

QUICK REFERENCE GUIDE

Create a New Version of a Supplier Contract

May 18, 2016

Create a New Version of a Supplier Contract

Most changes to existing contracts can be accomplished through updating contracts. There are circumstances when a new version of a contract is needed. Creating a new version of an existing contract should only be done if one of these reasons apply:

1. Cancelling a Contract Line on a Purchase Order.
2. Reactivating a Cancelled Contract Line:
3. Fix an Error on a Purchase Order Associated with the Contract.

1. Cancelling a Contract Line on a Purchase Order

If a buyer no longer wants to use a line on a purchase order. Existing transactions against this line will still be processed, but no new transactions against this line will be allowed. To cancel a contract line create a new version of the contract, scroll down to the lines section and click the red X on the particular line.

Line	Item	Description	UOM	Category	Include for Release	Status
1		Buffer	8R	84101501	<input checked="" type="checkbox"/>	Active
2		MAWQCP	8R	84101501	<input checked="" type="checkbox"/>	Active
3		a	BU	10131500	<input checked="" type="checkbox"/>	Active

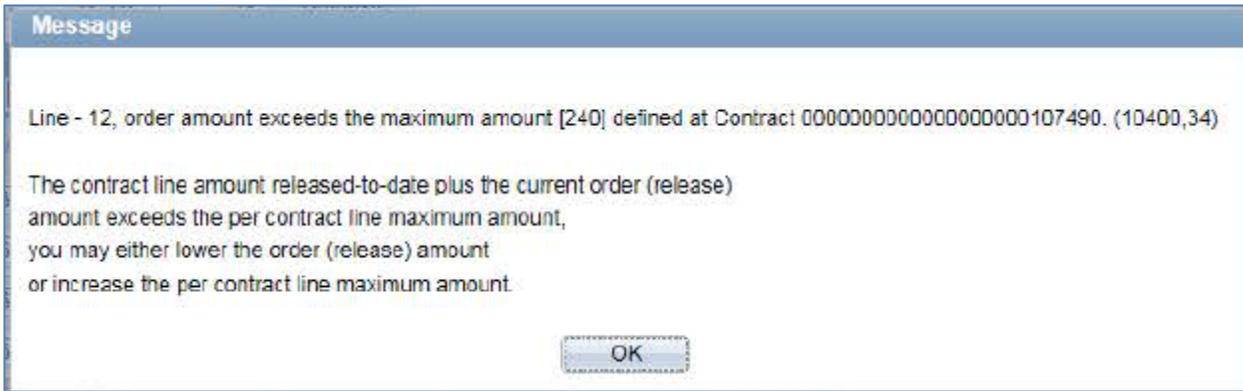
2. Reactivating a Cancelled Contract Line.

Creating a new version of a contract will undo the previous cancelling of a line. It allows buyers to use it again. Click the icon with a red X and blue arrow.

Line	Item	Description	UOM	Category	Include for Release	Status
1		Buffer	8R	84101501	<input type="checkbox"/>	Inactive
2		MAWQCP	8R	84101501	<input checked="" type="checkbox"/>	Active
3		a	BU	10131500	<input checked="" type="checkbox"/>	Active

3. Fix an Error on a Purchase Order Associated with the Contract.

Occasionally an error appears on purchase orders that is similar to the one below. The purchase order amount exceeds the maximum amount of the contract line.



This error should only display when the purchase order line amount, plus the sum of all other purchase order lines referencing the same contract line, exceeds the *Maximum Line Amount* for the contract line it is referencing.

However, this error sometimes appears even though the total of the purchase order line amounts is less than or equal to the contract line maximum amount. If the buyer believes that is the case, the contract administrator should create a new version of the contract without making any changes and set the status of the new version to 'Approved'.

Then the buyer should change the purchase order lines to reference the latest version of the contract. In most cases the error about exceeding the contract line maximum amount will no longer appear.

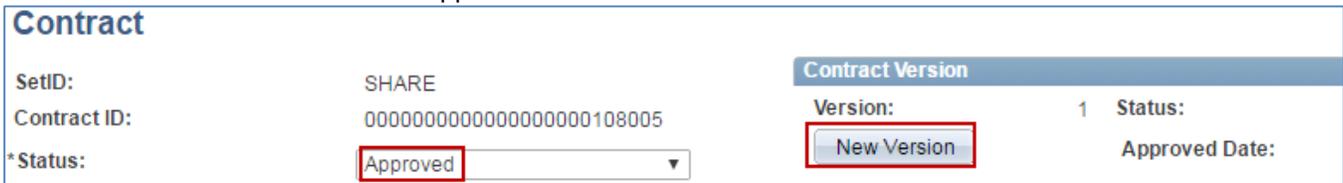
Steps to Create a New Version of an Existing Supplier Contract

Step 1: Navigate to the Contract Entry Page.

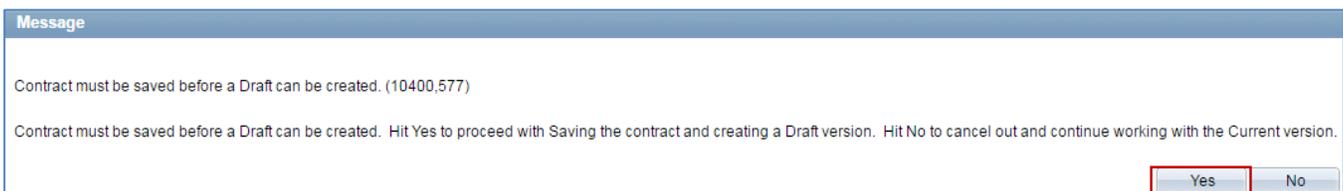
- **Navigation:** Supplier Contracts, Create Contracts and Documents, Contract Entry, Find an Existing Contract
- Keep the *SetID* as "SHARE".
- Enter information in the **Search Criteria** fields to locate the contract (e.g., *Contract ID*).
- Click **Search**.

Step 2: Create a new Version of the Contract.

The *Status* of the contract must be "Approved". Click the New Version button.



- SWIFT displays a message. *The contract must be saved before a draft can be created.* To create a new version, click "Yes".



- Another warning message appears. Click **OK**.

Message

Contract is being Approved but Contract Document exists and is not Executed. (10400,587)

Normally when a Contract Document exists is should be set to an Executed status before the contract transaction is approved. Please remember to execute the corresponding Contract Document.

- The Contract Version is updated on the header.

Contract Entry

Contract

SetID:	SHARE	Contract Version		
Contract ID:	0000000000000000000000000088785	Version:	<input type="text" value="2"/>	Status: Current
*Status:	<input type="text" value="Approved"/>	<input type="button" value="New Version"/>	Approved Date:	04/20/2016

You have successfully created a new version of a supplier contact.