

Contract Renewal (O4) from (O4)
Created on Tuesday, September 08, 2009

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The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

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Contract Renewal (O4) from (O4)

Contract Renewal (O4) from (O4) Overview

The tasks in this documentation provide end users with the tools to generate a renewed contract from an existing contract utilizing the same contract number. Potential Business Units are: 9000, 9001, 9002, and 9003 and should be used consecutively. These Business Unit are statewide Business Units and can be viewed by all State Employee's regardless of agency.

This process keeps the integrity of the original contract number.

In order to print the newly generated Contract, a fourth line must be added to the Data Selection under Print Agency Service Contract (O4):

And Business Unit (F4301) (MCU) is equal to "the new Business Unit"

It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Administrative Services website: <http://www.das.state.ne.us/>

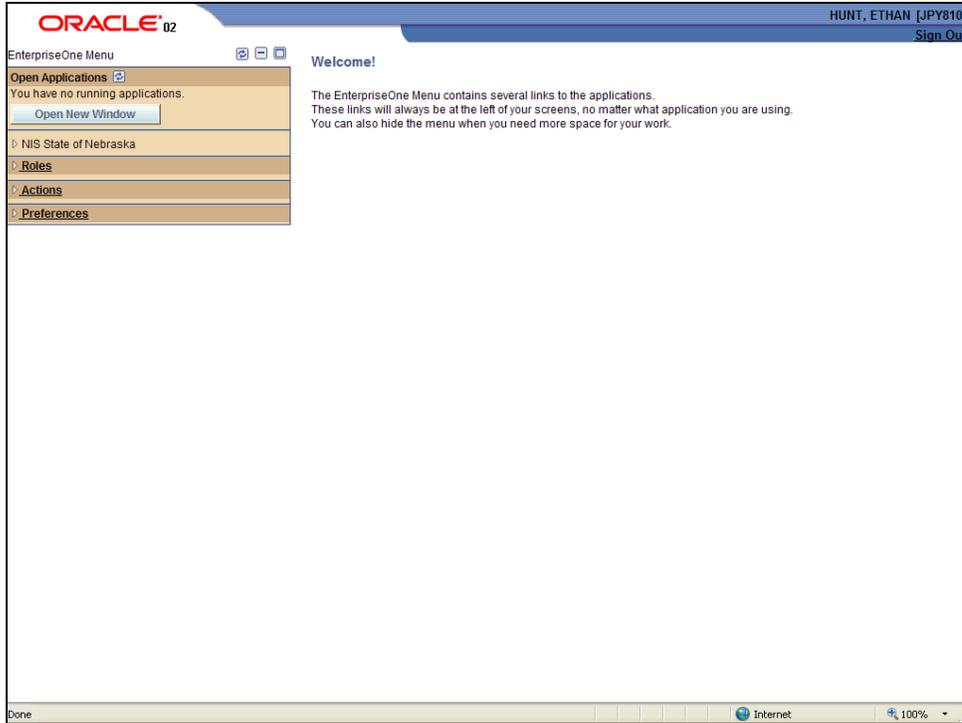
Contract Renewal (O4) from (O4) Lesson

Procedure

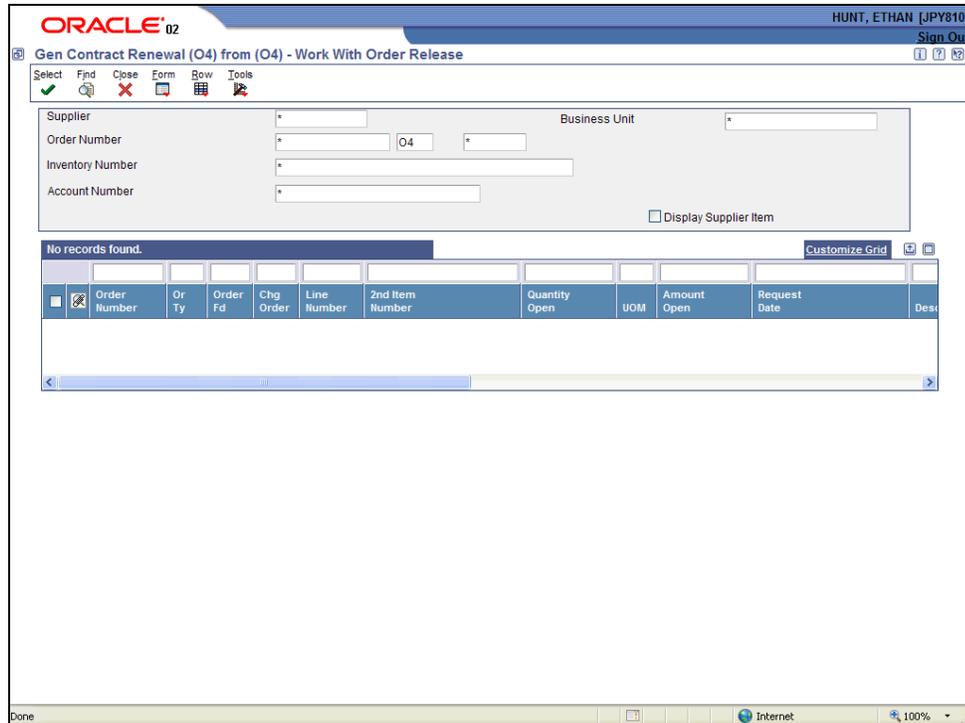
In this lesson you will learn the steps for contract renewal (O4) from (O4).

Training Guide

Contract Renewal (O4) from (O4)



Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska
2.	Click the Purchasing - Agencies link. Purchasing - Agencies
3.	Click the Contracts - Agency link. Contracts - Agency
4.	Click the Gen Contract Renewal (O4) from (O4) link. Gen Contract Renewal (O4) from (O4)



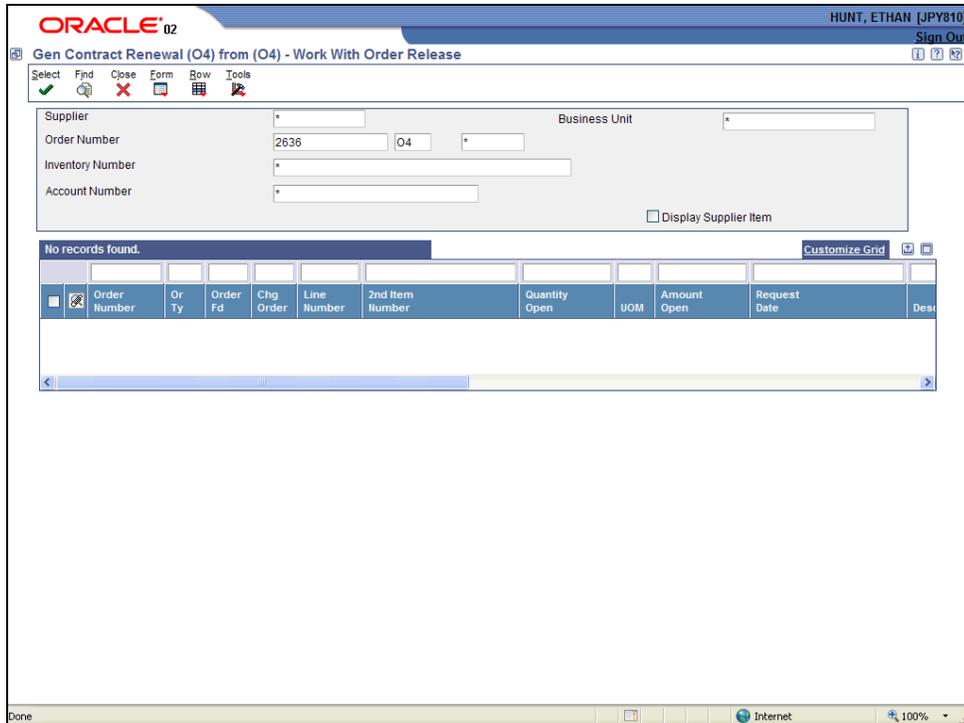
Step	Action
5.	Click in the Order Number field. <input type="text" value="*"/>
6.	Enter the order number in the Order Number field.
7.	Click the Find button. 
8.	Select all the rows of the document by clicking the check box for each row. You can also select all of the rows by clicking the top check box. <input type="checkbox"/>
9.	Click the Select button. <input checked="" type="checkbox"/>

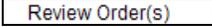
Training Guide

Contract Renewal (O4) from (O4)

The screenshot displays the Oracle 'Gen Contract Renewal (O4) from (O4) - Order Release' window. At the top, the Oracle logo and user information 'HUNT, ETHAN [JPY810]' are visible. The window title bar includes 'OK', 'Cancel', 'Form', and 'Tools' buttons. The main form area contains several input fields: 'Supplier' (537077), 'Buyer' (576677), 'Ship To' (567774), and 'Branch/Plant' (65081000). The 'Supplier' field is highlighted with a search icon. Below these fields, there are tabs for 'Release Information', 'Detail Information', and 'Dates'. The 'Release Information' tab is active, showing 'Release Qty' (36.0000), 'Release Amt' (8,700,000.00), 'Original Qty' (36.0000), and 'Original Amt' (8,700,000.00). A 'Purchasing UOM' dropdown is set to 'MO' and 'Line Type' is set to 'J'. A 'Done' button is located at the bottom left of the window.

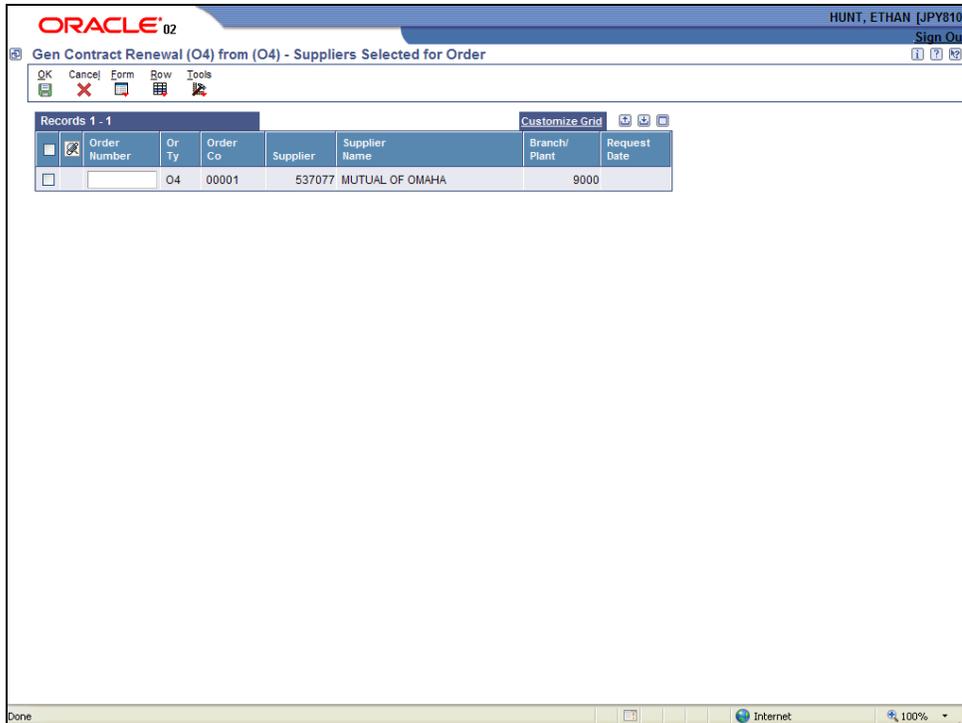
Step	Action
10.	Click in the Branch/Plant field. 
11.	Enter the appropriate Business Unit in the Branch/Plant field. Potential Business Units are: 9000, 9001, 9002, and 9003 and should be used consecutively. These Business Unit are statewide Business Units and can be viewed by all State Employee's regardless of agency.
12.	Change the the Release Qty field to increase or decrease New Contract quantity. 
13.	Click the OK button. 
14.	The Order Release screen will reappear until all previous rows have been released. Repeat these previous steps for each them the Order Release screen appears.

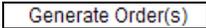


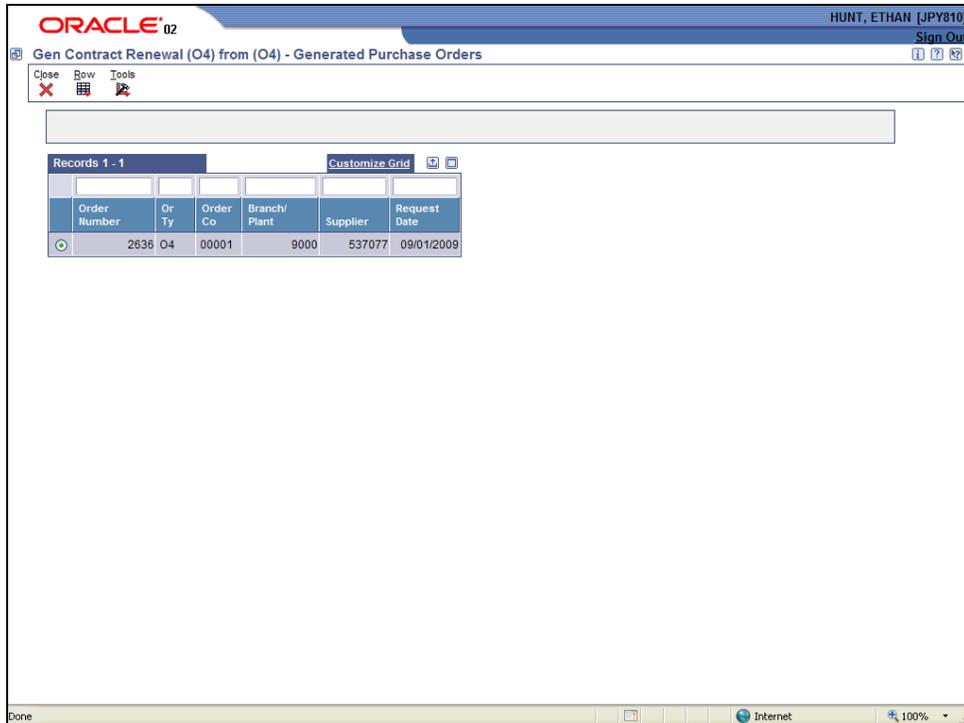
Step	Action
15.	After releasing all lines click the Form button. 
16.	Click the Review Order(s) menu. 

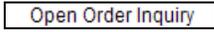
Training Guide

Contract Renewal (O4) from (O4)



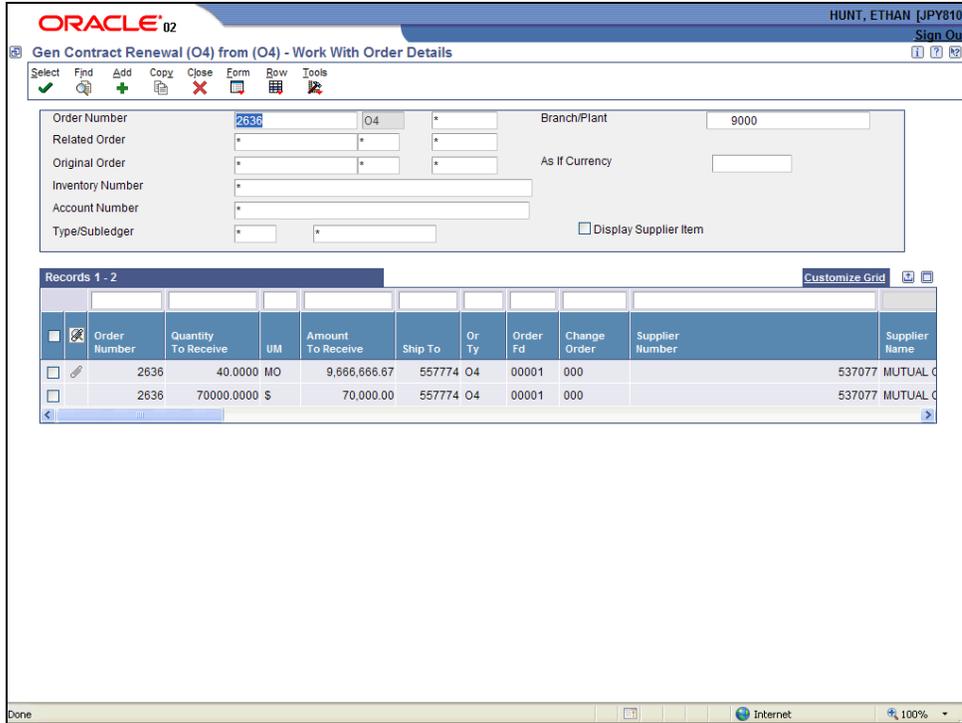
Step	Action
17.	Enter the copied contract order number in the Order Number field.
18.	Click the Form button. 
19.	Click the Generate Order(s) menu. 



Step	Action
20.	<p>Click the Row button.</p> 
21.	<p>Prior to printing the contract the cancel date will need to be changed on the document.</p> <p>Click the Open Order Inquiry menu.</p> 

Training Guide

Contract Renewal (O4) from (O4)



Step	Action
22.	Select the row or rows by clicking the check box next to them. You can select all rows by clicking the top check box. <input type="checkbox"/>
23.	Click the Row button.
24.	Click the Header Revision menu. <input type="button" value="Header Revision"/>

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Gen Contract Renewal (O4) from (O4) - Order Header

Order Number: 2636 O4 00001 Branch/Plant: 9000

Address Numbers

Supplier: 537077 MUTUAL OF OMAHA
 Ship to: 557774 AS - STATE PERSONNEL
 Buyer: 576677 MARY LANNING
 Carrier: 557774 AS - STATE PERSONNEL

Dates

Order Date: 09/01/2009
 Requested: 09/01/2009
 Promised Delivery: 09/01/2009
 Cancel Date: 12/31/2009

Print Remark:
 Description: NSOB 1st FL SPB
 Print Message:
 Tax Expt Code:
 Tax Rate/Area:
 Certificate:
 Tax ID: 470246511
 Person/Corp. ID:
 Payment Terms:
 Hold Code: BLANK - HOLD CODES 42HC
 Approval Code: 4455871
 Retainage %:
 Ordered By: NISBSVIK
 Order Taken By:
 AIA Document: Y

Messages

Attachments

Step	Action
25.	Click in the Cancel Date field.
26.	Change the date in the Cancel Date field as needed.
27.	Click the Form button.
28.	Click the Header To Detail menu.
29.	Click the Populate menu.
30.	Click the OK button.

Training Guide

Contract Renewal (O4) from (O4)



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Gen Contract Renewal (O4) from (O4) - Order Detail

OK Form Row Tools

Order Detail Line Defaults

Order Number: 2636 O4 00001 Attachments Branch/Plant: 9000

Supplier: 537077 MUTUAL OF OMAHA Order Revision: 0

Ship To: 557774 AS - STATE PERSONNEL Order Date: 09/01/2009

Hold Code: BLANK - HOLD CODES 42HC

Retainage % POPULATE HEADER TO DETAIL

Records 1 - 3 Customize Grid

Change Order	Inventory Number	Quantity Ordered	Tr. UoM	Sec Quantity Ordered	Sec UoM	Unit Cost	Extended Cost	Pu. UoM	Ln Ty	Description 1
<input type="checkbox"/> 000		40.0000	MO	40.0000	MO	241666.6667	9,666,666.67	MO	J	Employee Fu
<input type="checkbox"/> 000	95363	70000.0000	\$	70000.0000	\$	1.0000	70,000.00	\$	J	State Funded

Done Internet 100%

Step	Action
31.	Click the OK button. 

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Gen Contract Renewal (O4) from (O4) - Order Header

Order Number: 2636 O4 00001 Branch/Plant: 9000

Address Numbers

Supplier: 53707 MUTUAL OF OMAHA
 Ship to: 557774 AS - STATE PERSONNEL
 Buyer: 576677 MARY LANNING
 Carrier: 557774 AS - STATE PERSONNEL

Dates

Order Date: 09/01/2009
 Requested: 09/01/2009
 Promised Delivery: 09/01/2009
 Cancel Date: 12/31/2010

Pmt Remark:
 Description: NSOB 1st FL SPB
 Print Message:
 Tax Expl Code:
 Tax Rate/Area:
 Certificate:
 Tax ID: 470246511
 Person/Corp. ID:
 Payment Terms:
 Hold Code: BLANK - HOLD CODES 42HC
 Approval Code: 4455871
 Retainage %:
 Ordered By: NISBSVIK
 Order Taken By:
 AIA Document: Y

Messages

Attachments

Step	Action
32.	Click the Cancel button. 

Training Guide

Contract Renewal (O4) from (O4)



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Gen Contract Renewal (O4) from (O4) - Work With Order Details

Select Find Add Copy Close Form Row Tools

Order Number 2636 O4 * Branch/Plant 9000

Related Order * * *

Original Order * * *

Inventory Number *

Account Number *

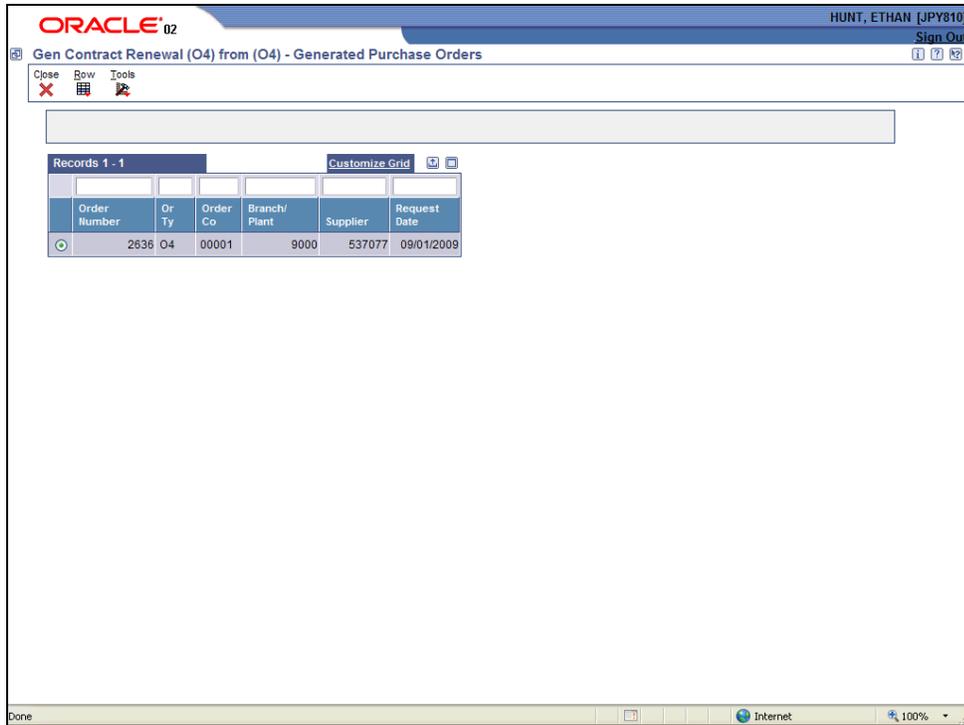
Type/Subledger * * Display Supplier Item

Records 1 - 2 Customize Grid

<input type="checkbox"/>	Order Number	Quantity To Receive	UM	Amount To Receive	Ship To	Or Ty	Order Fd	Change Order	Supplier Number	Supplier Name
<input type="checkbox"/>	2636	40.0000	MO	9,666,666.67	557774	O4	00001	000	537077	MUTUAL C
<input checked="" type="checkbox"/>	2636	70000.0000	\$	70,000.00	557774	O4	00001	000	537077	MUTUAL C

Done Internet 100%

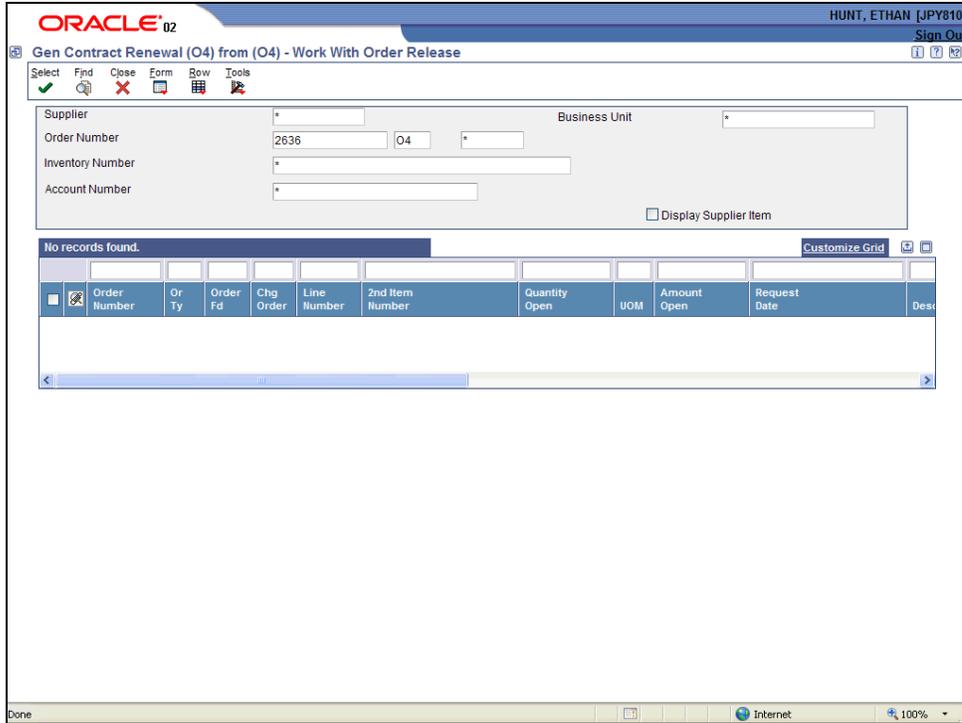
Step	Action
33.	Click the Close button. 



Step	Action
34.	Click the Close button. 

Training Guide

Contract Renewal (O4) from (O4)

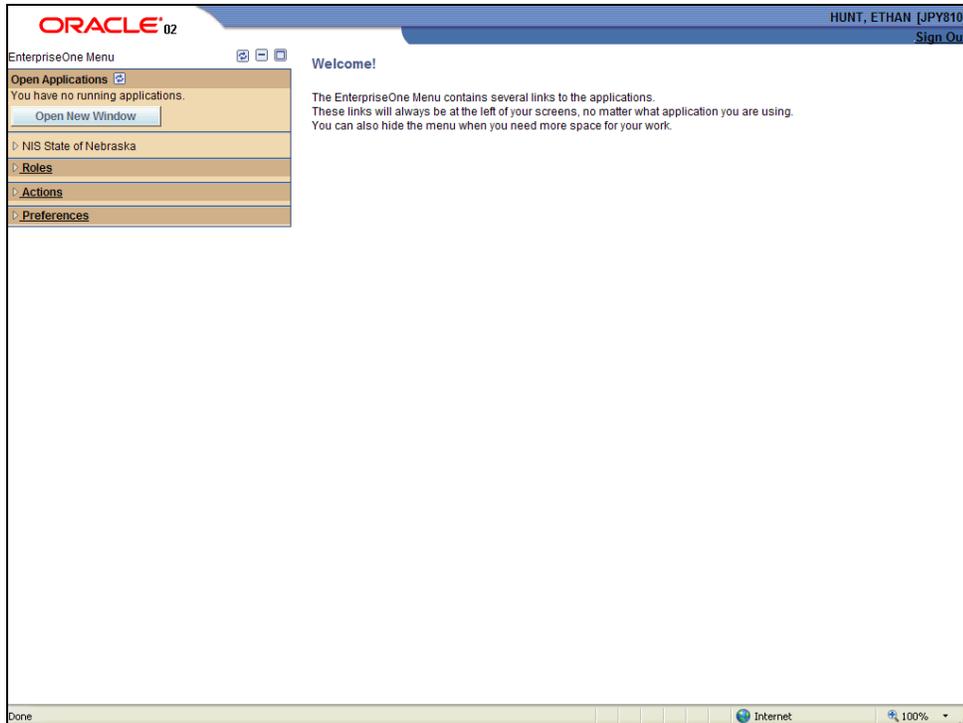


Step	Action
35.	Click the Close button.
36.	Click the Close button.
37.	You have successfully completed this lesson. End of Procedure.

Printing Contract Renewal (O4) from (O4) Lesson

Procedure

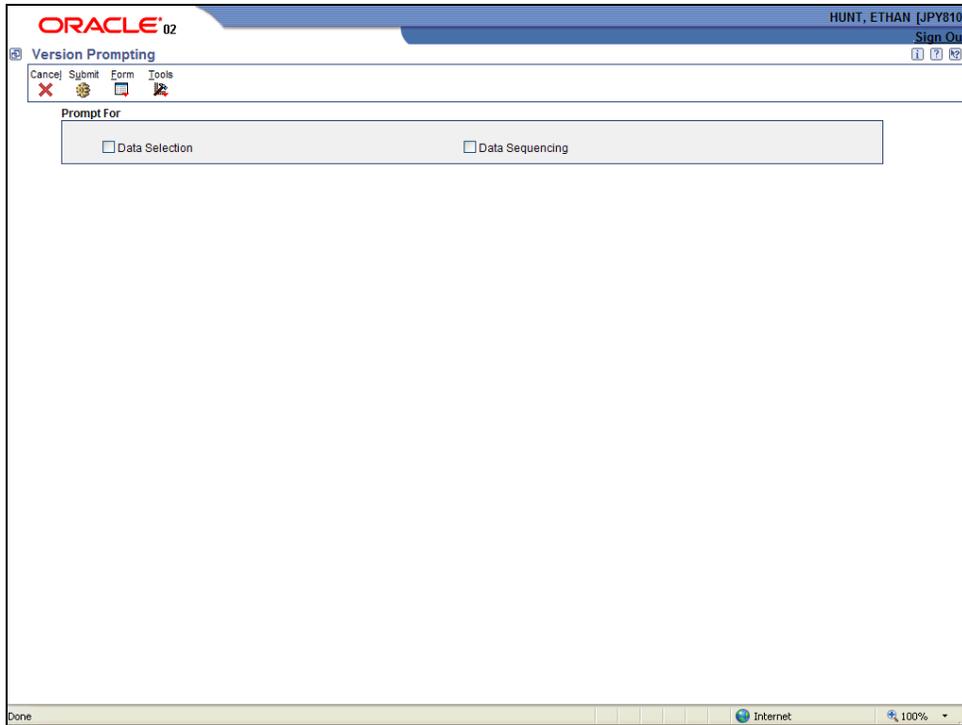
In this lesson you will learn the steps for printing the contract renewal (O4) from (O4).



Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska
2.	Click the Purchasing - Agencies link. Purchasing - Agencies
3.	Click the Contracts - Agency link. Contracts - Agency
4.	Click the Print Service Contracts - Agency link. Print Service Contracts - Agency
5.	Click the Print Agency Service Contract (O4) link. Print Agency Service Contract (O4)

Training Guide

Contract Renewal (O4) from (O4)



Step	Action
6.	Click the Data Selection option. <input data-bbox="370 1129 402 1161" type="checkbox"/>
7.	Click the Submit button. 

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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Status Code - Next (F4311) (NXTR) [BC]	is not equal to	"999"
<input type="checkbox"/> And	Order Type (F4301) (DCTO) [BC]	is equal to	"O4"
<input type="checkbox"/> And	Document (Order No. Invoice, etc.) (F4301) (DOCO) [BC]	is equal to	Null
<input type="checkbox"/> And			

[Add Row](#)

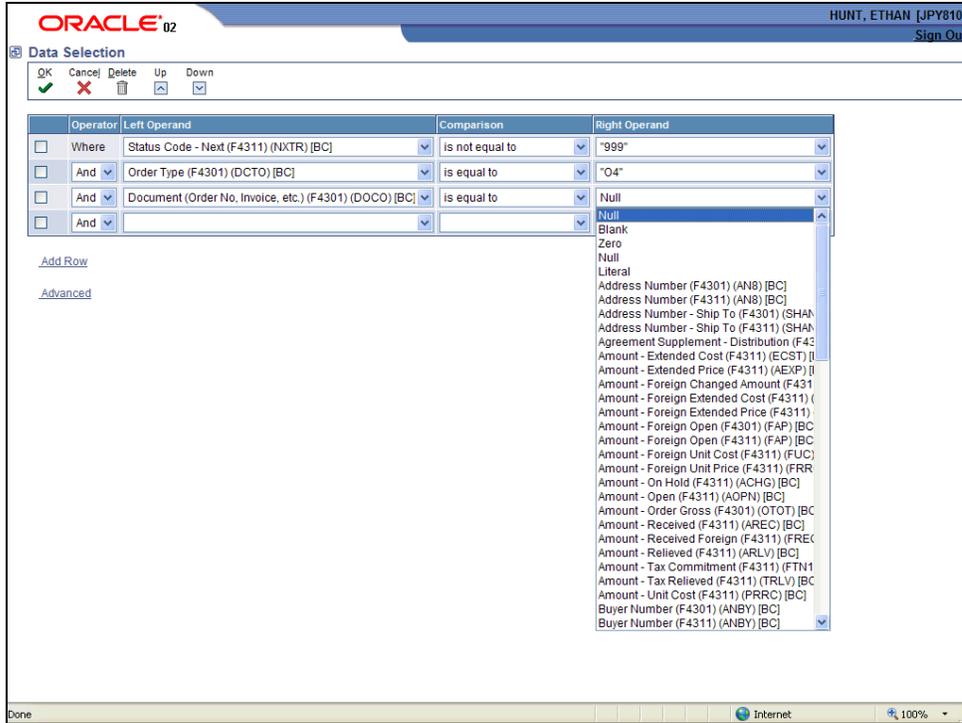
[Advanced](#)

Done Internet 100%

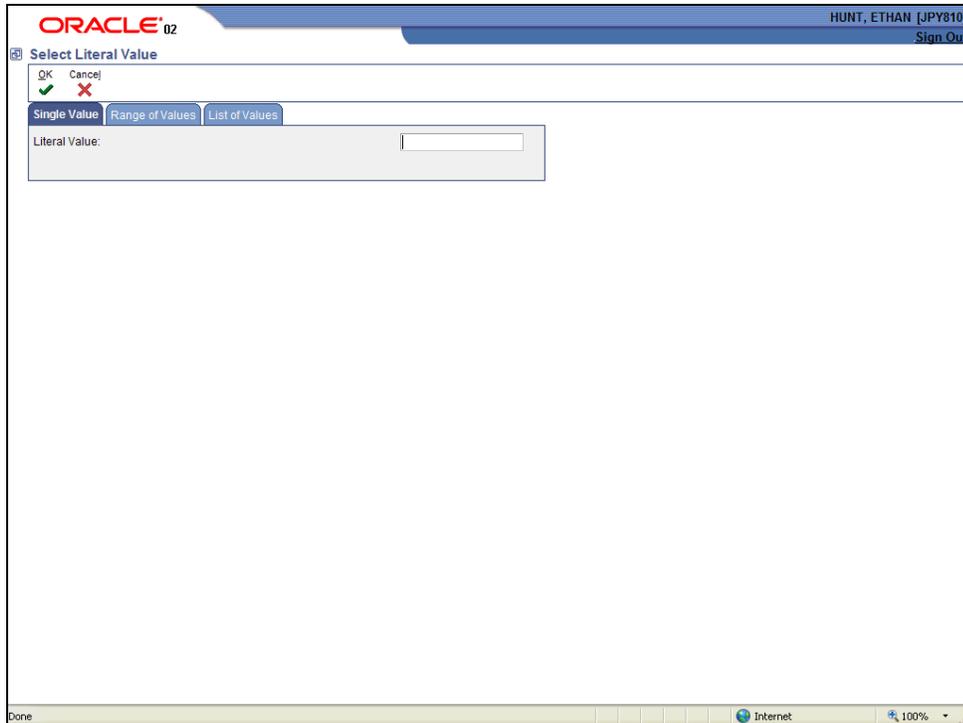
Step	Action
8.	Click the Drop Down list of the Right Operand for the third row. 

Training Guide

Contract Renewal (O4) from (O4)



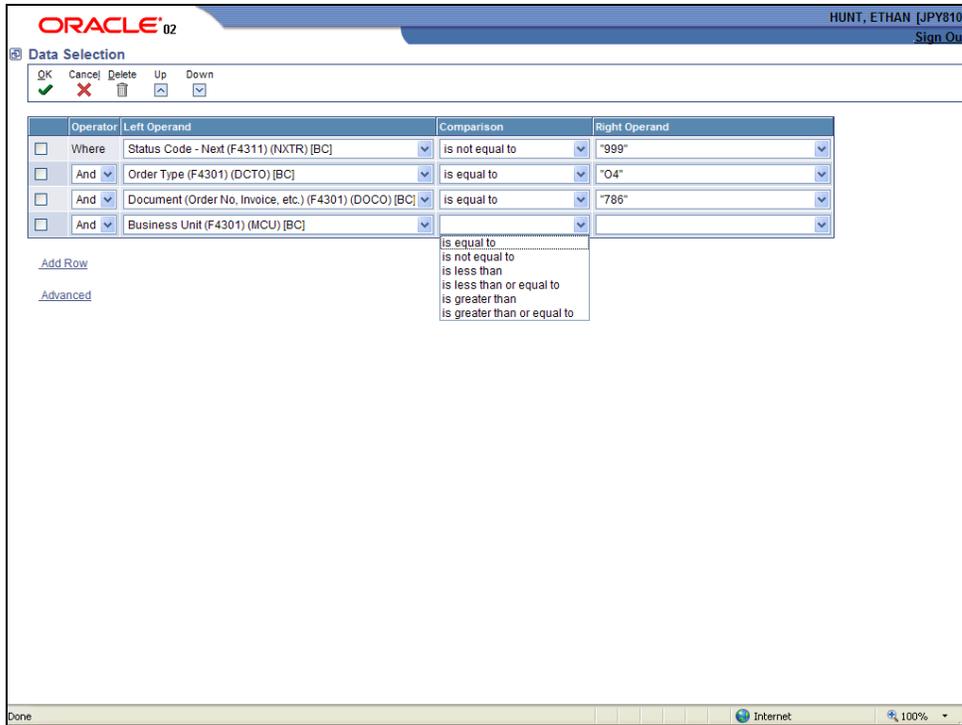
Step	Action
9.	<p>Click the Literal list item.</p> <p><input type="text" value="Literal"/></p>



Step	Action
10.	Enter the contract number in the Literal Value field.
11.	Click the OK button. 
12.	Click the Drop Down list of the Left Operand column for the fourth row.
13.	Click the Business Unit (F4301) (MCU) [BC] list item. 
14.	Click the Drop Down list of the Comparison column for the fourth row. 

Training Guide

Contract Renewal (O4) from (O4)



Step	Action
15.	Click the is equal to list item. 

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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Status Code - Next (F4311) (NXTR) [BC]	is not equal to	"999"
<input type="checkbox"/> And	Order Type (F4301) (DCTO) [BC]	is equal to	"O4"
<input type="checkbox"/> And	Document (Order No. Invoice, etc.) (F4301) (DOCO) [BC]	is equal to	"786"
<input type="checkbox"/> And	Business Unit (F4301) (MCU) [BC]	is equal to	

[Add Row](#)

[Advanced](#)

Done Internet 100%

Step	Action
16.	Click the Drop Down list of the Right Operand column for the fourth row.

Training Guide

Contract Renewal (O4) from (O4)



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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Status Code - Next (F4311) (NXTR) [BC]	is not equal to	"999"
<input type="checkbox"/> And	Order Type (F4301) (DCTO) [BC]	is equal to	"04"
<input type="checkbox"/> And	Document (Order No. Invoice, etc.) (F4301) (DOCO) [BC]	is equal to	"786"
<input type="checkbox"/> And	Business Unit (F4301) (MCU) [BC]	is equal to	

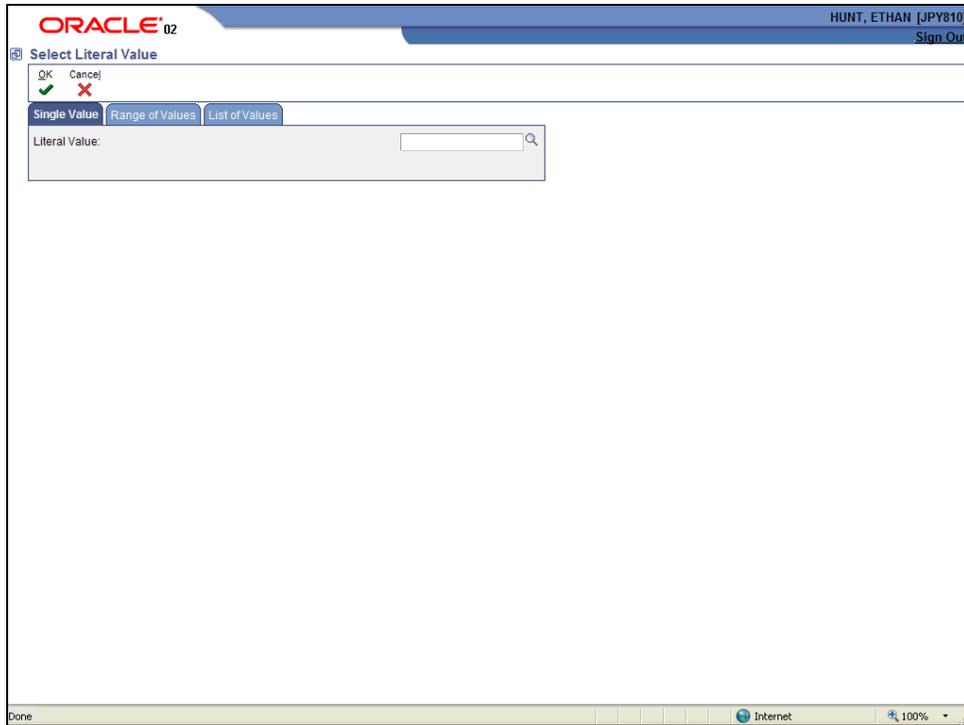
Add Row

Advanced

- Blank
- Zero
- Null
- Literal
- 2nd Item Number (F4311) (LITM) [BC]
- 3rd Item Number (F4311) (AITM) [BC]
- Account ID (F4311) (AID) [BC]
- Account Number - Input (Mode Unknown) [BC]
- Agency/Division (F4311) (VIR01) [BC]
- Agreement Number - Distribution (F4311) [BC]
- Business Unit (F4301) (MCU) [BC]
- Business Unit (F4311) (MCU) [BC]
- Catalog (F4311) (CATN) [BC]
- Category Code - G/L1 (F4311) (R001) [BC]
- Certificate, Tax Exemption (F4301) (TXCT) [BC]
- Change Order Type (F4311) (CHDT) [BC]
- Code - Approval Routing (F4301) (ARTG) [BC]
- Code - Approval Routing (F4311) (ARTG) [BC]
- Code - Location Tax Status (F4311) (LCO) [BC]
- Commodity Code (F4311) (CDCD) [BC]
- Company - Key (Related Order) (F4301) (F) [BC]
- Company - Key (Related Order) (F4311) (F) [BC]
- Conditions of Transport (F4301) (COT) [BC]
- Conditions of Transport (F4311) (COT) [BC]
- Container I.D. (F4301) (CNID) [BC]
- Container I.D. (F4311) (CNID) [BC]
- Currency Code - From (F4301) (CRCD) [BC]
- Currency Code - From (F4311) (CRCD) [BC]
- Delivery Instructions Line 1 (F4301) (DEL1) [BC]
- Delivery Instructions Line 2 (F4301) (DEL2) [BC]

Done Internet 100%

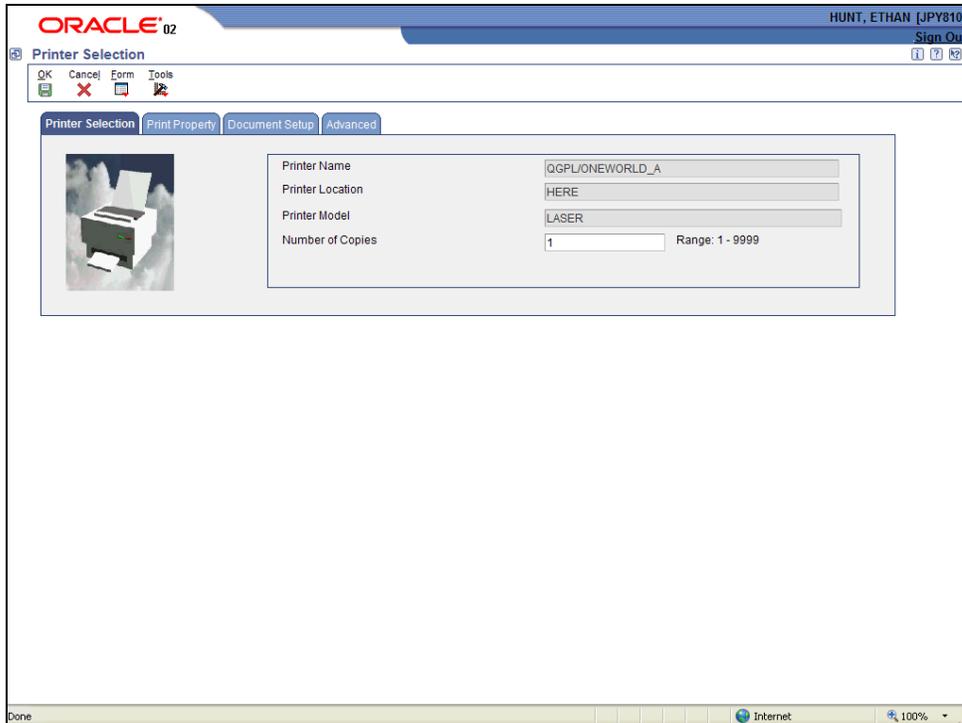
Step	Action
17.	Click the Literal list item. <input type="text" value="Literal"/>



Step	Action
18.	Enter the Business Unit on the contract into the Literal Value field.
19.	Click the OK button. <input checked="" type="checkbox"/>
20.	Click the OK button. <input checked="" type="checkbox"/>

Training Guide

Contract Renewal (O4) from (O4)



Step	Action
21.	Click the OK button. 
22.	You have successfully completed this lesson. To view the contract you will need to go to View Job Status . For more information see the Reports lesson under the System Basics Work Instructions (http://www.das.state.ne.us/nis/training_8.1/sys_bs_cs/index.html). End of Procedure.