



User Guide

Vendor Contract Maintenance

Last updated: November 8, 2022

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1. ABOUT



The Vendor Contract Maintenance App allows users to enter key contract details and then begin tracking contract clauses, stakeholders, dates, and milestones. This module facilitates contract maintenance by automating many different processes and allows users to attach notes and documents to the contract, all stored on the cloud.

For more information, please go to <https://www.websan.com/vendor-contract-maintenance> .

2. BASIC SETUP

This section covers the basic system setup needed to create new contracts. These steps should be completed prior to using the Vendor Contract Maintenance App.

To create a new number series, search for No. Series.

No. Series

Go to Pages and Tasks

> No. Series
Administration
🔖

In the window that appears, select New. Then, enter the series' details.

No. Series
✓ Saved
🔖
✉
↗

🔍 Search

+ New

📄 Edit List
🗑 Delete
Navigate
More options
🔗
🔍
☰

Code ↑	Description	Starting No.	Ending No.	Last Date Used	Last No. Used	Default Nos.
→ CONTRACT01	Vendor Contract Series	VS202200001	—	12/31/2022	VS202299999	☑

Next, go to the Vendor Contract Setup window.

Vendor Contract Setup

Go to Pages and Tasks

> Vendor Contract Setup
Administration
🔖

In the Vendor Contract Setup window:

Vendor Contract Setup

✉ Send Email Notification
More options

Enable Auto Send Contract Notification

Vendor Contract Nos. CONTRACT01

Taxable Group Code TAXABLE

Notification CC Emails oscar.cuevabravo@websan.com; adam.macintosh@websan.com

- i. From the Vendor Contract Nos. drop-down list, choose the No. Series created in the previous step.
- ii. Activate the Auto Send Contract Notification toggle to allow notifications to be auto sent.
- iii. Choose a Taxable Group Code.
- iv. In the Notification CC Emails textbox, enter the emails of the people that must be copied on all email notifications for every contract. Multiple emails can be entered.

The basic setup process is now complete.

3. FUNCTIONALITY

Creating New Contracts

The Vendor Contract Card allows users to enter and edit the details of their new and existing contracts. To create a new contract, search for Vendor Contracts.

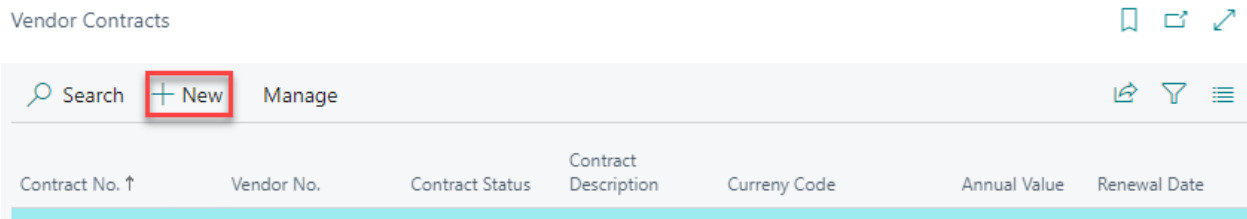


Go to Pages and Tasks

Show all (4)



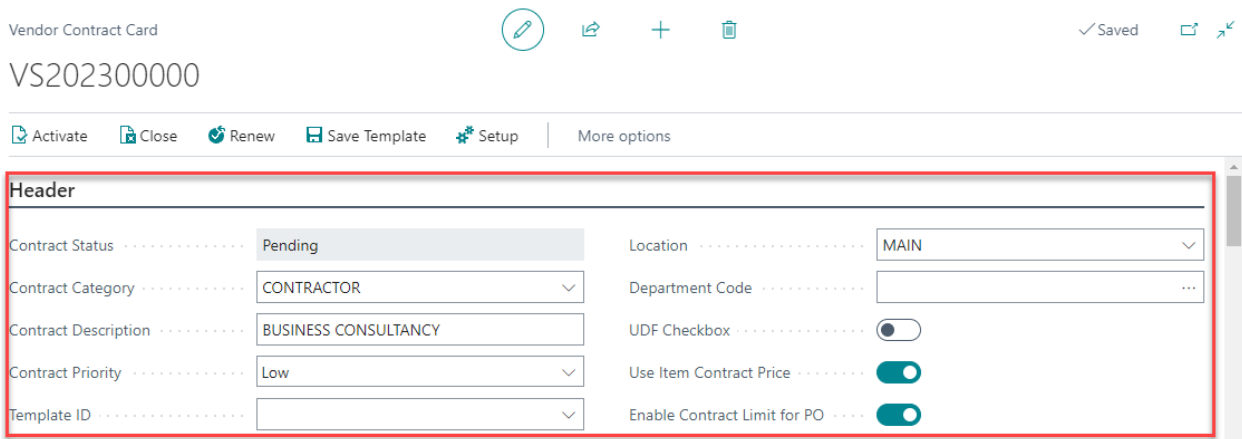
The Vendor Contracts window will display a list of all existing contracts. To create a new contract, select New. This will open the Vendor Contract Card.



Note that users can edit, view, or delete existing contracts by highlighting a contract, then selecting Manage, and choosing the appropriate option.

To enter a new contract information, in the Vendor Contract Card:

- i. Start by completing the Header section.



Contract Category and Contract Description are the only mandatory fields in this section and serve the purpose of identifying specific contracts. These fields are completely customizable and depend on company policy.

The Use Item Contract Price toggle allows users to assign item prices that may differ from regular prices due to contractual agreements. The Enable Contract Limit for PO toggle activates a function that sets an upper limit on the dollar amount of purchase orders. These functions will be explored in detail in Step VII of the current section and on the Make a Contract Purchase section of the present user guide.

Contract Templates allow users to avoid re-entering the same information for similar contracts. To use a template, select one from the Template ID drop-down list. Users can also assign a Contract Priority, Location, and Department Code to contracts.

ii. Next, complete the Vendor section.

Vendor

Vendor No.	<input type="text" value="40000"/>	Vendor Reference No.	<input type="text" value="9999999"/>
Vendor Name	<input type="text" value="Wide World Importers"/>		

From the Vendor No. drop-down list, choose the vendor with whom your company is signing this contract (the Vendor Name field will auto-populate). Users can also include a Vendor Reference No. when applicable.

Note that Vendors must be already set up in Business Central.

iii. In the Contacts section, enter the information of the parties involved in the contract.

Contacts

Contract Owner	<input type="text" value="Oscar Cueva"/>	Contract Approver Email	<input type="text" value="adam.macintosh@websan.com"/>
Contract Owner Email	<input type="text" value="oscar.cuevabravo@websan.com"/>	External Contact	<input type="text" value="John Doe"/>
Vendor Contact	<input type="text" value="Toby Rhode"/>	External Contact Email	<input type="text" value="j.doe@company.com"/>
Vendor Contact Email	<input type="text" value="toby.rhode@contoso.com"/>	Contract Signed By(Service Consumer) ..	<input type="text"/>
Contract Approver	<input type="text" value="Adam Macintosh"/>	Contract Signed By(Service Provider) ..	<input type="text"/>
		Board of Director Sign Off Required	<input checked="" type="checkbox"/>

Use this section to enter the name and email of the Contract Owner, Vendor Contact, Contract Approver, and an External Contact if needed. Use the fields Contract Signed By (Service Consumer / Service Provider) to specify the names of the people signing the

contract. Users can require the Board of Directors’ sign off by activating the toggle in this section.

To set up additional contacts, in the Other Contacts section, click Other Contacts, then select New and enter a Name and email in the window that appears.

iv. In the Contract Life section, enter the details related to the duration of the contract.

Contract Life

Start Date	11/2/2022	Auto Close	<input checked="" type="checkbox"/>
Duration	1Y	Notice Period Deadline	9/2/2025
End Date	11/2/2023	Notice Period Notes	
Renewal Date	11/2/2023	Cure Period	No
User Defined Date		Cure Period Details	
User Defined Description	Renewal Upon Vendor Assessment	Conflict of Interest	No
Number of Renewals	3	Termination Type	Auto Termination
Auto Renewal	<input checked="" type="checkbox"/>	Termination Fee	
Amending Agreement	Yes	Form of Notice	1
Contract Expire Date	11/2/2025	Effective Notice	1

The Start Date field defaults to the date when a contract is created; Duration defaults to 1 year, making the End Date and Renewal Date fields auto-populate to one year after the start date. These fields can be manually modified by clicking the calendar that appears next to each. The Duration field can be manually set to days, months, or years (i.e., 1M, 90D, 1Y).

Users can specify the number of times a contract will be renewed by choosing an option from the Number of Renewals drop-down list. According to the value selected, the Contract Expire Date will auto-populate; however, this field can be modified manually. Users may also add a User Defined Date, User Defined Description, and specify if this contract will be amended.

The Auto Close toggle enables the automatic close of a contract after its expiration date. Additional contract close fields allow users to specify a termination type and termination fee. The Notice Period Deadline, Form of Notice, and Effective Notice fields help users keep track of vital information of their vendors’ expiring contracts.

- v. In the Contract Amount section, enter the details related to the dollar value of a contract.

Contract Amount

Payment Terms	15 DAYS	Annual Value	1,000.00
Currency Code	CAN	Tax Value	120.00
Tax Liabile	<input checked="" type="checkbox"/>	Annual Value Including Tax	1,120.00
Tax Area Code	BC	Total Value	5,000.00
		Total Tax Value	600.00
		Total Value Including Tax	5,600.00

Expand the Payment Terms drop-down list to assign a term to this contract. To create a new term, expand the drop-down list, then select New.

Payment Terms 15 DAYS [v] Annual Value

Currency Code

Tax Liabile

Tax Area Code

Code ↑	Description	Due Date Calculation
COD	Cash on delivery	0D
DOUBLE D	Net 2 days	2D
NET30		
NET45		
NET60		
+ New		Select from full list

In the Select – Payment Terms window, enter a Code and Description. In the Due Date Calculation column, indicate the payment due date – calculated in days or months after an invoice is created (i.e., 1D, 5D, 1M). Users can also specify a Discount Percentage. Click Ok to Save and Exit.

Code ↑	Due Date Calculation	Discount Date Calculation	Discount %	Calc. Pmt. Disc. on Cr. Memos	Description
→ 5 DAYS	5D		0	<input type="checkbox"/>	Net 5 days
10 DAYS	10D		0	<input type="checkbox"/>	Net 10 days
14 DAYS	14D		0	<input type="checkbox"/>	Net 14 days
15 DAYS	15D		0	<input type="checkbox"/>	Net 15 days
1M(8D)	1M	8D	2	<input type="checkbox"/>	1 Month/2% 8 days
2 DAYS	2D		0	<input type="checkbox"/>	Net 2 days
21 DAYS	21D		0	<input type="checkbox"/>	Net 21 days
30 DAYS	30D		0	<input type="checkbox"/>	Net 30 days
60 DAYS	60D		0	<input type="checkbox"/>	Net 60 days

Back in the Contract Amount section, in the Annual Value field, enter the value of the contract. The fields Tax Value and Annual Value Including Tax will be calculated automatically. The Total Value, Total Tax Value, and Total Value Including Tax fields will auto populate. These fields represent the accumulated value of a contract – every time a contract is renewed, the amounts in these fields will increase.

- vi. In the Notifications section, create and configure the notifications that will be sent out when pre-specified events occur. To create a new notification, expand the Notification drop down menu, then select New.

Notifications

Notification	Notification Category	Notification Trigger	Date Formula	Start Date	End Date	Next Run	Email List
X-month Renewal	X-month Renewal	X months prior to renewal date	1D	11/2/2022	11/4/2022	11/5/2022	oscar.cueva
Past Renewal	Past Renewal	X days past renewal date	1D	11/2/2022	11/4/2022	11/5/2022	oscar.cueva
Contract Closed	Contract Closed	Contract Closed		11/1/2022	11/3/2025		oscar.cueva
Contract Active	Contract Active	Contract Activated		11/1/2022	11/3/2025		oscar.cueva

In the Edit – Notification List window, start by selecting a Notification Category. According to the notification category selected, and the contact information and contract life details entered in previous sections of the contract, the rest of the fields for this entry will auto populate. In the email message field, users can write a custom message for the email notification that will be sent.

New - Notification List

Notification Category	Notification Trigger	Date Formula	Start Date	End Date	Next Run	Email List	Email Message	Run By Job
X days past renewal date	X days past renewal date	1D	11/2/2022	11/4/2022	11/5/2022	oscar.cuevabravo@websan.com		<input type="checkbox"/>
Contract Closed	Contract Closed		11/1/2022	11/3/2025		oscar.cuevabravo@websan.com	Thank you for your business. Yo...	<input type="checkbox"/>
Contract Active	Contract Activated		11/1/2022	11/3/2025		oscar.cuevabravo@websan.com	Welcome to XYZ. Your contract ...	<input type="checkbox"/>
X-month Renewal	X-month Renewal	1D	11/2/2022	11/4/2022		oscar.cuevabravo@websan.com		<input type="checkbox"/>
X-month User Defined Date	User made changes made to co...		10/4/2022	11/4/2022		oscar.cuevabravo@websan.com		<input type="checkbox"/>
Past Renewal	Purchase added to Contract					oscar.cuevabravo@websan.com	A purchase has been made	<input type="checkbox"/>
Past User Defined Date	Auto Close		11/2/2022	11/4/2022		oscar.cuevabravo@websan.com	ABC	<input type="checkbox"/>

Close

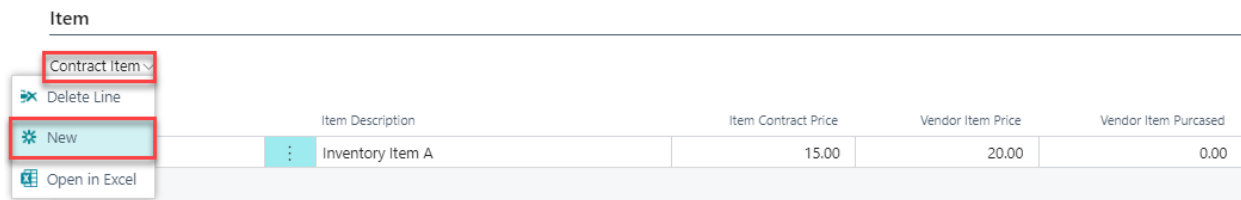
Refer to the following list for an explanation of each Notification Category:

- Contract Closed – to notify that a contract was closed.
- Contract Active – to notify that a contract was activated.

- X-month Renewal – to send a notification an X amount of time before or after the Renewal Date set on the contract.
- X-month User Defined Date – to send a notification an X amount of time before or after the User Defined Date set on the contract.
- Past Renewal – to notify that a contract has passed its renewal date.
- Past User Defined Date – to notify that a contract has passed its date set on the User Defined Date field.
- Purchase Made – to notify that purchase order was created in association with the contract.
- Contract Update – to notify if any changes were done to the contract.
- Auto Renewal – to notify when the contract is automatically renewed – if auto renew is enabled.
- Auto Close – to notify when the contract is automatically closed – if auto close is enabled.

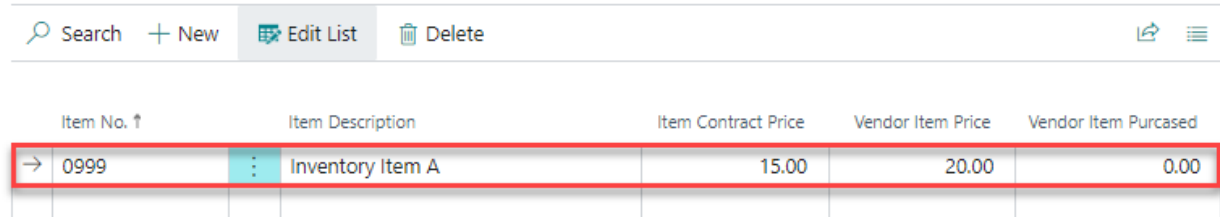
Using the Date Formula field in the New – Notification List window, users can adjust the date when email notifications are sent. For example, by entering the value -1M in the Date Formula field of a Notification Category “Auto Close”, a notification will be sent one month prior to the contract’s Auto Close date. When a Date Formula field is left empty, notifications are sent on the date an event occurs. Note that notifications will only become active when the contract is activated.

- vii. In the Item section, enter the contract items to which special prices have been assigned (different to the regular prices loaded into Business Central), as stipulated in the vendor contract. To load a new contract item, expand the Contract Item drop-down menu, then select New.



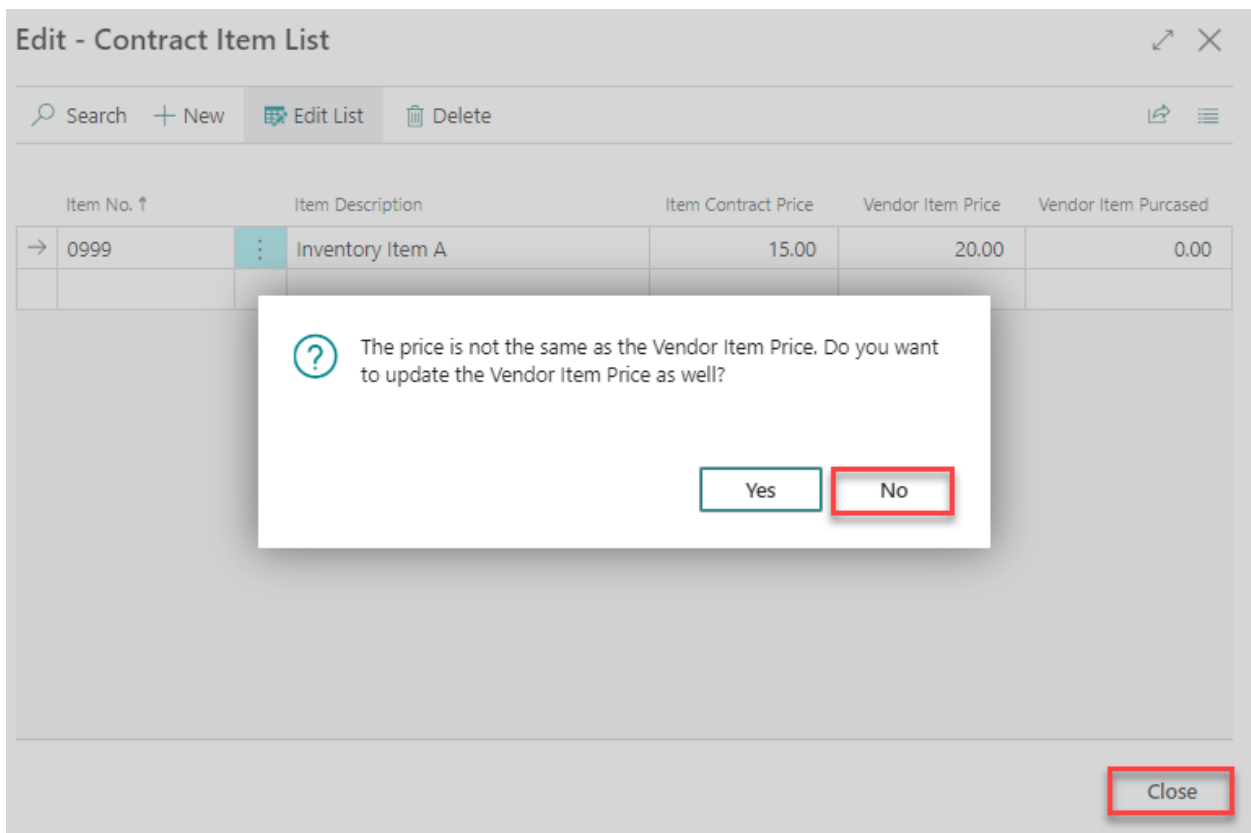
In the Edit – Contract Item List window, click the Item No. field and select an item from the list that will appear. The Item Description and Vendor Item Price fields will auto populate. In the Item Contract Price field, enter the item price that has been stipulated in the vendor contract.

Edit - Contract Item List



Item No. ↑	Item Description	Item Contract Price	Vendor Item Price	Vendor Item Purchased
→ 0999	Inventory Item A	15.00	20.00	0.00

If you want to maintain a different Item Contract Price from your Vendor Item Price, select No in the window that will appear after populating the Item Contract Price field. Select Close to save and exit.




The price is not the same as the Vendor Item Price. Do you want to update the Vendor Item Price as well?

Yes No

Close

viii. To activate the contract, click the Activate button located at the top of the window.



Vendor Contract Card VS202300000

Activate Close Renew Save Template Setup More options

Users have the option to save a contract as a template, or manually renew or close a contract by selecting the corresponding options.

Make a Contract Purchase

To apply a purchase against a contract:

- i. Go to the Purchase Order of interest.
- ii. Confirm that the appropriate vendor is selected.
- iii. Assign the Purchase Order to the appropriate Contract No.

Purchase Order ✓ Saved

106326 · Wide World Importers

Process Posting Release Prepare Print/Send Request Approval Order More options

General Show more

Vendor Name	Wide World Importers	Created By	Oscar CuevaBravo
Contact	Toby Rhode	Status	Open
Document Date	10/25/2022	Project No.	
Vendor Invoice No.	9465421	Purchase Receipt Posting	Received Not Invoiced
Vendor Shipment No.		Container ID	
		Contract No.	VS202300000

When a Contract Item is selected, the P.O. Direct Unit Cost Excluding VAT will be equal to the Item Contract Price entered in the Contract Items section of the contract – recall that in our example, Item No. 0999 “Inventory Item A” had a Vendor Item Price of \$20.00, but its Item Contract Price was only \$15.00 – as shown in the Purchase Order found below.

General Show more

Vendor Name	Wide World Importers	Created By	Oscar CuevaBravo
Contact	Toby Rhode	Status	Open
Document Date	10/25/2022	Project No.	
Vendor Invoice No.	9465421	Purchase Receipt Posting	Received Not Invoiced
Vendor Shipment No.		Container ID	
		Contract No.	VS202300000

Lines Manage Line Functions Order Fewer options

Type	No.	Proj... No.	Item Refe... No.	GST...	Description	Locat... Code	Bin Code	Quantity	Det...	Res... Qua...	Unit of Mea... Code	Direct Unit Cost Excl. VAT	Tax Area Code	Tax Group Code	Line Amount Excl. VAT
→ Item	0999				Inventory Item A			50			PCS	15.00	BC	TAXABLE	750.00

After the Purchase Order is created, it will first appear in the Purchases section of the Vendor Contract Card. It will then be moved to the Posted Purchase Invoices section upon Posting.

Purchases

Contract Purchase ▾

Purchase Order No. ↑	Line No. ↑	No.	Description	Quantity	Quantity Received	Quantity Invoiced	Unit Cost	Amount Including Tax
(there is nothing to show in this view)								



Posted Purchase Invoices

Contract Purchase Invoice ▾

Purchase Invoice No. ↑	Purchase Order No.	Line No. ↑	Item No.	Description	Amount	Quantity	Direct Unit Cost Excl. VAT	Amount Including Tax
→ 109121	106326	10000	0999	Inventory Item A	750.00	50	15.00	840.00

Note that if the Enable Contract Limit for PO toggle is activated (found in the Header section of the Vendor Contract Card), Purchase Order(s) will be rejected when the Contract Value limit has been reached.

Purchase Order Not saved

106327 · Wide World Importers

Process | Posting | Release | Prepare | Print/Send | Request Approval | Order | More options

❌ The page has an error. Refresh (F5) to undo the change, or correct the error.

Type	No.	Proj... No.	Item Refe... No.	GST...	Description	Locat... Code	Bin Code	Quantity	Det...	Res... Qua...	Unit of Mea... Code	Direct Unit Cost Excl. VAT	Tax Area Code	Tax Group Code	Line Amount Excl. VAT	Qty. to Receive	Q R
❌ Item	0999				Snickers Protei...			15			PCS	15.00	BC	TAXABLE	30.00	2	

Validation Results

The total amount of Purchase Order(s) under this Contract exceeds the Vendor Contract Annual Value: 1,000

Attach Files to a Contract

The Vendor Contract Maintenance app allows users to attach files to new and existing contracts. Attaching files to contracts helps users maintain files backed-up on the cloud. To attach a file:

- i. Go to the Other Logs section of the Vendor Contract Card.
- ii. Click Other Log to expand the drop-down menu and select New.

Other Logs

Other Log ▾

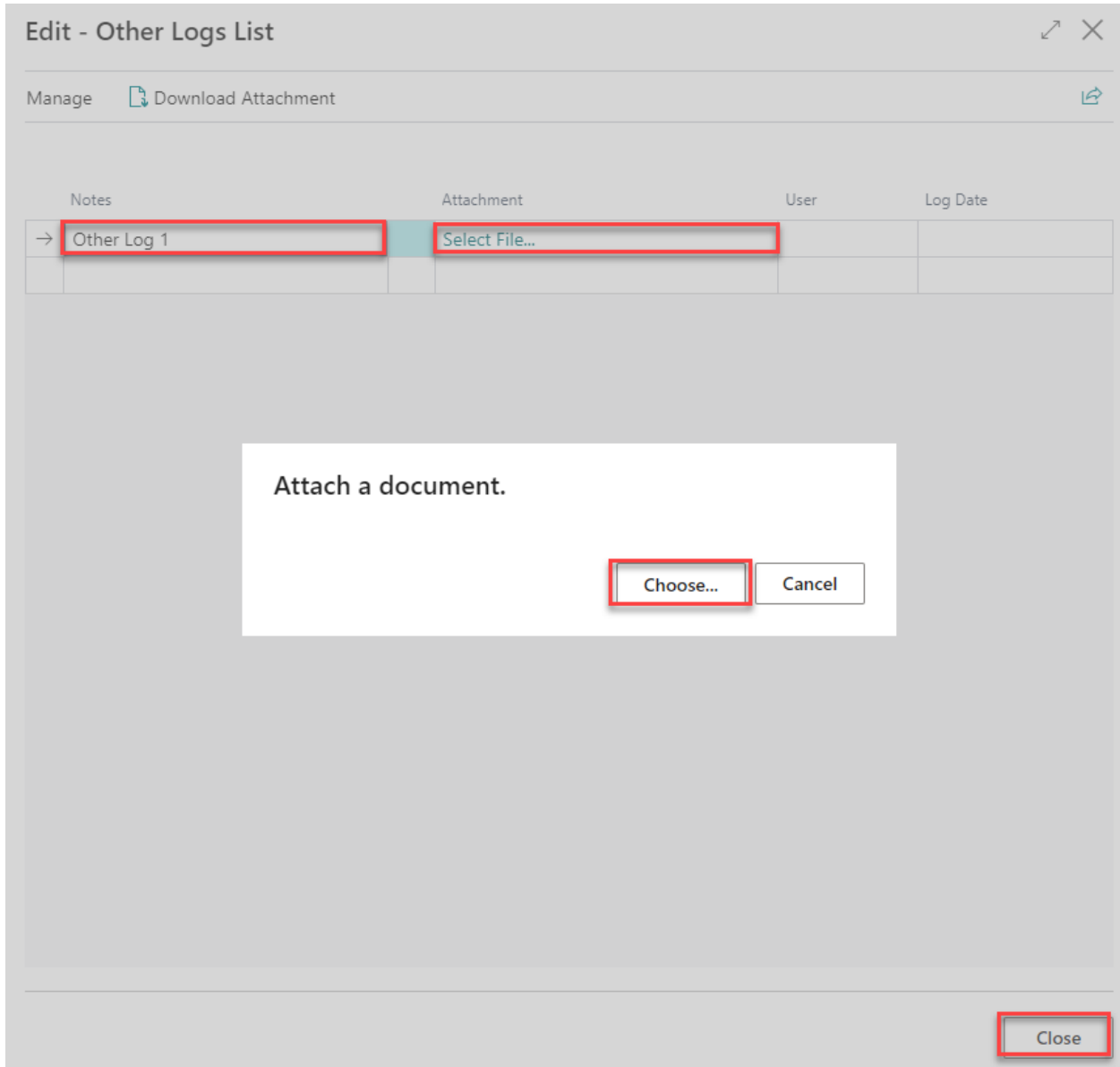
⊗ Delete Line | Attachment | User | Log Date

⊕ New

📄 Open in Excel

(There is nothing to show in this view)

- iii. In the Edit – Other Logs Listed window, enter a reference note or name in the Notes field. Then, click Select File ... in the Attachment field and select Choose. Navigate to the location of the file in your computer, select it and click Open.
- iv. In the Edit – Other Logs List window, select Close to save and exit.



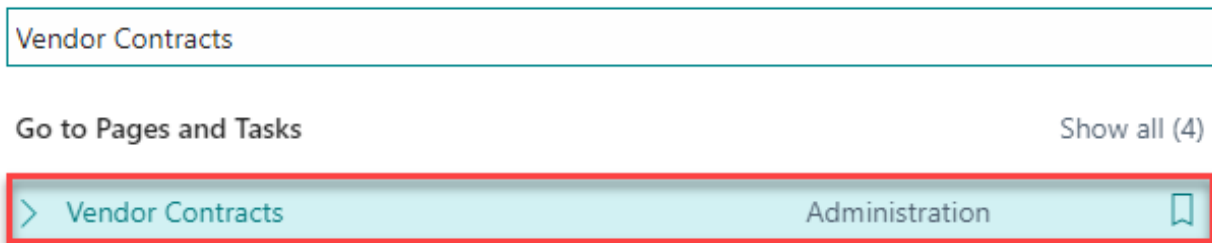
Your file will show under the Other Logs section of the Vendor Contract Card.

4. REPORTING

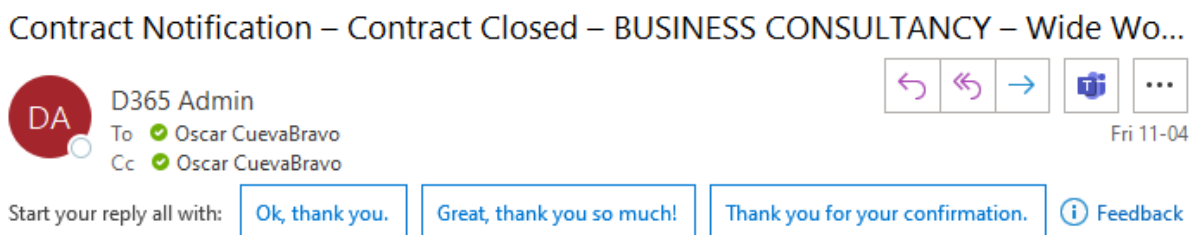
The Vendor Contract Maintenance app allows users to automatically send email notifications to stakeholders when milestones are reached in their contracts. Also, Excel file downloads are available to users who wish to analyze information pertaining to the Other Contacts, Notifications, Item, Purchases, Posted Purchase Invoices, and Other Logs sections of their contracts.

Email Notifications

To set up a new email notification, go to Vendor Contracts, select your contract, and then scroll down to the Notifications section of the Vendor Contract Card. To learn more about setting email notifications, refer to Functionality > Creating New Contracts > Step VI in the present user guide.



The following is an example of an automatic email notification sent to a stakeholder. Note that email messages can be customized.



Thank you for your business. Your contract has been terminated.

Excel Reports

To download an Excel report file, in the Contract Vendor Card, go to the section of your interest, expand the section’s drop-down menu, then click Open in Excel.

Purchases

Contract Purchase
 Open in Excel

Purchase Order No. ↑	Line No. ↑	No.	Description	Quantity	Quantity Received	Quantity Invoiced	Unit Cost	Amount Including Tax	
→ 106327	:	10000	0999	Snickers Protein Bar	100	0	0	15.00	1,680.00

Posted Purchase Invoices

Contract Purchase Invoice

Purchase Invoice No. ↑	Purchase Order No.	Line No. ↑	Item No.	Description	Amount	Quantity	Direct Unit Cost Excl. VAT	Amount Including Tax	
→ 109121	:	106326	10000	0999	Inventory Item A	750.00	50	15.00	840.00

Note that Excel report files are available for the following sections:

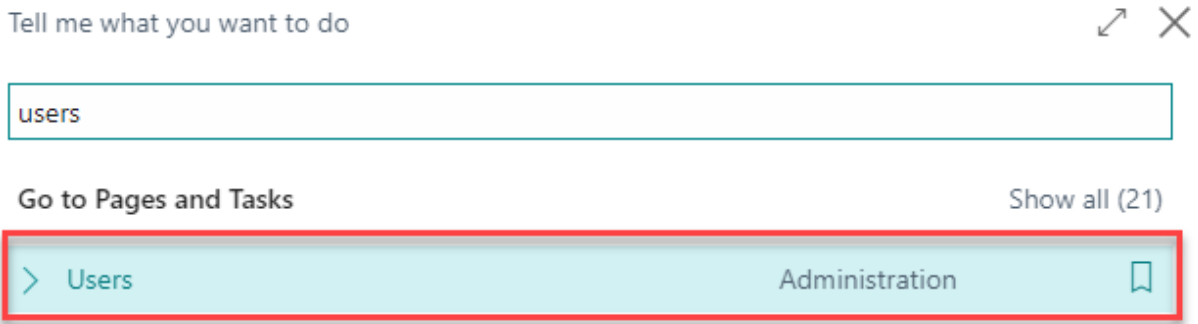
- Other Contacts
- Notification
- Item
- Purchases
- Posted Purchase Invoices
- Other Logs

5. SECURITY

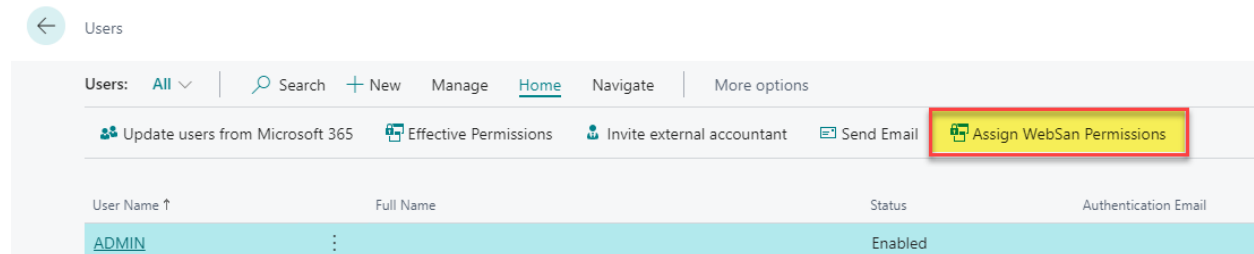
The Item Attributes for Dynamics 365 App, along with the rest of WebSan Inc.'s Dynamics 365 apps, have a built-in AutoPermission security functionality. When a user with the proper credentials installs an App, the AutoPermission function automatically triggers and assigns or updates the user's permissions. No other action is needed from the user.

When a user without the proper credentials installs an App, the AutoPermission function allows the installation, but user permissions are not changed. In this case, a user with the proper security credentials can change the user's permissions later.

To change user permissions, search and go to the User list.



In the Users window, select Assign WebSan Permissions to assign all users the WebSan Permission Set.



6. REGISTRATION

To register a WebSan Inc.'s application, in Business Central, search WebSan Client Information and select WebSan Client Information – Administration.

Tell me what you want to do ↗ ✕

websan client information

Go to Pages and Tasks

> WebSan Client Information Administration 🔖

In the WebSan Client Information window, enter your company's contact and billing information. After your information is complete, select Transmit Data.

📄 🔗 + 🗑️ ✓ Saved 🔖 📄 ↗

WebSan Client Information

📄 **Transmit Data**

General

MS Client ID On Hold

Active

Contact Information

Company *	PostalCode / ZipCode *
Name *	Country *
Address *	Phone
Address2	Email
City *	Email CC
Province / State *	Billing is Same as Co... <input checked="" type="checkbox"/>