

WebProcure User Activities

Generate Contract from Solicitation Award

State of Missouri



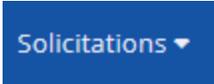
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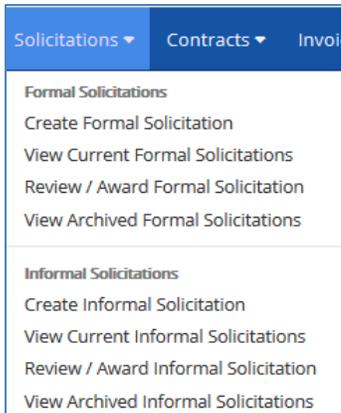
Generate a Contract from a Solicitation Award

Activity 1

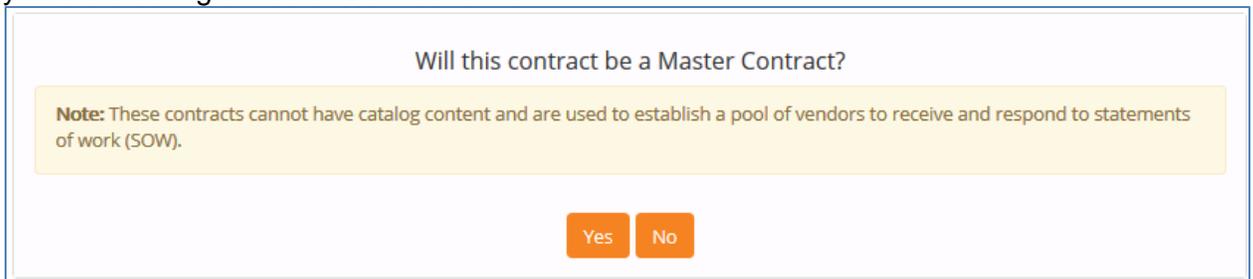
1. From the main MissouriBUYS/WebProcure Home Page, on the Solicitations Drop down



2. Click the appropriate solicitation option – View Archived Formal Solicitations OR View Archived Informal Solicitations



3. Locate the solicitation number required for contract creation
4. Click the Sol # within the **Solicitation #** column
5. The **Solicitation Summary** page will display
6. Scroll to the bottom of the page
7. Click **Generate Contracts**
8. The option to select as a Master Contract will display – Select Yes or No depending on if you are creating a Master Contract or not:



9. The **Award Contract to Vendor** page will display
10. All Awarded Vendors will be displayed
11. Click the select radio button beside the Vendor name

Select	Supplier Name	Contract #
<input checked="" type="radio"/>	MO Test Supplier 2	

Back Generate Contract Cancel

12. Click **Generate Contracts**
13. The system will generate the contract and display within the **Contract Management** module in the **Create** mode.

Contract - Header Information

Header > Contract Clauses > Catalog Items > Documents > Authorization

Please enter the information requested below. Then click the Next Step button to proceed.

General Information

Contract Type * --Select One--

Contract Number * 16

Contract Visibility * Private

Status Unissued

Title * test

Detailed Description

14. The **Contract Header** page will have the following fields populated based on the Solicitation criteria. Below are the fields that will be carried over and populated into the Contract fields:
- Title
 - Detailed Description
 - Commodity
 - Solicitation Number
 - Contractor
 - Total Value
 - Delivery Terms
 - Payment Terms
 - Award Date
15. Complete the Contract Creation process as detailed in **Activity 1** of the Contract Management training activity.