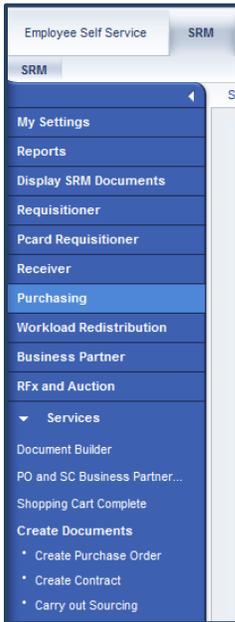


Printing a Contract

1. Select the Purchasing Role from the left navigation pane



2. Locate your Contract from the Personal Object Worklist (POWL) by selecting the SEARCH CRITERIA button to expand/open the Search Criteria field

The screenshot shows the Search Criteria form with the following fields and values:

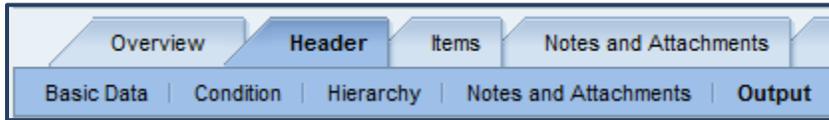
- Number: 4400008515
- Contract Type: (empty dropdown)
- Name: (empty text box)
- Status: Released
- Timeframe: (empty dropdown)
- Creation Date: (empty date picker)
- Purchasing Organization: (empty text box)
- Purchasing Group: (empty text box)
- Supplier: (empty text box)
- Product: (empty text box)
- Item Description: (empty text box)
- Product Category: (empty text box)
- Distribution: All
- Valid From: (empty date picker)
- Smart Number: (empty text box)

Buttons: Apply, Clear

3. Select the Central Contract Number to open the document

Central Contract Number	Central Contract Name	Status	Purchasing Organization	Supplier	Valid From	Valid To	Hierarchy
4400008515	251701 - Tires, Auto, Truck, OTR & Farm	Released	COPA Purchasing Organization	GOODYEAR TIRE & RUBBER COMPANY INC	09/05/2011	08/31/2014	<input type="checkbox"/>

4. Select the HEADER tab, OUTPUT sub-tab



5. Select the PROCESS OUTPUT button in order for the screen to display the “Not Processed” status

6. Select the REPEAT OUTPUT button

Process Output

Latest Output
Sent On:
Output Medium:

Additional Output Requested via
 Printer: GS-FP06 CUBE162_RICO
 Fax: 717-214-0140
 E-Mail: byessel@pa.gov

Document Outputs

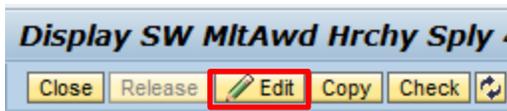
Status	Changed	Repeated	Manually	Generated On	Generated At	Changed On	Changed At	Medium
Not processed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07/01/2014	10:59:06	01/28/2014	00:00:00	Print

7. Status will display Successfully processed

Status	Changed	Repeated	Manually	Generated On	Generated At	Changed On	Changed At	Medium
Successfully processed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/28/2014	13:21:29	01/28/2014	13:21:50	Print

Changing Transmission Method

1. If the output method is not correct and needs to be changed, select the EDIT button



2. Select the applicable output method

Additional Output Requested via

Printer

Fax

E-Mail

3. Select the RELEASE button to save the changes

Change SW Regular Contract 440

|

4. Select the REFRESH button in the POWL
5. Select the Contract Number to open the document and repeat steps 4 & 5 from "Printing a Contract" process

View: [Standard View] | Create Central Contract | Copy | Display | Edit | Mass Change | Display Hierarchy | Data Exchange | Print Preview | **Refresh** | Export

Central Contract Number	Central Contract Name	Status	Purchasing Organization	Supplier	Valid From	Valid To	Hierarchy
4400008515	251701 - Tires, Auto, Truck, OTR & Farm	Released	COPA Purchasing Organization	GOODYEAR TIRE & RUBBER COMPANY INC	09/05/2011	08/31/2014	<input type="checkbox"/>

Last Refresh 07/01/2014 10:39:54 EST Refresh