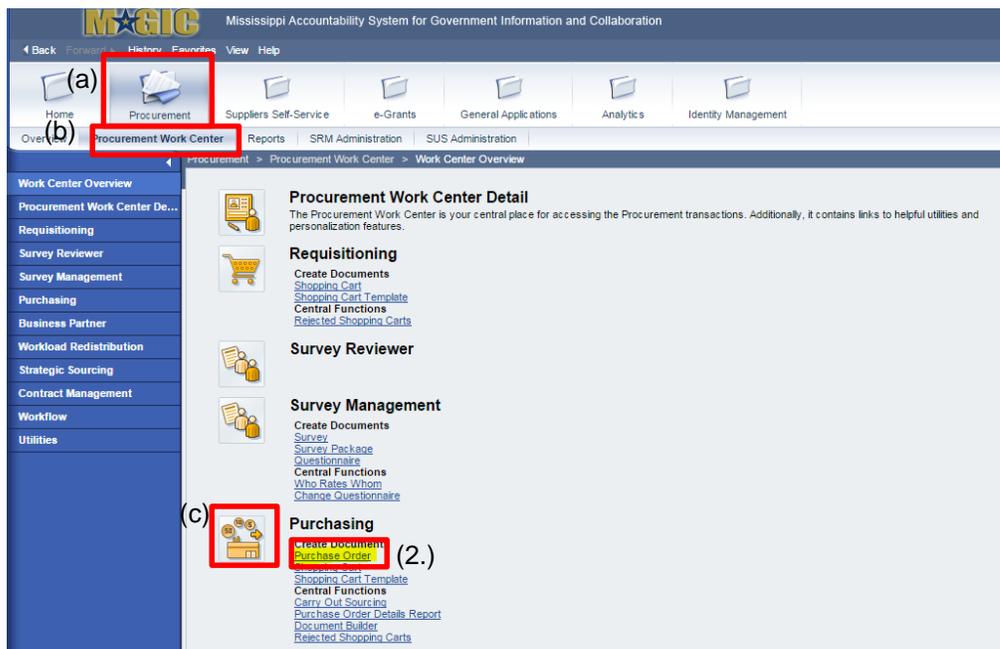


# Create IDIQ PO from Contract

Use this procedure to create a purchase order with an **Indefinite Delivery** and an **Indefinite Quantity (IDIQ)**, with reference to a contract.

Prior to creating your Purchase Order (PO), you should verify that the contract line item has been created as a Target Quantity = 0 or Quantity = Target Value. Examples are provided in the **Notes** section of this document. If the contract line item is not created using one of the options shown in the examples, you should have the contract updated prior to creating your PO.

- 1.) Use the following menu path to access the transaction: Procurement > Procurement Work Center > Purchasing



- 2.) Click the **Purchase Order**
- 3.) Select Purchase Order Type, then click **Start**

### Select Purchase Order Type

Select the type of purchase order that you want to create.

Purchase Order Type	Purchase Order Type Description	Partner Grouping Schema
EMER	Emergency PO	▼
PO	General PO	▼
SOLE	PO/Oversight Appr	▼

# Create IDIQ PO from Contract

- 4.) Enter or search for the appropriate **Requestor** and the **Recipient**. The requestor is the person that submitted the Purchase Order. The recipient is the person who will receive the material or service.

**Create Purchase Order**

Purchase Order Number 4000110797    Purchase Order Type General PO    Status In Process    Document Date 09/29/2015    Total Value (Gross) 0.00

Order Save Edit Close    Print Preview    Check Export Import Internal Printout Park System Information Create Memory Snapshot

Overview Header Items Notes and Attachments Approval Tracking Supplier Ordering Address

**General Header Data**

Smart Number:

Smart Number is External

Purchase Order Number: 4000110797

Supplier: \*

**Requester: \***

**Recipient:**

Location: 17 [MS DEPT FINANCE & ADMINISTRATION](#)

Purchasing Organization: \* State of Mississippi - Purchasing

Purchasing Group: \* 1130 SRM ADMIN [Show Members](#)

Total Value (Net): 0.00 USD

Note to Supplier:

Internal Note:

**Item Overview**

Details Add Item Copy Paste Duplicate Delete Undelete Propose Sources of Supply Add Condition Remove Condition Order as Direct Material

Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Unit	Gross Price	Currency	Net Price	Net Value
*		Material	0				0.000		0.00	USD	0.00	
*		Material	0				0.000		0.00	USD	0.00	
*		Material	0				0.000		0.00	USD	0.00	

- 5.) Select the **Add Item** drop down and choose the **Add from Contract** option.

Purchasing Group: \* 1130 SRM ADMIN [Show Members](#)

Total Value (Net): 0.00 USD

**Item Overview**

Details **Add Item** Copy Paste Duplicate Delete Undelete Propose Sources of Supply

Old Shopping Cart

Add Limit Item

**Add from Contract**

Punchout Catalog- Barefield Office Solutions

Punchout Catalog - Grainger

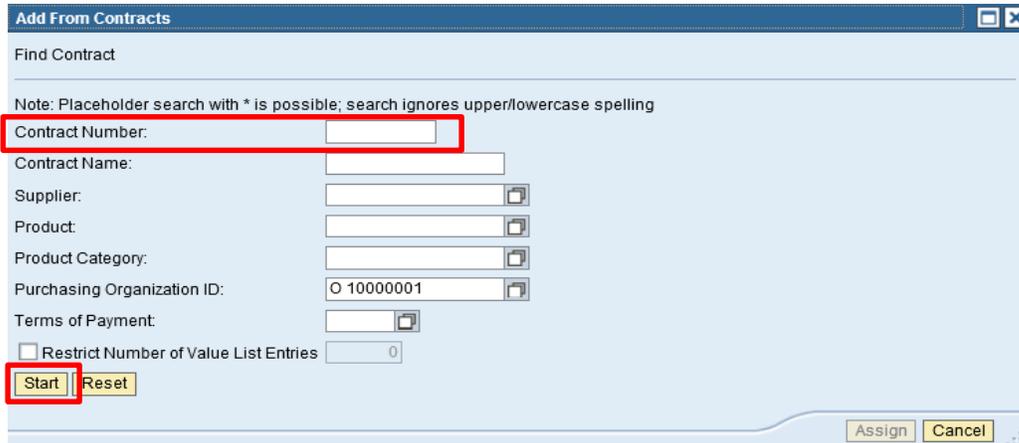
Punchout Catalog - HD Supply Catalog

Punchout Catalog- MSC Direct

Punchout Catalog- Office Direct

# Create IDIQ PO from Contract

- 6.) Enter information in any of the search criteria fields to help locate the appropriate contract. If you know the **Contract Number**, you can enter it and click the **Start** button.



**Add From Contracts**

Find Contract

Note: Placeholder search with \* is possible; search ignores upper/lowercase spelling

Contract Number:

Contract Name:

Supplier:

Product:

Product Category:

Purchasing Organization ID:

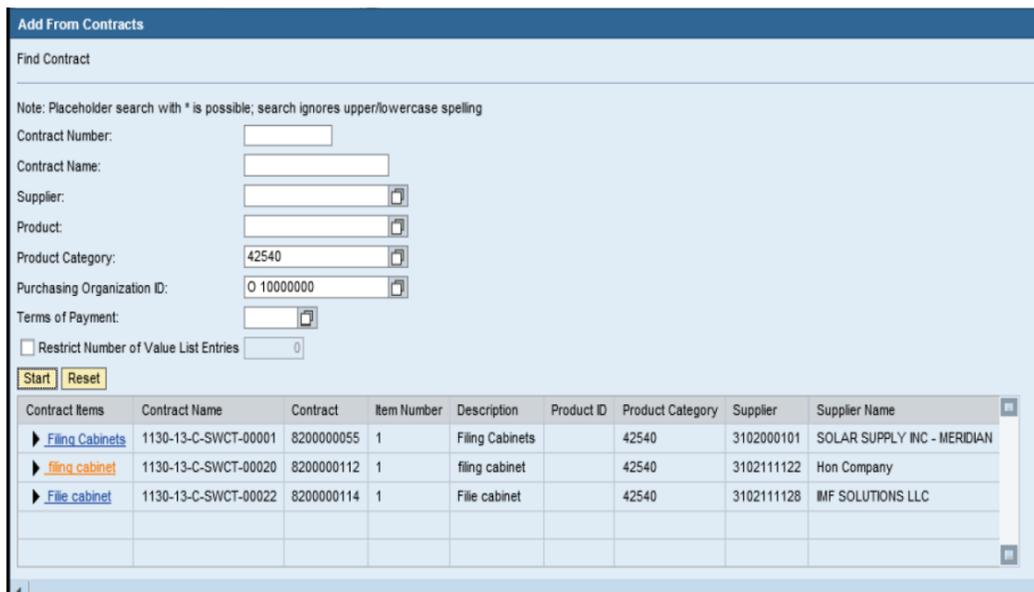
Terms of Payment:

Restrict Number of Value List Entries

**Start** **Reset**

**Assign** **Cancel**

- 7.) The search results will be displayed.



**Add From Contracts**

Find Contract

Note: Placeholder search with \* is possible; search ignores upper/lowercase spelling

Contract Number:

Contract Name:

Supplier:

Product:

Product Category:

Purchasing Organization ID:

Terms of Payment:

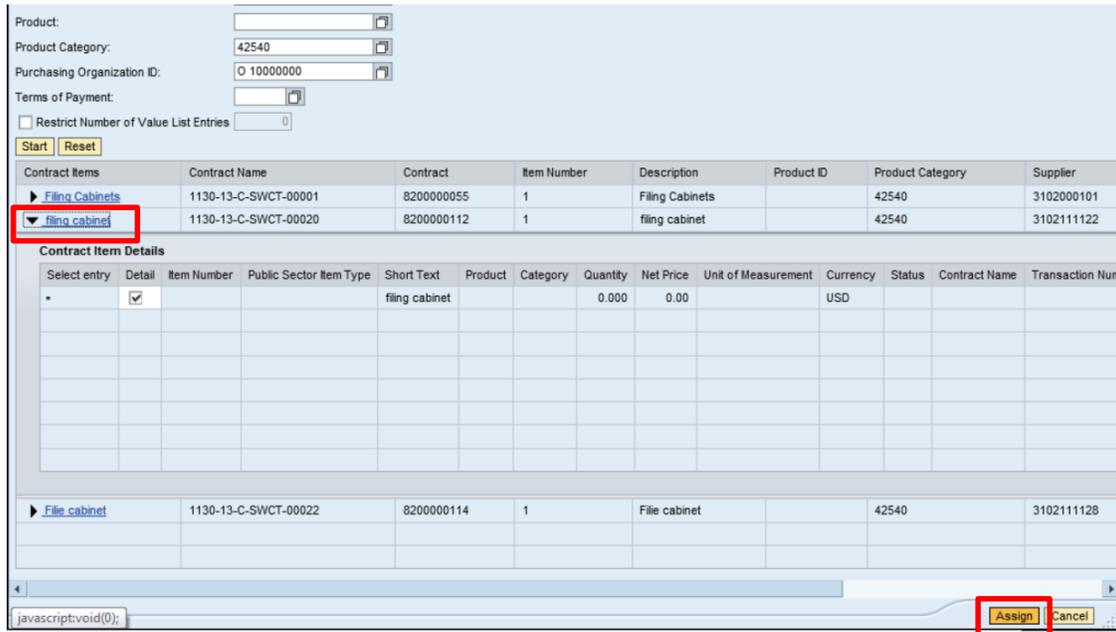
Restrict Number of Value List Entries

**Start** **Reset**

Contract Items	Contract Name	Contract	Item Number	Description	Product ID	Product Category	Supplier	Supplier Name
<a href="#">Filing Cabinets</a>	1130-13-C-SWCT-00001	8200000055	1	Filing Cabinets	42540	42540	3102000101	SOLAR SUPPLY INC - MERIDIAN
<a href="#">filing cabinet</a>	1130-13-C-SWCT-00020	8200000112	1	filing cabinet	42540	42540	3102111122	Hon Company
<a href="#">File cabinet</a>	1130-13-C-SWCT-00022	8200000114	1	File cabinet	42540	42540	3102111128	IMF SOLUTIONS LLC

# Create IDIQ PO from Contract

- 8.) Expand the arrow next to the desired contract to view the detailed line(s) on the contract. Once the appropriate contract is found, click the Contract Name [link](#) and the **Assign** button to bring the contract details in to the Purchase Order.



Product:

Product Category: 42540

Purchasing Organization ID: 0 10000000

Terms of Payment:

Restrict Number of Value List Entries

Contract Items	Contract Name	Contract	Item Number	Description	Product ID	Product Category	Supplier
<a href="#">▶ Filing Cabinets</a>	1130-13-C-SWCT-00001	820000055	1	Filing Cabinets		42540	3102000101
<a href="#">▼ filing cabinet</a>	1130-13-C-SWCT-00020	8200000112	1	filing cabinet		42540	3102111122

**Contract Item Details**

Select entry	Detail	Item Number	Public Sector Item Type	Short Text	Product	Category	Quantity	Net Price	Unit of Measurement	Currency	Status	Contract Name	Transaction Num
•	<input checked="" type="checkbox"/>			filing cabinet			0.000	0.00		USD			

[▶ File cabinet](#) 1130-13-C-SWCT-00022 8200000114 1 File cabinet 42540 3102111128

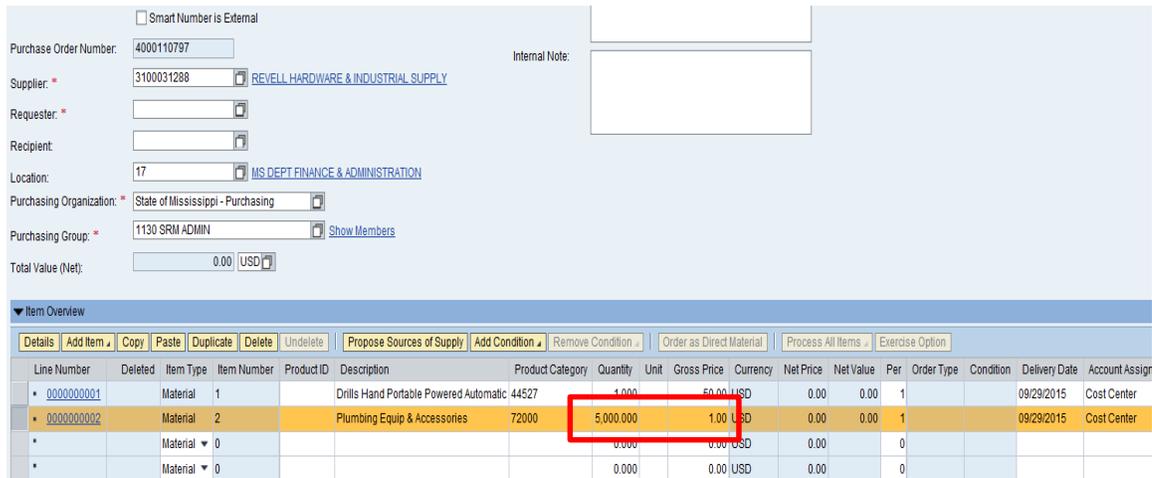
javascript:void(0);

- 9.) The details (Description and Product Category) from the contract will populate on the Purchase Order.

# Create IDIQ PO from Contract

## 10.) Enter the **Quantity** and **Gross Price**.

Normally, a Quantity and Gross Price would be entered the usual way when there is a set price per item/service. However, when there is an **Indefinite Delivery, Indefinite Quantity (IDIQ)**, the values are switched, so the **Gross Price** will need to be entered in the **Quantity** field, and 1.00 should be entered in the Gross Price field. This will allow for multiple payments for different amounts up to the total amount entered in the **Quantity** field.



Smart Number is External

Purchase Order Number: 4000110797

Supplier: \* 3100031288 [REVELL HARDWARE & INDUSTRIAL SUPPLY](#)

Requester: \*

Recipient:

Location: 17 [MS DEPT FINANCE & ADMINISTRATION](#)

Purchasing Organization: \* State of Mississippi - Purchasing

Purchasing Group: \* 1130 SRM ADMIN [Show Members](#)

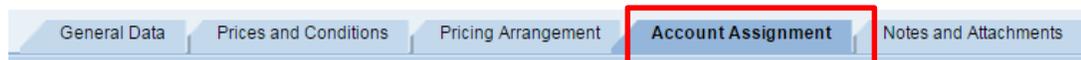
Total Value (Net): 0.00 USD

Internal Note:

Item Overview

Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Unit	Gross Price	Currency	Net Price	Net Value	Per	Order Type	Condition	Delivery Date	Account Assign
* 0000000001		Material	1		Drills Hand Portable Powered Automatic	44527	1.000		50.00	USD	0.00	0.00	1			09/29/2015	Cost Center
* 0000000002		Material	2		Plumbing Equip & Accessories		72000		5,000,000	USD	1.00	0.00	1			09/29/2015	Cost Center
*		Material	0				0.000		0.00	USD	0.00	0.00	0				
*		Material	0				0.000		0.00	USD	0.00	0.00	0				

## 11.) Click the **Details** button, and then go to the **Account Assignment** tab. Then, click the **Details** button to enter the accounting information for each line.



General Data | Prices and Conditions | Pricing Arrangement | **Account Assignment** | Notes and Attachments

## 12.) Once you have entered the Cost Center number, click the **Check** button and verify that all derived information is correct, and clear up any errors that are shown.

# Create IDIQ PO from Contract

13.) 'Save' the Purchase Order if it is not ready to order, or click the 'Order' button if the Purchase Order is ready to submit.

**Note –The contract line item should be entered in one of the following ways:**

- Target Quantity = 0 or
- Target Quantity = Target Value

### Example of Target Quantity = 0

Line Number	Item Category	Option Type	Item Number	Product ID	Description	Product Category	Target Quantity	Option Status	Unit	Target Value	Price	Currency	Price Per	Price Unit
1	Normal	▼	1		Serv CompuDigitizing	92019	0	EA		20,731,646.86	0.00	USD	1	EA
2	Normal	▼	2		CPU - MicroWordProcessor	20495	0	AU		20,731,646.86	0.00	USD	1	AU

### Example of “Target Quantity = Target Value”

Line Number	Item Category	Option Type	Item Number	Product ID	Description	Product Category	Target Quantity	Option Status	Unit	Target Value	Price	Currency	Price Per	Price Unit
1	Normal	▼	1		Monthly Rental	00505	10	EA		6,400.00	64.00	USD	1	EA
2	Normal	▼	2		Misc Services	00505	6,400	AU		1.00	0.00	USD	1	AU