Contract POs

1. Contract orders are purchase orders issued for maintenance contracts, license agreements, services, etc. No receiving is necessary by the requestor.

2. Contract orders are to be used only when the following criteria are met:
   a) Term: A multi-year contract for a set multi-year term or on-going until cancelled by the University.
   b) Price: The quantity and price are known, payable monthly, quarterly, or yearly.
   c) Date: The starting date is within the fiscal year the order is created.
   d) Supplier: The supplier has been approved and entered into buyND.

3. To submit a Contract PO, click on the Contract Order sticker on the buyND Home page:

4. To complete the form:
   a) Supplier: Select a non-catalog supplier.
   b) Business Purpose: Select a business purpose for the contract order.
   c) Dates: Enter a start date and end date.
   d) Replaces PO: Enter a PO number if this is a replacement order for another contract order that has expired.
   e) 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.
   f) Catalog No.: Append the last two digits of the fiscal year, e.g. C-FY15.

5. The following fields are locked:
   a) Unit Price: A Contract PO always has a Unit Price of $1.00.
   b) Unit of Measure: LO (lot)

6. 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.

7. 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.

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

9. Header Information fields for the requisition:
   a) Supplier Information:
      I. Change Req. Type to Contract PO
      II. Add attachments for the vendor if needed
   b) Submit Requisition:
      I. A Requisition No. will be generated and the workflow process will begin

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

11. 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.