

Deleting a line item of a Published Contract (Catalog)

Once a contract is published, there is no “delete” function to remove line items from the contract or the catalog. The intention is to preserve the list of line items. The following steps will prevent ordering of line items which might be obsolete or change with a new option period.

1. From the Contract Workspace, you will need to modify by choosing **Amend** in the Attributes Actions. You must select Option Exercise, Change Order, Bi-lateral Agreement in order to modify line items.
2. Next, go to the “Pricing Terms” Screen and select “Pricing Terms” as shown below. And click **Edit** next to the item to be changed.

No.	Description	Discount	Contractible Factors
1	Full Page per edition	\$200.00USD Negotiated Price	<input type="button" value="Edit"/>
2	1/4 Page Advertisement space.	\$100.00USD Negotiated Price	<input type="button" value="Edit"/>

3. In the Limits section make the following selections and click **OK** when finished.
 - Set Item Limits to **Quantity**
 - Minimum Quantity = **0**
 - Maximum Quantity = **0**
4. Go to the **Summary** Link and click on **Save**.
5. You will need to submit the modification for approval and publish through the normal process.