Update Main Document Contract

Update Main Document Contract

- Ensure contract is filled out completely
- Select **Header** section
- Click on **Open Main Document** and Open
- If you can't edit the contract make sure you have checked it out
  - Under Contract Actions

Executed: In Effect — This contract is in effect through the end date of 5/23/2020 at 11:59 PM MDT. — Contract Actions

Contract-DOP-CPO-0000...
Consulting Services

Checked out To You
Type: Contract Purchase Order
2nd Party: nano tech
Dates: 5/24/2019 - 5/23/2020
Version: Renewal 0, Amendment 0
Sourcing Event RFP20190087

Total Contract Value (TCV)
TCV: **70,000.00 USD**

Open Main Document 2

- Summary
- Header 1
- Product Items 1
- Alternative Language 0
- Attachments 15
- Obligations 1
- Review Rounds 0
- Approvals
- Comments 0
- Communication Center 0
- Users and Contacts
- Notifications

Contract Header

View XML | History | ?

Contract Number ★	Contract-DOP-CPO-000054	Parent Contract	Type to filter...
Contract Name ★	Consulting Services	Contract Status	
Contract Type ★	Contract Purchase Order	Show on Supplier Portal	Yes / No / Inherit From General Contract Settings -- Current Setting: No
Work Group ★	Idaho Division of Purchasing	Value	70,000.00
Summary	*No Text Entered* Edit Summary		

Contract Parties

Name	Currently Visible	Type	Contact	Contract Address	
State of Idaho		First Party (Primary)	–	–	Actions
nano tech	✖	Second Party (Primary)	–	–	Actions

Dates and Renewal

Time Zone ★	MDT/MST - Mountain Standard Time (US/Mountain)	Renewals Remaining	4
Start Date ★	5/24/2019 12:00:00 AM	Renewal Term	1 Years
End Date ★	Expires On 5/23/2020 11:59:59 PM Extend Expiration Date		
Review Date	08/24/2019 12:00 AM (mm/dd/yyyy hh:mm a)		
Review Term	3 Months		
Reviews Remaining	4		

Update Main Document
Contract

- Download will be a Word Document
- If you can't edit document
  - Right click on document
  - Select **Remove Content Control**
- Edit information as needed
- Save document

IDAHO

Department of Health and Welfare

Contract Purchase Order

Purchase Order Summary

Purchase Order Name:	
Purchase Order Number:	
Contract Number:	Contract-i-dephw-CPO-000042
Purchase Order Date:	5/20/2019 12:00 AM
Service Start Date:	5/19/2020
Service End Date:	5/18/2020
Submitted By:	Forrest Benedict, Randy Byrne, Dave Englebert
Do Not Dispatch	[[Do Not Dispatch Hold]]
Hold Purchase/CO Dispatch:	[[Purchase/CO Dispatch]]
Received by type:	Quantity

Supplemental Data

Type: SBPO

Service Start Date: 5/18/2020

Service End Date: 5/18/2020

GENERAL INSTRUCTIONS:
(Award from XXX)

Update Main Document Contract

- To upload edited version of the Main Document
  - Go to the **Attachments** section
  - Follow numbered sequence
  - Upload new document

Executed: In Effect — This contract is in effect through the end date of 5/19/2020 at 11:59 PM EST. — Contract Actions

Contract-i-dephw-CPO-0...
DOP RFP F15

Checked out To You
Type: Contract Purchase Order
2nd Party: nano tech
Dates: 5/20/2019 - 5/19/2020
Version: Renewal 0, Amendment 0
Sourcing Event RFP20190073

Total Contract Value (TCV)
TCV: 123,600.00 USD

Open Main Document

Summary
Header
Service Items 1
Alternative Language 0
Attachments 1 14
Obligations 1
Review Rounds 3
Approvals
Comments 4
Communication Center 1
Users and Contacts
Notifications
Contract Family

Attachments

View XML | History | ?

Looking for this contract exported as a PDF? Go to View Exports...

General (14) | Obligations (0)

Add Attachments — Main Document

Page 1 of 2 — 1-10 of 14 Results — 10 Per Page

Print Order	Attachment	Print with Full Contract	Version	Size	Date Uploaded	
1	Main Document 2019-04-29 ContractTemplate-1556548537751-1002959 - State Contract Purchase Order (version 1).docx	✓	1	30 KB	5/20/2019 11:03:34 AM	2 Actions
2	Cost Proposal Nano Attachment 5 Cost Proposal.docx	✗	1	16 KB	5/20/2019 11:03:34 AM	
3	ATTACHMENT 5 – COST PROPOSAL ATTACHMENT 5 – COST PROPOSAL.docx	✗	1	16 KB	5/20/2019 11:03:34 AM	
4	Scope of Work Nano Scope of Work f15 updated.docx	✗	2	16 KB	5/20/2019 7:26:22 PM	Actions
5	9 - SCOPE OF WORK 9 - SCOPE OF WORK.docx	✗	1	15 KB	5/20/2019 11:03:35 AM	Actions
6	6 - MANDATORY SUBMISSION REQUIREMENTS Mandatory submission requirements.docx	✗	1	16 KB	5/20/2019 11:03:35 AM	Actions
7	Insurance Requirements INSURANCE REQUIREMENTS.docx	✗	1	14 KB	5/20/2019 11:03:35 AM	Actions
8	ATTACHMENT 4 – COVER FORM ATTACHMENT 4 – COVER FORM.docx	✗	1	17 KB	5/20/2019 11:03:35 AM	Actions
9	cover form Attachment 4 Cover Form.docx	✗	1	16 KB	5/20/2019 11:03:35 AM	Actions

Actions:
- Edit Properties
- Download
- Upload New Version 3
- Unassign as Main Document
- Delete

Update Main Document Contract

- To compare Documents
  - Go to **Attachments** section
  - Follow numbered sequence

Contract-DOP-CPO-0000...
Consulting Services

Checked out To You
Type: Contract Purchase Order
2nd Party: nano tech
Dates: 5/24/2019 - 5/23/2020
Version: Renewal 0, Amendment 0
Sourcing Event RFP20190087

Total Contract Value (TCV)
TCV: **70,000.00 USD**

Open Main Document

Summary
Header
Product Items 1
Alternative Language 0
Attachments 1 15
Obligations 1
Review Rounds 0
Approvals
Comments 0

Attachments

View XML | History | ?

General (15) | Obligations (0)

Add Attachments

Main Document

Page 1 of 2 1-10 of 15 Results 10 Per Page

Print Order	Attachment	Print with Full Contract	Show on Supplier Portal	Version	Size	Date Uploaded	
1	Main Document 2019-05-23 ContractTemplate-1558628461310-1020927 - State Contract Purchase Order 2 (version 1) (1) (version 3) (1) (version 5).docx	✔	✖	5	27 KB	5/25/2019 8:44:58 AM	2 Actions
2	dawgg Shoes.docx	✖	✖	1	11 KB	5/24/2019 2:00:06 PM	
3	ATTACHMENT 5 – COST PROPOSAL ATTACHMENT 5 – COST PROPOSAL.docx	✖	✖	1	16 KB	5/24/2019 2:00:07 PM	Actions
4	TGIF Shoes.docx	✖	✖	1	11 KB	5/24/2019 2:00:07 PM	Actions
5	good grief ChatLog New Meeting_Bheem 2018_01_29 10_00.rtf	✖	✖	1	0 KB	5/24/2019 2:00:07 PM	Actions
6	9 - SCOPE OF WORK	✖	✖	1	15 KB	5/24/2019	Actions

Actions:
- Edit Properties
- Download
- Upload New Version
- Version History 3
- Unassign as Main Document
- Delete

Update Main Document
Contract
Compare Documents

- Select documents you want to compare
- Click on **Compare**

Main Document Version History

Version History for Main Document

Version	Attachment File	Size	Date Uploaded	Changed By	Comments	Compare
5 (Latest)	Main Document 2019-05-23 ContractTemplate-1558628461310-1020927 - State Contract Purchase Order 2 (version 1) (1) (version 3) (1) (version 5).docx	27 KB	5/25/2019	Forrest Benedict	New main document version auto generated due to refresh of clause information. Initiated by Forrest Benedict	Select
4	Main Document 2019-05-23 ContractTemplate-1558628461310-1020927 - State Contract Purchase Order 2 (version 1) (1) (version 3) (1).docx	27 KB	5/25/2019	Forrest Benedict	Renewal 1	Select
3	Main Document 2019-05-23 ContractTemplate-1558628461310-1020927 - State Contract Purchase Order 2 (version 1) (1) (version 3).docx	27 KB	5/24/2019	Forrest Benedict	New main document version auto generated due to refresh of clause information. Initiated by Forrest Benedict	Select
2	Main Document 2019-05-23 ContractTemplate-1558628461310-1020927 - State Contract Purchase Order 2 (version 1) (1).docx	27 KB	5/24/2019	Forrest Benedict	–	Select
1	Main Document 2019-05-23 ContractTemplate-1558628461310-1020927 - State Contract Purchase Order 2 (version 1).docx	29 KB	5/24/2019	Dave Englebert	–	Select

Compare Section

Include Format Changes ○ Yes ◉ No

Compare

Close

Update Main Document
Contract
Compare Documents

- This screen opens up to compare document
  - Changes are highlighted in Yellow
- This can be done on any attachment on the contract

2019-05-23 ContractTemplate-1558628461310-1020927 - State Contract Purchase Order 2 (version 1) (1) (version 3) (1) (version 5).docx - Version: 5

1 of 2 Automatic Zoom

IDAHO

Idaho Division of Purchasing

Contract Purchase Order

Purchase Order Name:	Consulting Services
Contract Number:	Contract-DOP-CPO-000054
Contract Value:	70,000.00 USD
Purchase Order Date:	5/24/19
Service Start Date:	5/24/2019
Service End Date:	5/23/2020
Submitted By:	Forrest Benedict, Randy Byrne, Dave Englebert

Amendment 1

Instructions

This Contract is for Consulting Services, awarded on behalf of Division of Purchasing pursuant to RFPXXX Consulting Services. This Contract shall be for the period noted above, and may be amended, renewed, or extended upon mutual, written agreement of the parties, as detailed in the RFP.

Contractor Contact: Snoop

Phone: 111-111-1111

E-mail: snoop@snoop.com

This CPO, including any attached files, constitutes the State of Idaho's acceptance of your signed Proposal (including any electronic submission), which is incorporated herein by reference. In the event of any inconsistency, precedence shall be given in the following order:

1. This CPO
2. The State of Idaho's sourcing event, RFPXXXX
3. The Contractor's signed Proposal

2019-05-23 ContractTemplate-1558628461310-1020927 - State Contract Purchase Order 2 (version 1) (1) (version 3).docx - Version: 3

1 of 2 Automatic Zoom

IDAHO

Idaho Division of Purchasing

Contract Purchase Order

Purchase Order Name:	Consulting Services
Contract Number:	Contract-DOP-CPO-000054
Contract Value:	70,000.00 USD
Purchase Order Date:	5/24/19
Service Start Date:	5/24/2019
Service End Date:	5/23/2020
Submitted By:	Forrest Benedict, Randy Byrne, Dave Englebert

Instructions

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Contractor Contact: Snoop

Phone: 111-111-1111

E-mail: snoop@snoop.com

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2. The State of Idaho's sourcing event, RFPXXXX
3. The Contractor's signed Proposal

- When done with checkout document
  - Check the Document back in
    - Follow numbered sequence

Update Main Document
Contract
Compare Documents

Executed: In Effect | This contract is in effect through the end date of 5/23/2020 at 11:59 PM MDT.

1 Contract Actions

2 Check In
Upload Fully Executed Contract
End Contract Early
Terminate
Download Full Contract as PDF
Renew
Copy
Add Internal Message
Start External Communication
View/Reactivate Subscribers

Contract-DOP-CPO-0000...
Consulting Services

Checked out To You
Type: Contract Purchase Order
2nd Party: nano tech
Dates: 5/24/2019 - 5/23/2020
Version: Renewal 0, Amendment 0
Sourcing Event RFP20190087

Total Contract Value (TCV)
TCV: **70,000.00 USD**

Open Main Document

Summary
Header ✓
Product Items 1
Alternative Language 0
Attachments 15
Obligations 1
Review Rounds 0
Approvals

Attachments

View XM

General (15) | Obligations (0)

Add Attachments

Page 1 of 2 | 1-10 of 15 Results

Print Order	Attachment	Print with Full Contract	Show on Supplier Portal	Version	Size	Date Uploaded	
1	Main Document 2019-05-23 ContractTemplate-1558628461310-1020927 - State Contract Purchase Order 2 (version 1) (1) (version 3) (1) (version 5).docx	✓	✗	5	27 KB	5/25/2019 8:44:58 AM	
2	dawgg Shoes.docx	✗	✗	1	11 KB	5/24/2019 2:00:06 PM	Actions
3	ATTACHMENT 5 – COST PROPOSAL ATTACHMENT 5 – COST PROPOSAL.docx	✗	✗	1	16 KB	5/24/2019 2:00:07 PM	Actions
4	TGIF Shoes.docx	✗	✗	1	11 KB	5/24/2019 2:00:07 PM	Actions
5	good grief	✗	✗	1	0 KB	5/24/2019	Actions