Please leave all defaults as displayed. Click ‘Add’.

Note: If Contract Process Option is not Purchase Order, use the dropdown arrow and choose ‘Purchase Order’.

Note: the Begin Date is the date you enter it into SMART. This date is there by default and will be the current date. Please enter a description as this contract will be posted on the public website. The Administrator/Buyer’s email and phone number will also be posted on the website.
Enter the contract terms – the actual contract start may differ from the begin date. The expiration date will be identical to the expiration date above.

Uncheck ‘Corporate Contract’ and Check ‘Allow Open Item Reference (see below)

When ready, click ‘PO Defaults’ link

On this page you only need to enter your agency Business Unit so that agency end users may access this contract when entering a PR. Note: Click ‘Refresh’ and all other fields will auto-populate as necessary. The billing location, ship to, buyer and funding distribution will be entered on the PR as appropriate. This information WILL NOT transfer to eProcurement.

When complete, click ‘OK’
You will be taken back to the ‘Contract Entry’ screen. You will need to click ‘Add Comments’ and attach documents. Note: You will need to complete this step for ALL contracts approved by prior authorization for audit purposes.

Click on ‘Use Standard Comments’ to add the prior authorization comment.
Click the magnifying glass next to ‘Comment Type’

Click on ‘Supplier Contract Comments’
Click the magnifying glass next to ‘Comment ID’

Click on ‘Prior Authorization Info’
Click ‘OK’.

Note: You cannot edit the Req ID # here, you must click ok first.

Enter your Req ID # and click ‘Attach’ to add your prior authorization that has been approved by an OPC Procurement Officer.
Click 'Browse' to navigate to your document.

Select the document and click 'Open'.

Click 'Upload'.

Document is now attached. When complete, Click 'OK'.
You will be taken back to the ‘Contract Entry’ screen. To proceed, choose Option #1 or Option #2.

If agency supplier contract maximum amount is $25,000 or less and agency has received PRIOR approval via a prior authorization, proceed with Option #1. If agency supplier contract maximum is over $25,000, agency must proceed with Option #2.

Option #1 – Contract Maximum $25,000 or less

To approve your supplier contract, change the Status to Approved, scroll down and click Save.

You now have a contract ID and an approved contract. Agency supplier contract is ready to be used.

Note: You do not need to notify Procurements and Contracts for approval.
Option #2 – Contract Maximum over $25,000

To get your contract ID and to notify Procurements and Contracts for approval, scroll down and click Save.

You now have a contract ID. Now you will need to notify Procurement and Contracts staff to approve your supplier contract. So scroll all the way down and click ‘Notify’

You will be taken to the ‘Send Notification’ screen.
Enter the email address of the appropriate buyer for the commodity, a subject and if necessary, a message and click ‘OK’. Do not click ‘Delivery Options’ and do not edit the Template.

You will be taken back to the ‘Contract Entry’ page and the buyer will receive the notification to approve your contract (sample below).
Note: Agencies can still manually, via Outlook, notify the appropriate buyer to approve supplier contracts; however the system has the functionality to do it for you if you choose to use it.

In addition, agencies have the option to approve their own supplier contracts that are $25,000 or less with an approved prior authorization from Procurements and Contracts. If an agency chooses NOT to approve their own supplier contracts $25,000 or less, they must follow the steps of Option #2.

Any supplier contracts over $25,000 must be approved by Procurement and Contracts buyers.

Buyer Notification Email SAMPLE

Please approve Contract XXXX

brienne.wilkins@da.ks.gov

Sent: Tue 1/26/2016 5:35 PM
To: Wilkins, Brienne [DAFPM]

Workflow Notification

Priority:

Date Sent: 2016-01-28

Sent To: brienne.wilkins@da.ks.gov

cc:

Please click on the link below to access this transaction:
https://smart.sok.ks.gov/psp/sokfspd_1/EMPLOYEE/ERP/re/CONTRACT_MGMT.CONTRCT_ENTRY.GBL?
Page=CNTRCT_HDR&CNTRCT_ID=0900000000000000000000000041213&SETID=SOKID&Acton=U

Message Text:

Brie, please approve.