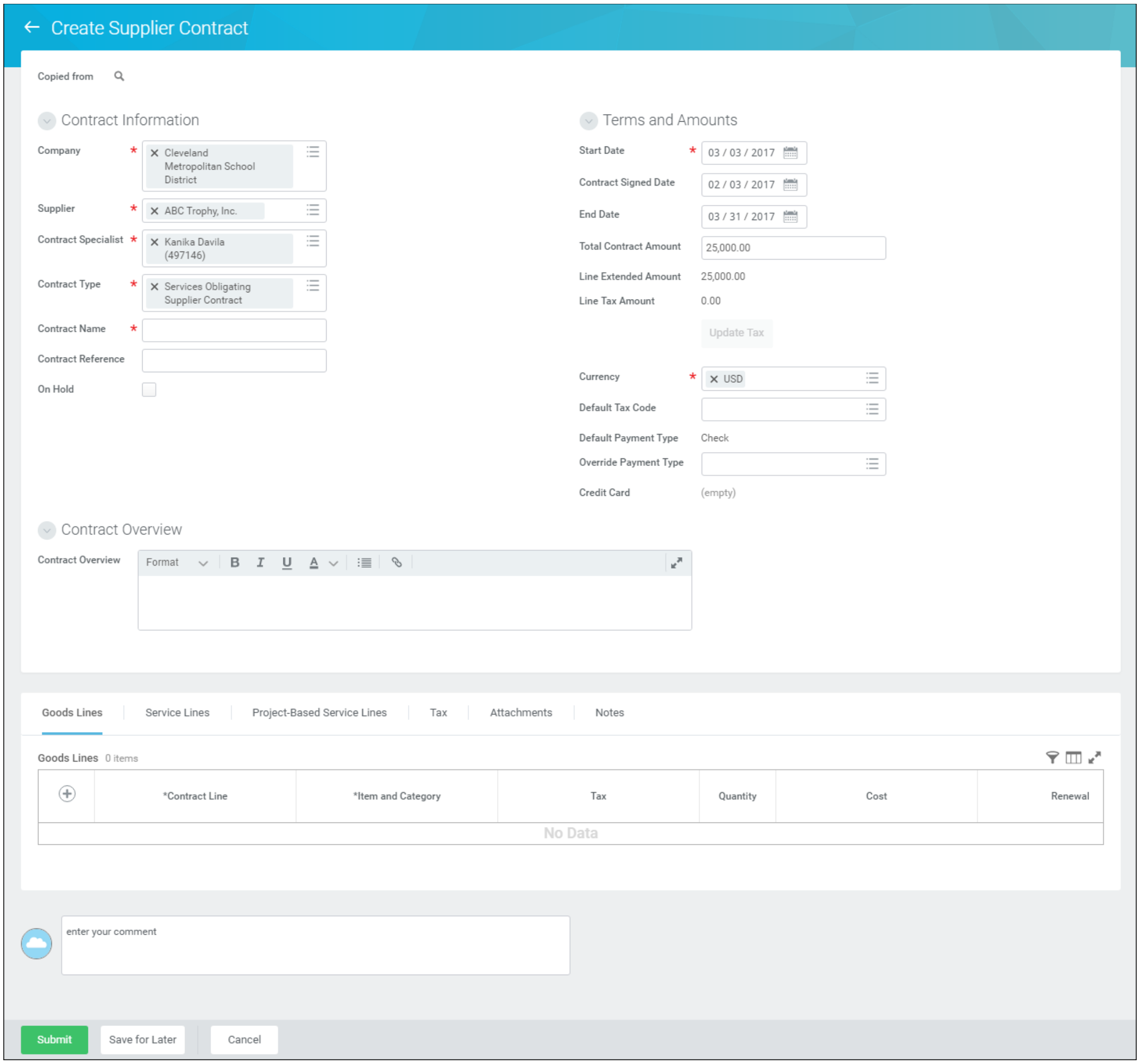


1. As required, complete and/or update the following fields:

Field Name	Required / Optional	Description
Company	Required	This is always CMSD.
Supplier	Required	Identifies the legal name of the company added by Workday. ***Note:*** Choose supplier by group, category, or search manually by typing in the supplier name.
Contract Type	Required	Identifies the contract between the supplier and CMSD. Options include: • Services Obligating – requires vendor contract • Services Obligating Term agreement – requires term agreement • Construction Contract Retainage – Mainly used for capital projects ***Note:*** Buyers should not use the contract types catalog or punchout, even if available as a contract type options.

2. Confirm the **Create New Supplier Contract** radio button is selected, and click **OK** to go to the *Create Supplier Contract – Details* screen.
   Note: Utilize existing Supplier Contract when possible to create a new supplier contract to reduce the amount of data entry. Select the **Copy Details from Existing Supplier Contract** radio button, and then enter the required applicable supplier contract. Complete, review and/or update all required fields.

Create Supplier Contract- Details



3. As required, complete, review, and/or update the following fields:

   Note: Additional field may be required based on the selected suppler.

Field Name	Required / Optional	Description
Contract Specialist	Required	This field identifies the party responsible for maintaining the supplier contract. ***Note:*** Select the **Contract Specialist** as the person creating the contract for approval.
Contract Name	Required	Specify a **Contract Name** to identity the contract, such as *Vehicle Services* or *Annual Financial Auditing.*

Field Name	Required / Optional	Description
Contract Reference	Optional	Specify the contract number your supplier uses if it was provided in the **Contract Reference** field.

Note: The following fields define the Terms and Amounts for the Contract:

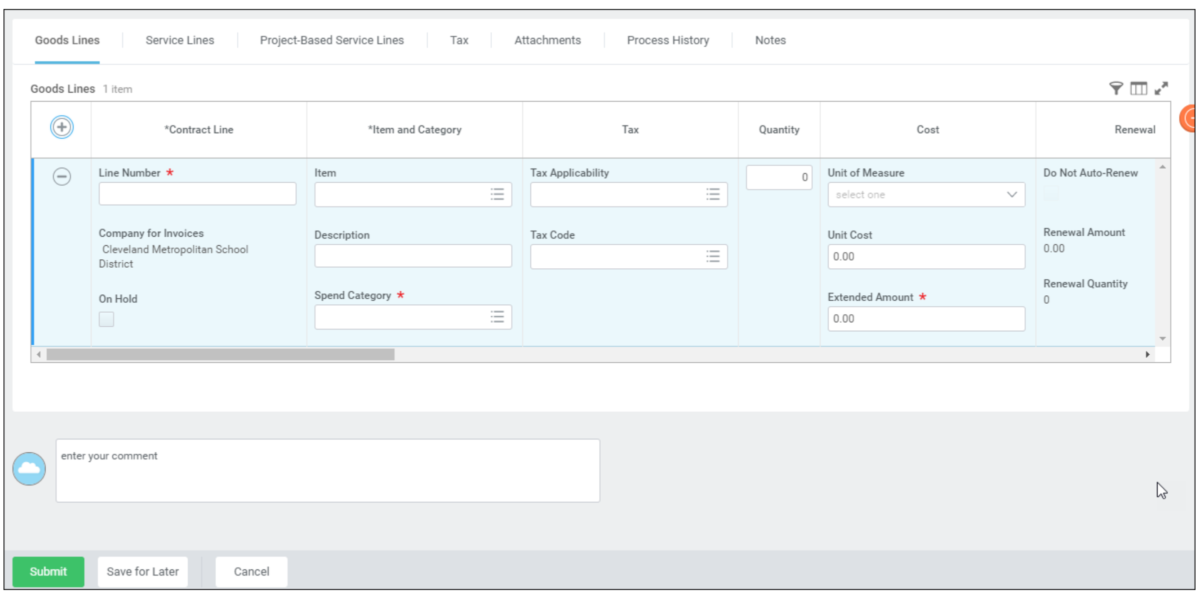
Field Name	Required / Optional	Description
Start Date	Required	Identifies the start date of the contract. ***Note:*** The start date controls when supplier invoices can begin generating.
Contract Signed Date	Required	Identifies the signed date of the contract. ***Note:*** This field is required if the contract has goods lines with *Contract Signed Date* for the service date.
End Date	Optional	Identifies the end date of the contract. ***Note:*** Enter the date to stop processing business documents against this contract.
Total Contract Amount	Required	Identifies the maximum amount for this contract. ***Note:*** This amount must be equal to or greater than the **Line Extended Amount** field value.
Currency	Optional	Type of money to calculate the prices/costs.

4. As required, complete one or more of the following:

If you want to…	Then…	Go To
Add goods to the contract,	Click ⊕ under the *Goods Line* section.	Step 5
Add services to the contract,	Click the **Service Lines** tab, and click ⊕.	Step 7
Attach supporting documentation,	Click the **Attachments** tab.	Step 9
Add comments to the supplier,	Click the **Notes** tab, and click ⊕.	Step 11

If you want to…	Then…	Go To
Cancel the Supplier Contract,	Click Cancel . ***Note:*** If canceling before saving, the contract is deleted. If canceling after saving, only the submission is canceled, and the contract can be accessed using the **Edit Supplier Contract** task	–
Save the Supplier Contract, to finish processing at a later time,	Click Save for Later .	Step 13
Finish processing the Supplier Contract,	Click Submit .	Step 14

Create Supplier Contract – Goods Line



5. As required, complete the following fields:

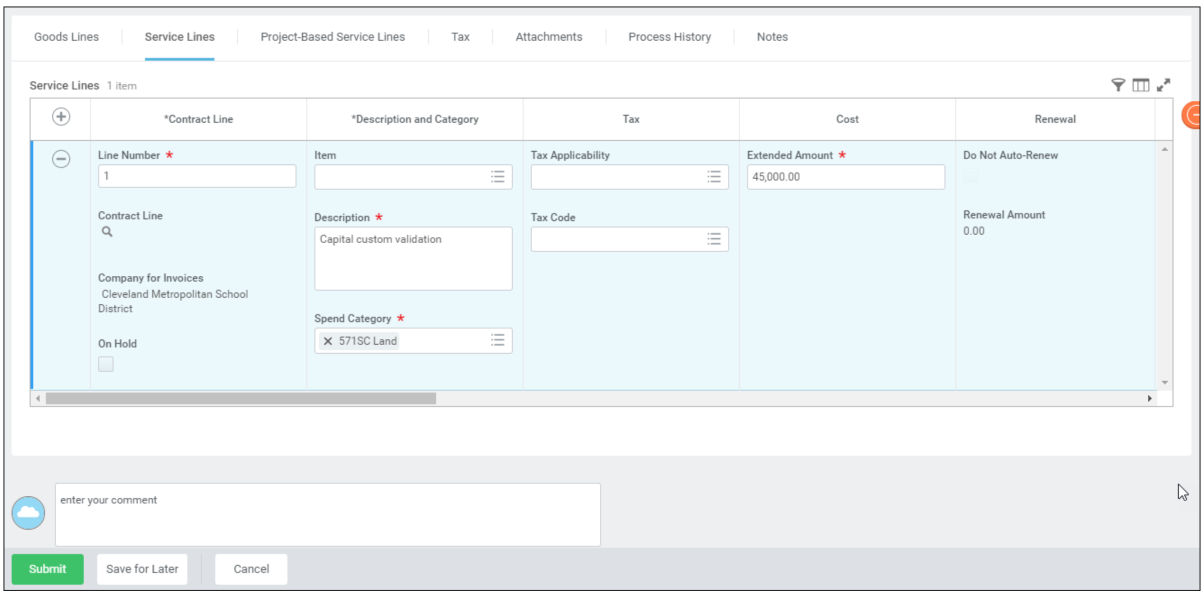
Field Name	Required / Optional	Description
Line Number	Required	Number on each line added to supplier contract.
Company for Invoices	Required	Company invoiced for the good or service ***Note:*** This is always CMSD

Field Name	Required / Optional	Description
On Hold	Optional	Check to place good or service contract line on hold. ***Note:*** No supplier contract should be placed on hold.
Item	Optional	Identifies the name of the item to include in the contract. ***Note:*** If using this field, be sure to select available items, and Never select the **Create Purchase Item** option.
Description	Required	Identifies the description of the item to include in the contract. ***Note:*** CMSD required field, always include the item description. When selecting an available product in the **Item** field, the description auto populates.
Spend Category	Required	Is a way of grouping similar items or services that drives the financial reporting.
Quantity	Required	Identifies how many items or services.
Unit of Measure	Required	Identifies how the requested item is sold. Examples include: • Each • Box • Case
Unit Cost	Required	Identifies the dollar amount for each item.
Extended Amount	Required	Identifies the total cost for the line item.
Renewal	Optional	Indicates if a Supplier contract has a renewal option.
Dates	Optional	Identifies the start and end date of supplier contract.
Ship to Address	Optional	Identifies the address for the party responsible for receiving the order.
Ship to Contact	Optional	Identifies the contact information for the party receiving the order.
Memo	Optional	Use to provide additional information regarding the line item to those processing the supplier contract.
Fund	Required	Used to identify which fund will pay for the items being procured.
Cost Center	Required	Used to identify which cost center will pay for the items being procured.

Field Name	Required / Optional	Description
Function	Required	Used to identify which function will pay for the items being procured.
Program	Required	Used to identify which program will pay for the items being procured. Value defaults in based on the cost center entered.
Additional Worktags	Optional	Used when creating a requisition being paid by a Grant, Gifts, or Projects. ***Note:*** Workday overwrites or defaults in the correct Fund matching the Grant entered in this field.

6. Return to Step 4 to make your next decision.

Create Supplier Contract – Service Lines



7. As required, complete the following fields:

Field Name	Required / Optional	Description
Line Number	Required	Number on each line added to supplier contract.
Company for Invoices	Required	Company invoiced for the good or service ***Note:*** This is always CMSD
On Hold	<u>Do Not Use</u>	No supplier contracts should be placed on hold.

Field Name	Required / Optional	Description
Item	Optional	Identifies the name of the item to include in the contract. ***Note:*** If using this field, be sure to select available items, and Never select the **Create Purchase Item** option.
Description	Required	Identifies the description of the item to include in the contract. ***Note:*** CMSD required field, always include the item description. When selecting an available product in the **Item** field, the description auto populates.
Spend Category	Required	Is a way of grouping similar items or services that drives the financial reporting.
Extended Amount	Required	Identifies the total cost for the line item.
Renewal	Optional	Indicates if a Supplier contract has a renewal option.
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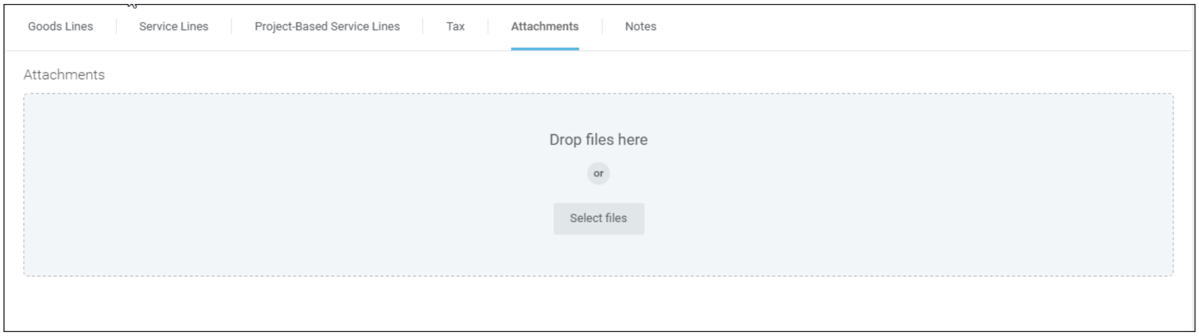
Program	Required	Used to identify which program will pay for the items being procured. Value defaults in based on the cost center entered.
Additional Worktags	Optional	Used when creating a requisition being paid by a Grant, Gifts, or Projects. ***Note:*** Workday overwrites or defaults in the correct Fund matching the Grant entered in this field.

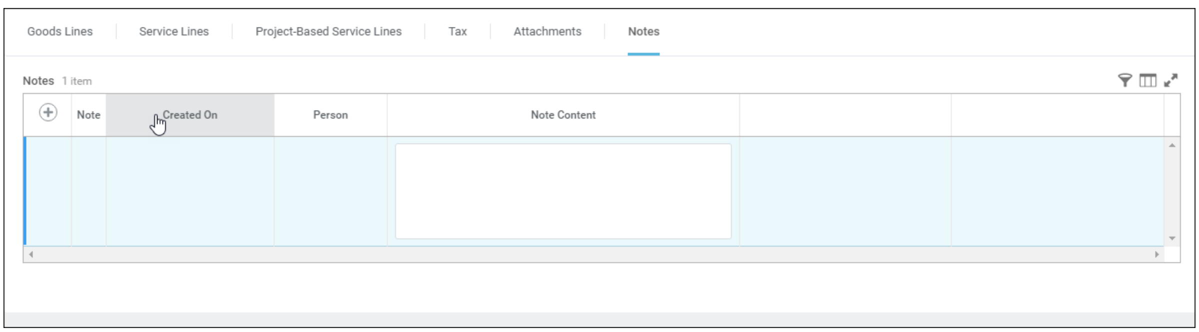
8. Return to Step 4 to make your next decision.

Create Supplier Contract – Attachments



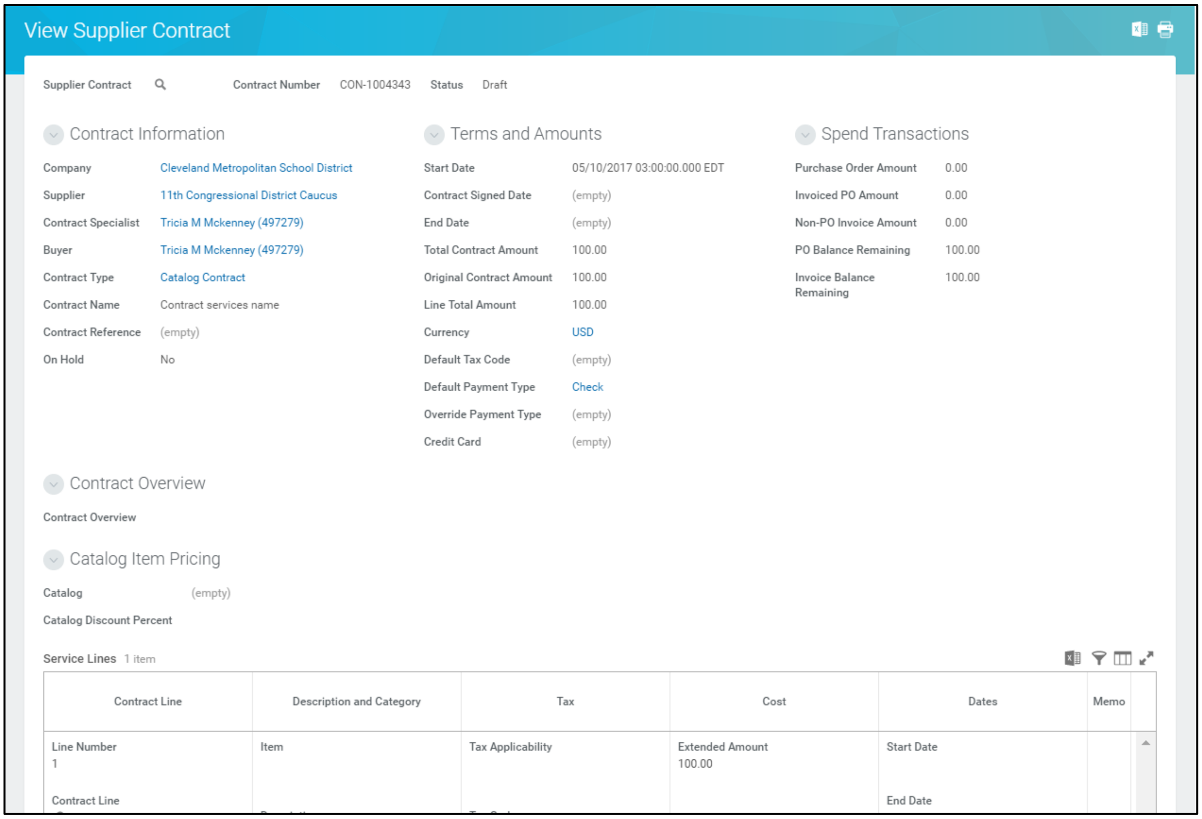
9. Click the **Select Files** button, navigate to the required file, and click **Open**.
10. Return to [Step 4] to make your next decision.

Create Supplier Contract- Notes



11. Enter your comments in the **Note Content** field.
12. Return to [Step 4] to make your next decision.

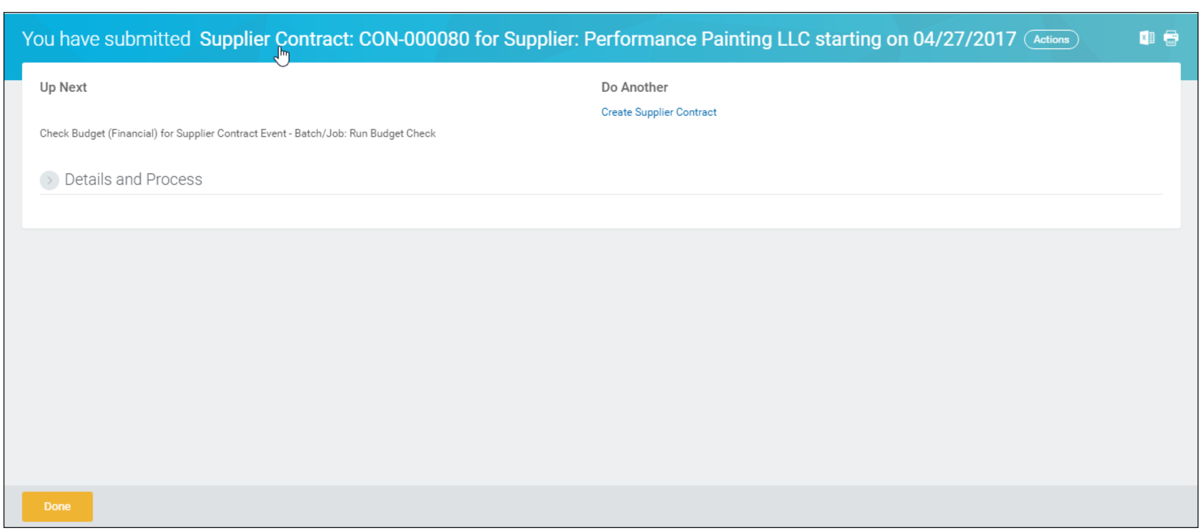
View Supplier Contract



13. The system displays the supplier contract in View Mode. At this point, navigate away from the Supplier Contract as the task is complete. Go to the **Results** section of this document.

    Note: Access saved Supplier Contracts by searching View Supplier Contracts.

Submit Supplier Contract



14. Review the displayed information.

15. Click **Done** to exit the screen.

Result:

You have successfully created a Supplier Contract. Now access your Workday **Inbox** (**Actions** or **Archive** tabs) to confirm the Supplier Contract passed the Budget Check and is in the approval process.

Note: Workday tracks invoices against the contract **End Date** or **Total Contract Amount** and will not process additional transactions after either is met. Create a contract amendment to modify the contract End Date or Total Control Amount.