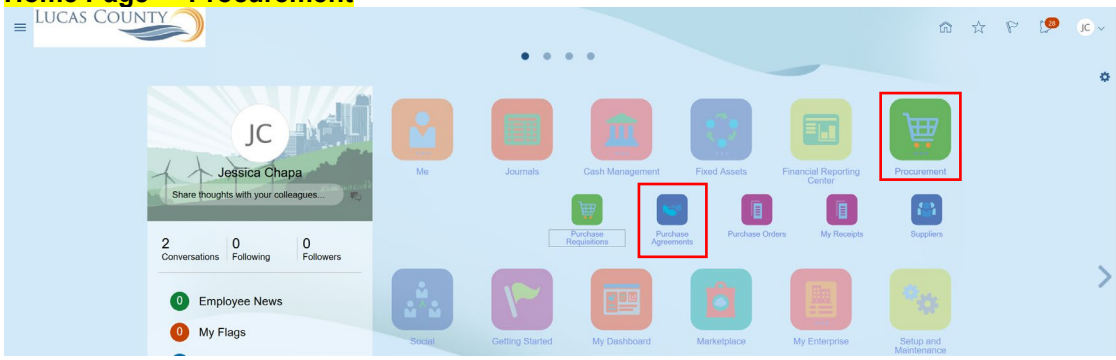

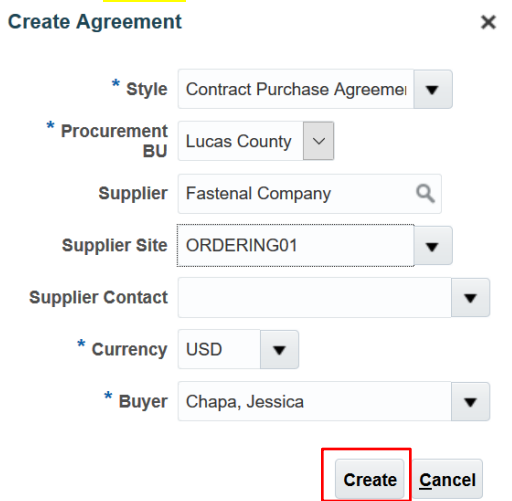
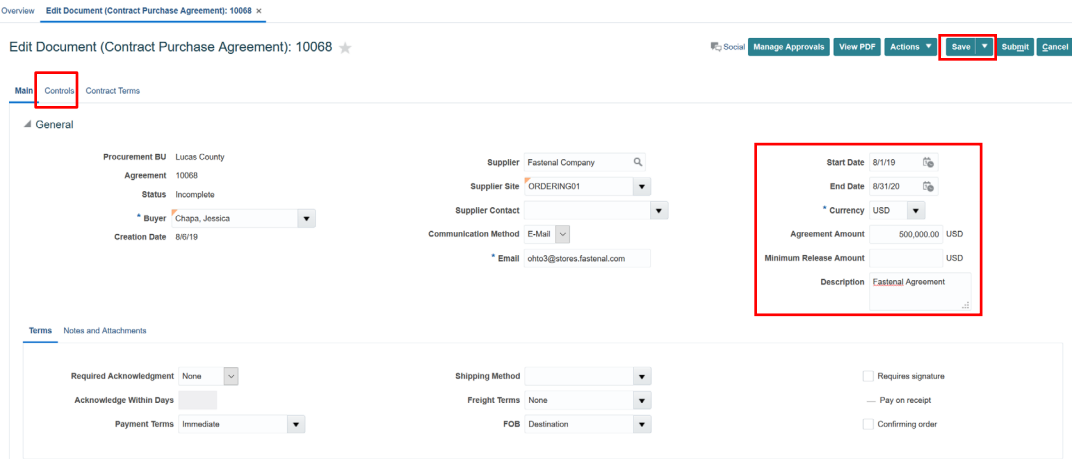











Create and Approve a Contract Purchase Agreement

Audience: Buyers and Procurement Managers

Purpose: You create a contract purchase agreement with your supplier to agree on specific terms and conditions without indicating the goods and services that you will be purchasing. You can later issue purchase orders referencing your contracts using terms negotiated on a contract purchase agreement by a procurement business unit which can then be made available to multiple requisitioning business units. This job aid will assist you in creating and approving a contract purchase agreement.

Step	Action
1	<p>Log into Oracle. Home Page -> Procurement</p> 
2	Click the Purchase Agreement icon.
3	<p>Click Create Agreement under the Tasks icon.</p> 
4	Click the Style list.
5	Select the Contract Purchase Agreement list item.
6	Click in the Supplier field.
7	Enter information into the Supplier field.

8	Click the Supplier from the list.
9	Click in the Supplier Site field.
10	Select a Supplier Site from the drop down.
11	Click the Currency field.
12	Click the Buyer field. Accept Default Buyer.
13	Click the Create button. 
14	Click the Select Start Date button and enter appropriate start date.
15	Click the Select End Date button and enter appropriate end date.
16	Click in the Agreement Amount field and enter amount information.
18	Click in the Description field and enter a description.
26	
27	Click the Save button. Click the Controls tab.

28	<p>In the Notifications Controls region, click the Add Row button.</p> <p>Notification Controls</p> <p>Actions ▼ View ▼ Format ▼ + ✕  Freeze  Detach  Wrap</p> <table border="1"> <thead> <tr> <th>Condition</th> <th>Reminder Days</th> <th>Percent</th> <th>Amount</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td colspan="6">No data to display.</td> </tr> </tbody> </table>	Condition	Reminder Days	Percent	Amount	Start Date	End Date	No data to display.					
Condition	Reminder Days	Percent	Amount	Start Date	End Date								
No data to display.													
29	Click the Condition list.												
30	Select the Expiration list item.												
31	Click in the Reminder Days field.												
32	<p>Enter information into the Reminder Days field (for example, a valid value such as "30").</p> <p>Notification Controls</p> <p>Actions ▼ View ▼ Format ▼ + ✕  Freeze  Detach  Wrap</p> <table border="1"> <thead> <tr> <th>Condition</th> <th>Reminder Days</th> <th>Percent</th> <th>Amount</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Expiration ▼</td> <td>7</td> <td></td> <td></td> <td>8/24/20 </td> <td>8/31/20</td> </tr> </tbody> </table>	Condition	Reminder Days	Percent	Amount	Start Date	End Date	Expiration ▼	7			8/24/20 	8/31/20
Condition	Reminder Days	Percent	Amount	Start Date	End Date								
Expiration ▼	7			8/24/20 	8/31/20								
33	Press [Tab] to move into the next field.												
34	Click the Save button.												
35	Click the Submit button.												
36	Click the OK button.												