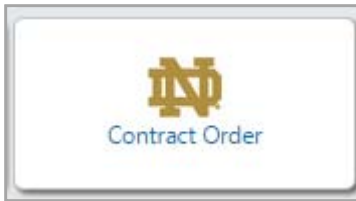


# buyND™ Contract POs

- Contract orders are purchase orders issued for maintenance contracts, license agreements, services, etc. No receiving is necessary by the requestor.
- Contract orders are to be used only when the following criteria are met:

- Term:** A multi-year contract for a set multi-year term or on-going until cancelled by the University.
- Price:** The quantity and price are known, payable monthly, quarterly, or yearly.
- Date:** The starting date is within the fiscal year the order is created.
- Supplier:** The supplier has been approved and entered into buyND.

- To submit a Contract PO, click on the **Contract Order** sticker on the buyND Home page:



- To complete the form:

- Supplier:** Select a non-catalog supplier.
- Business Purpose:** Select a business purpose for the contract order.
- Dates:** Enter a start date and end date.
- Replaces PO:** Enter a PO number if this is a replacement order for another contract order that has expired.

Supplier Information ?	Business Purpose ?	Dates ?
<b>Supplier</b> Adams Remco Inc <a href="#">more info...</a> <a href="#">select different supplier</a>	<b>Business Purpose</b> <input checked="" type="radio"/> Maintenance agreement <input type="radio"/> License agreement <input type="radio"/> Services agreement <input type="radio"/> Consulting agreement <input type="radio"/> Subscription <input type="radio"/> Other	<b>Start Date</b> 07/01/2014 <input type="text"/> mm/dd/yyyy
<b>Fulfillment Address</b> Purchasing 1: (preferred) Post Office Box 3968 South Bend, IN 46619-0968 US Supplier Phone +1 (574) 288-2113		<b>End Date</b> 06/30/2015 <input type="text"/> mm/dd/yyyy
		<b>Replaces PO</b> (e.g. P9999999) P9999999

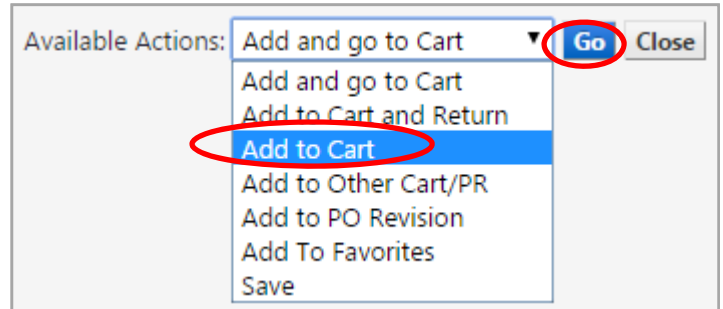
- Product Description:** e.g. Maintenance contract for a Kyocera Mita 3035 copier, ID# 4370, SN# K3111141, located in 101 Grace Hall. Monthly cost of \$135.75 plus impression rate of \$.0081 per copy.
- Catalog No.:** Append the last two digits of the fiscal year, e.g. C-FY15.

- The following fields are locked:

- Unit Price:** A Contract PO always has a Unit Price of \$1.00.
- Unit of Measure:** LO (lot)

Order Details ?					
Product Description	Catalog No.	Quantity	Unit Price	Unit of Measure	
Maintenance contract for a Kyocera Mita 3035 copier, ID# 4370, SN# K3111141, located in 101 Grace Hall. 86 characters remaining <a href="#">expand</a>   <a href="#">clear</a>	C-FY15	1	1.00	1 LO	Lot

- Set up a separate line item for each fiscal year in which the contract order will be active, e.g. C-FY15, C-FY16, etc. Generally, five years is the maximum length of a PO term. At the end of the term, the contract will be reviewed and a new Contract PO will be issued.
- Click on **Add To Cart** in the upper right hand corner and continue to choose **Add To Cart** for each fiscal year. Make sure that the date range is changed for each line. After adding the last item, choose **Add and Go to Cart** and click **Go**.



- The **Order Details** from the form will be loaded into your active **Shopping Cart**, and you can complete the **Checkout** process.

Adams Remco Inc <a href="#">more info...</a>		PO Number	To Be Assigned		
Add non-catalog item for this supplier...					
Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Kyocera Mita 3035 copier, ID# 4370, SN# K3111141, C-FY15 located in 101 Grace Hall. Monthly cost of \$135.75 plus impression rate of \$.0081 per copy <a href="#">more info...</a>	C-FY15	1/LO	1.00	1 LO	1.00 USD
2 Kyocera Mita 3035 copier, ID# 4370, SN# K3111141, C-FY16 located in 101 Grace Hall. Monthly cost of \$135.75 plus impression rate of \$.0081 per copy <a href="#">more info...</a>	C-FY16	1/LO	1.00	1 LO	1.00 USD
3 Kyocera Mita 3035 copier, ID# 4370, SN# K3111141, C-FY17 located in 101 Grace Hall. Monthly cost of \$135.75 plus impression rate of \$.0081 per copy <a href="#">more info...</a>	C-FY17	1/LO	1.00	1 LO	1.00 USD
4 Kyocera Mita 3035 copier, ID# 4370, SN# K3111141, C-FY18 located in 101 Grace Hall. Monthly cost of \$135.75 plus impression rate of \$.0081 per copy <a href="#">more info...</a>	C-FY18	1/LO	1.00	1 LO	1.00 USD
5 Kyocera Mita 3035 copier, ID# 4370, SN# K3111141, C-FY19 located in 101 Grace Hall. Monthly cost of \$135.75 plus impression rate of \$.0081 per copy <a href="#">more info...</a>	C-FY19	1/LO	1.00	1 LO	1.00 USD
<b>Supplier subtotal</b>					<b>5.00USD</b>

- Header Information fields for the requisition:

**a) Supplier Information:**

- Change Req. Type to Contract PO
- Add attachments for the vendor if needed

**b) Submit Requisition:**

- A Requisition No. will be generated and the workflow process will begin

**10. Contract Orders do not require Receiving to be done.**

- Accounts Payable will pay invoices that meet the terms of the contract. Exceptions which are outside of the tolerance will be copied and sent to the requestor.