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Contract Entry **Muscatello's Model Contract**

Contract Entry Contract

SetID: SHARE

1. Contract ID: 1000019293

*Status: Open

Contract Version: Version 1, Status: Current

Approval Due Date: [Calendar Icon]

Administrator/Buyer: 201657 Cano,Jose **12.** Add a Document

Header

*Contract Style: General Contract

Process Option: General Contract

*Supplier: JIMMIE MUS-001 Supplier Search

*Supplier ID: 0000034482 Jimmie Muscatello's

Primary Contact: [Search Icon]

Supplier Contract Ref: Uniforms TC82100

3. Description: POL 82100 Shirts & Accessories

4. Master Contract ID: 0000000005

2. *Begin Date: 09/10/2020 Tax Exempt

Expire Date: 08/31/2023 Tax Exempt ID

Renewal Date: [Calendar Icon] Auto Default

Control Type: [Dropdown] Lock Chartfields

5. Contract Type: PCTCC Purchasing Contract - Term Contract

6. Department: 232177 ADM OCA - Procurement

CMD Compliance Officer: [Search Icon]

7. Purchasing Authority: TC Term Contract

Contract Categorizations for Economics & Social Policy

Local Hire 14B LBE Subs Req'd PLA Contract PUC PLA Contract Other

Prevailing Wage 14B LBE SF First PLA Contract SFO Community Benefits Req'd

First Source Hiring 14B LBE Micro Set-Aside PLA Contract - DPW/REC Bd Supervisor Add-Back

Invoice Options

Invoice Number: [Text Box]

AP Business Unit: [Search Icon]

Accounting Template: [Search Icon]

Payment Terms ID: 030 [Search Icon]

Basis Date Type: [Dropdown]

Gross Amount: 0.00 USD

Freight Amount: 0.00

Misc Charge Amount: 0.00 Miscellaneous Charges

Sales Tax Amount: 0.00

VAT Amount: 0.00

Amount Summary

11. Maximum Amount: 0.01 USD

Line Item Released Amount: 0.00

Category Released Amount: 0.00

Open Item Released Amount: 0.00

Total Released Amount: 0.00

Contract Open Item Reference

Contract Items

Catalog Search Item Search Search for Contract Lines

PeopleSoft SUPPLIER CONTRACT Instructions:

-OCA has created "model" contracts for each Uniform supplier (Banner or Muscatello's). **For consistency, use the "Copy From Contract" function to use these "model" contracts to pre-populate your contracts.**

1- SUPPLIER MODEL CONTRACT ID TO COPY FROM

Banner	1000019292
Muscatello's	1000019293

2- START END DATES: Enter Begin and Expire Dates for the departmental contract.

3- CONTRACT DESCRIPTION: Enter your department in abbreviated form with the term contract number and short description of items you are ordering (e.g. POL 82100 Shirts & Accessories).

4- MASTER CONTRACT ID: Use the magnifying glass icon to select the applicable ID for the Master Contract field based on supplier:

BANNER:	0000000006
MUSCATELLOS:	0000000005

5- CONTRACT TYPE: Use "PCTCC" contract type.

6- DEPARTMENT: Enter YOUR Department.

7- PURCHASING AUTHORITY: Use "TC" purchasing authority.

8- LINE DETAILS: Enter SKU and Description for each item on the proposed departmental contract into its own Contract line. You may copy directly from the bid sheet. Ensure unit price is included with each line.

9- LINE CATEGORY: For each Line and Contract Category, use 20000.

10- LINE MERCHANDISE AMOUNT: Enter the unit cost for each item.

11- CONTRACT MAXIMUM AMOUNT: Enter the Total Estimated Contract Value from the Bid Sheet of the selected Supplier.

12- ADD A DOCUMENT: Use the ADD A DOCUMENT tab to upload all supporting documents including:

- Bid Sheets
- Sweatfree Compliance Form P-12U-C
- CCSF Uniform Program Comparable Equal Not Acceptable Worksheet (if applicable).
- OCA Bid Evaluation

13- OCA APPROVAL: Email Jose Cano at Jose.Cano@sfgov.org to review and approve your Supplier Contract in PS.

Lines

1-1 of 1 | View All

Line	Item	Description	UOM	Category	Merchandise Amt	Include for Release	Status
1	[Search Icon]	8. [Search Icon]	LOT 9.	20000 10.	0.01	<input checked="" type="checkbox"/>	Active

View Category Hierarchy Category Search