

Contract Renewal (O4) from (O4)
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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 Units 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”

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Contract Renewal (O4) from (O4) Lesson

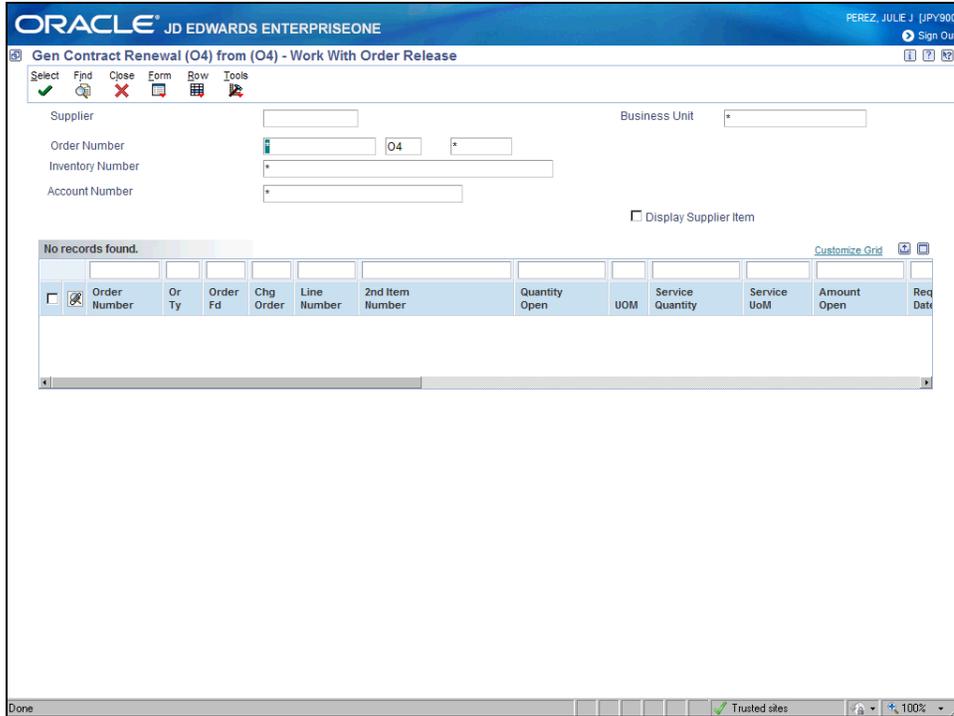
Procedure

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

Step	Action
1.	Click the State of Nebraska link. 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)

Training Guide

Contract Renewal (O4) from (O4)



Step	Action
5.	Enter the desired information into the Business Unit field.
6.	Click the Find button. 
7.	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. 
8.	Click the Select button. 

ORACLE JD EDWARDS ENTERPRISEONE
Perez, Julie J [JPY900] Sign Out

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

Supplier: 1790581 BELL MEDICAL INC Branch/Plant: 65025009
 Buyer: 4455871 HUNT, ETHAN
 Ship To: 557767 AS MATERIEL, STATE PURCHASING
 Order Number: 42304 O4 56650 000 1.000

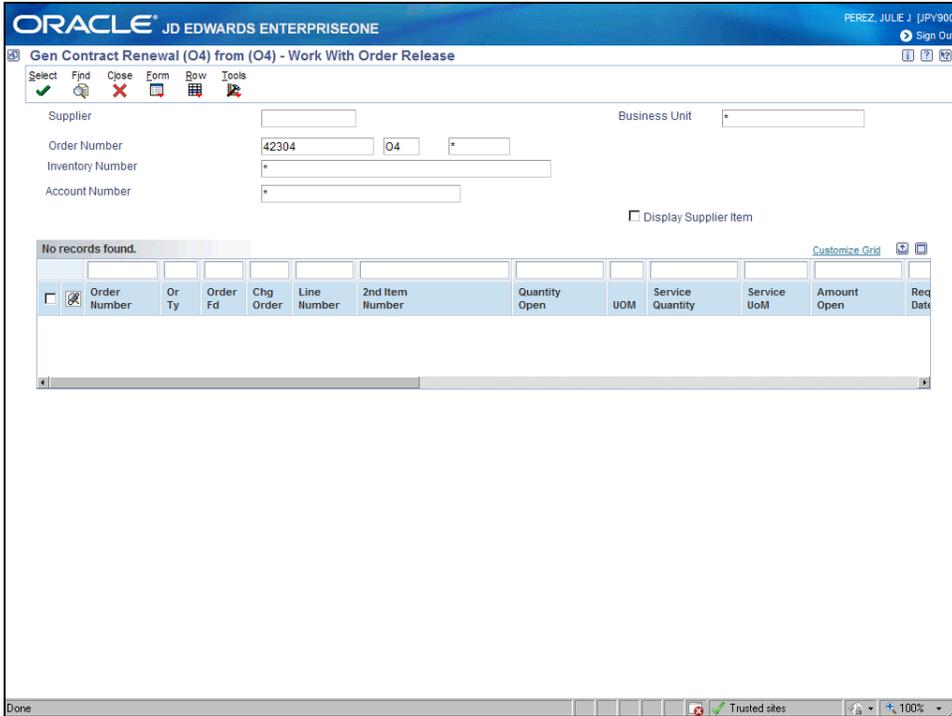
Release Information | Detail Information | Dates

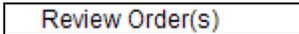
Release Qty: 5.0000 EA Release Amt: 50,000.00
 Qty To Date: Amt To Date
 Original Qty: 5.0000 Original Amt: 50,000.00
 Unit Cost: 10,000.0000 Purchasing UOM: EA Line Type: J

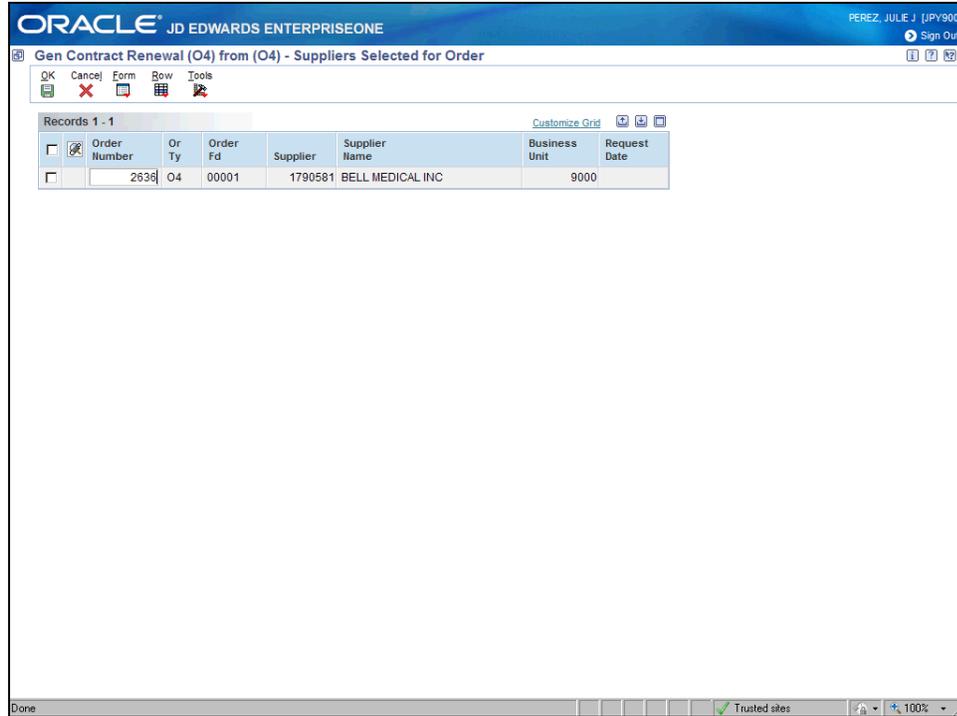
Step	Action
9.	Click in the Branch/Plant field. 
10.	Enter the appropriate Business Unit in the Branch/Plant field. Potential Business Units are: 9000, 9001, 9002, and 9003 and should be used consecutively. These Business Unit are statewide Business Units and can be viewed by all State Employee's regardless of agency.
11.	Change the the Release Qty field to increase or decrease New Contract quantity. 
12.	Click the OK button. 
13.	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.

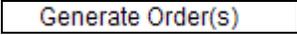
Training Guide

Contract Renewal (O4) from (O4)



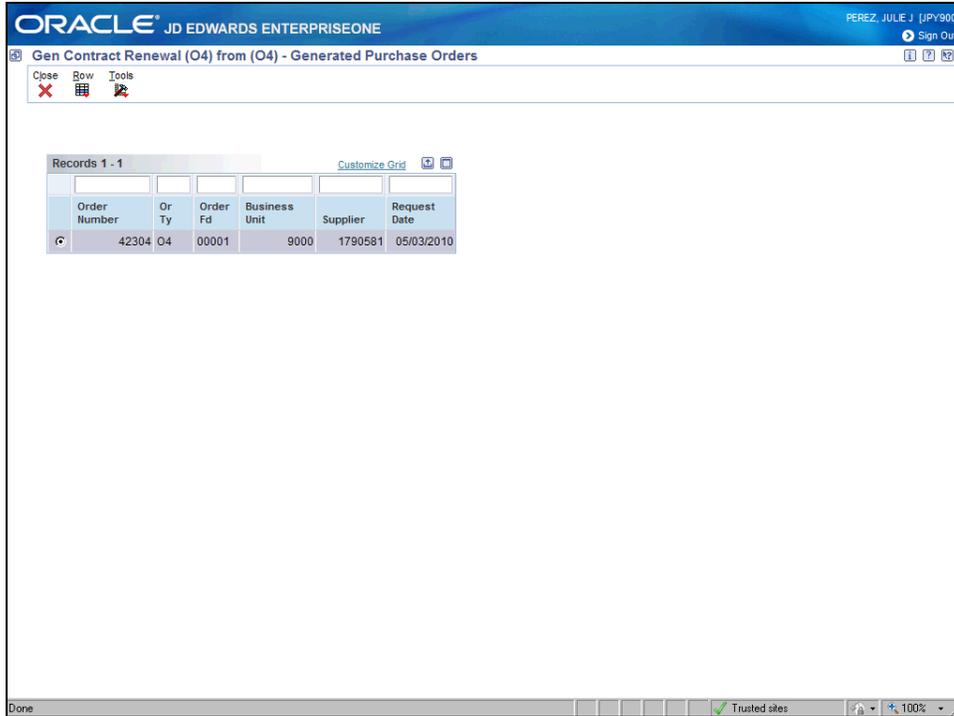
Step	Action
14.	After releasing all lines click the Form button. 
15.	Click the Review Order(s) menu. 

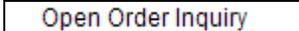


Step	Action
16.	Enter the Contract number into the Order Number field.
17.	Enter the copied contract order number in the Order Number field.
18.	Click the Form button. 
19.	Click the Generate Order(s) menu. 

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

ORACLE JD EDWARDS ENTERPRISEONE PEREZ, JULIE J [JPY900] Sign Out

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

Select Find Add Copy Close Form Row Tools

Order Number 42304 O4 * Business Unit 9000

Related Order * * *

Original Order * * * NNA

NIGP Num/Inventory *

Account Number *

SBL Type/Subledger * * Display Supplier Item

Commodity Code *

Records 1 - 1 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 checked="" type="checkbox"/>	42304	40.0000	EA	400,000.00	557767	O4	00001	000	1790581	BELL MED

Done Trusted sites 100%

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.

Training Guide

Contract Renewal (O4) from (O4)

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.
31.	Click the OK button.
32.	Click the Close button.
33.	Click the Close button.
34.	Click the Close button.

Step	Action
35.	You have successfully completed this lesson. End of Procedure.