PC.010.012 - INQUIRING ON PROCUREMENT CONTRACTS

Purpose	To explain how to inquire on a contract.
Description	PeopleSoft Procurement Contract functionality enables users to manage contract information and easily track Purchase Order spend for a contract. Contracts fall into one of three categories: Agency, Statewide, and University System of Georgia (USG). Institutional Contract Admins are responsible for adding and maintaining institution-specific contracts (Agency). Statewide contracts are entered by the University System Office (USO) for all institutions to reference on procurement transactions. USG contracts are entered by USO for institutions to reference contract documentation, but not to reference on procurement transactions. Additionally, Procurement Contracts for all institutions are entered in to the POCON SetID. Since this is a shared SetID, institutions have access to contracts they did not enter. It is imperative users only update agency contracts for their specific institution.
Security Role	**BOR_PO_CONTRACT_INQUIRY**
Assumptions	Procurement Contract exists in PeopleSoft.
Dependencies/ Constraints	None
Additional Information	If a change to a contract needs to be made, reach out to the person at the institution who has the ability to add and/or update contracts.

Procedure

Below are step by step instructions on how to inquire on a procurement contract.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Procurement Contracts** link.
4.	Click the **Add/Update Contracts** link.
5.	Enter **"POCON"** in the **SETID** field.
6.	Enter search criteria to find Procurement Contract.
7.	Click **Search** button.
8.	Review search results and select contract needed to view. ***Note**: Some contracts have multiple versions as displayed under the Contract Version column. Make sure to select the corresponding version to view.*
9.	The system navigates to the Contract Entry page where users can view contract details including Begin and Expire Dates, Contract Line information and contract attachments. To view contract attachments, click the Edit Comments link.
10.	The Contract Comments popup window appears. Comments can be viewed in the Comments section and attachments can be viewed by clicking the view button under Associated Document section. ***Note**: A contract may have multiple comments. To view additional comments click the Show Next Row arrow or the View All link.*
11.	Click the **Cancel** button to close the popup window. The system navigates back to the Add/Update Contracts page.
12.	To view Contract Line information, scroll down to the **Contract Items > Lines** section.
13.	Click on the Line details icon to view the Contract Lines detail information.