PO.020.780 – ADDING MASTER CONTRACTS

Purpose	• To explain the relationship between Master Contracts and the individual contracts associated to the Master Contract. • To explain at least one benefit of a Master Contract. • To create a Master Contract.
Description	Master Contracts are used to group several contracts for the same supplier and then track them using one Master Contract ID. Master Contract ID's are associated to individual contracts for tracking purposes and to reference the agreement with the supplier. The Master Contract ID can be used as the number for referencing the agreement with a supplier, and each individual contract associated with the Master Contract can serve as an internal identification number. Before setting up a Master Contract, users must decide whether to have the system assign contract numbers automatically or assign them manually.
Security Role	**BOR_PO_PROC_CONTRACTS**
Dependencies/ Constraints	None
Additional Information	None

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Procedure

Below are step by step instructions on how to create a Master Contract.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Procurement Contracts** link.
4.	Click the **Manage Master Contracts** link.
5.	Enter '**POCON**' in the **SetID**.
6.	Click the **Add** button. The system navigates to the Manage Master Contracts page.
7.	Verify the **Master Contract ID** field is populated with '**NEXT**.' This means that the system will automatically assign a Master Contract ID once the Master Contract is saved.
8.	Enter or search for the supplier SetID in the **Supplier** field.
9.	Enter a description in the **Description** field.
10.	Click the **Save** button.