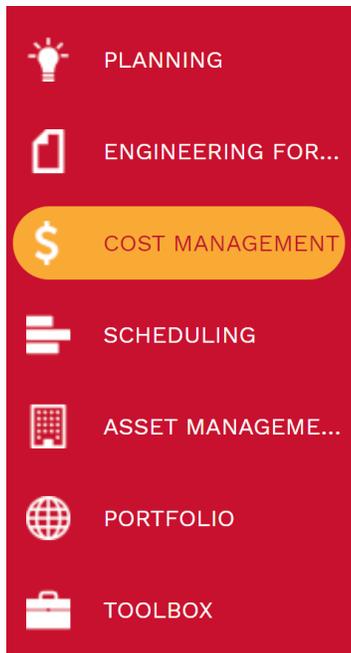




## **Establishing Master Commitments**

1- Click **COST MANAGEMENT** (buttons on the left)



2- Under **Contracts**, Click **Master Commitments**.



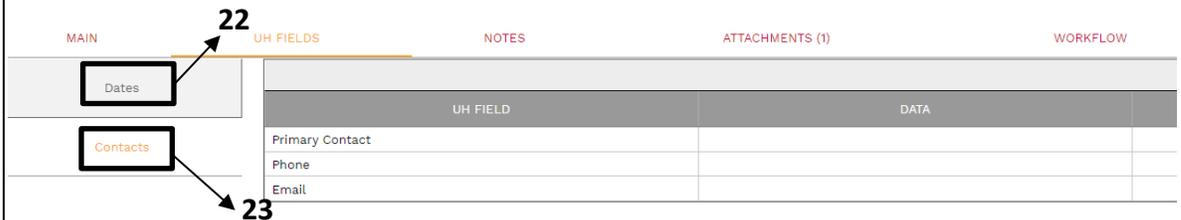
- 3- Click on + in the top bar to add a new Master Commitment.
- 4- **Contract No.** field –Enter contract number.
- 5- **Company** field - Select from the Company drop down menu.
- 6- **Description** field - Enter a brief descriptive explanation of the contract scope.
- 7- **Type** field - Select appropriate type from drop down menu.
- 8- **Category** field – Select from the Category drop down menu.
- 9- **Start Date** field – Enter contract start date.
- 10- **End Date** field – Enter date for expiration of the base contract (this date is to be updated as extensions are approved).
- 11- **Project Manager** field – Select Project Manager from drop down menu. Can start typing name.
- 12- **RFP-RFQ** field – Enter RFQ number.
- 13- **HB1295 - Approved** field – Enter approved date if applicable, otherwise leave blank.
- 14- **BOR Approved Date** field – Enter approved date if applicable, otherwise leave blank.
- 15- **BOR Approved Amount** field – Enter approved amount, if applicable, otherwise leave blank.
- 16- **NTE Amount** field – Enter the Not To Exceed amount for the contract.
- 17- **K Number** field – Enter the contract K number.
- 18- **Approved Base Cost** field – leave blank. Sums all Project Agreements approved to date.
- 19- **Approved Reimbursable** field – leave blank. Sums all Reimbursables approved to date.
- 20- **DSE Multiplier** field – Enter the negotiated DSE Multiplier
- 21- Click the  icon in the top header.

Contract No.*	W237500	4
Company	WALTER P MOORE & ASSOCIATES INC	5
Description	IDIQ for Civil Engineering Support	6
Type	Planning CSA	7
Category	Civil Engineering	8
Status / Revision	Draft	0
Start Date	04-06-2023	9
End Date	04-05-2026	10

	COSTS		DAYS	
	AMOUNT	COUNT	AMOUNT	COUNT
Original Value	\$0.00	0		
Original Commitments	\$0.00	0		
Approved Changes	\$0.00	0		
Revised Value	\$0.00	0		
Invoiced	\$0.00			
Balance	\$0.00			
Retained	\$0.00			
Pending Changes	\$0.00	0		
Projected Value	\$0.00	0		
Master Balance	\$0.00	0		

USER DEFINED FIELDS	
Project Manager	11 Jim Taylor (University of Houston)
RFP-RFQ	12
HB1295 - Approved	13
BOR Approved Date	14 02-24-2022
BOR Approved Amount	15 4,000,000.00
NTE Amount	16 \$1,250,000.00
K Number	17 K-23-00850
Approved Base Cost	\$0.00
Approved Reimbursable	\$0.00
DSE Multiplier	20 2.5

- 22- Under the **UH FIELDS** tab at the top, select the **Dates** tab on the left and enter dates in the **DATA** column.
- 23- Select the **Contacts** tab on the left and enter contact information in the **DATA** column.



The screenshot shows the 'UH FIELDS' tab selected at the top. On the left, there are two sub-tabs: 'Dates' (highlighted with a box and arrow labeled 22) and 'Contacts' (highlighted with a box and arrow labeled 23). The main area displays a table with columns for 'UH FIELD' and 'DATA'. The 'UH FIELD' column lists 'Primary Contact', 'Phone', and 'Email'. The 'DATA' column is currently empty.

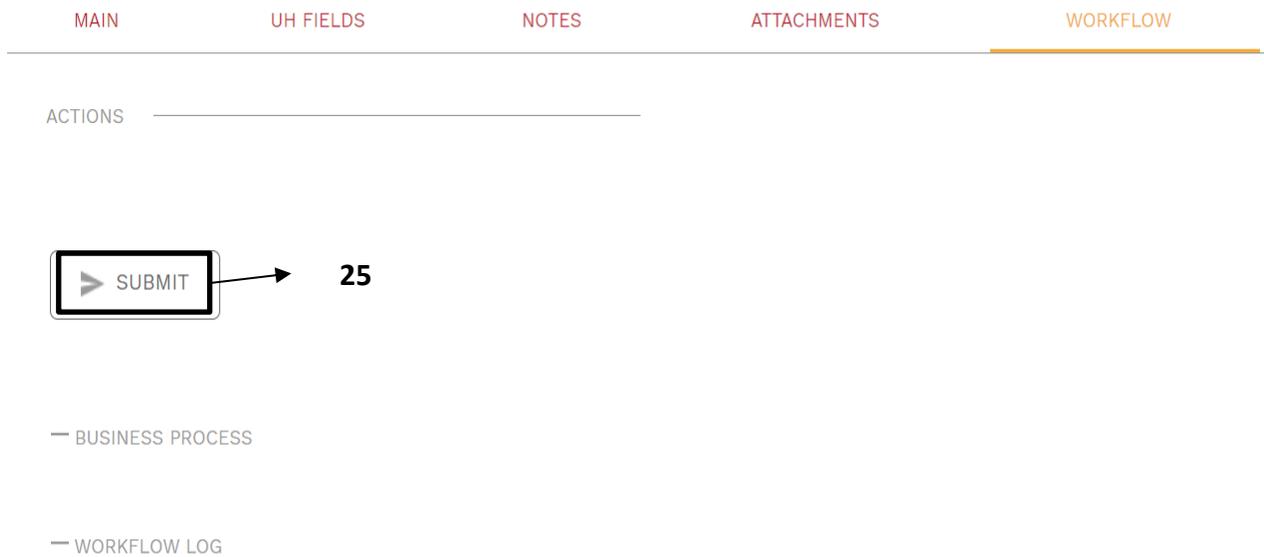
**24-** Under the **ATTACHMENTS** tab, add the contract and other documents by dragging to the ‘Drop files here or click the Add button’ section.



Drop files here or click the Add button

**25-** Under the **WORKFLOW** tab at the bottom, click on the **Submit** button.

**26-** Click on the **Save** after the page **refreshes**.



**27-** Upon Final Approval, Master Commitments become available for UH users to generate commitments.