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)



Go to Contract Assignment

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Administration			
Click on the desired area to administer.			
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Contracts and Unit Prices Contr	act Assignment Commodity Categori	ies Commodity Formula	s Commodity Types
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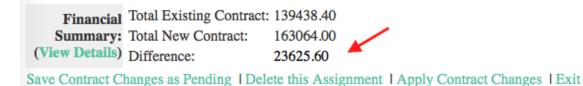
Type the description for a new Contract Assignment (or choose from the upper list if you have previously saved ones)



- > 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)

Status:	Cabins to XYZ Pending						
Commodity	Cabins						
Category.		/					
Site Location:							
	28 venue(s) selected. (Show/Hide Venues)				-		
	12 220 High Street 12 Cycling Time Trial Course	72 Knightswood Park	No Chris Hoy Velodrome	ma Tollcross International Swimming Centre			
	12 Broadcast Operations Centre 12 George Square	12 Loch Lomond & The Trossachs National Park					
Venue(s)	12 Cathkin Braes 12 Glasgow City Chambers	2 Merchant City	N Strathclyde Country Park	ng XXXTest Venue			
	12 Championships Ticket Centre 12 Glasgow Green	2 Riverside Museum	Technology Operations Centre	12 zzxx Test Festival Space			
	12 Commonwealth House 12 Glasgow Green Festival Space	2 Royal Commonwealth Pool	12 The SSE Hydro & SECC	2ZZZ TEST			
	12 Cycling Road Race Course 12 Gleneagles PGA Centenary Course	rse 🛒 Scotstoun Sports Centre					
Existing Contract:	Estimate - G2018						
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Contract: New Contract to Assign: Select Commodity Type(s): Select	(XYZ - Cabins - G2018 Cabin 2-5m x06m (15m2) - 1 room, inc heatern, fire exinguisher g Cabin 2-5m x06m (15m2) - 1 room, inc heatern, fire exinguisher g Cabin 3-5m x06m (15m2) - 2 room / 2 external doors, inc heater g Cabin 5-5m x06m (15m2) - 1 room, inc heatern, fire exinguisher g Cabin 5-5m x06m (15m2) - 1 room, inc heatern, fire exinguisher g Cabin 5-5m x06m (15m2) - 1 room, inc heatern, fire exinguisher g Cabin 5-5m x06m (15m2) - 1 room, inc heatern, fire exinguisher g Cabin 5-5m x06m (15m2) - 2 room / 2 external doors, inc heatern g Cabin 5-5m x06m (15m2) - 2 room / 2 external doors, inc heatern g Cabin 5-5m x06m (15m2) - 2 room / 2 external doors, inc heatern g Cabin 5-5m x06m (15m2) - 2 room / 2 external doors, inc heatern g Cabin 5-15m x06m (1 x 3 kw) (CCP, ALL, CAB, 006) g Jamp 1 / 1 2m widdh (Traiter / Decking) A: height e 0.5 m, incl. g Jamp 1 / 1 2m widdh (Traiter / Decking) A: height e 0.5 m, incl. g Jamp 1 / 1 2m widdh (Traiter / Decking) B: 0.5 cheight e 0.5 m, incl.	s (inc cribbing up to h-0.6m) g_{1}^{2} n, far extinguishers (inc cribbing up to h-0.6m) g_{2}^{1} extinguishers (inc cribbing up to h-0.6m) g_{2}^{2} All Commodities) s (inc cribbing up to h-0.6m) (SCP, ALL, CAB, 00) is, fare schinguishers (inc cribbing up to h-0.6m) (IOC, A handrails / guardrails, landing (IOC, ALL, CAB, 00) handrails / guardrails, landing (ISCP, ALL, CAB, 00) handrails / guardrails, landing (ISCP, ALL, CAB, 00) handrails / guardrails, landing (ISCP, ALL, CAB, 00) c. c. handrails / guardrails, landing (ISCP, ALL, CAB, 00) c. handrails / guardrails, landing (ISCP, PAR, TOL), c. handrails / guardrails, landing (ISCP, PAR, TOL), c. handrails / guardrails, landing (ISCP, PAR, TOL), c. handrails / guardrails, landing (ISCP, PAR, TOL), (ISCP, PAR, TOL), ISS, TOL), PAR, TOL)	Jamp J/ J.2m width (Trailer / Doc upp J/ J.2m width (Trailer / Doc) gRamp J/) gRamp J/	king) B: 0.5< height ≤ 1 m- incl. handralls / g 1.2m width (Trailer / Decking) B: 0.5< height 1.2m width (Trailer / Decking) B: 0.5< height 2m width (Trailer / Decking) B: 0.5	Insits, landing g Skirt (Tr. mardrails, landing g Skirs; Irr ≤1 m: incl. handrails / guard ≤1 m: incl. handrails / guard ≤1 m: incl. handrails / guard incl. handrails / guard (BOC_ALL_CAB_06) (BOC_ALL_CAB_06) (LLT_ADO_TOL003) (LLT_CMT_TOL003) (LLT_CMT_TOL003) (LLT_CMT_TOL004) (LLT_CMT_TOL004) (LLT_CMT_TOL004)	tiler / Understructure) Fabric Incl. ti width A: height ≤ 0.5 m - incl. han rails, landing (SCP_SSS_TOI_023) rails, landing (TIS_SSS_TOI_006) rails, landing (TST_BRD_TOI_002)	mber frame drails / guardrails, landing mg Skirt (Trailer / Understructure) Fabrici incl. og Skirt (Trailer / Understructure) Fabrici incl. og Skirt (Trailer / Understructure) Fabrici incl. og Skirt (Trailer / Understructure) Fabric incl.

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)



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.

•	-	
Contract Assignment:	Cabins to XYZ creat	ted on Feb 16 2018 7:09AM
Status:	Complete	
Commodity Category:	Cabins	
Site Location:	G2018	
	Total Existing Contract:	139438.40
Financial Summary:	Total New Contract:	163064.00
	Difference:	23625.60
D / 1	E () E 1	

Overlay - Contract Assignment Detail report

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 succesfully 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.



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:

 \rightarrow 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".

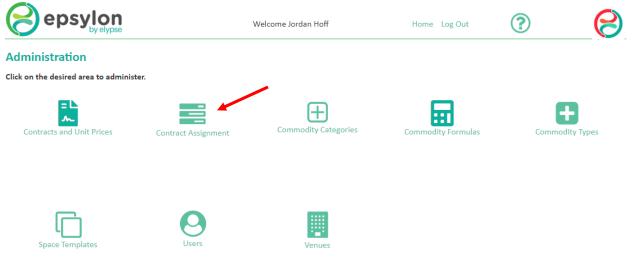
But this Contract assignment process must still follow the creation of new Contract (See "Create a Contract and its Unit Prices").

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



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 a	nd commodity type(s) for assig	nment.
Select Existing Contract Assignment:	(Select)	\$
Or		-
Type Description for a New Contract Assignment:	Seats to ABC	
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

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Contract Assignment

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

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

(View Details) Difference:

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	l report						
Contract Assignment:	signment: Test 200709#1 created on Jul 9 2020 5:53PM						
Status:	Pending						
Commodity Category:	Civil works/landscaping						
Site Location:	CITY						
Financial Summary:	Total Existing Co Total New Contr Difference:	ontract: 787600.00 ract: 307600.00 -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

Overlay - Contract Assignment Detail report

- 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 succesfully 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.



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