

1. Fill in all the highlighted fields

- a. Rename Contract
- b. Supplier
- c. Contract Dates

- d. Select Purchasing Group
- e. Enter a Value for the Contract

Overview	Header	Items	Notes and Attachments	Conditions	Authorization	Approval	Tracking
General Header Data							
Contract Number:	4400001891	Contract Name:		Test Contract			
Supplier: *	1000003270 AXIS CONSTRUCTION INC	Contract Owner:		24366 Joomi Viereck			
Valid From / To: *	07/01/2013 - 06/30/2014	Target Value/ Currency:		100000 USD			
Purchasing Organization: *	LAUSD Purchasing Organization	Release Value:		0.00 USD			
Purchasing Group: *	Construction JOCs Show Members	Basic Contract:		<input type="checkbox"/>			

2. Change the Item Category Field in Line 1 from Normal → Product Category

▼ Items				
Details Select Add Item Exercise Option Copy Pas				
Line Number	Item Category	Option Type	Item Number	
1	Product Category	▼	1	
	Normal	▼		

3. In the Product Category Field add the Product Category Number

Description	Product Category	Target Quantity	Option Status
	96700	0.000	
	List of Items	0.000	

4. In the Target Value Field add the dollar amount

Target Value	Price	Currency	Price Per	Price Unit
100,000.00	0.00	USD	1	
0.00	0.00	USD	0	

5. Check then Release the Document

Close	Release	Save	Check	Print Preview	Export	Import
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