

FLASH MEMO

CONTRACT ANNOUNCEMENT

Reference Field

Service and/or Commodity

Agencies entering or revising a Service or Commodity Contract, must add a general description of the Contract. Please use the Reference Field from the additional information field from the Order Header or the Reference Field located on the Detail Line of the Contract.

From the Order Header Click Row > Additional Information:

Revise Service Contract (O4) - Order Header

OK Cancel Form Tools

- Order Number
- Quote Suppliers
- Order Recap
- Financial Status
- Order Addresses
- Address Num1
- Print Order
- Supplier
- Supplier Master
- Address Book
- Ship to
- Attachments
- Buyer
- Log Details
- Send Invoice
- Additional Info
- Pmt. Remark
- Header To Detail
- Description
- Print Message

32936 O4 00001

838692 MIDLAND RECYCLING - PURCHASE C

559783 FACILITY, MULTIPLE ADDRESSES

576679 KATHY DEVRIES

559783 FACILITY, MULTIPLE ADDRESSES

recycling services

AS Materiel, State Purchasing

Tax Expl Code	<input type="text"/>	Hold Code
Tax Rate/Area	<input type="text"/>	Approval C
Certificate	<input type="text"/>	Retainage
Person/Corp. ID	C	Ordered By
Payment Terms	<input type="text"/>	Order Take
		AIA Docum

Messages

Attachments

DEA

The Revise Service Contract (O4) – Order Header – Additional Information Screen appears

Revise Service Contract (O4) - Order Header - Additional Information

OK Cancel Tools
  

Pricing Group	<input type="text"/>
Freight Handling Code	<input type="text"/>
Cost Rule	<input type="text"/>
Send Method	<input type="text"/>
Evaluated Receipt	<input type="text" value="N"/>

Supplier SO	<input type="text"/>
Reference	<input type="text" value="Recycling Services"/>
Delivery Instructions Line 1	<input type="text"/>
Adjustment Schedule	<input type="text"/>

In the Reference Field Provide a General Description of the Over All Contract.

Example: Paper/Plastic, Sand/Gravel, Microsoft Products, Janitorial Services, Trash Removal, Etc.

Description must include the basic contract content.

Click OK

The Revise Service Contract (O4) – Order Header Screen appears:

ORACLE 06

Revise Service Contract (O4) - Order Header

OK Cancel Form Tools

Order Number Quote Suppliers 32936 O4 00001

Address Num1

Supplier 838692 MIDLAND RECYCLING - PURCHASE O

Ship to 559783 FACILITY, MULTIPLE ADDRESSES

Buyer 576679 KATHY DEVRIES

Send Invoice 559783 FACILITY, MULTIPLE ADDRESSES

Print Remark Header To Detail Define Services

Description Populate State Purchasing

Print Message

Tax Expl Code

Tax Rate/Area

Certificate

Person/Corp. ID C

Payment Terms

Hold Code

Approval Co

Retainage %

Ordered By

Order Take

AIA Docum

Messages

Attachments

Click the Form Exit > Header To Detail > Populate

Click OK – The Revise Service Contract (O4) – Order Detail screen appears:

Revise Service Contract (O4) - Order Detail

OK Form Row Tools

Order Detail Line Defaults

Order Number Attachment

Supplier MIDLAND RECYCLING - PURCHAS

Ship To FACILITY, MULTIPLE ADDRESSE

Hold Code BLANK - HOLD CODES 42/HC

Retainage %

Records 1 - 2

Order Number	Buyer Number	Last Status	Next Status	Request Date	Promised Delivery	Cancel Date	G/L Date	Order Revision Number	Line Number
559783	576679	215	215	08/01/2008	08/01/2008	07/31/2010	02/28/2008		1

View the Reference Field in the Detail Lines. This field will populate if the line is not at a 999 (Closed) status.