

Assign Contract to a List of Commodities

Objective

Assign a Contract with a new set of Unit Prices to a list of Commodities from a Commodity Category required within one or several Venues.

This step is used at tender award stage when Suppliers are appointed and Unit Prices (for a commodity Category and a list of Venues) are set as per the contractual obligations. It allows reflecting in the program the positive or negative outcome of the procurement stage. This contract assignment will also allow in the future Users to extract data for this specific contract (via Reports) and monitor/communicate requirement changes with appointed Suppliers as the project progresses.

This task is to be executed by the System Administrator.

Procedure

Note: In the situation where the contract to assign relate to multiple Commodity Categories (multiple commodity category within a same contract), the procedure(s) below need to be repeated for each Commodity Category of the new contract

1. For the Contract assignment of a Commodity Category defined as Quantified Commodity

This Contract assignment process must follow the creation of new Contract and the inclusion of its associated Unit Prices (See “Create a Contract and its Unit Prices”).

Then, follow these steps to assign a contract to Commodity Category defined as Quantified Commodity

- From the main menu go to the Edit System Settings (only a user with system administrator rights can access here and execute the tasks listed below)

What would you like to do?



Edit System Settings

➤ Go to Contract Assignment

Administration

Click on the desired area to administer.



Contracts and Unit Prices



Contract Assignment



Commodity Categories



Commodity Formulas



Commodity Types



Space Templates



Users



Venues

➤ Type the description for a new Contract Assignment (or choose from the upper list if you have previously saved ones)

Contract Assignment

Select a new contract, then a venue, commodity category and commodity type(s) for assignment.

Select Existing Contract Assignment:

Or

Type Description for a New Contract Assignment:

[Continue](#) | [Exit](#)

- Choose the Commodity Category you are willing to assign the Contract to
- Define the Site Location
- Choose the list of Venues that will be attached to the new contract
- Choose the origin and destination contract of the contract assignment process (existing and new contract)
- Choose the Commodity Type from the Commodity Category that will be attached to the new contract (usually all to be selected unless very specific situation)
- Choose the specific commodities from the commodity Types that will be attached to the new contract (usually all to be selected unless very specific situation)

Contract Assignment
Select a new contract, then a venue, commodity category and commodity type(s) for assignment.

Description: Cabins to XYZ
Status: Pending
Commodity Category: **Cabins**
Site Location: **G2018**

28 venue(s) selected. (Show/Hide Venues)

220 High Street	Cycling Time Trial Course	Knightswood Park	Sir Chris Hoy Velodrome	Tollcross International Swimming Centre
Broadcast Operations Centre	George Square	Loch Lomond & The Trossachs National Park	Storage and Logistics Warehouse	Uniform & Accreditation Centre
Cathkin Braes	Glasgow City Chambers	Merchant City	Strathclyde Country Park	XXXXTest Venue
Championships Ticket Centre	Glasgow Green	Riverside Museum	Technology Operations Centre	zzzzz Test Festival Space
Commonwealth House	Glasgow Green Festival Space	Royal Commonwealth Pool	The SSE Hydro & SECC	ZZZZZ TEST
Cycling Road Race Course	Glenalgies PGA Centenary Course	Scotstoun Sports Centre		

Existing Contract: Estimate - G2018
New Contract to Assign: XYZ - Cabins - G2018

Refresh Commodity Type List : (Check All Types | Uncheck All Commodities)

Select Commodity Type(s):	Cabin 2.5m x 06m (15m2) - 1 room, inc heaters, fire extinguishers (inc cribbing up to h=0.6m)	Cooling - 15m2 cabin (1 x 3kw)	Ramp 1/1.2m width (Trailer / Decking) C: customized - incl. handrails / guardrails, landing
Refresh Commodity List : (Check All Commodities Uncheck All Commodities)	Cabin 2.5m x 06m (15m2) - 1 room, inc heaters, fire extinguishers (inc cribbing up to h=0.6m) (SCP_ALL_CAB_001)	Ramp 1/1.2m width (Trailer / Decking) B: 0.5c height ≤ 1 m- incl. handrails / guardrails, landing (SCP_SSS_TOL_023)	Skirt (Trailer / Understructure) Fabric incl. timber frame (TTIS_SSS_TOL_006)
Select Commodity(s):	Cabin 2.5m x 06m (15m2) - 2 rooms / 2 external doors, inc heaters, fire extinguishers (inc cribbing up to h=0.6m) (CCX_BRD_CAB_001)	Ramp 1/1.2m width (Trailer / Decking) B: 0.5c height ≤ 1 m- incl. handrails / guardrails, landing (TTST_BRD_TOL_002)	Skirt (Trailer / Understructure) Fabric incl. timber frame (BOC_ALL_CAB_016)
	Cabin 5x 6m (30m2) - 2 rooms / 2 external doors, inc heaters, fire extinguishers (inc cribbing up to h=0.6m) (BOC_ALL_CAB_014)	Ramp 1/1.2m width (Trailer / Decking) C: customized - incl. handrails / guardrails, landing (SCP_SSS_TOL_024)	Skirt (Trailer / Understructure) Fabric incl. timber frame (CCX_BRD_CAB_003)
	Cooling - 15m2 cabin (1 x 3kw) (CCX_BRD_CAB_005)	Skirt (Trailer / Understructure) Fabric incl. timber frame (LLT_CMT_TOL_003)	Skirt (Trailer / Understructure) Fabric incl. timber frame (LLT_CMT_TOL_003)
	Cooling - 15m2 cabin (1 x 3kw) (SCP_ALL_CAB_005)	Skirt (Trailer / Understructure) Fabric incl. timber frame (LLT_CMT_TOL_006)	Skirt (Trailer / Understructure) Fabric incl. timber frame (LLT_CMT_TOL_009)
	Ramp 1/1.2m width (Trailer / Decking) A: height ≤ 0.5 m, incl. handrails / guardrails, landing (BOC_ALL_CAB_017)	Skirt (Trailer / Understructure) Fabric incl. timber frame (LLT_CMT_TOL_012)	Skirt (Trailer / Understructure) Fabric incl. timber frame (LLT_CMT_TOL_012)
	Ramp 1/1.2m width (Trailer / Decking) A: height ≤ 0.5 m, incl. handrails / guardrails, landing (CCX_BRD_CAB_004)	Skirt (Trailer / Understructure) Fabric incl. timber frame (LLT_CMT_TOL_012)	Skirt (Trailer / Understructure) Fabric incl. timber frame (LLT_CMT_TOL_012)
	Ramp 1/1.2m width (Trailer / Decking) B: 0.5c height ≤ 0.5 m, incl. handrails / guardrails, landing (SCP_PRR_TOL_002)	Skirt (Trailer / Understructure) Fabric incl. timber frame (LLT_CMT_TOL_012)	Skirt (Trailer / Understructure) Fabric incl. timber frame (LLT_CMT_TOL_012)
	Ramp 1/1.2m width (Trailer / Decking) B: 0.5c height ≤ 1 m- incl. handrails / guardrails, landing (LLT_ADO_TOL_002)	Skirt (Trailer / Understructure) Fabric incl. timber frame (LLT_CMT_TOL_012)	Skirt (Trailer / Understructure) Fabric incl. timber frame (LLT_CMT_TOL_012)
	Ramp 1/1.2m width (Trailer / Decking) B: 0.5c height ≤ 1 m- incl. handrails / guardrails, landing (SCP_PRR_TOL_002)	Skirt (Trailer / Understructure) Fabric incl. timber frame (LLT_CMT_TOL_012)	Skirt (Trailer / Understructure) Fabric incl. timber frame (LLT_CMT_TOL_012)
	Ramp 1/1.2m width (Trailer / Decking) B: 0.5c height ≤ 1 m- incl. handrails / guardrails, landing (SCP_SSS_TOL_022)	Skirt (Trailer / Understructure) Fabric incl. timber frame (LLT_CMT_TOL_012)	Skirt (Trailer / Understructure) Fabric incl. timber frame (LLT_CMT_TOL_012)
	Ramp 1/1.2m width (Trailer / Decking) B: 0.5c height ≤ 1 m- incl. handrails / guardrails, landing (SCP_SSS_TOL_022)	Skirt (Trailer / Understructure) Fabric incl. timber frame (LLT_CMT_TOL_012)	Skirt (Trailer / Understructure) Fabric incl. timber frame (LLT_CMT_TOL_012)

Financial Summary:
Total Existing Contract: 0.00
Total New Contract: 0.00
Difference: 0.00

Save Contract Changes as Pending | Delete this Assignment | Apply Contract Changes | Exit

- Click “Save Contract changes as pending”, and note the impact of the contract assignment (allocation of Unit prices from a new contract to a list of commodities that was assigned to an existing contract)

Financial Summary:

Total Existing Contract:	139438.40
Total New Contract:	163064.00
Difference:	23625.60

(View Details)

Save Contract Changes as Pending | Delete this Assignment | Apply Contract Changes | Exit

- Before applying contract changes, seek for authorisation and written approval. Proceed with caution as reversing such step would be extremely difficult in a complex project

- To support the approval process, click on the View Details to access a detailed report of the coming changes. This can be exported to excel if required.

Overlay - Contract Assignment Detail report

Contract Assignment: **Cabins to XYZ** created on Feb 16 2018 7:09AM

Status: **Complete**

Commodity Category: **Cabins**

Site Location: **G2018**

Financial Summary: Total Existing Contract: 139438.40

Total New Contract: 163064.00

Difference: 23625.60

Details: [Export to Excel](#)

Commodity Type	Code	Existing Contract	Existing Cost	New Contract	New Cost	Difference
Ramp 1 / 1.2m width (Trailer / Decking) B: 0.5< height ≤ 1 m- incl. handrails / guardrails, landing	TST_BRD_TOI_002	Estimate	1082.00	XYZ - Cabins	1250.00	168.00
Skirt (Trailer / Understructure) Fabric incl. timber frame	LLT_CMT_TOI_003	Estimate	224.40	XYZ - Cabins	255.00	30.60
Skirt (Trailer / Understructure) Fabric incl. timber frame	LLT_CMT_TOI_006	Estimate	224.40	XYZ - Cabins	255.00	30.60
Skirt (Trailer / Understructure) Fabric incl. timber frame	LLT_CMT_TOI_009	Estimate	224.40	XYZ - Cabins	255.00	30.60
Skirt (Trailer / Understructure) Fabric incl. timber frame	LLT_CMT_TOI_012	Estimate	214.20	XYZ - Cabins	255.00	40.80
Skirt (Trailer / Understructure) Fabric incl. timber frame	LLT_WKF_TOI_003	Estimate	224.40	XYZ - Cabins	255.00	30.60
Skirt (Trailer / Understructure) Fabric incl. timber frame	LLT_WKF_TOI_006	Estimate	224.40	XYZ - Cabins	255.00	30.60
Ramp 1 / 1.2m width (Trailer / Decking) B: 0.5< height ≤ 1 m- incl. handrails / guardrails, landing	LLT_ADO_TOI_002	Estimate	1082.00	XYZ - Cabins	1250.00	168.00
Skirt (Trailer / Understructure) Fabric incl. timber frame	LLT_ADO_TOI_003	Estimate	224.40	XYZ - Cabins	255.00	30.60
Ramp 1 / 1.2m width (Trailer / Decking) B: 0.5< height ≤ 1 m- incl. handrails / guardrails, landing	TIS_SSS_TOI_006	Estimate	1082.00	XYZ - Cabins	1250.00	168.00

- After careful review, apply the changes.
- You now will see a note on top of the page to indicate the assignment is successfully done.

Contract Assignment

Select a new contract, then a venue, commodity category and commodity type(s) for assignment.

The new contract was successfully assigned to the selected commodity types.

- You also will see that there are no options to save/delete/apply at the bottom of the page as the assignment is completed.

Financial Summary:	Total Existing Contract: 139438.40
(View Details)	Total New Contract: 163064.00
	Difference: 23625.60
Exit	

- At this stage, all the selected requirements from the selected commodity category have been moved to the new contract.

2. For the Contract assignment of a Commodity Category defined as Priced Commodity

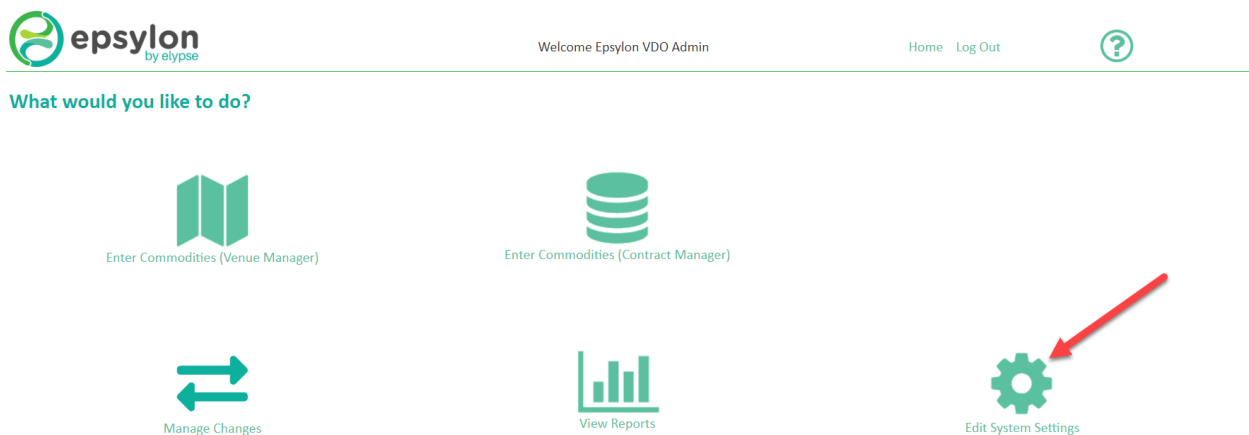
The procedure is globally similar to the one above (Contract assignment of a Commodity Category defined as a Quantified Commodity Category) with the main following exception:

- ➔ The Commodity Type Unit Prices are not changed as part of the task to be done in preamble of the Contract Assignment (See “Create a Contract and its Unit Prices”) but as part of the current process “Assign contract to a list of commodities”.

But this Contract assignment process must still follow the creation of new Contract (See “Create a Contract and its Unit Prices”).

Then, Users needs to follow the below steps to assign a contract to Commodity Categories defined as Priced Commodities

- From the main menu go to the Edit System Settings (only a user with system administrator rights can access here and execute the tasks listed below)



- Go to Contract Assignment

Administration
Click on the desired area to administer.

Contracts and Unit Prices Contract Assignment Commodity Categories Commodity Formulas Commodity Types

Space Templates Users Venues

- Type the description for a new Contract Assignment (choose from the above list if you have previously saved ones)

Contract Assignment
Select a new contract, then a venue, commodity category and commodity type(s) for assignment.

Select Existing Contract Assignment:

Or

Type Description for a New Contract Assignment:

[Continue](#) | [Exit](#)

- Choose the Commodity Category you are willing to assign the Contract to
- Define the Site Location
- Choose the list of Venues that will be attached to the new contract
- Choose the origin and destination contract of the contract assignment process (existing and new contract)
- Choose the Commodity Type from the Commodity Category that will be attached to the new contract (usually all to be selected unless very specific situation)
- Choose the specific commodities from the commodity Types that will be attached to the new contract (usually all to be selected unless very specific situation) and adjust their value as per your new contract

Contract Assignment

Select a new contract, then a venue, commodity category and commodity type(s) for assignment.

The Pending Assignment has been saved successfully.

Description: Test 200709#1
Status: Pending

Commodity Category:

Site Location:

22 venue(s) selected. [\(Show/Hide Venues\)](#)

<input checked="" type="checkbox"/> AAA Test	<input checked="" type="checkbox"/> Basket 3x3	<input checked="" type="checkbox"/> Hockey Arena	<input checked="" type="checkbox"/> Olympic Village	<input checked="" type="checkbox"/> Transport venues
<input checked="" type="checkbox"/> AAA Test#2	<input checked="" type="checkbox"/> Beach East	<input checked="" type="checkbox"/> International Airport	<input checked="" type="checkbox"/> Tennis Stadium	<input checked="" type="checkbox"/> Uniform Accreditation Centre
<input checked="" type="checkbox"/> AAA Test#4	<input checked="" type="checkbox"/> Beach West	<input checked="" type="checkbox"/> National Arena	<input checked="" type="checkbox"/> Track and Field Stadium	<input checked="" type="checkbox"/> Weightlifting Venue
<input checked="" type="checkbox"/> All venues catch up	<input checked="" type="checkbox"/> Expo Center	<input checked="" type="checkbox"/> National Cycling Venue	<input checked="" type="checkbox"/> Training Venues	<input checked="" type="checkbox"/> Whitewater Venue
<input checked="" type="checkbox"/> Badminton Center	<input checked="" type="checkbox"/> Golf Venue			

Existing Contract:

New Contract to Assign:

[Refresh Commodity Type List](#) : ([Check All Types](#) | [Uncheck All Commodities](#))

Select Commodity Type(s):

<input checked="" type="checkbox"/> Asphalt preparation for compound	<input checked="" type="checkbox"/> Improvement of parking lot (asphalt)	<input checked="" type="checkbox"/> Sand box & sand distribution
<input checked="" type="checkbox"/> Civil works venue allowance	<input checked="" type="checkbox"/> Preparation for Archery FOP Finals (2650m2) - Inc Reinstatement	<input checked="" type="checkbox"/> Sand leveling for various FOP
<input checked="" type="checkbox"/> Green repair post Xcountry (holes 16, 17, 18)	<input checked="" type="checkbox"/> Preparation for Archery FOP Qualifications (5230m2) - Inc Reinstatement	<input checked="" type="checkbox"/> Venue allowance

[Refresh Commodity List](#) : ([Check All Commodities](#) | [Uncheck All Commodities](#))

Item	Existing Value	New Value	Currency	Space	Description
<input checked="" type="checkbox"/> Asphalt preparation for compound (AAA_BRC_CIV_001)	50000.00	10000.00		003.001 Broadcast Compound	Could maybe be gravel
<input checked="" type="checkbox"/> Civil works venue allowance (AFT_ALL_CIV_001)	10000.00	20000.00		000.HRE All Space Items	Miscellaneous adjustments
<input checked="" type="checkbox"/> Civil works venue allowance (ANL_ALL_CIV_001)	10000.00	10000.00		000.HRE All Space Items	
<input checked="" type="checkbox"/> Civil works venue allowance (CIC_ALL_CIV_001)	10000.00	10000.00		000.HRE All Space Items	Miscellaneous adjustments
<input checked="" type="checkbox"/> Civil works venue allowance (DAK_ALL_CIV_001)	10000.00	10000.00		000.HRE All Space Items	
<input checked="" type="checkbox"/> Civil works venue allowance (DEA_ALL_CIV_001)	10000.00	10000.00		000.HRE All Space Items	Minimal allowance
<input checked="" type="checkbox"/> Civil works venue allowance (PDW_ALL_CIV_001)	5000.00	5000.00		000.HRE All Space Items	
<input checked="" type="checkbox"/> Civil works venue allowance (PVA_ALL_CIV_001)	10000.00	10000.00		000.HRE All Space Items	
<input checked="" type="checkbox"/> Green repair post Xcountry (holes 16, 17, 18) (GDS_ACT_CIV_001)	15000.00	15000.00		002.001 Field of Play (FOP)	
<input checked="" type="checkbox"/> Improvement of parking lot (asphalt) (BDC_TRA_CIV_001)	20000.00	20000.00		021.000 Transport	Pot holes fix
<input checked="" type="checkbox"/> Preparation for Archery FOP Finals (2650m2) - Inc Reinstatement (CIC_ACT_CIV_002)	53000.00	53000.00		002.001 Field of Play (FOP)	Archery FOP Finals
<input checked="" type="checkbox"/> Preparation for Archery FOP Qualifications (5230m2) - Inc Reinstatement (CIC_ACT_CIV_001)	104600.00	104600.00		002.001 Field of Play (FOP)	Archery FOP Qualifications
<input checked="" type="checkbox"/> Sand box & sand distribution (ANL_ACT_CIV_001)	10000.00	10000.00		002.001 Field of Play (FOP)	Beach Wrestling FOP
<input checked="" type="checkbox"/> Sand leveling for various FOP (PDW_ACT_CIV_001)	10000.00	10000.00		002.001 Field of Play (FOP)	
<input checked="" type="checkbox"/> Venue allowance (GDS_ALL_CIV_001)	10000.00	10000.00		000.HRE All Space Items	

Financial Summary: Total Existing Contract: 787600.00
 Total New Contract: 307600.00
 Difference: -480000.00

[Save Contract Changes as Pending](#) | [Delete this Assignment](#) | [Apply Contract Changes](#) | [Exit](#)

- Before applying contract changes, seek for authorisation and written approval. Proceed with caution as reversing such step would be extremely difficult in a complex project
- To support the approval process, click on the View Details to access a detailed report of the coming changes. This can be exported to excel if required.

Overlay - Contract Assignment Detail report

Contract Assignment: **Test 200709#1** created on Jul 9 2020 5:53PM
 Status: **Pending**
 Commodity Category: **Civil works/landscaping**
 Site Location: **CITY**
 Financial Summary: Total Existing Contract: 787600.00
 Total New Contract: 307600.00
 Difference: **-480000.00**
 Details: [Export to Excel](#)

Commodity Type	Code	Existing Contract	Existing Cost	New Contract	New Cost	Difference
Asphalt preparation for compound	AAA_BRC_CIV_001	Estimate	500000.00	Test contract #4	10000.00	-490000.00
Civil works venue allowance	AFT_ALL_CIV_001	Estimate	10000.00	Test contract #4	20000.00	10000.00
Civil works venue allowance	ANL_ALL_CIV_001	Estimate	10000.00	Test contract #4	10000.00	0.00
Civil works venue allowance	CIC_ALL_CIV_001	Estimate	10000.00	Test contract #4	10000.00	0.00

- After careful review, apply the changes.
- You now will see a note on top of the page to indicate the assignment is successfully done.



Contract Assignment

Select a new contract, then a venue, commodity category and commodity type(s) for assignment.
The new contract was successfully assigned to the selected commodity types.

- You also will see that there are no options to save/delete/apply at the bottom of the page as the assignment is completed.

Financial Summary: Total Existing Contract: 787600.00
 Total New Contract: 307600.00
 Difference: **-480000.00**
[\(View Details\)](#)
 | | | Exit

- At this stage, all the selected requirements from the selected commodity category have been moved to the new contract.