

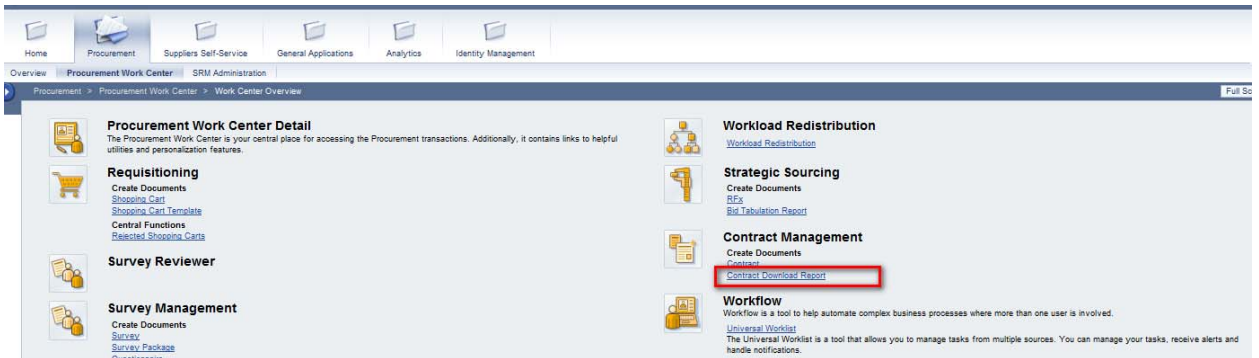
Contract Download Report

Contact download report is available to be run via the portal. This report can be run with a variety of parameters.

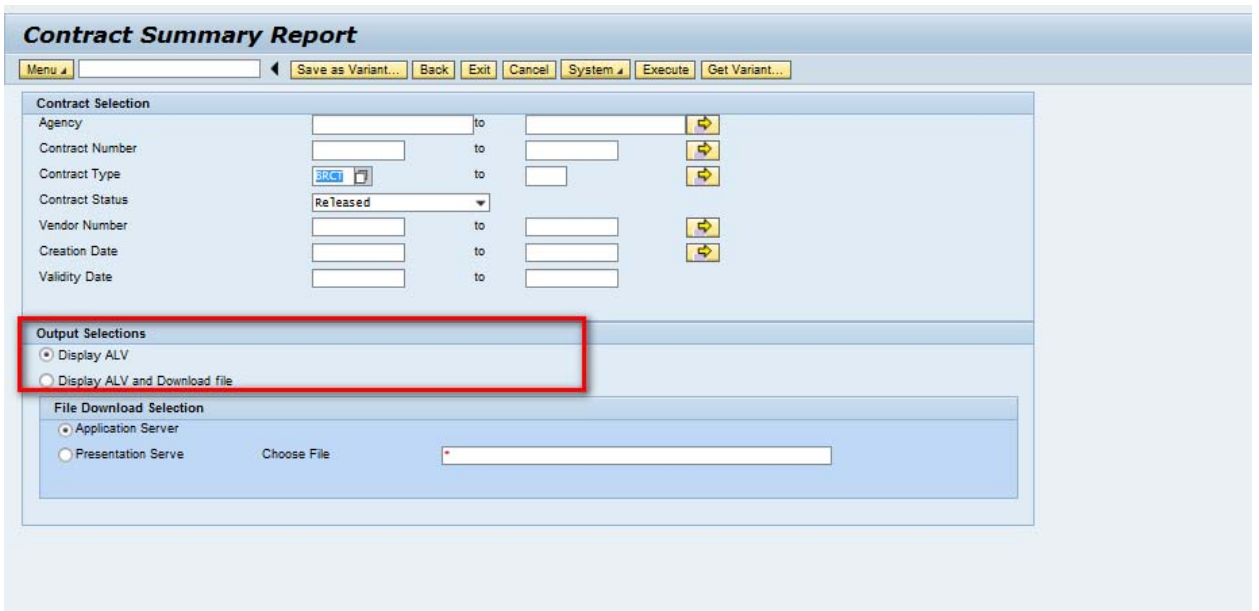
It can show:

- What has been released on the contract
- Remaining amounts on the contract
- Distributors
- Line Information

- 1.) To execute this report navigate to Procurement > Procurement Work Center > Contract Management > Contract Download Report.

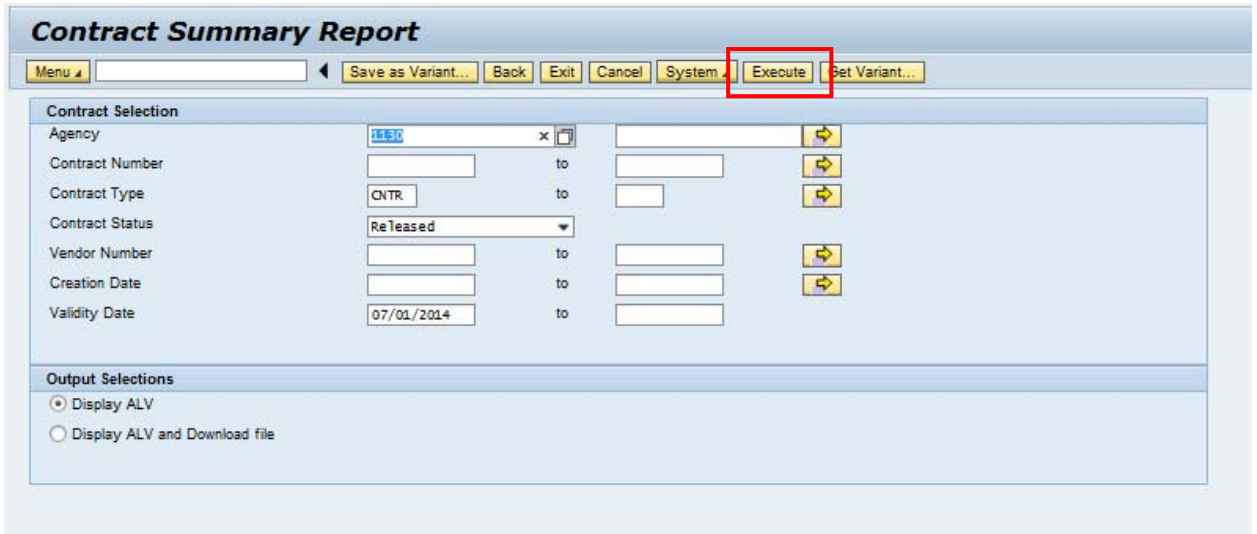


- 2.) Run the report with the Output Selections of “Display ALV”



Contract Download Report

- 3.) Enter all relevant parameters such as Agency / Contract Type / Contract Status / Validity Dates, etc. Once all requested parameters are entered click the execute button.



Contract Summary Report

Menu | Save as Variant... | Back | Exit | Cancel | System | **Execute** | Get Variant...

Contract Selection

Agency: 1130

Contract Number: [] to []

Contract Type: CNTR to []

Contract Status: Released

Vendor Number: [] to []

Creation Date: [] to []

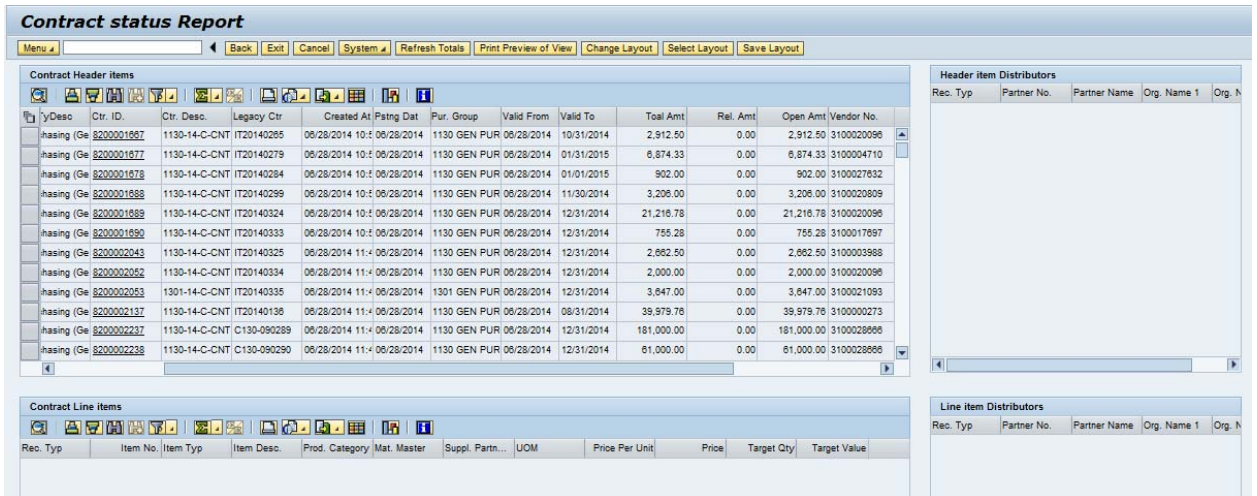
Validity Date: 07/01/2014 to []

Output Selections

Display ALV

Display ALV and Download file

- 4.) Once the report has been executed, the results will be displayed. Using the scroll bar, you can navigate and see the contract header fields.



Contract status Report

Menu | Back | Exit | Cancel | System | Refresh Totals | Print Preview of View | Change Layout | Select Layout | Save Layout

Contract Header Items

| Agency | Contract ID | Contract Desc. | Legacy Ctr | Created At | Patng Dat | Pur. Group | Valid From | Valid To | Total Amt | Rel. Amt | Open Amt | Vendor No. |
|--------|---------------|----------------|------------|-----------------|------------|--------------|------------|------------|------------|----------|------------|-------------|
| 1130 | 1130-14-C-CNT | IT20140285 | | 06/28/2014 10:1 | 09/28/2014 | 1130 GEN PUR | 09/28/2014 | 10/31/2014 | 2,912.50 | 0.00 | 2,912.50 | 31000020096 |
| 1130 | 1130-14-C-CNT | IT20140279 | | 06/28/2014 10:1 | 09/28/2014 | 1130 GEN PUR | 09/28/2014 | 01/31/2015 | 6,874.33 | 0.00 | 6,874.33 | 31000004710 |
| 1130 | 1130-14-C-CNT | IT20140284 | | 06/28/2014 10:1 | 09/28/2014 | 1130 GEN PUR | 09/28/2014 | 01/01/2015 | 902.00 | 0.00 | 902.00 | 31000027632 |
| 1130 | 1130-14-C-CNT | IT20140299 | | 06/28/2014 10:1 | 09/28/2014 | 1130 GEN PUR | 09/28/2014 | 11/30/2014 | 3,206.00 | 0.00 | 3,206.00 | 31000020809 |
| 1130 | 1130-14-C-CNT | IT20140324 | | 06/28/2014 10:1 | 09/28/2014 | 1130 GEN PUR | 09/28/2014 | 12/31/2014 | 21,216.78 | 0.00 | 21,216.78 | 31000020096 |
| 1130 | 1130-14-C-CNT | IT20140333 | | 06/28/2014 10:1 | 09/28/2014 | 1130 GEN PUR | 09/28/2014 | 12/31/2014 | 755.28 | 0.00 | 755.28 | 31000017897 |
| 1130 | 1130-14-C-CNT | IT20140325 | | 06/28/2014 11:4 | 09/28/2014 | 1130 GEN PUR | 09/28/2014 | 12/31/2014 | 2,682.50 | 0.00 | 2,682.50 | 31000003988 |
| 1130 | 1130-14-C-CNT | IT20140334 | | 06/28/2014 11:4 | 09/28/2014 | 1130 GEN PUR | 09/28/2014 | 12/31/2014 | 2,000.00 | 0.00 | 2,000.00 | 31000020096 |
| 1130 | 1130-14-C-CNT | IT20140335 | | 06/28/2014 11:4 | 09/28/2014 | 1301 GEN PUR | 09/28/2014 | 12/31/2014 | 3,647.00 | 0.00 | 3,647.00 | 31000021093 |
| 1130 | 1130-14-C-CNT | IT20140136 | | 06/28/2014 11:4 | 09/28/2014 | 1130 GEN PUR | 09/28/2014 | 08/31/2014 | 39,979.76 | 0.00 | 39,979.76 | 31000000273 |
| 1130 | 1130-14-C-CNT | C130-090289 | | 06/28/2014 11:4 | 09/28/2014 | 1130 GEN PUR | 09/28/2014 | 12/31/2014 | 181,000.00 | 0.00 | 181,000.00 | 31000028666 |
| 1130 | 1130-14-C-CNT | C130-090290 | | 06/28/2014 11:4 | 09/28/2014 | 1130 GEN PUR | 09/28/2014 | 12/31/2014 | 61,000.00 | 0.00 | 61,000.00 | 31000028666 |

Contract Line Items

| Rec. Typ | Item No. | Item Typ | Item Desc. | Prod. Category | Mat. Master | Suppl. Partn... | UOM | Price Per Unit | Price | Target Qty | Target Value |
|----------|----------|----------|------------|----------------|-------------|-----------------|-----|----------------|-------|------------|--------------|
|----------|----------|----------|------------|----------------|-------------|-----------------|-----|----------------|-------|------------|--------------|

Header item Distributors

| Rec. Typ | Partner No. | Partner Name | Org. Name 1 | Org. N |
|----------|-------------|--------------|-------------|--------|
|----------|-------------|--------------|-------------|--------|

Line item Distributors

| Rec. Typ | Partner No. | Partner Name | Org. Name 1 | Org. N |
|----------|-------------|--------------|-------------|--------|
|----------|-------------|--------------|-------------|--------|

Contract Download Report

- 5.) To see relevant line information, click on the hyperlink of contract number and the details will be displayed.

Contract Status Report

Menu | Back | Exit | Cancel | System | Refresh Totals | Print Preview of View | Change Layout | Select Layout | Save Layout

Contract Header items

| Tr | Desc | Ctr. ID | Ctr. Desc | Legacy Ctr | Created At | Patng Dat | Pur. Group | Valid From | Valid To | Total Amt | Rel. Amt | Open Amt | Vendor No. |
|-----------------------|------|---------------|-------------|------------|-----------------|------------|--------------|------------|------------|------------|----------|------------|------------|
| hasing (Ge 8200001867 | | 1130-14-C-CNT | IT20140285 | | 06/28/2014 10:1 | 06/28/2014 | 1130 GEN PUR | 06/28/2014 | 10/31/2014 | 2,912.50 | 0.00 | 2,912.50 | 3100020096 |
| hasing (Ge 8200001877 | | 1130-14-C-CNT | IT20140279 | | 06/28/2014 10:1 | 06/28/2014 | 1130 GEN PUR | 06/28/2014 | 01/31/2015 | 6,874.33 | 0.00 | 6,874.33 | 3100004710 |
| hasing (Ge 8200001878 | | 1130-14-C-CNT | IT20140284 | | 06/28/2014 10:1 | 06/28/2014 | 1130 GEN PUR | 06/28/2014 | 01/01/2015 | 902.00 | 0.00 | 902.00 | 3100027832 |
| hasing (Ge 8200001888 | | 1130-14-C-CNT | IT20140299 | | 06/28/2014 10:1 | 06/28/2014 | 1130 GEN PUR | 06/28/2014 | 11/30/2014 | 3,206.00 | 0.00 | 3,206.00 | 3100020809 |
| hasing (Ge 8200001889 | | 1130-14-C-CNT | IT20140324 | | 06/28/2014 10:1 | 06/28/2014 | 1130 GEN PUR | 06/28/2014 | 12/31/2014 | 21,216.78 | 0.00 | 21,216.78 | 3100020096 |
| hasing (Ge 8200001890 | | 1130-14-C-CNT | IT20140333 | | 06/28/2014 10:1 | 06/28/2014 | 1130 GEN PUR | 06/28/2014 | 12/31/2014 | 755.28 | 0.00 | 755.28 | 3100017697 |
| hasing (Ge 8200002043 | | 1130-14-C-CNT | IT20140325 | | 06/28/2014 11:4 | 06/28/2014 | 1130 GEN PUR | 06/28/2014 | 12/31/2014 | 2,662.50 | 0.00 | 2,662.50 | 3100003988 |
| hasing (Ge 8200002052 | | 1130-14-C-CNT | IT20140334 | | 06/28/2014 11:4 | 06/28/2014 | 1130 GEN PUR | 06/28/2014 | 12/31/2014 | 2,000.00 | 0.00 | 2,000.00 | 3100020096 |
| hasing (Ge 8200002053 | | 1301-14-C-CNT | IT20140335 | | 06/28/2014 11:4 | 06/28/2014 | 1301 GEN PUR | 06/28/2014 | 12/31/2014 | 3,647.00 | 0.00 | 3,647.00 | 3100021093 |
| hasing (Ge 8200002137 | | 1130-14-C-CNT | IT20140136 | | 06/28/2014 11:4 | 06/28/2014 | 1130 GEN PUR | 06/28/2014 | 08/31/2014 | 39,979.76 | 0.00 | 39,979.76 | 3100000273 |
| hasing (Ge 8200002237 | | 1130-14-C-CNT | C130-090289 | | 06/28/2014 11:4 | 06/28/2014 | 1130 GEN PUR | 06/28/2014 | 12/31/2014 | 181,000.00 | 0.00 | 181,000.00 | 3100028606 |
| hasing (Ge 8200002238 | | 1130-14-C-CNT | C130-090290 | | 06/28/2014 11:4 | 06/28/2014 | 1130 GEN PUR | 06/28/2014 | 12/31/2014 | 61,000.00 | 0.00 | 61,000.00 | 3100028606 |

Contract Line items

| Tr | Rec. Type | Item No. | Item Type | Item Desc | Prod. Category | Mat. Master | Suppl. Partn... | UOM | Price Per Unit | Price | Target Qty | Target Value |
|------|-----------|----------|-----------|-----------|----------------|-------------|-----------------|-----|----------------|-------|------------|--------------|
| LINE | | 1 | | | 91829 | | | AU | 1 | 0.00 | 0.000 | 3,647 |
| LINE | | 2 | | | 20791 | | | EA | 1 | 0.00 | 0.000 | 3,647 |
| LINE | | 3 | | | 20495 | | | EA | 1 | 0.00 | 0.000 | 3,647 |

Header item Distributors

| Rec. Type | Partner No. | Partner Name | Org. Name 1 | Org. N |
|-----------|-------------|--------------|-------------|--------|
| | | | | |

Line item Distributors

| Rec. Type | Partner No. | Partner Name | Org. Name 1 | Org. N |
|-----------|-------------|--------------|-------------|--------|
| | | | | |

- 6.) To download the data, you will click the "export" icon and select spreadsheet.

Contract status Report

Menu | Back | Exit | Cancel | System | Refresh Totals | Print Preview of View | Change Layout | Select Layout | Save Layout

Contract Header items

| Tr | Desc | Ctr. ID | Ctr. Desc | Legacy Ctr | Created At | Patng Dat | Pur. Group | Valid From | Valid To | Total Amt | Rel. Amt | Open Amt | Vendor No. |
|-----------------------|------|---------------|-------------|------------|-----------------|------------|--------------|------------|------------|------------|----------|------------|------------|
| hasing (Ge 8200001867 | | 1130-14-C-CNT | IT20140285 | | 06/28/2014 10:1 | 06/28/2014 | 1130 GEN PUR | 06/28/2014 | 10/31/2014 | 2,912.50 | 0.00 | 2,912.50 | 3100020096 |
| hasing (Ge 8200001877 | | 1130-14-C-CNT | IT20140279 | | 06/28/2014 10:1 | 06/28/2014 | 1130 GEN PUR | 06/28/2014 | 01/31/2015 | 6,874.33 | 0.00 | 6,874.33 | 3100004710 |
| hasing (Ge 8200001878 | | 1130-14-C-CNT | IT20140284 | | 06/28/2014 10:1 | 06/28/2014 | 1130 GEN PUR | 06/28/2014 | 01/01/2015 | 902.00 | 0.00 | 902.00 | 3100027832 |
| hasing (Ge 8200001888 | | 1130-14-C-CNT | IT20140299 | | 06/28/2014 10:1 | 06/28/2014 | 1130 GEN PUR | 06/28/2014 | 11/30/2014 | 3,206.00 | 0.00 | 3,206.00 | 3100020809 |
| hasing (Ge 8200001889 | | 1130-14-C-CNT | IT20140324 | | 06/28/2014 10:1 | 06/28/2014 | 1130 GEN PUR | 06/28/2014 | 12/31/2014 | 21,216.78 | 0.00 | 21,216.78 | 3100020096 |
| hasing (Ge 8200001890 | | 1130-14-C-CNT | IT20140333 | | 06/28/2014 10:1 | 06/28/2014 | 1130 GEN PUR | 06/28/2014 | 12/31/2014 | 755.28 | 0.00 | 755.28 | 3100017697 |
| hasing (Ge 8200002043 | | 1130-14-C-CNT | IT20140325 | | 06/28/2014 11:4 | 06/28/2014 | 1130 GEN PUR | 06/28/2014 | 12/31/2014 | 2,662.50 | 0.00 | 2,662.50 | 3100003988 |
| hasing (Ge 8200002052 | | 1130-14-C-CNT | IT20140334 | | 06/28/2014 11:4 | 06/28/2014 | 1130 GEN PUR | 06/28/2014 | 12/31/2014 | 2,000.00 | 0.00 | 2,000.00 | 3100020096 |
| hasing (Ge 8200002053 | | 1301-14-C-CNT | IT20140335 | | 06/28/2014 11:4 | 06/28/2014 | 1301 GEN PUR | 06/28/2014 | 12/31/2014 | 3,647.00 | 0.00 | 3,647.00 | 3100021093 |
| hasing (Ge 8200002137 | | 1130-14-C-CNT | IT20140136 | | 06/28/2014 11:4 | 06/28/2014 | 1130 GEN PUR | 06/28/2014 | 08/31/2014 | 39,979.76 | 0.00 | 39,979.76 | 3100000273 |
| hasing (Ge 8200002237 | | 1130-14-C-CNT | C130-090289 | | 06/28/2014 11:4 | 06/28/2014 | 1130 GEN PUR | 06/28/2014 | 12/31/2014 | 181,000.00 | 0.00 | 181,000.00 | 3100028606 |
| hasing (Ge 8200002238 | | 1130-14-C-CNT | C130-090290 | | 06/28/2014 11:4 | 06/28/2014 | 1130 GEN PUR | 06/28/2014 | 12/31/2014 | 61,000.00 | 0.00 | 61,000.00 | 3100028606 |

Contract Line items

| Tr | Rec. Type | Item No. | Item Type | Item Desc | Prod. Category | Mat. Master | Suppl. Partn... | UOM | Price Per Unit | Price | Target Qty | Target Value |
|------|-----------|----------|-----------|-----------|----------------|-------------|-----------------|-----|----------------|-------|------------|--------------|
| LINE | | 1 | | | 20495 | | | EA | 1 | 0.00 | 0.000 | 755.28 |

Header item Distributors

| Rec. Type | Partner No. | Partner Name | Org. Name 1 | Org. N |
|-----------|-------------|--------------|-------------|--------|
| | | | | |

Line item Distributors

| Rec. Type | Partner No. | Partner Name | Org. Name 1 | Org. N |
|-----------|-------------|--------------|-------------|--------|
| | | | | |

- 7.) The following prompts will be shown, leave the default value of Excel and click the green checkbox.

Select Spreadsheet

Formats:

- Excel (in MHTML Format)
- OpenOffice (in OpenDocument Format 2.0)
- Select from All Available Formats

Always Use Selected Format

Contract Download Report

8.) Click run when the Java prompt displays.



9.) Select the location to save your file (i.e. Desktop, My Documents etc.) and click save.

