Purpose

Use this procedure to create an agency outline agreement (OA) with reference to an OSP state lease contract.

Prerequisites

- Must have the state term contract number to use as a reference.

Menu Path

Use the following menu path(s) to begin this transaction:

- Logistics ➡ Materials Management ➡ Purchasing ➡ Outline Agreement ➡ Contract ➡ ME31K Create

Transaction Code

me31k

Tips and Tricks

- Only fields, radio buttons, and checkboxes used in AASIS are addressed in this help.
- Navigation of mouse, menu, or keyboard is the choice of the user; not all navigation examples are included.
- Values used in this transaction are for example only. Accurate data entry relies on a particular agency's business processes.ME31KME31K

Procedure

1. Start the transaction using the menu path or transaction code.

Create Contract : Initial Screen

2. Complete/review the following fields:

Field	Required/ Optional/ Conditional	Description
Vendor	Required	A business entity or person from whom the State is authorized to purchase commodities or services. **Example:** 100030709

Field	Required/ Optional/ Conditional	Description
Purch. Organization	Required	Code identifying the purchasing subdivision within the company. **Example:** 0480
Purchasing Group	Required	The buyer responsible for the requested purchase. **Example:** 202
Acct Assignment Cat.	Required	Account assignment category. Key that identifies specific settlement receiver types such as cost centers, internal orders, work orders, asset accounts, or project WBS elements. **Example:** U
Plant	Required	In logistics, a plant is an organizational unit for dividing an enterprise according to production, procurement, maintenance, and materials management. The State's goods and services are allocated in the system by plant. Transactional data such as purchase requisitions, purchase orders, notifications and orders are allocated to plants. Master data such as assets, equipment, fleet objects and task lists are also allocated by plant. The plant gives the users a capability to search and perform transactions for this specific organizational unit. **Example:** 9999
Req. Tracking Number	Required	Used for monitoring the procurement of materials or services. **Example:** sp-11-0186

> If the OSP contract number (SP-XX-XXXX) is not available use the outline agreement that you are referencing into this OA. Outline agreement numbers in AASIS begin with 46.

3.   Click **Copy Document** 🔲 to enter the reference document.

Copy Document

4. Complete/review the following fields:

Field	Required/ Optional/ Conditional	Description
Reference Document	Required	The document (state contract, requisition, etc.) you wish to use as reference in a document that is being created. **Example:** 4600021488

5. Click **Continue** ✓ to continue to the next screen.

Warning

6. Click **Continue** ✓ to exit the **Warning** dialog box.

State contracts are created with 9999 as the purchasing organization number, so all agencies can use the contract.

Create Contract : Header Data

7. Complete/review the following fields:

Field	Required/ Optional/ Conditional	Description
Validity End	Required	Date a contract ends. **Example:** 05/16/2015

The **Targ. Val.** field is a required field if the outline agreement is a professional service.
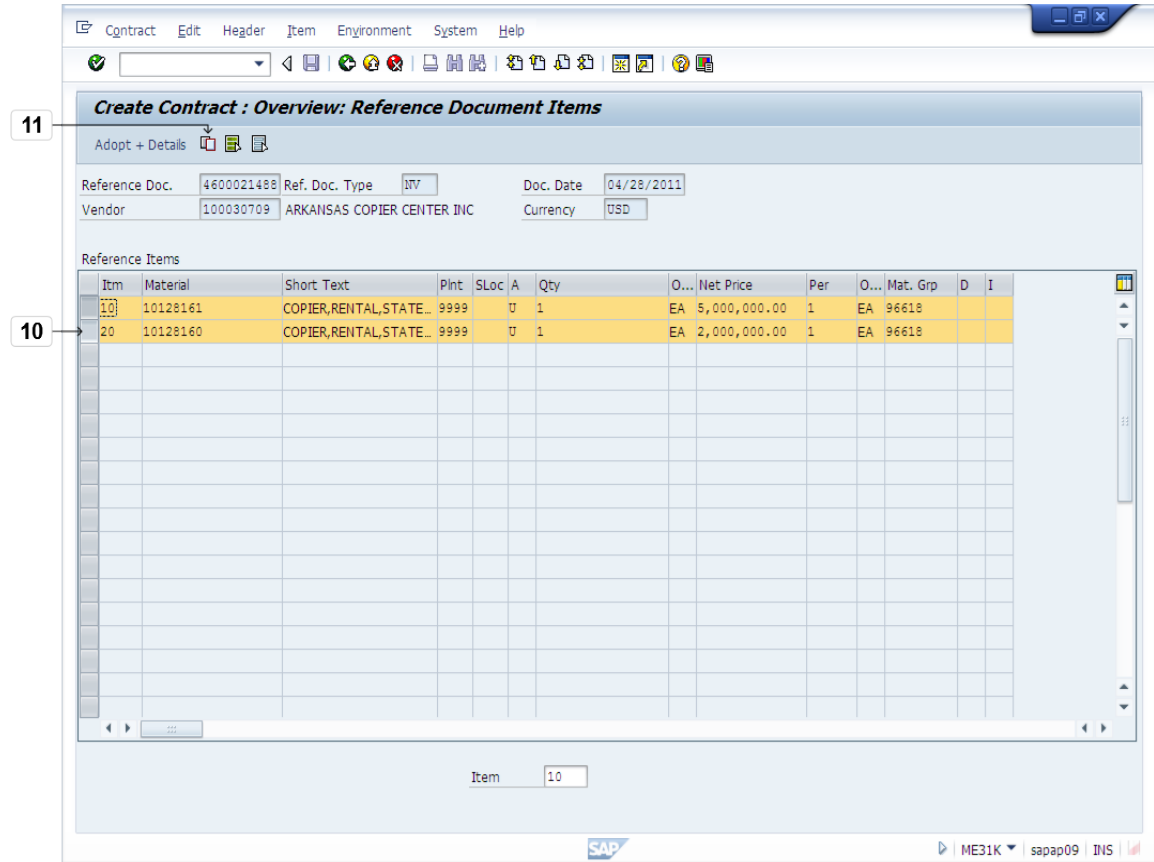
The target value amount must equal the total amount for all line items.

8.   Complete/review the following fields:

Field	Required/ Optional/ Conditional	Description
Our Reference	Required	Identifies the type of purchase order to be generated. SO = small order, CB = competitive bid, and ST = statewide contracts. **Example:** CB
Renewal Status	Required	The status of a contracts renewal options. **Example:** TBD

9.   Click **Enter** ✅ to continue to the **Overview** screen.

Create Contract : Overview: Reference Document Items

10.   Click the selection button ☐ to de-select the line.

> You can adopt both line items. They are all selected initially by default. To only adopt one, click the **Selection** button to de-select the line you do not wish to adopt in to your outline agreement.

11.   Click **Adopt** ⧉ to accept the selected line(s).

ⓘ This line is no longer selected.

Create Contract : Item Overview

12.   Complete/review the following fields:

Field	Required/ Optional/ Conditional	Description
Targ. Qty	Required	Expected quantity to purchase. **Example:** 36
Net Price	Required	Price (rate) of the item after any discounts and surcharges are applied. **Example:** 300.00

Field	Required/ Optional/ Conditional	Description
OPU / 1	Required	Unit of measure. **Example:** MON

> This contract reflects a three-year contract. The **Targ. Qty** field. Example: **36**.
>
> Thirty-six months is three years.

13. Click **Enter** ✅ to continue to the **Create Contract: Item 00001** screen.

Create Contract : Item 00001

14. Press the **Enter** key to continue.

Message is generated by AASIS stating the conversion is successful. Click Enter to exit the message.

Create Contract : Item Overview

15. Click the selection button ☐ to select the line.

16. Click **Delivery Address** 🖶 to add your delivery address to the contract.

Delivery Address for Item 00001

Delivery Address for Item 00001	

Plant   9999   Address _____   ──── 17

Stor. Loc. ____   Customer _____

                             Vendor _____

Name

Title   _____ ▼

Name   Reference Plant

               _____

Search Terms

Search term 1/2   REFERENCE   _____

Street Address

Street/House number   _____ ____

Postal Code/City   _____ _____

Country   US   USA   Region   AR   Arkansas

Time zone   CST

PO Box Address

PO Box   _____

Postal code   _____

Company postal code   _____

Communication

Language   English   ▼   Other communication...

Telephone   _____   Extension   _____   ⇨

Mobile Phone   _____   ⇨

Fax   _____   Extension   _____   ⇨

18 ────────────────────▶ ✓ ▣ Adopt   Repeat address on   Repeat address off   ✖
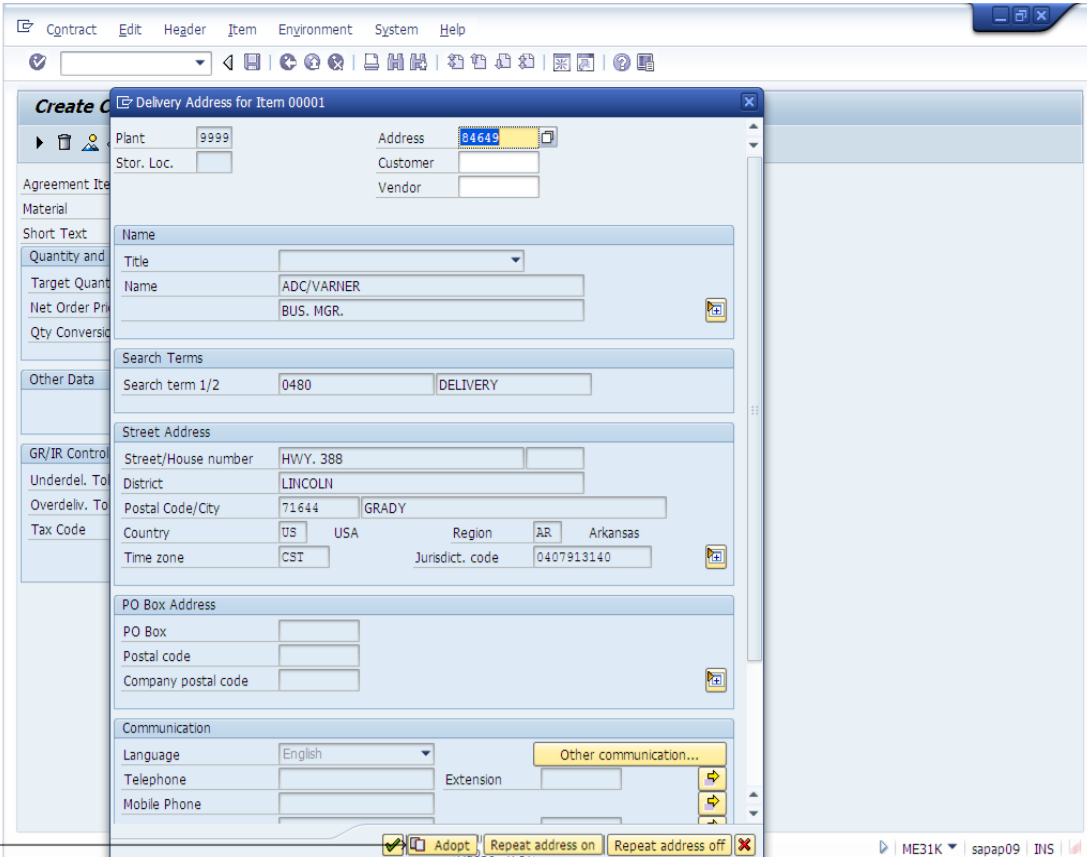
17.   Complete/review the following fields:
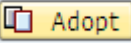
Field	Required/ Optional/ Conditional	Description
Address	Required	The address number that represents the physical delivery address of the materials requested. **Example:** 84649

18.   Click **Continue** ✅ to validate the delivery address.

Delivery Address for Item 00001

19.   Click **Adopt** to populate the delivery address.

Create Contract : Item Overview

20. Click the selection button ☐ to select the line.

21. Click **Header Details** 🖱 to continue to the **Create Contract: Header Data** screen.

Create Contract : Header Data

22.   Click **Header Texts** 📝 to continue to the **Create Contract: Header Texts** screen.

Review and revise fields on this screen as necessary.

Create Contract : Header Texts

23. Click **Back** ⊙ to return to the **Overview** screen.

The Header Texts fields populate from the State term contract.

Change the language to reflect your agency's outline agreement.

Create Contract : Item Overview

24. Click **Print Preview** ⬚ Print Preview to view a print copy of the outline agreement.

Print Preview of YPCC your Windows dflt printer Page 00001 of 00004

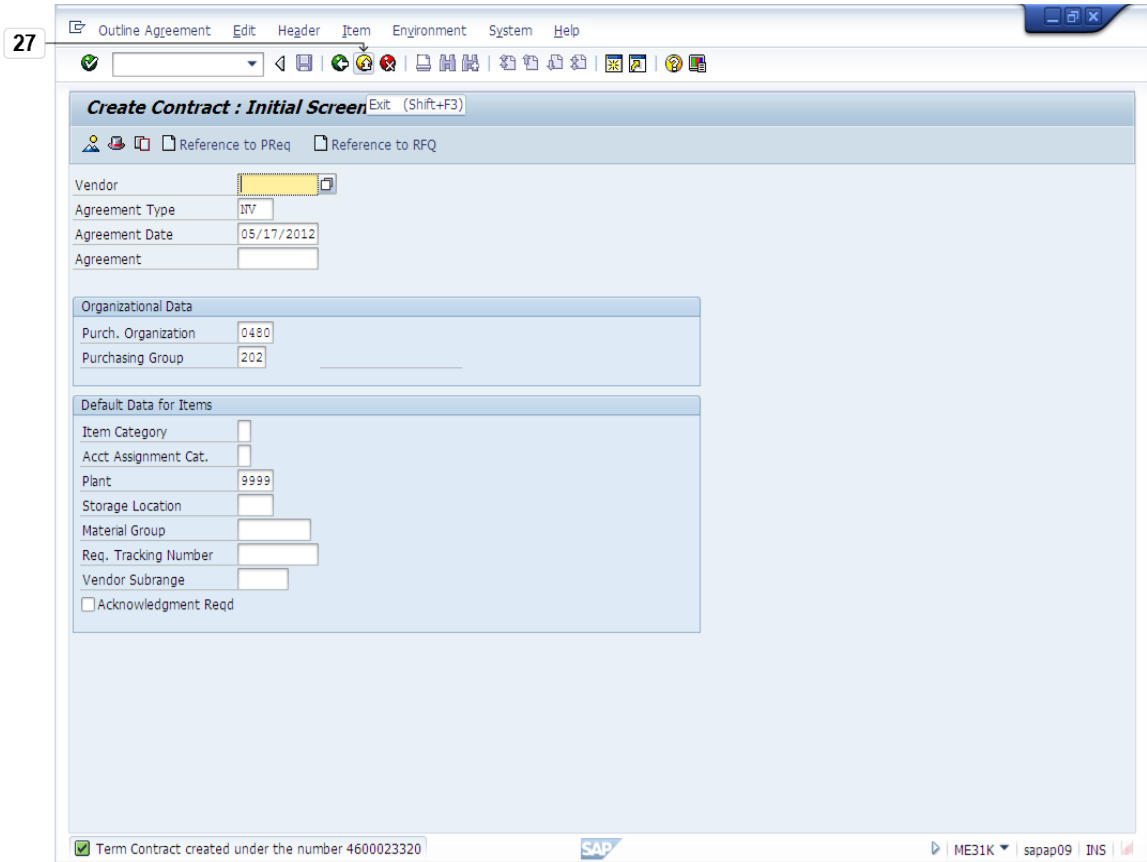**25.** Click **Back** to return to the **Overview** screen.

Create Contract : Item Overview

26. Click **Save** 💾 to save the document.

Create Contract : Initial Screen

27. Click **Exit** ![exit icon] to exit the transaction.

![info icon] The system generated number appears at the bottom of your screen.

Summary

You have successful created an agency copier lease contract with reference to the OSP State term contract for copier leases.

Next Steps