

TCM: Parent / Child Contracts

The Contract Family screen displays a list of all contracts connected to a contract. The related contracts are grouped into two sections:

- **Parent/Child Contracts** lists all contracts that are either a parent or child of the selected contract, as well as their parent and child contracts.
- **Contract Versions** lists all amendments and renewals of the contract selected in the Parent/Child Contracts section above. Click the info icon to open the Contract Summary, and from there you can open the contract by clicking Go to Contract.

Contract Family [View XML](#) | [History](#) | [?](#)

Link a Child to this Contract ▾

This contract does not have a parent or any children.

VWR0001 Contract Versions (2)

All of the following contracts are in Central European Time.

Status	Version Type	Version Numbers ▾	Primary Second Party	Start Date	End Date	Create Date ▲
Draft	Renewal	ⓘ Renewal 1, Amendment 0 This Version	VWR INTERNATIONAL LLC	10/1/2015	9/30/2017	6/17/2019
Expired	Original	ⓘ Renewal 0, Amendment 0	VWR INTERNATIONAL LLC	4/1/2015	9/30/2015	4/2/2015

The Contract Family screen also allows you to create a child contract or link a child contract to your contract. When establishing a parent/child relationship, either via linking **a child contract** or **selecting a parent contract**, you indicate the parent/child date relationship. The date relationship can be one of the following:

- The child contract dates must be within the parent’s contract dates. If this option is selected, then the start and end dates of child contract should be within parent contract’s date and time. For example, if the parent contract ends on **2/19/2020 at 2:00 pm** then the child contract must end **on or before 2/19/2020 at 1:59 pm**.
- The child contract dates may be outside the parent’s contract dates
- The child contract start date must be within the parent’s contract dates. If this option is selected, then the start date should be after the start date of the parent contract.

There are two ways to create Child and Parent Contracts

- A. Adding a Child Contract to a Contract Family
- B. Adding a Parent Contract to a Contract

A. Adding a Child Contract to a Contract Family

Steps

1. Navigate to **Contracts > Contracts > Search Contracts** (or **Contracts Home** if you have the appropriate permissions).

Contract Search Results

1-1 of 1 Results

Contract Details

PUR-00593
Copy of Copy of Test1 8.28.2019

Second Party: HOME DEPOT	Start Date: 1/29/2020	Version Type: Original	
Contract Type: Purchase of Goods or Services	End Date: 3/30/2020	Renewal No.: 0	
Status: Executed: In Effect	Active for Shopping: Yes	Amendment No.: 0	
		Extension Count: 0	

1-1 of 1 Results

2. Search for and open the appropriate contract.

Executed: In Effect This contract is in effect through the end date of 3/30/2020 at 11:59 PM EST. Contract Actions

PUR-00593
Copy of Copy of Test1 8.28.2019

Type: Purchase of Goods or Services
2nd Party: HOME DEPOT
Dates: 1/29/2020 - 3/30/2020
Version: Renewal 0, Amendment 0

Total Contract Value (TCV)
TCV: 10,000.00 USD

> Lifetime Spend (USD)
View Contract

Summary

Header ✓

- Commodity Codes
- Alternative Language (Do ... 0
- Attachments 2
- Obligations 5
- Review Rounds 0
- eSignature 2
- Approvals

eProcurement Setup

Contract Header View XML | History | ?

Contract Number *	PUR-00593	Parent Contract	-
Contract Name *	Copy of Copy of Test1 8.28.2019	Use eSignature for this contract? *	Yes
Contract Type *	Purchase of Goods or Services	Show on Supplier Portal	Inherit From General Contract Settings -- Current Setting: No
Work Group *	Procurement	Value	10,000.00
Summary *	test		

Contract Parties

Name	Currently Visible	Type	Contact	Contract Address
The Florida International University Board of Trustees		First Party (Primary)	Herve Menyonga	-
HOME DEPOT	✗	Supplier Name (Primary)	-	-

Dates and Renewal

Start Date *	1/29/2020 3:21:00 PM	Number of Renewal Options	-
End Date *	Expires On 3/30/2020 11:59:00 PM	Renewal Term	-
		Auto-Renew	No

> **Additional Details**

3. In the left menu, select **Contract Family**.

- Comments 0
- Communication Center 0
- Users and Contacts
- Notifications
- Contract Family**

4. Expand the **Link a Child to this Contract** button, and choose one of the following options:

- Select Link a Child to this Contract to make another contract the child of this contract (the open contract becomes a parent in the hierarchy).
- Select Create Child Contract to create a new contract that is a child of this contract.

Contract Family View XML | History | ?

Link a Child to this Contract

- Link a Child to this Contract parent or any children.
- Create Child Contract

PUR-00593 Contract Versions (1)

All of the following contracts are in Eastern Standard Time.

Status	Version Type	Version Numbers	Value	Primary Second Party	Start Date	End Date	Create Date
Executed: In Effect	Original	Renewal 0, Amendment 0	10,000.00	HOME DEPOT	1/29/2020	3/30/2020	1/29/2020

- If you selected **Link a Child to this Contract**, choose appropriate option then select the contract you want to link and Save Changes.

Link a Child to Contract PUR-00593

Parent Contract PUR-00593
 Start Date 1/29/2020 3:21:00 PM End Date 3/30/2020 11:59:00 PM

The Child contract dates must be within the Parent's contract dates

The Child contract dates must be within the Parent's contract dates

The Child contract dates may be outside the Parent's contract dates

The child contract start date must be within the Parent's contract dates.

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Contract No.	Renewal Version #	Contract Type	Primary Second Party	Start Date	End Date	Select
OPS-00557	0	Purchase of Goods or Services	4 SOUND	-	-	Select
PUR-00084	0	Purchase of Goods or Services	20/20 Technology	-	-	Select
PUR-00464	0	Purchase of Goods or Services	-	-	-	Select
PUR-00488	0	Purchase of Goods or Services	-	-	-	Select
PUR-00490	0	Purchase of Goods or Services	-	-	-	Select
PUR-00495	0	Purchase of Goods or Services	-	-	-	Select
PUR-00504	0	Purchase of Goods or Services	-	-	-	Select
PUR-00508	0	Purchase of Goods or Services	-	-	-	Select
PUR-00509	0	Purchase of Goods or	-	-	-	Select

Selected Values
No Values Selected

Link a Child to Contract PUR-00593

Parent Contract PUR-00593
Start Date 1/29/2020 3:21:00 PM **End Date** 3/30/2020 11:59:00 PM
 The Child contract dates must be within the Parent's contract dates
 The Child Contract can be any Primary Second Party

Type to filter Hide Contracts that Cannot Be Selected

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Contract No.	Renewal Version #	Contract Type	Primary Second Party	Start Date	End Date	Select
PUR-00514	0	Purchase of Goods or Services	-	-	-	<input type="button" value="Remove"/>
PUR-00522	0	Purchase of Goods or Services	-	-	-	<input type="button" value="Select"/>
PUR-00525	0	Purchase of Goods or Services	-	-	-	<input type="button" value="Select"/>
PUR-00526	0	Purchase of Goods or Services	Dell Test	-	-	<input type="button" value="Select"/>
PUR-00538	0	Purchase of Goods or Services	-	-	-	<input type="button" value="Select"/>
PUR-00540	0	Purchase of Goods or Services	-	-	-	<input type="button" value="Select"/>
PUR-00545	0	Purchase of Goods or Services	-	-	-	<input type="button" value="Select"/>
PUR-00551	0	Purchase of Goods or Services	-	-	-	<input type="button" value="Select"/>
PUR-00553	0	Purchase of Goods or Services	-	-	-	<input type="button" value="Select"/>
PUR-00556	0	Purchase of Goods or Services	-	-	-	<input type="button" value="Select"/>

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Selected Values
PUR-00514

6. The linked contract appears under Parent/Child Contracts in the Contract Family screen.

Contract Family

View XML | History | ?

Link a Child to this Contract

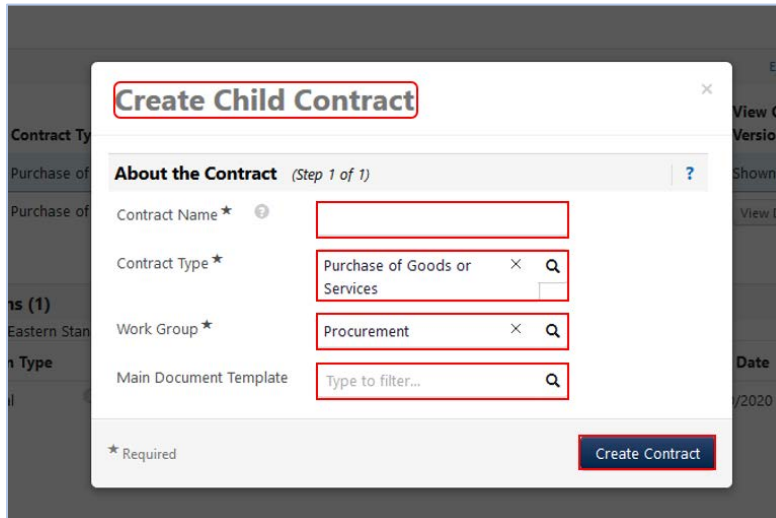
Parent/Child Contracts Expand All Collapse All

Contract No.	Contract Type	Primary Second Party	Total Contract Versions	View Contract Versions
PUR-00593 This Contract	Purchase of Goods or Services	HOME DEPOT	1	Shown Below
PUR-00514	Purchase of Goods or Services	-	1	<input type="button" value="View Details"/>

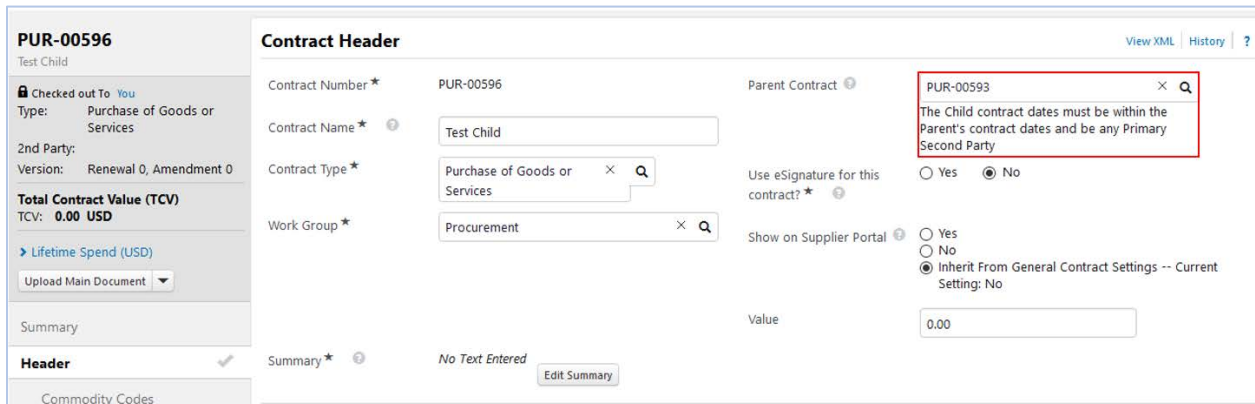
PUR-00593 Contract Versions (1)
 All of the following contracts are in Eastern Standard Time.

Status	Version Type	Version Numbers	Value	Primary Second Party	Start Date	End Date	Create Date
Executed: In Effect	Original	Renewal 0, Amendment 0	10,000.00	HOME DEPOT	1/29/2020	3/30/2020	1/29/2020

- If you selected **Create a Child Contract**, the contract wizard opens, allowing you to create a new contract.



- The **Child contract dates** must be **within** the Parent's contract dates.



B. Adding a Parent Contract to a Child Contract

Steps

1. Navigate to **Contracts > Contracts > Search Contracts** (or **Contracts Home** if you have the appropriate permissions). Or if you haven't created the child contract yet, then start by creating a new child contract.

Contract Search Results

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Contract Details

PUR-00600
Comment Test

Second Party:	HOME DEPOT	Start Date:	1/30/2020	Version Type:	Original
Contract Type:	Purchase of Goods or Services	End Date:	3/30/2020	Renewal No.:	0
Status:	Draft	Active for Shopping:	No	Amendment No.:	0
				Extension Count:	0

2. Search for and open the appropriate contract.

PUR-00600
Comment Test

Checked out To: You
Type: Purchase of Goods or Services
2nd Party: HOME DEPOT
Dates: 1/30/2020 - 3/30/2020
Version: Renewal 0, Amendment 0

Total Contract Value (TCV)
TCV: 0.00 USD

Lifetime Spend (USD)
Upload Main Document

Summary

- Header ✓
- Commodity Codes
- Alternative Language (Do ... 0)
- Attachments 1
- Obligations 0
- Review Rounds 0
- eSignature 2
- Submit for Approval

Contract Summary View XML | History | ?

Header	Dates And Renewal
Contract Name * ? Comment Test	Start Date ? 1/30/2020 10:10 AM EST
Contract Type Purchase of Goods or Services	Update Start Date Upon Execution ? ✗
Work Group * Procurement	End Date ? 3/30/2020 11:59 PM EST
First Party * ? The Florida International University Board of Trustees	Auto-Renew ? ✗
Supplier Name * ? HOME DEPOT	
Summary * ? test	

Contract Managers

Kesha Shrestha keshrest@fiu.edu

Additional Details

- Attachments
- eProcurement, Budget, and Spend
- Applies To
- Visibility

Next >

3. In the left menu, select **Header**.
4. If you know the **Parent Contract Number**, then type the number in Parent Contract field.

The screenshot shows the 'Contract Header' form. The 'Parent Contract' field is highlighted with a red box, and a dropdown menu is open, displaying a list of contract numbers: 000000022, 000000023, 000000026, FIU-00004, OPS-00557, PGB 78111808-15-1, PUR-00019, and PUR-00084. Other fields include Contract Number (PUR-00600), Contract Name (Comment Test), Contract Type (Purchase of Goods or Services), Work Group (Procurement), and Summary (test).

5. If you **do not know** the Parent Contract Number, then click on the magnifying glass icon on the Parent Contract field to choose from the list.

The screenshot shows the 'Contract Header' form with the 'Parent Contract' field highlighted by a red box around the magnifying glass icon. The form includes fields for Contract Number (PUR-00600), Contract Name (Comment Test), Contract Type (Purchase of Goods or Services), Work Group (Procurement), and Summary (test). The 'Parent Contract' field has a dropdown menu open, showing a list of contract numbers. Below the form, there is a 'Contract Parties' table and a 'Dates and Renewal' section.

Name	Currently Visible	Type	Contact	Contract Address
The Florida International University Board of Trustees		First Party (Primary)	Herve Menyonga	-
HOME DEPOT	✖	Supplier Name (Primary)	-	-

- You can narrow down the search criteria by choosing one of the options for start and end dates of parent contract.

Select a Parent Contract for PUR-00600
×

Child Contract PUR-00600
Start Date 1/30/2020 10:10:00 AM **End Date** 3/30/2020 11:59:59 PM

The Child contract dates must be within the Parent's contract dates

The Child contract dates must be within the Parent's contract dates

The Child contract dates may be outside the Parent's contract dates

The child contract start date must be within the Parent's contract dates.

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Contract No.	Renewal Version #	Contract Type	Primary Second Party	Start Date	End Date	Select
000000019	0	Building Service	-	5/5/2016	10/30/2019	Does not meet Date Criteria
000000022	0	Purchase of Goods or Services	A. Daigger & Co.	7/12/2016	No Expiration	Select
000000023	0	Purchase of Goods or Services	-	-	-	Select
000000026	0	Purchase of Goods	20/20 Technology	7/26/2016	No Expiration	Select
000000029	0	Purchase of Goods or Services	A.G. Scientific	7/27/2016	11/30/2016	Does not meet Date Criteria
000000031	0	Purchase of Goods or Services	1 WASHINGTON AVENUE CORP	9/1/2017	9/1/2018	Does not meet Date Criteria
000000032	0	Purchase of Goods or	A LEON INTERIORS	10/12/201	10/18/2017	Does not

Selected Value

No Value Selected

Close

7. Select the appropriate Parent Contract from the result.

Select a Parent Contract for PUR-00600 ✕

Child Contract PUR-00600
Start Date 1/30/2020 10:10:00 AM **End Date** 3/30/2020 11:59:59 PM
 The Child contract dates must be within the Parent's contract dates
 The Child Contract can be any Primary Second Party

Hide Contracts that Cannot Be Selected

< >
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Contract No.	Renewal Version #	Contract Type	Primary Second Party	Start Date	End Date	Select
PUR-00016	0	Purchase of Goods or Services	DELL	7/1/2016	6/30/2017	Does not meet Date Criteria
PUR-00019	0	Purchase of Goods or Services	A & A POWER GENERATORS LLC	9/13/2016	No Expiration	<input type="button" value="Select"/>
PUR-00020	0	Purchase of Goods or Services	SCIQUEST INC	9/8/2016	9/8/2017	Does not meet Date Criteria
PUR-00021	0	Purchase of Goods or Services	COURTYARD BY MARRIOTT	9/8/2016	9/8/2017	Does not meet Date Criteria
PUR-00023	0	Purchase of Goods or Services	K & F PLASTICS INC	9/9/2016	9/30/2016	Does not meet Date Criteria
PUR-00026	0	Purchase of Goods or Services	DELL	9/1/2016	10/30/2016	Does not meet Date Criteria
PUR-00028	0	Purchase of Goods or Services	SCIQUEST INC	9/13/2016	9/30/2016	Does not meet Date

Selected Value

8. The linked contract appears under Parent/Child Contracts in the Contract Family screen.

Contract Family
[View XML](#) | [History](#) | [?](#)

▼ **Parent/Child Contracts**
[Expand All](#) | [Collapse All](#)

Contract No.	Contract Type	Primary Second Party	Total Contract Versions	View Contract Versions
▼ PUR-00019	Purchase of Goods or Services	A & A POWER GENERATORS LLC	1	<input type="button" value="View Details"/>
PUR-00600 This Contract	Purchase of Goods or Services	HOME DEPOT	1	Shown Below

PUR-00600 Contract Versions (1)

All of the following contracts are in Eastern Standard Time.

Status	Version Type	Version Numbers	Value	Primary Second Party	Start Date	End Date	Create Date
Draft	Original	i Renewal 0, Amendment 0	0.00	HOME DEPOT	1/30/2020	3/30/2020	2/17/2020