



OCP_0098_PO – Statewide Contracts Interface

File Layout for Contract Header

Field #	Start	Length	Type	Key	Field	Comments
1	1	5	Char	*	Setid	Default = '00000'
2	6	25	Char	*	Contract ID	
3	31	5	Char		Vendor Setid	
4	36	10	Char		Vendor Id	
5	46	1	Char		Contract Status	Values: A - Approved for purchasing C - Closed, may be purged H - Hold, awaiting an action O - Open, requires approval C - Cancelled
6	47	30	Char		Approved by Operator Id	
7	77	10	Date		Date of Approval	Format: YYYYMMDD
8	87	13.3	Nbr		Amount released for Open Item	
9	104	2	Char		Contract Type	Values: AP - Recurring Voucher GN - General Contract PO - Purchase Order
10	106	30	Char		Description	
11	136	30	Char		Vendor Contract Reference	
12	166	80	Char		File Name	
13	246	3	Char		File Extension	
14	249	10	Date		Contract Beginning Date	Format: YYYYMMDD
15	259	10	Date		Contract Expiration Date	Format: YYYYMMDD
16	269	13.3	Nbr		Maximum Amount	
17	286	1	Char		Retention Code	Values: E - Retain on each pymt F - Retain on first pymt L - Retain on last pymt N - No Retention
18	287	3.3	Nbr		Retention Percentage	
19	294	13.3	Nbr		Retention Amount	
20	311	1	Char		Tax Exempt Flag	Values: Y or N
21	312	13	Char		Tax Exempt Id	
22	325	3	Char		Currency Code	Values: USD (US Dollars)
23	328	5	Char		Rate Type	
24	333	3	Char		Origin	
25	336	30	Char		Invoice Number	
26	366	10	Char		Master Contract Id	
27	376	10	Date		Entered on Date	Format: YYYYMMDD



28	386	30	Char		Last User to Modify	
29	416	31	Date/Time		Date/time last changed	Format: MM/DD/YYYYHH:MM:SS.M MMMMMMMMMM
30	447	30	Char		Entered by (userid)	
31	477	1	Char		Allow Open Item Reference	
32	478	1	Char		Price can be changed on order	
33	479	1	Char		Adjust Vendor Pricing First	Values: N – after contract price adjustments Y – before contract adjustment
34	480	+13.3	Signe d		Gross Invoice Amount	
35	498	5	Nbr		Lines Entered	
36	503	5	Char		AP Business Unit	
37	508	1	Char		Allow Multicurrency PO	Values: Y or N
38	509	1	Char		Must Use Contract Rate Date	
39	510	10	Date		Exchange Rate Date	Format: YYYYMMDD
40	520	1	Char		Notify on Expired/Exceeds Max	
41	521	4	Nbr		Notify Days Before Expires	
42	525	30	Char		Buyer Id	
43	555	1	Char		Corporate Contract	
44	556	5	Char		Payment Terms Id	
45	561	10	Char		Accounting Template	
46	571	3	Char		Contract Dispatch Method	Values: EML – Email Dispatch FAX – Fax Transmission PHN – Phone Dispatch PRN – Print
47	574	+13.3	Signe d		Sales Tax Amount	
48	592	+13.3	Signe d		Freight Amount	
49	610	+13.3	Signe d		Miscellaneous Amount	
50	628	3	Nbr		Contract Sequence Number	
51	631	1	Char		Payment Terms Basis Data Type	Values: A – Accounting Date C – Constructive Doc Receipt Date I – Invoice Date R – Receipt Date S – Ship Date U – User Specified Date
52	632	10	Date		Payment Terms Basis Date	Format: YYYYMMDD
53	642	1	Char		Header User Field	
54	643	4	Char		Voucher Source	Values: CNTR – Contracts CONS – Consigned



						Inventory EDI – EDI MADJ – Match Adjustment NERS – Non PO Evaluated Receipt ONL – Online PAYR – Payroll/Student Administration PERS – PO Evaluated Receipts PPAY – Prepayment PROC – Procurement Card QUICK – Quick Invoice RPOV – Recurring PO Vchr RTV – Return to Vendor TADJ – Tax Adjustment TRPM – Promotions Mgmt
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