

 $\ensuremath{\mathsf{ME31K}}$ - Create an Agency Outline Agreement (OA) with Reference to an OSP State Lease Contract

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
 Aterials 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



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

Create Contract : Initial Screen

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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



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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.



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Copy Document

Copy Document	×	
Reference Document From Reference Item To Reference Item		-4
	×3×	- 5

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 I** to continue to the next screen.

Warning



6. Click Continue dialog box.



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

Create Contract : Header Data

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	🕒 Fill in all req	uired entry fields 🛛 😵 ME31	.K 🔻 sapap09 INS

7. Complete/review the following fields:

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



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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.



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

Create Contract : Overview: Reference Document Items



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).



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This line is no longer selected.

Create Contract : Item Overview

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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



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



This contract reflects a three-year contract. The Targ. Qty field. Example: 36.

Thirty-six months is three years.

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

Create Contract : Item 00001

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

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

Create Contract : Item Overview

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- **15.** Click the selection button to select the line.
- **16.** Click **Delivery Address** be to add your delivery address to the contract.



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Delivery Address for Item 00001

Plant 9999		Address		b		
Stor. Loc.		Customer				[
		Vendor				
Name						
Title			•			
Name	Reference Plan	nt				
Search Terms						
Search term 1/2	REFERENCE					
Street Address						
Street/House number						1
Postal Code/City						
Country	US USA		Region	AR Arkan	585	
Time zone	CST					
PO Box Address						
PO Box						
Postal code						
Company postal code					1	
Communication						
Language	English	•		Other com	munication	
Telephone			Extension		2	
Mobile Phone					2	
Fax			Extension			



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17.	Complete/review the fol	lowing 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 I** to validate the delivery address.

Delivery Address for Item 00001

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Create C	🔄 Delivery Address for Ite	m 00001			×	
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Material			Vendor			
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Target Quant	Name	ADC/VARNER				
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Other Data	Search term 1/2	0480	DELIVERY			
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GR/IR Control	Street/House number	HWY. 388				
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19. Click **Adopt** to populate the delivery address.



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Create Contract : Item Overview

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- **20.** Click the selection button to select the line.
- 21. Click Header Details To continue to the Create Contract: Header Data screen.



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Create Contract : Header Data

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Agreement	Co	mpany Code ARK	Purchasing (roup 202]		
	Ag	reement Type NV	Purch. Orga	nization 048	10		
Vendor	100030709 AR	KANSAS COPIER CENTER	INC				
Administrative Field	ls						
Agreement Date	05/17/2012	Item Number Interval	1				
Validity Start	05/17/2012	Validity End 05/	16/2015 Languag	e EN			
Terms of Delivery :	and Payment						
Payt Terms	NT15	Targ. Val.		USD			
Payment in	15 Days 0.0	00 🕸 Exch. Rate		Ex.Rate Fx			
Payment in	0 Days 0.0	00 % Incoterms FC	DESTINATION				
Payment in	0 Days Net						
Reference Data			7777				
Quotation Date		Renewal Status	IBD		_		
Your Reference		Salesperson					
Suppl Vender	CD	Telephone Toxoicing Parts					
Suppl. vendor		involcing Party					

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



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Review and revise fields on this screen as necessary.

Create Contract : Header Texts

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Create Contract : Header Texts	
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Ourchasing Doc. Company Code ARK Purchasing Group 202 Document Type NV Purch. Organization 0480 Vendor 100030709 ARKANSAS COPIER CENTER INC 0480	
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Reference Tracking 5P-11-0186 Commodity: Copier Rental Invoice Address As stated on the PO As stated on the PO Agency Contact Information Trailing Document Text TERM AWARD TERMS AND CONDITIONS V	
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23. Click Back Coreturn to the Overview screen.



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The Header Texts fields populate from the State term contract.

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

Create Contract : Item Overview

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



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Vendor No. 100030709 Contact Your reference ARKANSAS COPIE PO Box 192464 LITTLE ROCK AR	ER CENTER INC 72219	Contract No. Date 05/17/2012 Our ref. CB Incoterms FOB		
Send Invoine To: As stated on the PO	<u>Ship Ta:</u> Add/VRNER BUS. MGR. HWY. 388 GRADY AR 71844	Valid from: 05/17/ Valid to: 05/17/	//2012 2015	
Reference Tracking SP- Commodity: Copier Rer This is a term contract order will be issued. Th signifies the offerer's kn	-11-0186 tal ssued by the Office of State Procurem is contract constitutes acceptance of yo owledge and acceptance of all terms a	ent. This is not authority to ship. A s ur bid along with all terms and cond nd conditions set forth within the In	ieparate purchase ditions therein and vitation For Bid.	

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

25. Click Back to return to the Overview screen.



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Create Contract : Item Overview

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Agreement		Agreement Type NV	Agmt (Date 05/17/2012				
Vendor	100030709	ARKANSAS COPIER CENT	ER INC Curren	CY USD				
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26. Click **Save** to save the document.



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Create Contract	t : Initial Screen	ı
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Vendor	0	
Agreement Type	NV	
Agreement Date	05/17/2012	
Agreement		
Organizational Data		
Purch. Organization	0480	
Purchasing Group		
Default Data for Items		
Item Category		
Acct Assignment Cat.		
Plant	9999	
Storage Location		
Material Group		
Req. Tracking Number		
Vendor Subrange		
Acknowledgment Req	1	

27. Click **Exit 1** to exit the transaction.

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The system generated number appears at the bottom of your screen.



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Summary

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



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Next Steps