Supplier Contract Management

SCM Instruction Guide
Creating Contracts and Amendments

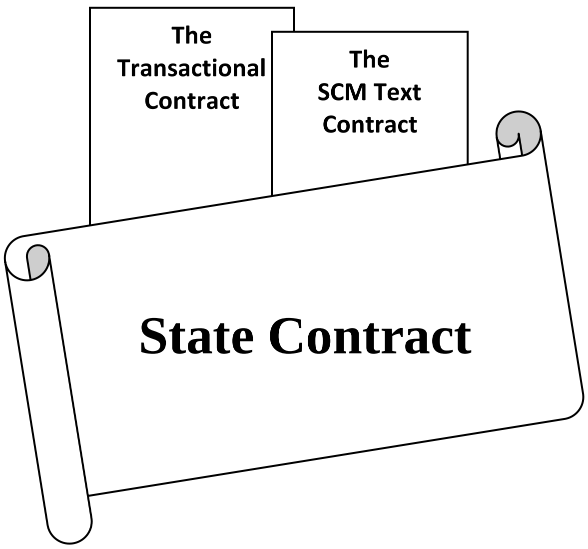
5.0 – Updated Section (pgs 46 - 56)
Last Update – 7/14/16 sclingan

Contents

Supplier Contract Management Overview

The Document Components

There are two PeopleSoft documents that link together to create and result in a State of Indiana contract. The transactional document stores the technical information such as beginning and end dates, vendor information, and dollar amounts ,while the SCM text document stores the legal language/clauses, exhibits, attachments, signatures, and approvals.



Here are some things to keep in mind concerning the relationship between SCM contract documents.

- The transactional Contract is always created first as some of the information entered will then default into the SCM Contract.
- When both PS documents are completed, the result is a State of Indiana contract.
- The transactional Contract, the SCM text document, and the executed State of Indiana contract all share the same 25 digit number that is initially auto-assigned to the transactional document.
- There will no longer be an EDS.

The Transactional Document

STEP 1: Create the Transactional Document

There are two ways that a new transactional document is created, with option one being the most common and preferred.

Option One – Sourcing Event Award

All contracts that are initiated with a requisition (which should be all contracts other than those where exception was granted by SBA and IDOA, or QPAs issued by IDOA and INDOT only) must pass through the PeopleSoft Sourcing module, and the Sourcing Event awarded to a Procurement Contract.

For instruction on creating the Procurement Contract (i.e. Transactional Document) using this option, see the separate guide for Strategic Sourcing.

Option Two – Manually Entered (i.e. QPAs)

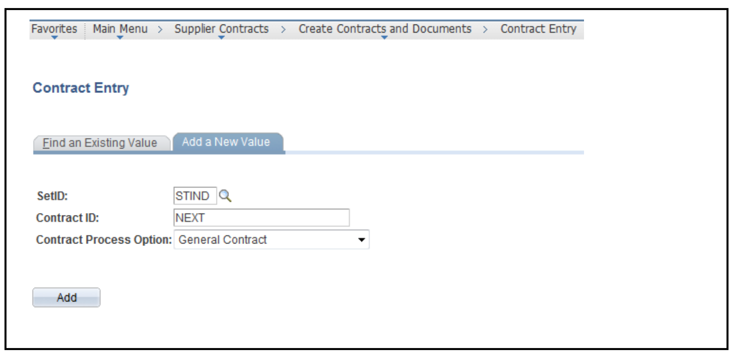
Without the use of any predecessor documents, a Transactional Contract may be entered manually. Follow the steps below to create this document manually.

Navigate from the PS main menu to Supplier Contracts > Create Contracts and Documents > Contract Entry.

Select the Add a New Value tab.

Leave the criteria as it defaults.

Click the Add button.

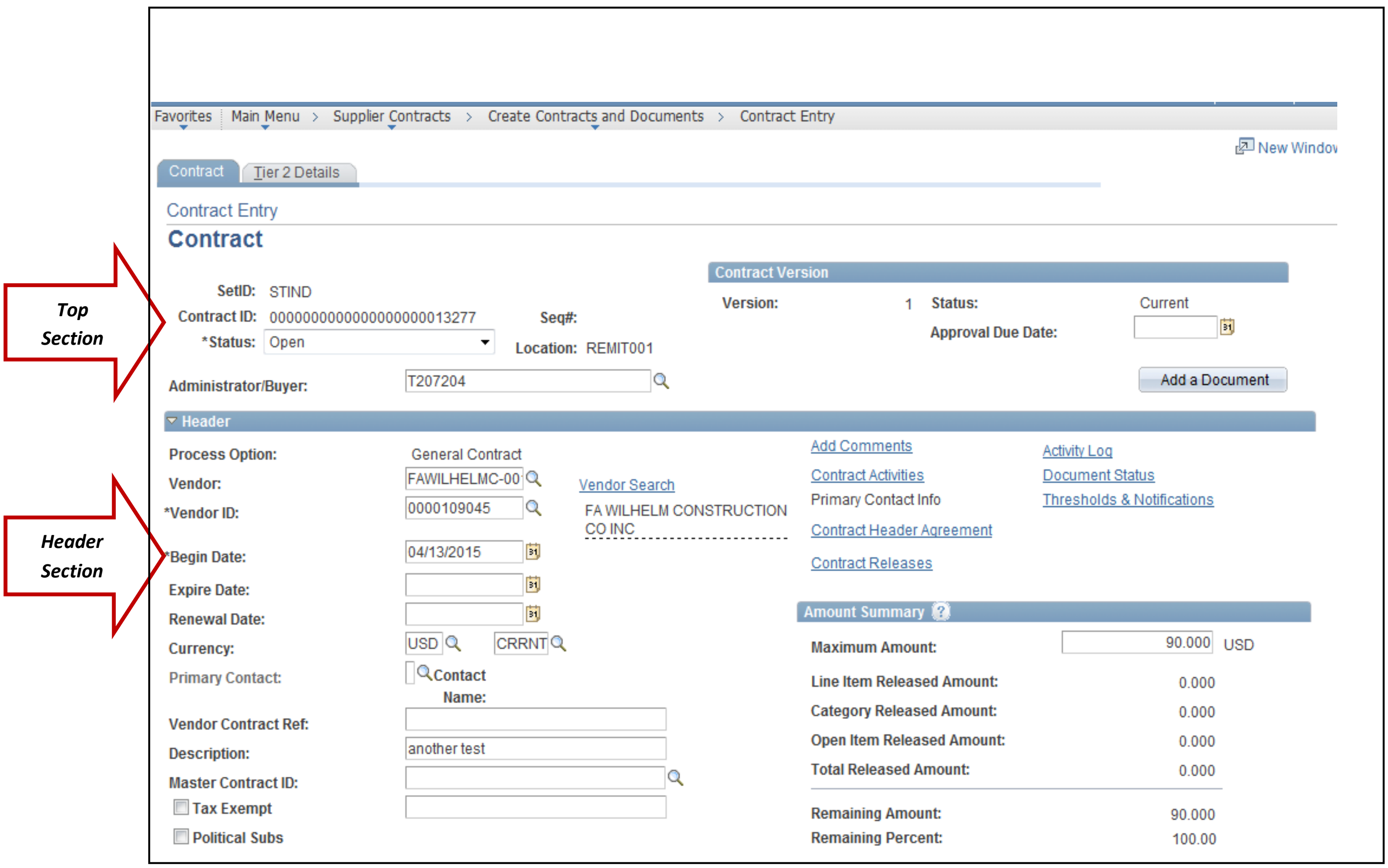


The award of a Sourcing Event (i.e. Option One) is the preferred option because details are brought in by default from the requisition and event. The information required on the Transactional Contract for moving forward is the same regardless of the method used to create it.

STEP 2: Review/Complete the Header Requirements

In the process of preparing this document, be mindful that it is the first segment of the State of Indiana Contract and stores the technical/transactional data only. When completed, it will be incorporated into the next segment; the SCM document which stores the legal text, electronic signatures, and approvals.

Beginning with the Header portion of the document, the required data fields and how they are used is outlined below. DO NOT rely on the name of a field or an assumption as to how it might be used to complete it. The technical and business process requires that very specific information is entered in a specific manner and place. Any data field not discussed specifically should remain blank or as it appears by default. Failure to follow the requirements as presented may result in errors.



The Top Section

- **Set ID**
  - All contracts will be created under the Set ID **STIND**, which stands for State of Indiana.
- **Contract ID**
  - This is the contract number. An EDS is no longer required.

- **Status**
  - All transactional Contracts will be created in Open status. The administrator must update this status to Approved when the fully executed State of Indiana Contract is in force. If a contract in Approved status requires updating, it will be necessary to set the status back to Open to make any and all revisions. When updates are complete, set the status back to Approved.
- **Administrator/Buyer (PS User ID)**
  - The person who will be responsible for preparing, executing, and managing the contract.
- **Add a Document button** (displayed only for new transactional contracts where no SCM document exists)
  - Click this button to begin creating the SCM Contract document after all fields have been completed.

The Header Section

- **Vendor/Vendor ID**
  - Use the Search icon (magnifying glass) to locate the vendor and select the ordering address. Even if the vendor information appears to have defaulted correctly from the award of the Sourcing Event, this is an important step.
- **Begin Date/Expire Date**
  - These dates should reflect the expected term of the contract and may default to the SCM contract if desired. Expire Date field is required.
- **Description**
  - Defaults from the requisition / Sourcing Event. If this is for an Import, then enter contract Description.
- **Maximum Amount**
  - The amount listed should represent the total spend for the life of this contract. If contract was awarded from a Sourcing Event, the amount will populate and should **NOT** be changed. (NOTE: If amount is incorrect, then **STOP** and contact your procurement buyer. There may be an error when awarding to the bidder/vendor).

The hyperlinks displayed above the Amount Summary at the right side of the page serve a variety of purposes.

Add or Edit Comments
An option available to document information specific to the Procurement Contract.
Contract Activities
An option available for recording action/activities concerning the Procurement Contract.
Contract Releases
Provides access to the pages for issuing a purchase order when the contract has been executed.
Activity Log
Displays system-recorded activity concerning this document.
Document Status
A search tool to assist in locating all documents associated with this Procurement Contract. (i.e. Requisition; Sourcing Event; Purchase Order, Receipts; Voucher(s); Payment(s), etc.)
Thresholds & Notifications
(Not available at this time.)

STEP 3: Order Contract Options

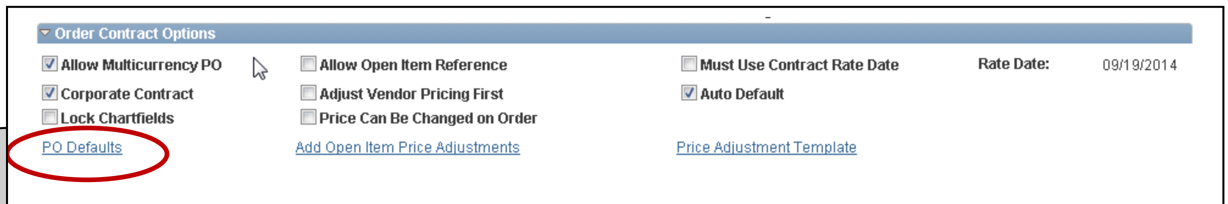
Allow Open Item Reference

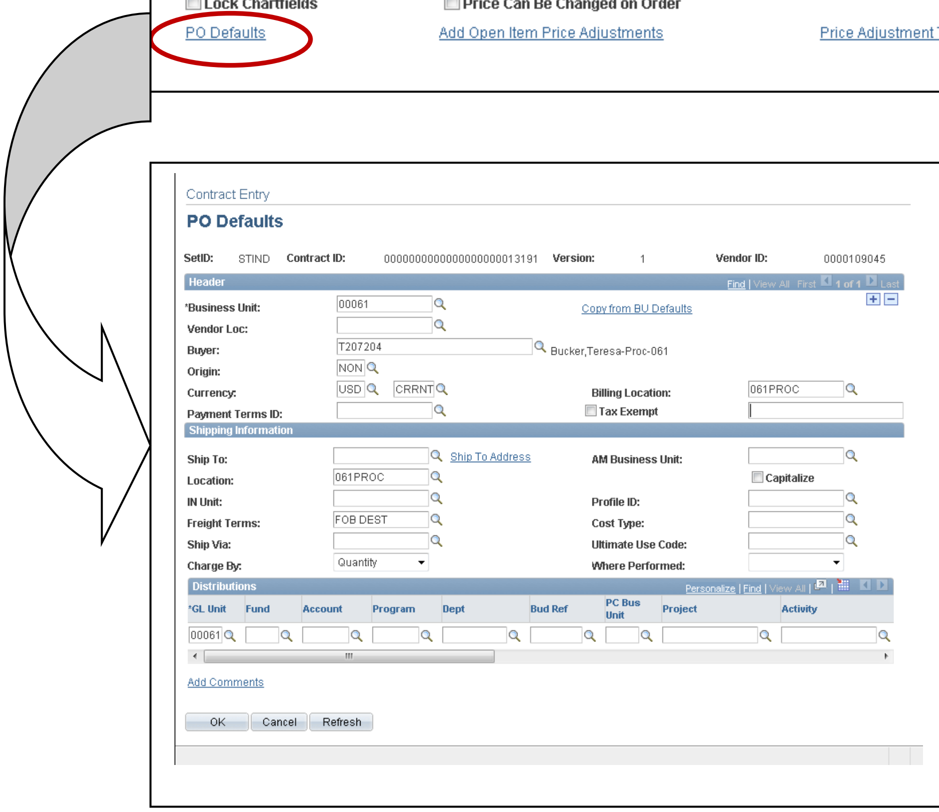
- Do **NOT** check this box when creating a contract from a Sourcing Event. Do **NOT** check this box when creating a contract for Import purposes.

- If you are creating a **QPA**; the **Maximum Amount** of your contract should be an estimate of spend and if **no** Line Items are identified, check the **Allow Open Item Reference** checkbox. When Line Items are identified, do **NOT** check this box.

Business Unit and The Ship To Code

A Business Unit and Ship To code is required and must be identified to avoid potential errors. It can be located through the Order Contract Options section using the **PO Defaults** hyperlink.





SEARCH TIP

All Ship To codes begins with the agency three-digit number (drop the first two zeros of the business unit number).

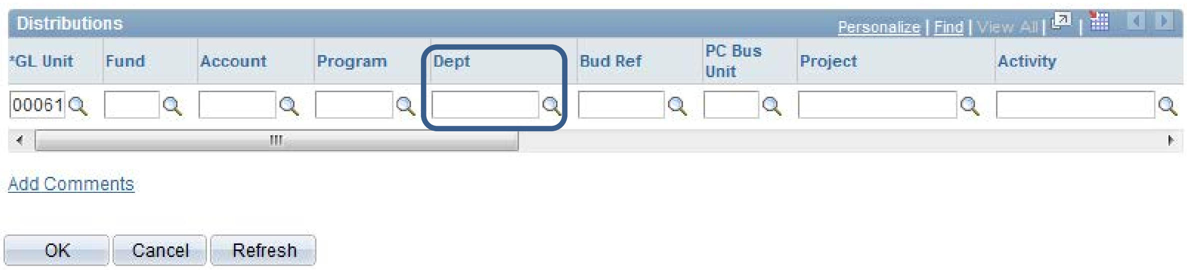
By using the information as criteria with the look up option, a list of every Ship To code for that agency will be returned.

Under the Shipping Information section, if a Ship To code **did not default from the Sourcing Event or is otherwise not displayed**, it may be entered manually or selected from a list using the Look Up (magnifying glass) icon to access the search page.

Don't be concerned that chartfield information isn't populated in the Distributions section, as this area is intended for a different purpose. The accounting information used on the requisition is tied to the line item and will be copied to the PO when it's created.

Distributions (Dept) – Imported Contracts

If this transactional contract is created for Import purposes, you must enter/choose a Department chartfield value for workflow to route approvals correctly.



Click **OK** to return

STEP 4: Line Items and Chartfields

Line Items and Chartfields

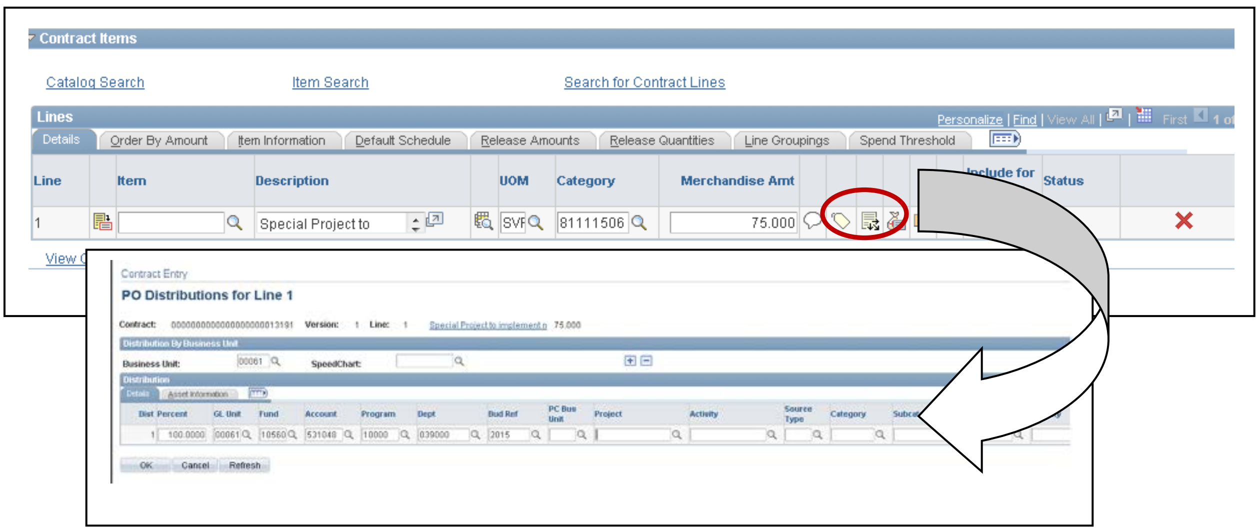
The Contract Items section of the transactional Contract is used to display line items and distribution/chartfield information.

The Contract created by award of a Sourcing Event will display the line item information entered at the requisition by default. This information will also be carried forward to the PO Release to be generated when the contract is executed. This section will be blank if the transactional Contract is being entered manually.

The chartfields (Fund, Program, Dept, etc) that default from a requisition were used in creating a pre-encumbrance for this contract purchase, and a Budget Check process has reserved the funds through General Ledger. When the PO Release is generated and the purchase order is budget checked, the requisition pre-encumbrance will be released and an encumbrance created against these same chartfields.

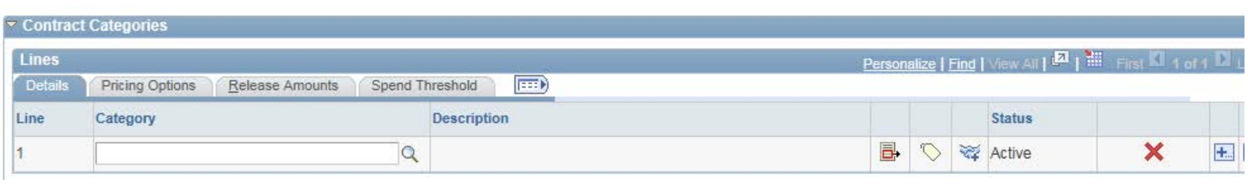
Any changes made to chartfields at this stage could create problems in GL as well as cause budget errors when the PO Release is processed. If there are issues with the chartfields and something must be changed, it may be necessary to go back to the requisition to make the adjustment. Do NOT change the chartfields.

To review the chartfield information, click the PO Distribution Details icon.



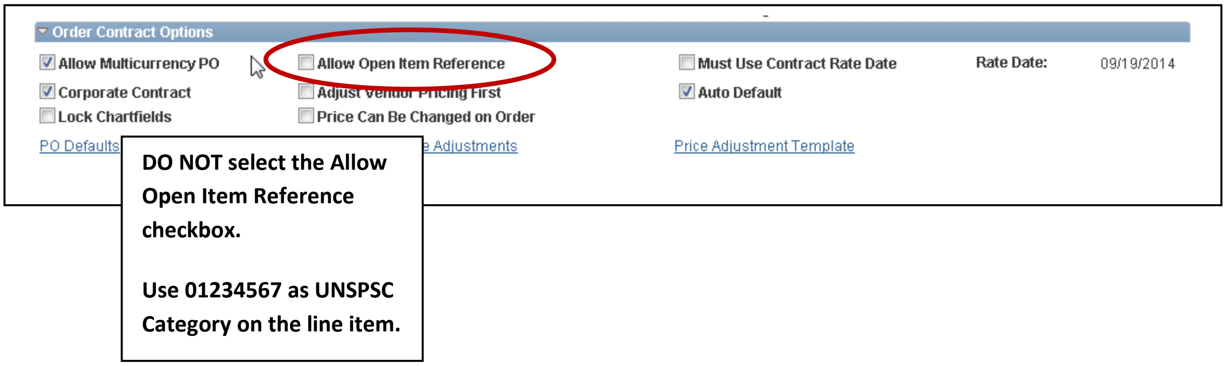
Contract Categories for Imported Contracts

Contracts that will be created for **Import** purposes must have a Line Category. Enter a Line Category using the UNSPSC code as your Category:



Zero Dollar Contracts

Contracts that will not have an actual dollar value (i.e. Revenue generated contracts) represented require two distinct designations.

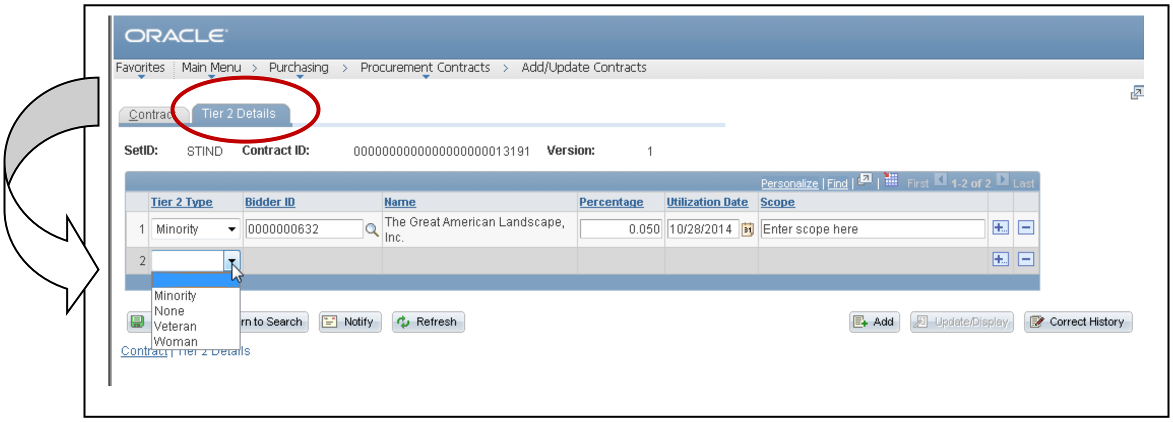


1. Maximum Amount of contract = 0.001
2. Contract Line Category = 01234567

STEP 5: Record M/W/VBE Subcontractor Participation

Minority, woman-owned or veteran business enterprises participating as subcontractors in fulfilling the contractor's duties should be recorded on the Procurement Contract. The information not only assists in accurately documenting the information towards the State's participation goals, anything entered on the Procurement Contract will default to the SCM Contract when it's created.

Click on the **Tier 2 Details** tab.



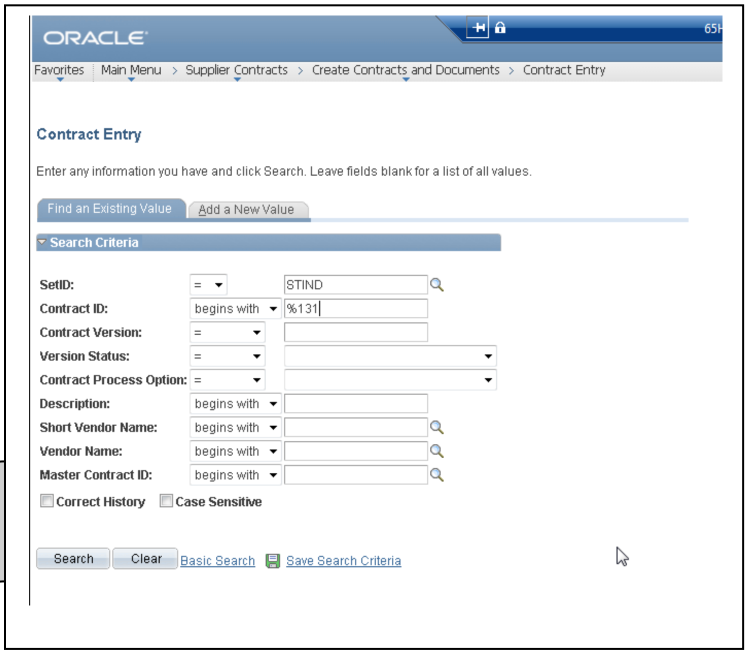
- Using the drop-down list under the Tier 2 Type heading, select the business type.
- Use the Search icon (magnifying glass) next to the Bidder ID field to select the company's bidder ID. The company name will populate by default.
- Enter the percentage of participation.
- Enter or use the Choose a Date (calendar) icon to identify the Utilization Date.
- Manually enter the Scope in the field provided.
- Use the Add a Row (plus button) to add more rows if there is more than one company participating. Use the Delete a Row (minus button) if information must be removed.

The Text Document

STEP 1: Initiate the Text Document

The SCM Contract (text document) is initiated directly from the main page of the transactional document once it's been successfully completed and saved.

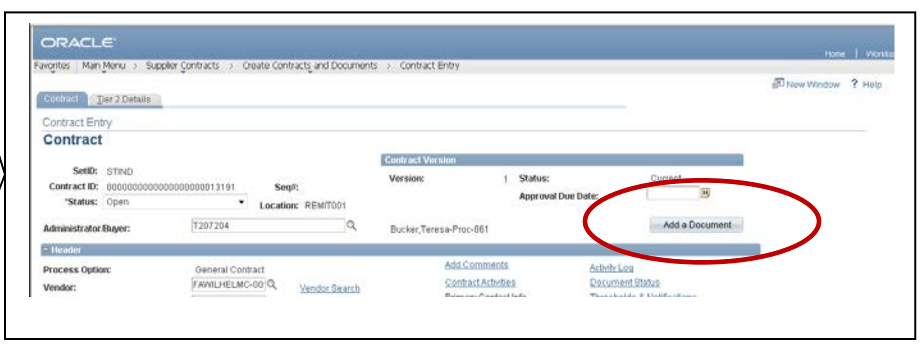
From the PeopleSoft main menu, navigate to **Supplier Contracts> Create Contracts and Documents> Contract Entry.**



The Contract Entry page offers a variety of search options to assist in locating the transactional contract document.

The Contract ID and/or Vendor Name are the most commonly used criteria, but keep in mind that the % may be used as a wildcard if the exact values aren't known for sure.

Locate and open the transactional document.



Click the **Add a Document** button.

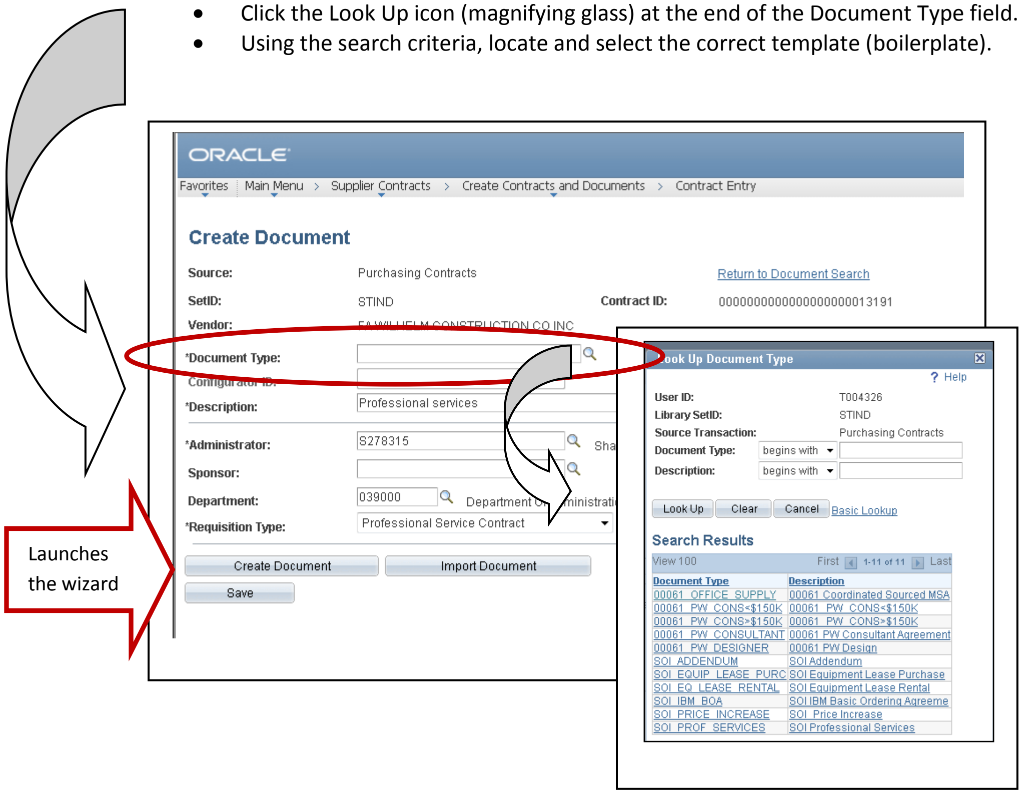
The Create Document page will open in a new window. (Maximize it and continue.)

STEP 2: Define the Document Type

All of the standard contract boilerplates currently used by the State (Contract for Services, Equipment Lease, Addendum, etc) have been created in SCM as templates. The Document Type represents each of the boilerplates. Those that begin with SOI are available for use by all agencies. Those that begin with a business unit number are specific to that agency only.

Select the Document Type

- Click the Look Up icon (magnifying glass) at the end of the Document Type field.
- Using the search criteria, locate and select the correct template (boilerplate).



Note the existing information on this page populated by default from the transactional Contract.

Vendor = Company or Contractor

Contract ID = system-assigned number unique to this contract.

Description = A 60-character field used to describe this contract. This can be modified.

Administrator = Contract author (person responsible for this contract)

Sponsor = Not required, this field provides an option to include a secondary/alternate contact.

Department = Required for ALL contracts as it designates workflow approval route.

Requisition Type = defaults from Requisition but required for workflow approval

Click the **Create Document** button to launch the Wizard.

STEP 3: Create the Text Document

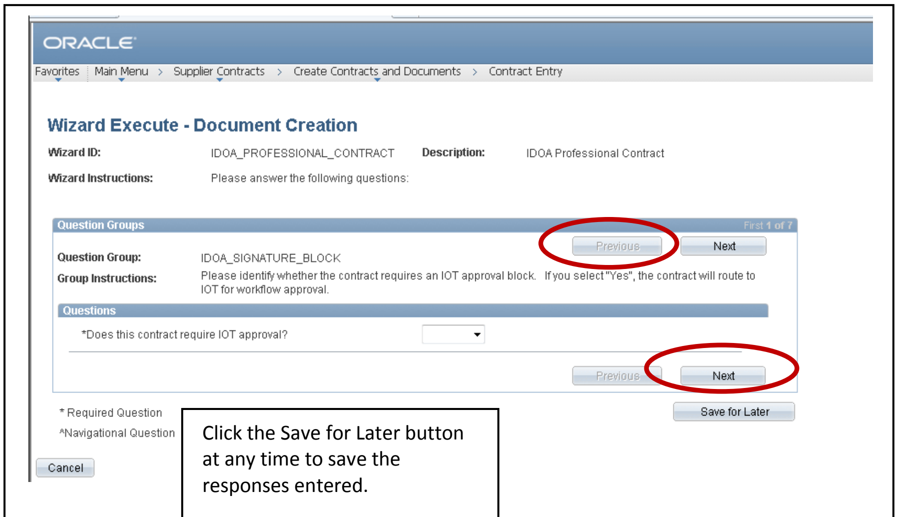
The Contract Wizard

Illustrated in previous step, the **Create Document** button (at the bottom of the Create Document page) will launch the Wizard.

By requiring responses to certain statements and questions, the SCM Wizard tool assists in creating the text document with default information and helps determine the workflow/approval route.

Consider each statement or question carefully and provide a response in the format requested. It's important to be precise, as some of the information required will populate the text document.

The Wizard requirements will vary based on the Document Type selected.



Click the Save for Later button at any time to save the responses entered.

Click the Cancel button to leave the page and discard the entered responses.

Click the Next button to advance to the next question.

Click the Previous button to view previous questions and responses.

When the Wizard questions have been completed, click the Finish button.

The Document Management page will open.

STEP 4: Review/Edit the Text Document

The Document Management page

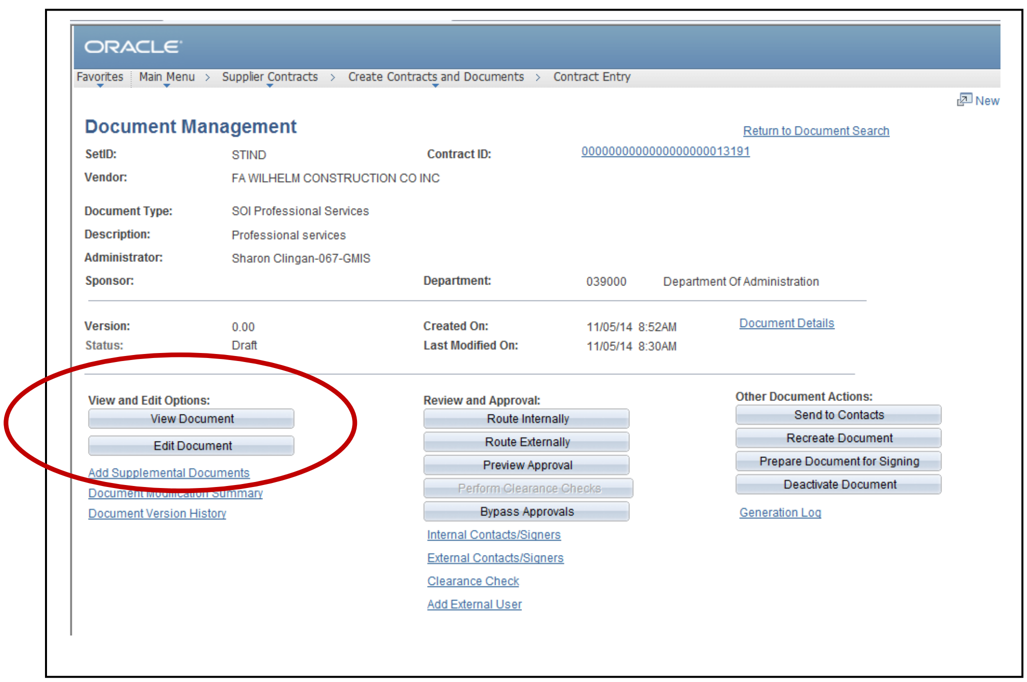
Serving multiple purposes, the Document Management page serves as the central command center for the contract text document. In addition to providing general contract information, it offers options for viewing and editing, review and workflow approval options, and facilitates internal/external collaboration and e-signature functionality. This page will be visited many times in preparing and executing a contract, as well as maintaining existing contracts and processing amendments.

- **The top section** of the page displays default information from predecessor documents. The Contract ID listed is also a link that will open the transactional document in a new window.
- **The center section** displays tracking information documenting the activities through the contract lifecycle.
- **The bottom section** provides access to the various components and processes used to author, execute, and maintain the contract.

Review and Edit Options

The administrator should (at the very least) review the text document carefully after it's created to make sure the language and required information is complete. It may be necessary to make adjustments to the contract before collaborating with internal or external users, getting signatures, or sending it for approval through workflow.

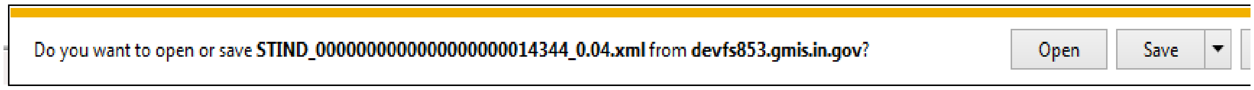
The **View Document** and **Edit Document** buttons both open the text contract in a new window using Microsoft Word. Changes or updates can only be made if the edit option is chosen.



Check Out the Document

The check out process insures integrity of the document is maintained through security by disallowing revisions by any other authorized user until the same document is checked in again.

Click the **Edit Document** button. A pop-up message will offer the options to open or save the file.

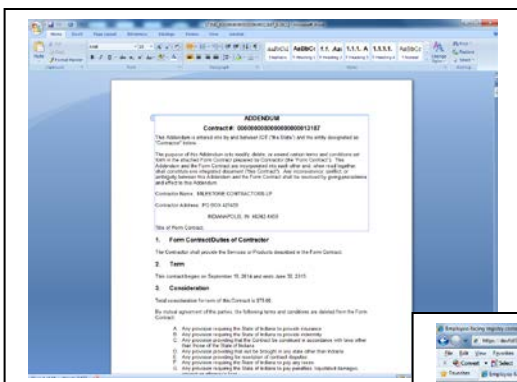


Click on drop down arrow and choose **Save As**. Save the file on your PC and do NOT change the file name.

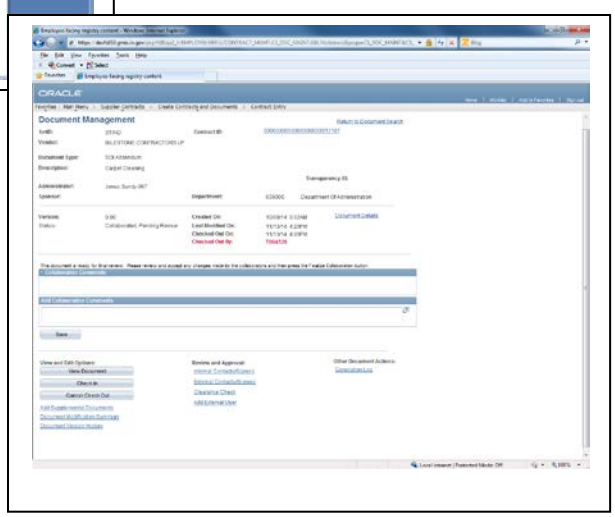
> The determination to open or first save the document is based on the administrator's personal preference. Once the document is checked out, it must be saved before it can be checked in again.

Click Open.

The text contract document will be opened with Microsoft Word in a new window, and Track Changes is automatically applied by default. Any changes, additions, revisions, or deletions made will be highlighted/underlined in red.



> Once the document is opened, the Document Management page in PS will update indicating that the contract has been checked out. The View and Edit Options now display options to check in the document, or cancel the check out.

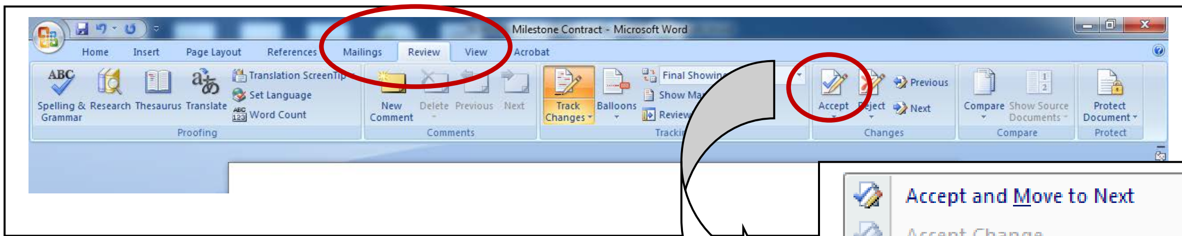


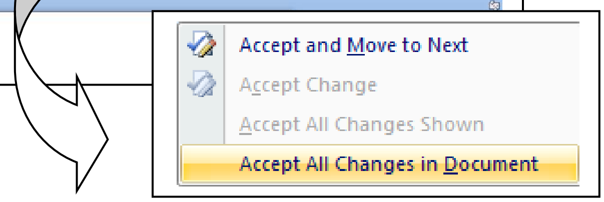
Complete the Text Contract

With the document checked out, use the Microsoft Word functionality to complete the contract according to the contractual obligations and/or negotiations that have taken place. Addition, deletion, or modification of clauses or any contract language will be highlighted by Word's Track Changes functionality.

Attachments or exhibits to be incorporated as part of the legally binding contract must be INSERTED DIRECTLY into the text document following the signature/approval page.

When the contract is satisfactorily completed, using the Word functionality, accept all the changes.





- Select Review from the menu bar.
- Locate the Accept icon on the toolbar, and click the arrow for all options.
- Select Accept All Changes in Document from the list of options.

Document changes should NOT be accepted at this point if the contract will be routed for internal collaboration. For more information about this functionality, see Internal Collaboration, pg. 22.

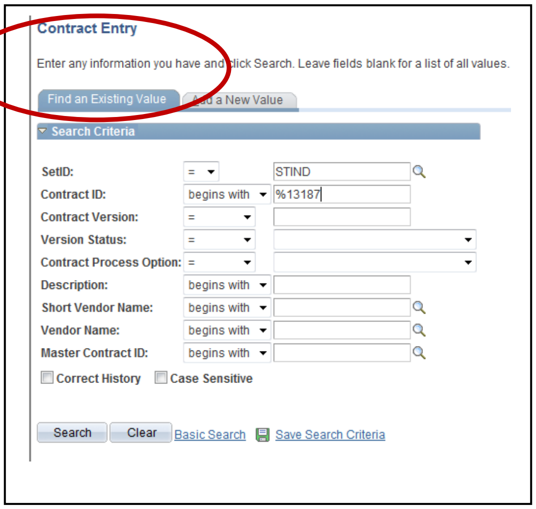
Save the Contract

It is CRITICAL that users are cautious and mindful of the file path (location) where the document is saved.

Check In the Contract

Once the document has been reviewed and any necessary adjustments made, the Word/XML document must be checked in through PeopleSoft. If you did not have the opportunity to check in the document in a reasonable time, the process begins from the Document Management page.

Navigate to Supplier Contracts> Create Contracts and Documents> Contract Entry.



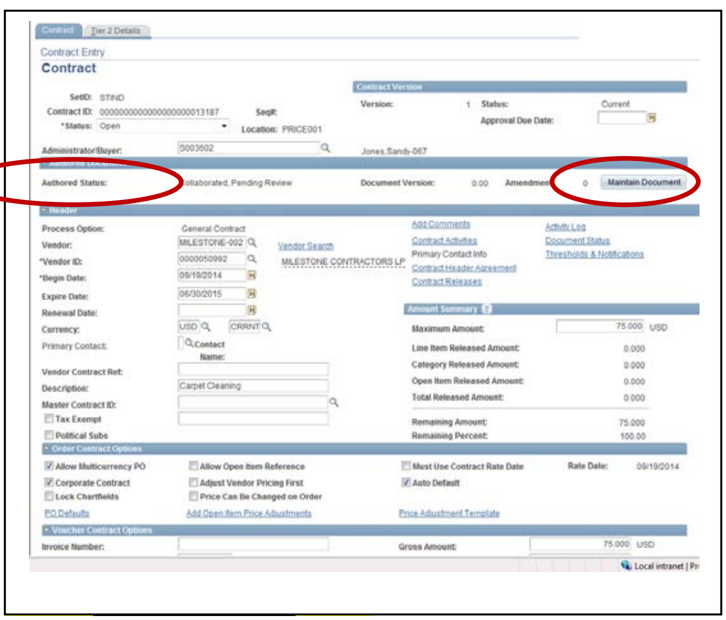
Make sure that the Find an Existing Value tab is selected, and enter search criteria to locate the document.

Remember that the % symbol may be used as a "wildcard" so that the entire value isn't required for searching.

The operator "begins with" may also be changed to "contains" to search based on partial values.

When the results of the search are returned, click any link in any column to open the associated document.

The TRANSACTIONAL DOCUMENT will open. The Authored Document section only displays when a text document has been created.



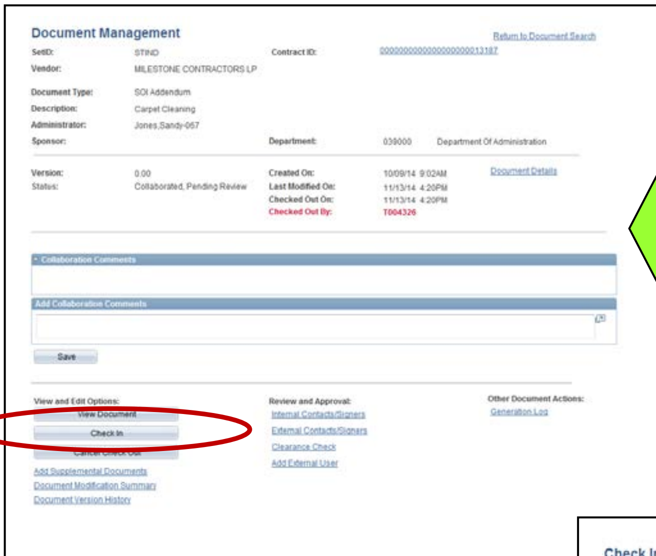
The text document will always be accessed through the transactional document.

The Authored Document section will indicate the current status of the text document, the current version, and display a count of associated amendments.

The Maintain Document button will open the Document Management page in a new window.

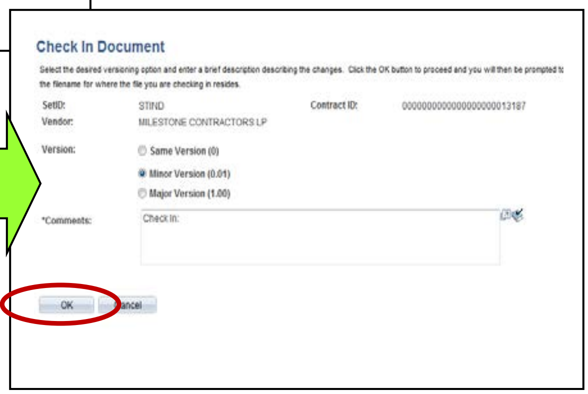
The Document Management page will open in a new window.

Click the **Check In** button under the View and Edit Options section.



If the text document is routed for collaboration with internal or external users, any comments they made would be displayed in the middle of this page. The administrator also has the opportunity to add comments towards collaborating.

In this example, the section is blank because there were no collaboration comments.



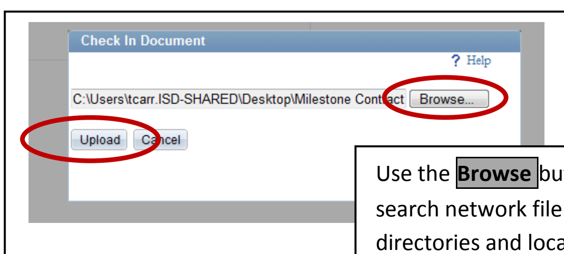
The Check In Document page serves as an opportunity to verify that the correct contract and version is to be checked in.

The Minor Version option will be selected by default, and is the acceptable choice. Do NOT change.

If needed, comments concerning this check in action may be entered in the Comments field.

Click the **OK** button on the Check In Document page.

A pop-up window will require identifying the document to be checked in.



Use the **Browse** button to search network file directories and locate/select the saved text contract document.

Click the **Upload** button.

The Check In process will return to the Document Management page when the contract has been successfully uploaded.

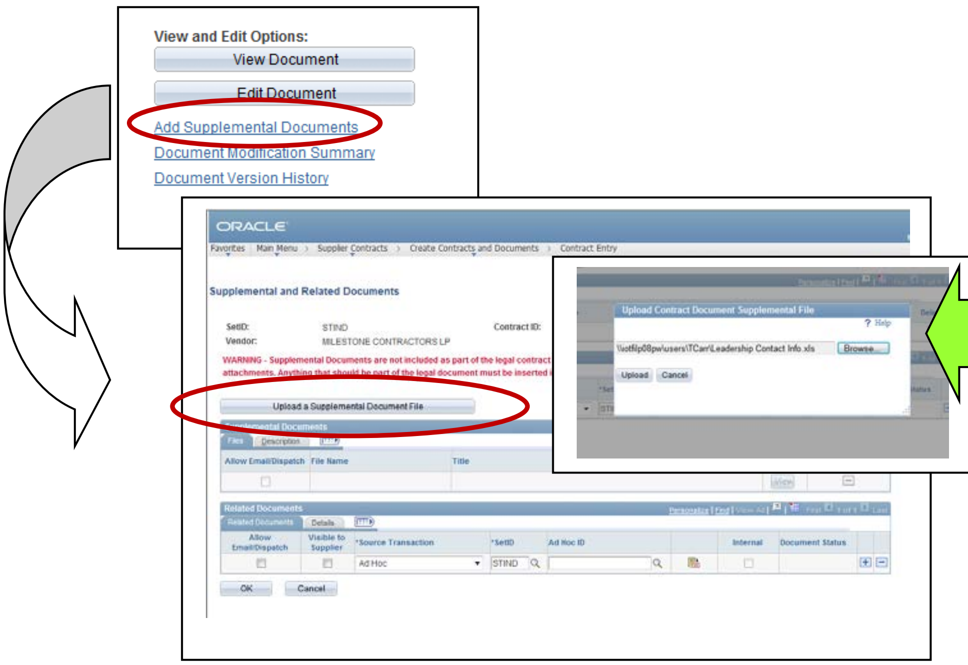
Supplemental Documents

Any attachment, exhibit, or extraneous document that must be included by reference to the legally binding contract document MUST be inserted into the body of the contract following the signature/approval page. This can only be accomplished when the text document is open in Edit mode using Microsoft Word. The legal contract documents should not be confused with supplemental documents, which are references accessible by internal resources only and not incorporated into the contract itself. Examples of supplemental documents might include email correspondence concerning contract preparation, research information gathered during planning phases, or notes outlining specifications or qualifications to consider.

Note: As a business process requirement, SCM contract authors **must** include with the contract an award letter, recommendation for award, Special Procurement form and approval, sole source letter, and/or any documentation that explains the purchasing method and evaluation/award. Failure to provide these details may delay contract approval.

Supplemental documents may be added from the Document Management page. Click the **Add Supplemental Documents** link found under the View and Edit Options section.

The Supplemental and Related Documents page will open.



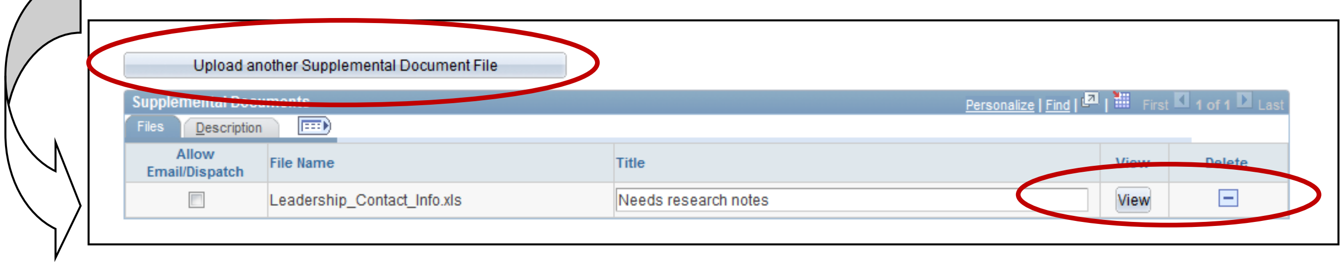
Click the Upload a Supplemental Document File button.

A pop-up window will require identifying the document to be added.

Use the Browse button to search network file directories and locate/select the saved text contract document.

Click the Upload button.

The uploaded file will be displayed under the Supplemental Documents section.



Click the **View** button at the end of the row to open and review the document.
Click the Delete **-** button at the end of the row to remove the document.
Click the **Upload Another Supplemental Document File** button to include additional documents.

Internal Collaboration

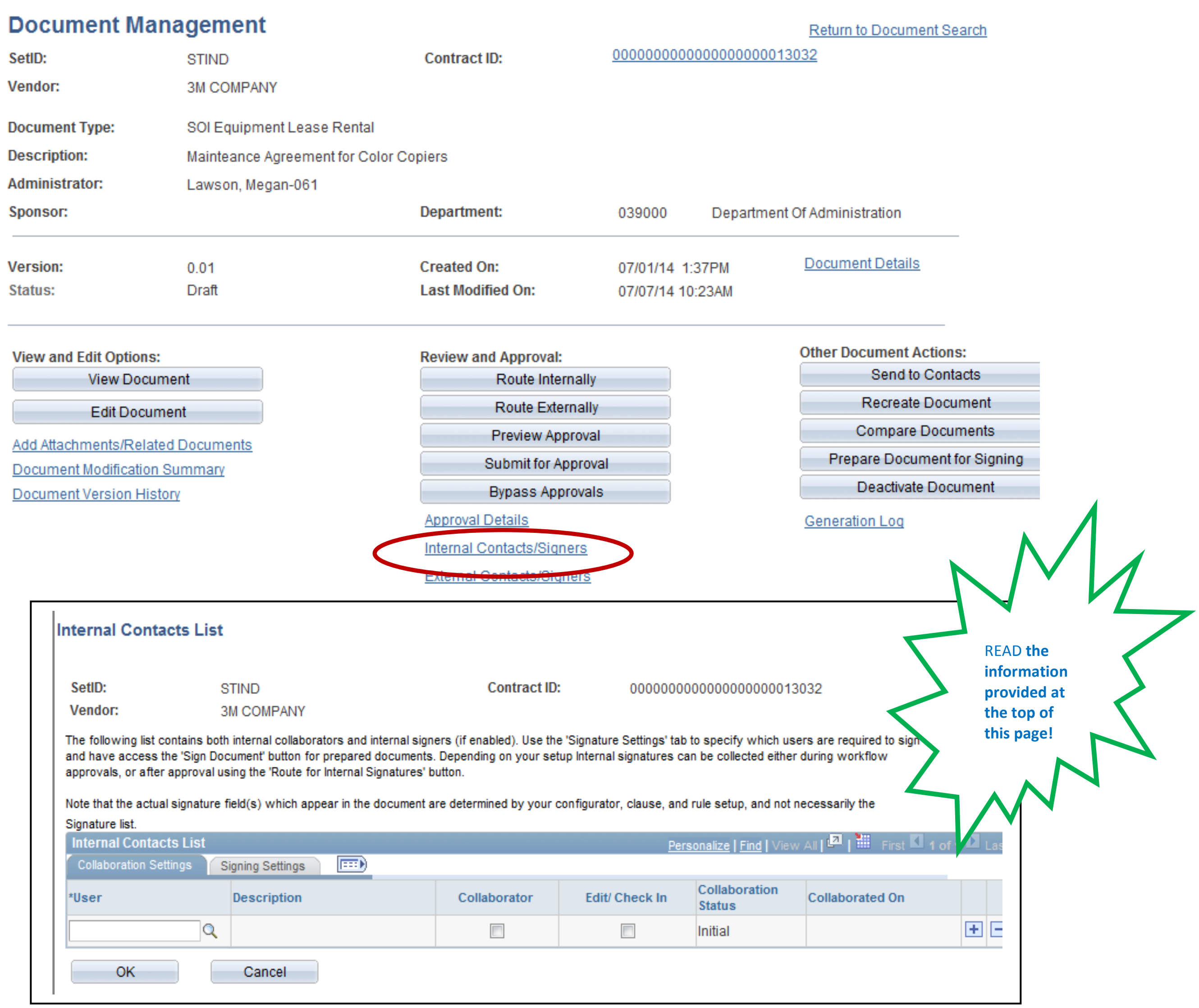
SCM provides an opportunity for the contract administrator to work with others in preparing and authoring the text contract through the Collaboration feature. The document can be shared for review or edit (the administrator's option) with State agencies (Internal Collaboration) or vendors/contractors (External Collaboration (not used at this time)).

If the decision is made to involve others in a collaborative effort, it's up to the contract administrator to complete the set-up required for those specific individuals. The process for internal collaboration is discussed in the following instruction.

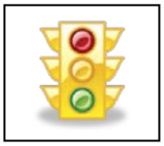
Collaboration must be finalized before the vendor and agency can sign the contract document.

Set up the Contacts

From the Document Management page, click the **Internal Contacts/Signers** link.



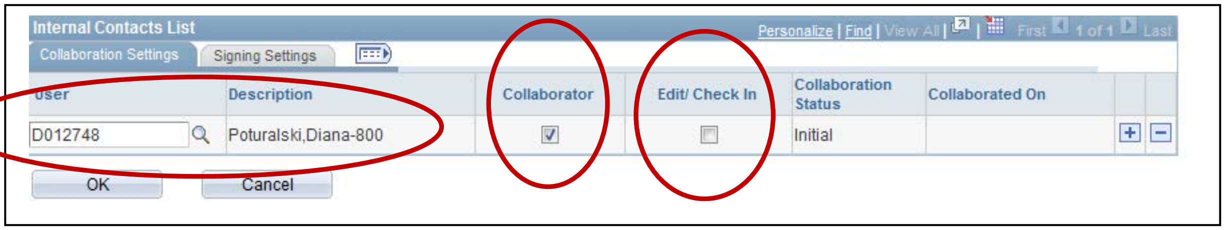
The Internal Contacts List page will open.



A few words concerning user security:

Anyone with the **display role** may view the document, but they won't be allowed to edit or add comments.

In order to make changes, the designated collaborator must have either the SOI_CS_CONTRACT_COLLABORATOR or SOI_CS_CONTRACT_AUTHOR security role. If there are access problems, submit an issue to GMIS.



In the User field, manually enter the collaborator's user ID or use the look up icon (magnifying glass) to locate it using search options.

The Description field will populate with the name of the user ID entered/selected.

Select the Collaborator checkbox.

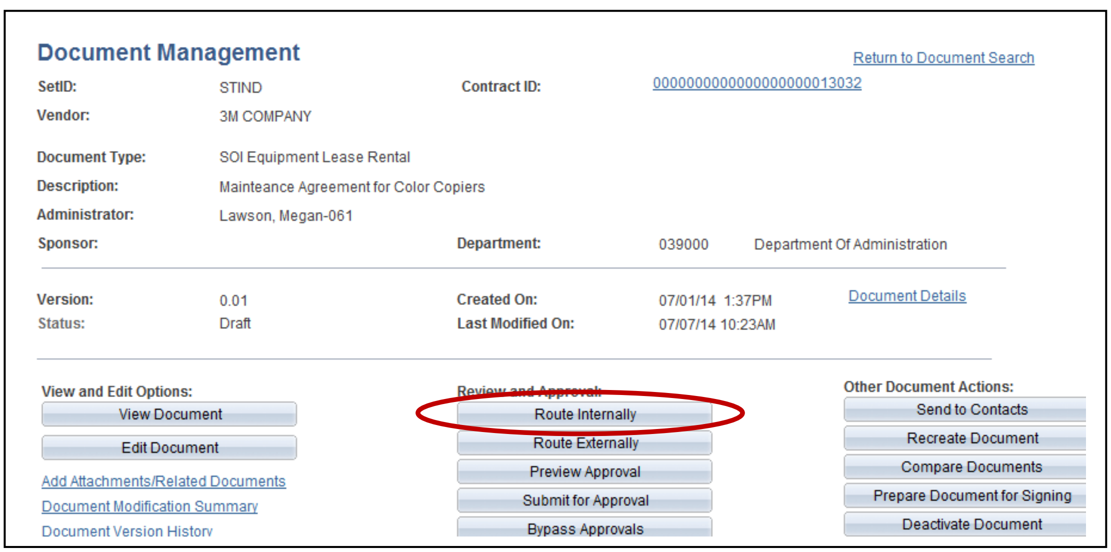
Select the Edit/Check In checkbox ONLY if the intent is to allow the user to make changes to the document.

Use the add a row **+** icon to insert additional collaborators as needed.

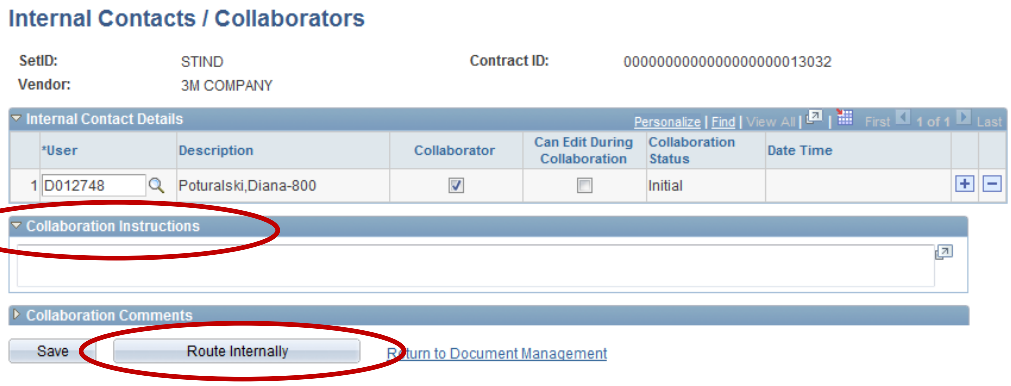
Click on the **OK** button.

Launch Internal Collaboration

From the Document Management page, click the **Route Internally** button.



The Internal Contacts / Collaborators page will open, offering a final opportunity to review the list of contacts. Additional users may be added from this page, and the Collaborator and Edit checkboxes may be updated if necessary.

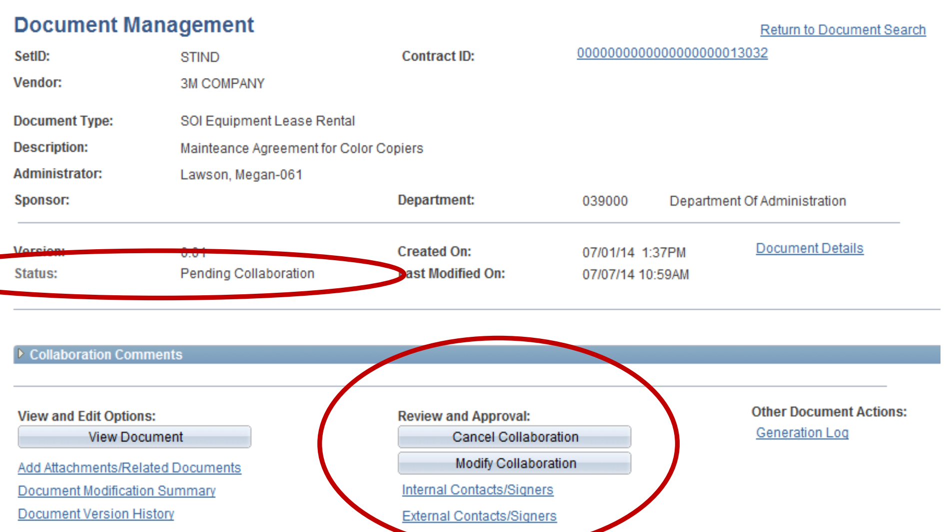


Any information or special instructions that might be needed to assist the collaborator may be entered manually in the **Collaboration Instructions** field.

Click **Route Internally** button.

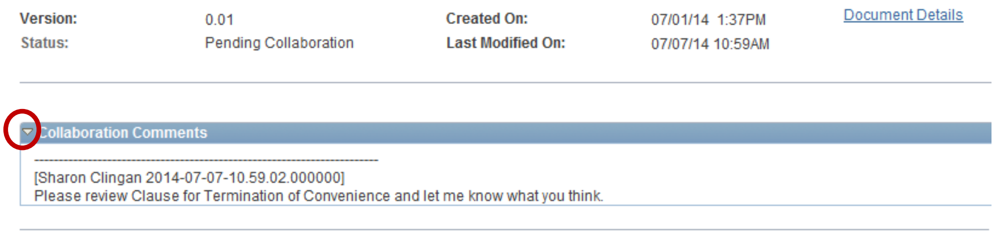
An email notification will be sent to the contact requesting their collaboration. If you have several collaborators, they all receive emails and the contract will be worked in a "first come first serve" basis.

Once launched, the Document Management page will indicate the contract status as Pending Collaboration.



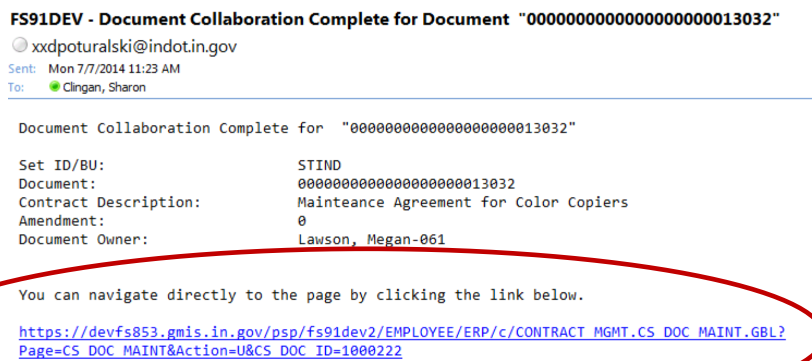
Collaboration may be canceled at anytime by the contract administrator. It may also be modified if additional users are necessary or additional comments/instructions are required. (Note: you can add users but you CANNOT delete ones that are pending.)

Click the Expand button to open the Collaboration Comments section to view the routing information.



Finalize Internal Collaboration

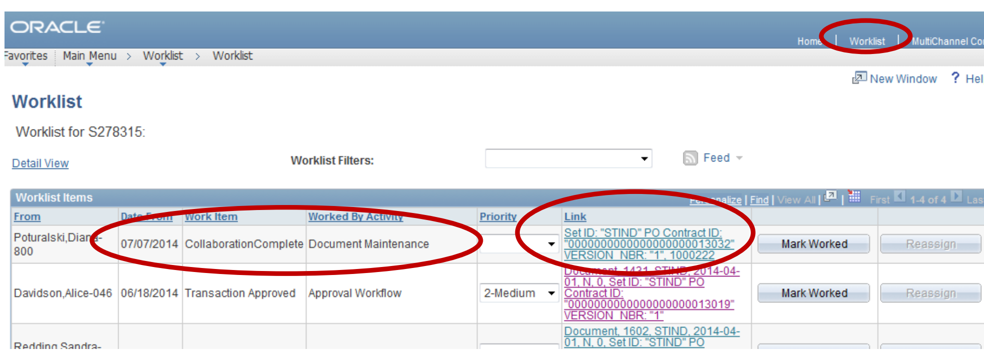
When the collaborator has completed their review (and/or edits, if applicable) the contract administrator will receive email notification similar to the one below. The document must be **Finalized** before any further processing can be done.



Use the hyperlink provided in the email notification

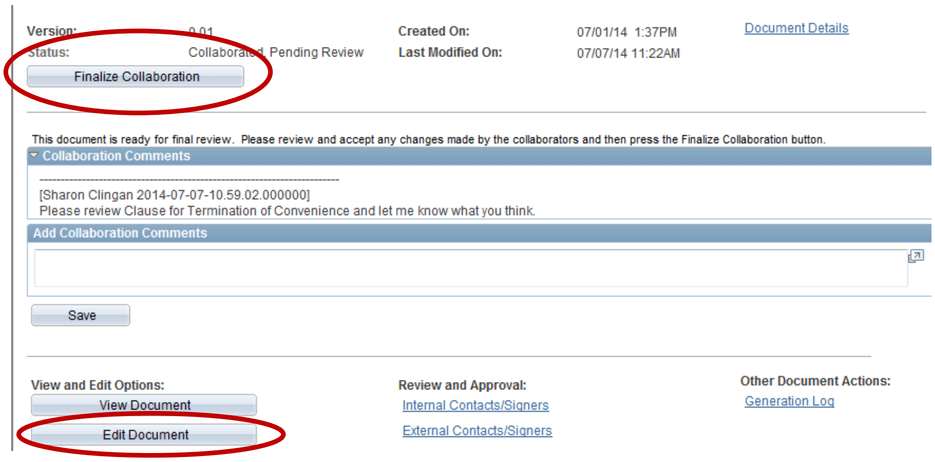
OR

open the worklist page to access the collaboration item.



The worklist item notes that the collaboration is complete.

Click the link to go to the Document Management page.

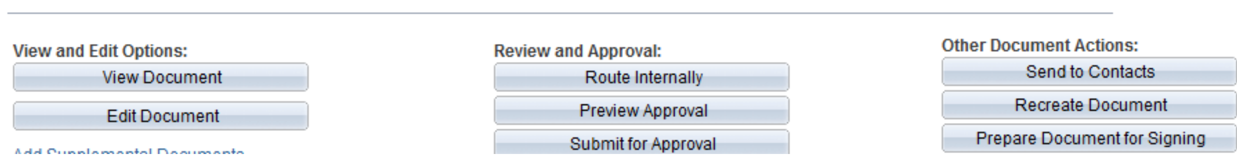


If revisions were made by the collaborator, the contract administrator must click the **Edit Document** button to review and accept the changes.

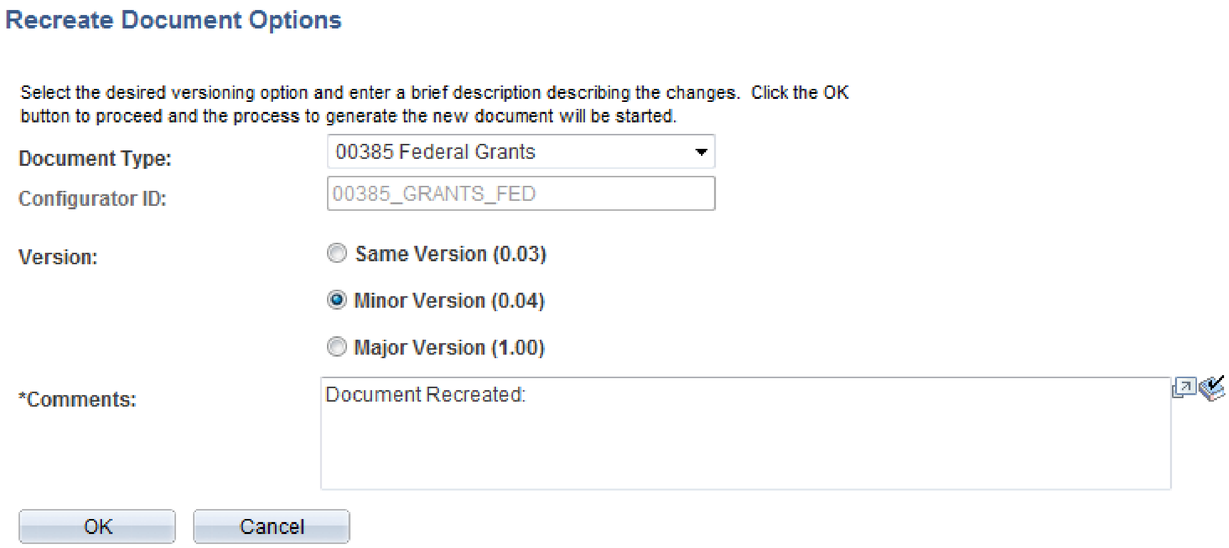
If there are no changes or after the changes have been accepted, click the **Finalize Collaboration** button.

Recreate Document

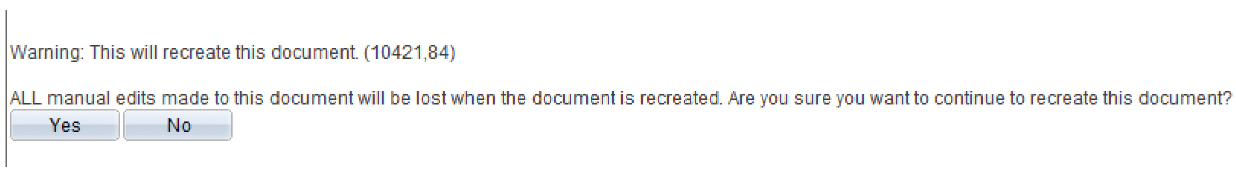
You use the **Recreate Document** button to completely re-create the document. Re-creation is the same as creating a new document. Using re-creation, you can also change configurators to rebuild the document. For example, during contract negotiations, numerous changes might have been made to the original document. The contract team determines that the original document better suited the contract needs, so they re-create the document based on the original configurator to re-create the document.



You have the option to choose a different **Document Type** if needed (see next page shot):



Click **OK**



Click **Yes**

Continue to confirm previous wizard answers and you will have the opportunity to make changes.

STEP 5: Contractor/Bidder and Signatory Set Up

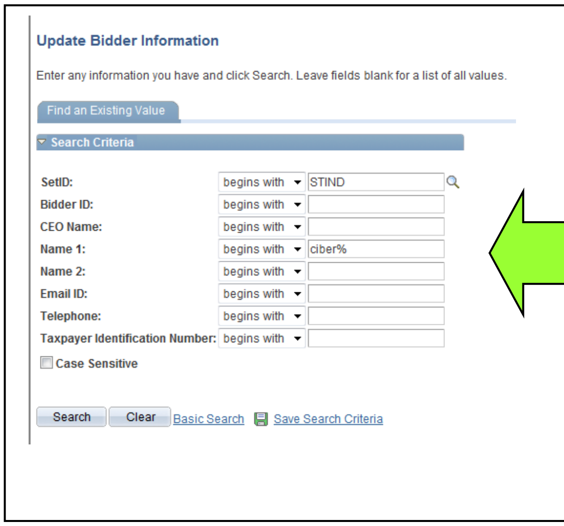
Verify Contractors Bidder Registration

The SCM electronic signature process requires that every company has completed bidder registration in PeopleSoft, receiving a user ID and password. This information is necessary for the contractor to access contracts prepared for their signature through the State's supplier portal.

The following steps are ONLY necessary when creating an adhoc transactional contract (i.e. Import Contracts). If the contract was created from a Sourcing Event, the Bidder ID already exists.

To verify a company's bidder registration status, navigate to Sourcing> Bidder Information.

The Bidder Information search page will open.



Use any of the search criteria options to locate the contractor company.

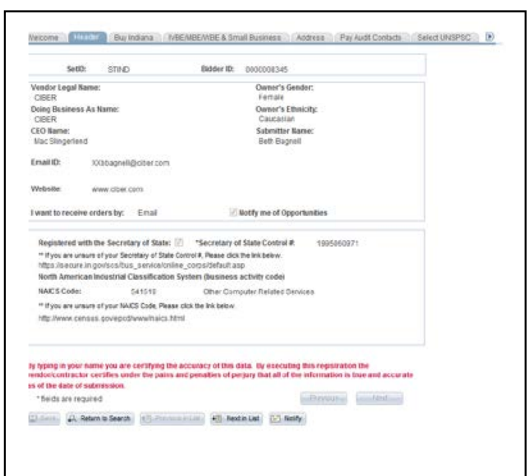
The Name 1 field refers to the company name.

Remember that the % may be used as a wildcard if the exact value is unknown. The operator "begins with" may also be changed offering other options.

Click the Search button.

Review the search results and locate the contractor company.

Click the link in any column to open the company's registration.



When the registration is opened, be sure the Header tab is selected.

The Submitter Name listed is the person that was issued a user ID and password on behalf of the company. SCM notifications will be sent to the email ID displayed.

If this person is the signatory, no action is required.

If this person is NOT the contract signatory (and the signatory doesn't already have a user ID and password), an additional ID and password can be issued to a different person. Please see Adding an External User.

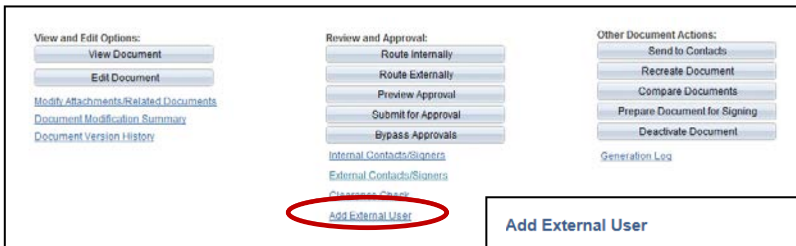
If the company cannot be located/is not registered, they must be contacted and asked to complete the process. For instruction on bidder registration, please visit the IDOA website at http://www.in.gov/idoa/2464.htm .

Add a New Signatory (External User)

In order to access and electronically sign an SCM contract, the awarded company must be registered as a bidder in PeopleSoft. The registration process allows each bidder one user ID and password only, and it's possible that the required signatory will not be that specific person. In this situation, the designated signatory can be issued their own unique ID and password associated to the company's bidder registration.

Before adding a new signatory, check the company's bidder registration and verify that a new user ID and password is required.

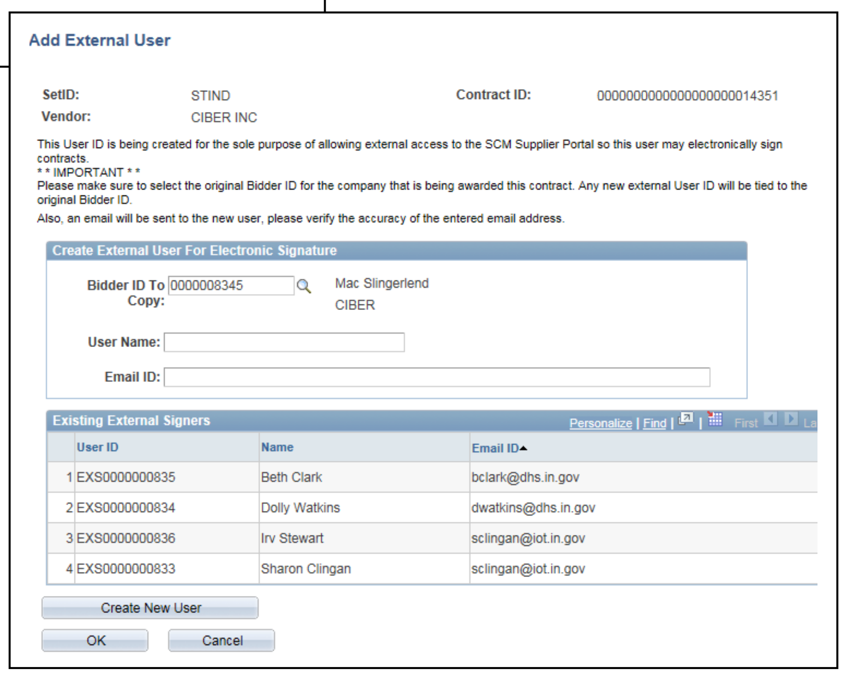
From the SCM Document Management page, click the **Add External User** link under the Review and Approval column.



Enter the company's bidder ID in the Bidder ID to Copy field. (10 characters)

Tab out or click in the User Name field. Notice a list of Signers already created? If the name appears; do NOT create new user.

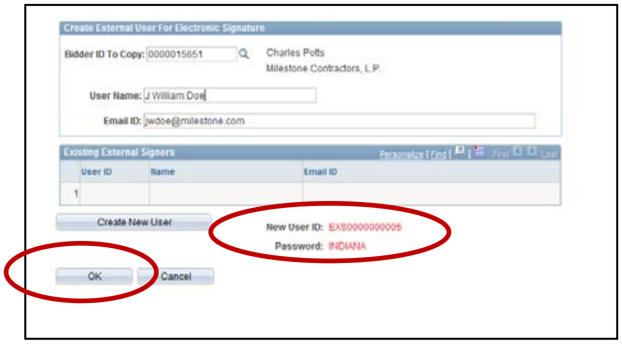
If the original bidder name or others do not match, enter the new signatory's User Name and Email ID in appropriate fields marked as such.



If a new user is required, Click the **Create New User** button and do not leave the page until a new User ID populates.

EXS (new User ID Created) vs. **EXT** (existing bidder ID)

The page will refresh and display the assigned new user ID and password in red at the bottom.



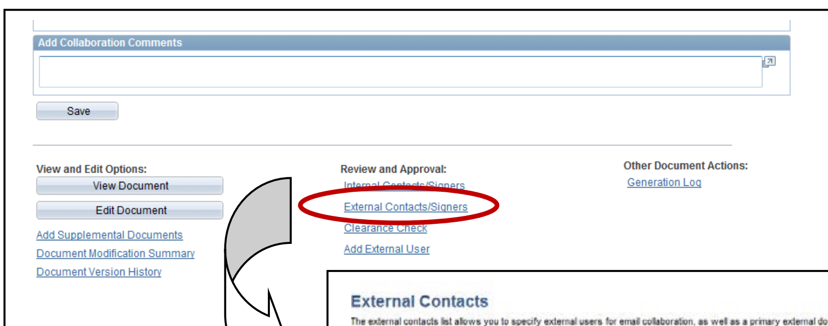
Click the **OK** button. An email notification listing the ID and password will be sent to the signatory.

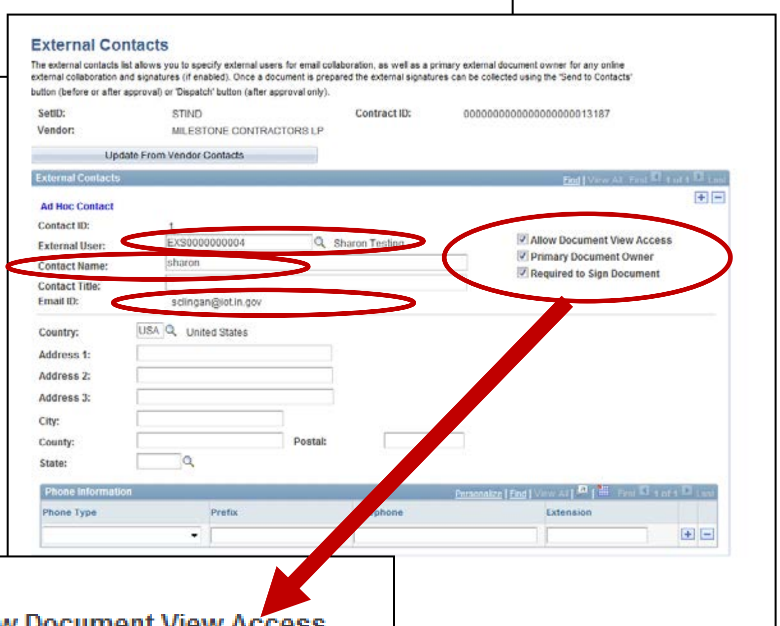
Assign the Signatory (External Contacts/Signers)

The signatory identified (new or existing), must be assigned as an external contact in order to access and/or sign the contract document. Multiple users may be set-up as external contacts, but ONLY ONE can be designated as the primary/signatory user. Additional users may have view access.

From the SCM Document Management page, click the **External Contacts/Signers** link under the Review and Approval column.

The External Contacts page will open.

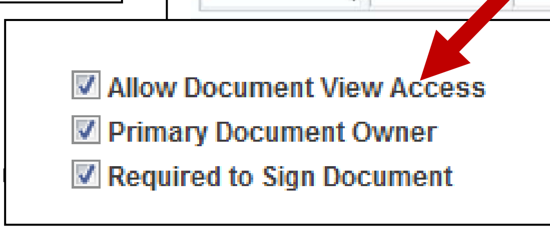




Enter the signatory's user ID in the External User field.

Enter the signatory's name in the Contact Name field.

The email address for the signatory will default based on the user ID.



Be sure that the **Allow Document View Access**, **Primary Document Owner**, and **Required to Sign Document** checkboxes are ALL selected for the designated signatory.

NOTE: If the email address does NOT populate, please submit a ticket to GMIS. Do NOT create another External User ID.

If their name is spelled incorrectly, please submit a GMIS ticket. Do NOT create another External User ID

If other non-signatory external users are needed for collaboration or contract review, click the Add a New Row button **+** to designate additional contacts. The Primary Document Owner and Required to Sign Document checkboxes will not be available.

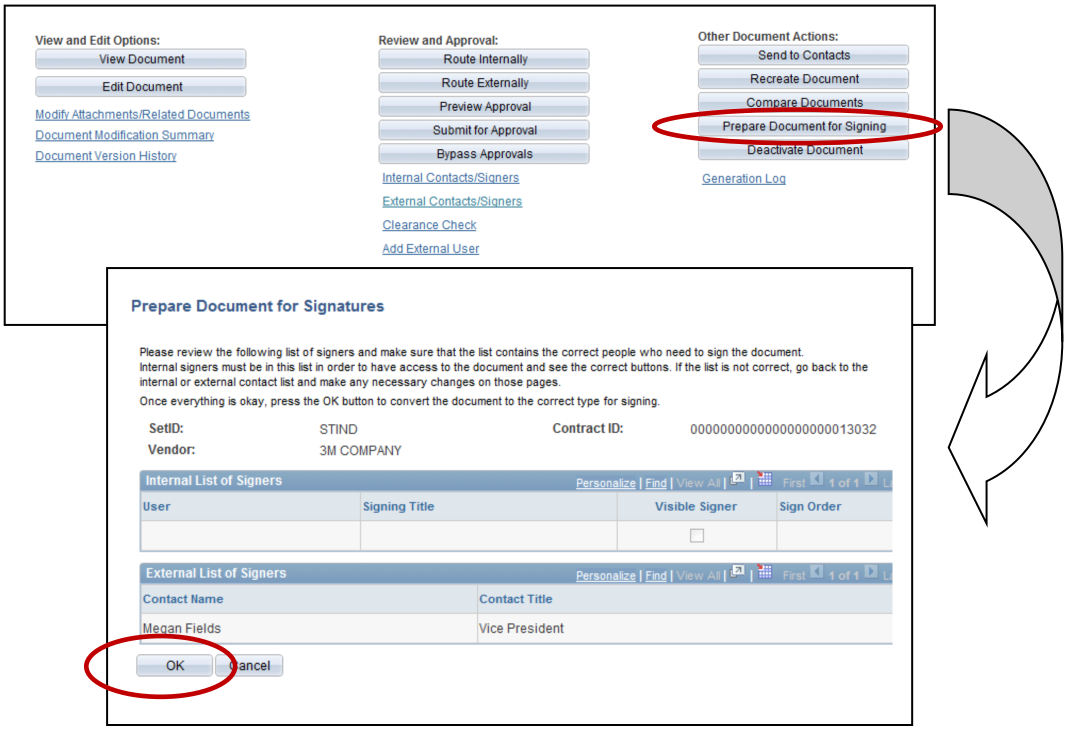
> *Don't be distracted by the* **Update From Vendor Contacts** *button at the top of the page. It currently serves no purpose and will not assist in identifying the necessary external contacts.*

Click the **OK** button.

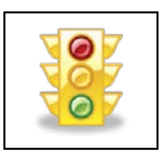
STEP 6: Prepare Document for Signing

From the SCM Document Management page, click the **Prepare Document for Signing** button under the Review and Approval column.

The Prepare Document for Signatures page will open.



Review the external signers listed on the page and verify that the correct person has been designated.



If the list isn't correct, click the **Cancel** button and return to the internal or external contact list to make any revisions necessary.

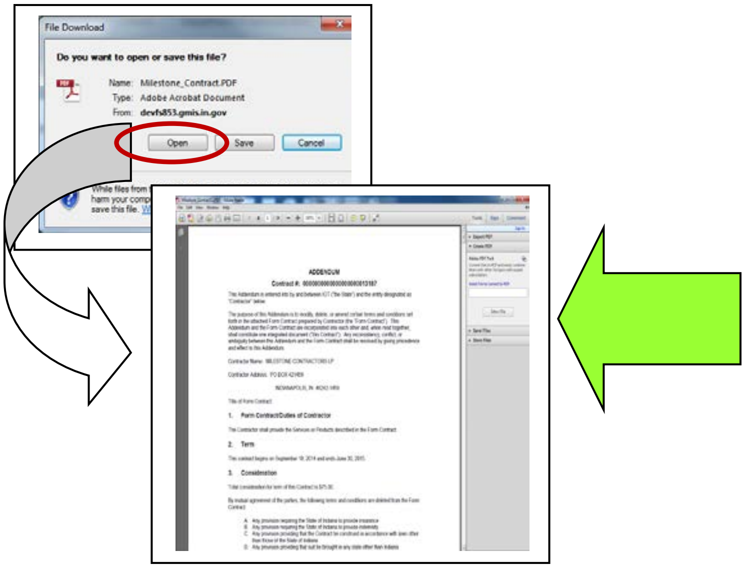
If the list is correct, click the **OK** button to convert the document to the file type necessary for signing.

PeopleSoft will begin preparing the document, and the processing icon will be noticeable at the top right corner of the page.

When the processing is complete, there will be two pop-up messages.

The first will ask "Do you want to open or Save this file?" Click the **Open** button.

A new window will open, and the text contract document will be opened in Adobe Reader.

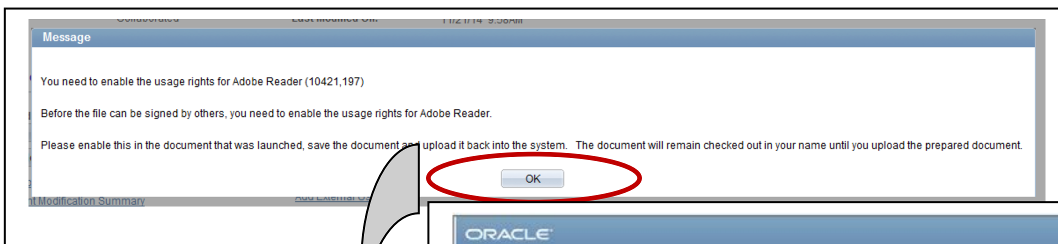


This is the "Prepared Document" that requires electronic signatures from the vendor and the State representative.

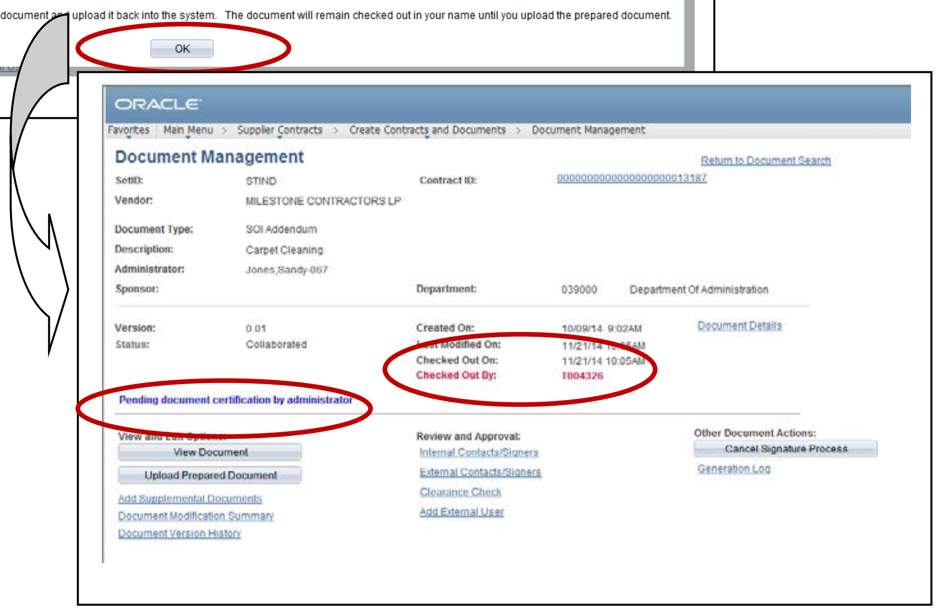
SAVE THE DOCUMENT! It's imperative to REMEMBER WHERE TO FIND IT!

In the next steps, it must be uploaded so that it can be "sent" for the vendor signature.

The second pop-up message refers to usage rights for Adobe Reader. Click the **OK** button.



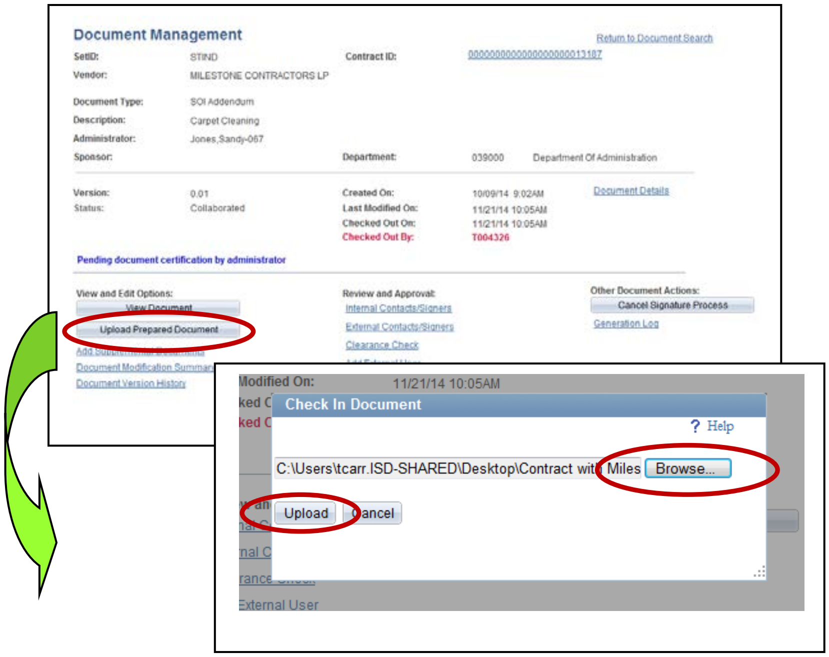
The Document Management page will now indicate that the contract has been checked out, and is pending document certification by the administrator.



STEP 7: Upload the Prepared Document

After the contract has been prepared for signing in the previous step, the current format must be uploaded so that it can be circulated for electronic signatures.

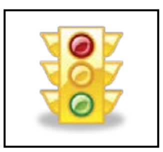
From the Document Management page, click the **Upload Prepared Document** button.



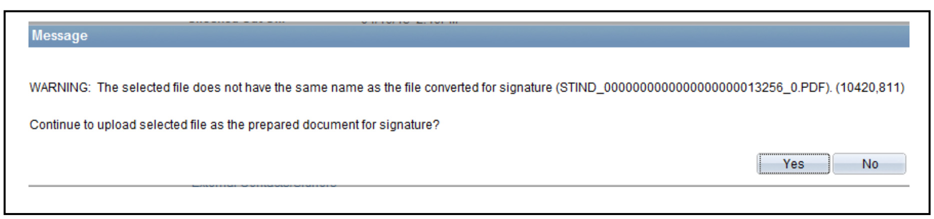
A pop-up window titled Check In Document will open.

Click the **Browse** button to locate and select the prepared document file in the directory where it was saved.

Click the **Upload** button to complete the procedure.

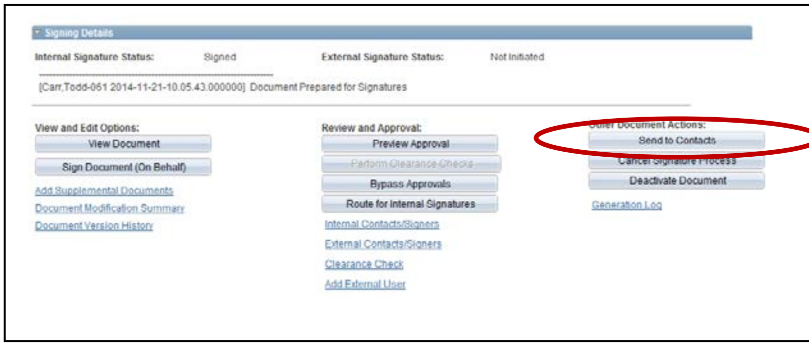


If the contract document was saved under a different title other than what was system-generated, this warning message will appear in a pop-up window. As long as it is the correct document, there's no reason to be concerned. Click the **Yes** button.



STEP 8: Send the Contract for Vendor Signature

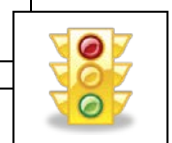
Once the prepared contract document has been uploaded, the Document Management page will update and display the current status in the Signing Details section.



If the Send to Contacts button is not displayed, check the External Contact set-up and make certain that Required to Sign is selected.

Click the **Send to Contacts** button.

The Send to Contacts page as it opens by default MUST BE UPDATED to accommodate the eSignature process.



Click the down arrow next to the Delivery Method field and select Email and Online Signatures.

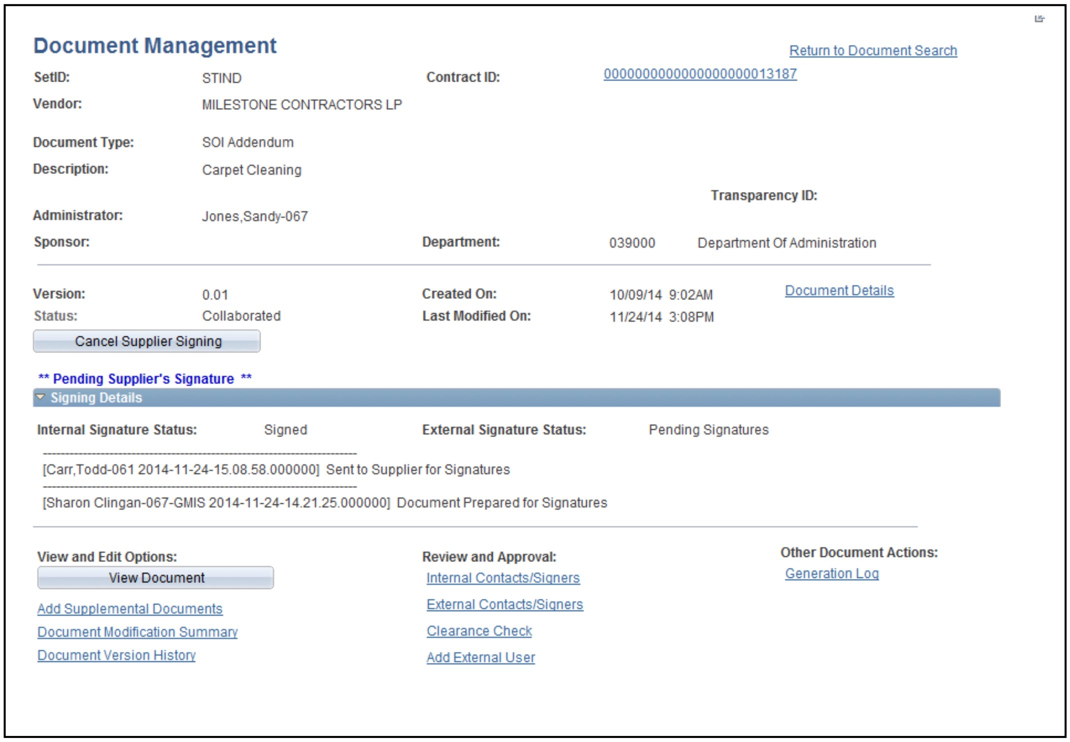
This will automatically also select the Current Document and Send Copy to Administrator checkboxes in the Files to Be Sent section.

The Subject and Description fields will default but may be changed if the text needs to be modified.

The contact's email ID will default based on previous set-up. **If errors are noticed, please make the correction and notify GMIS to update the bidder's information.**

Click the **OK** button. A notification including general instructions will be sent to the contractor by email to let them know a contract is ready for their review/signature.

The Document Management page will update displaying the status as **Pending Supplier's Signature**



If it becomes necessary for any reason to stop the signature process before it's complete, click the **Cancel Supplier Signing** button. It can be sent again at any time by repeating the steps in this section.

STEP 9: The State's Signature

When the vendor has reviewed, signed, and uploaded the contract with their signature, the contract administrator will receive an email notification similar to the one below.


To: Clingan, Sharon
Cc:
Subject: FS91DEV - Supplier has signed Document 00000000000000000000013032

The Supplier has signed the following document:

Document: 00000000000000000000013032
Description: Mainteance Agreement for Color Copiers

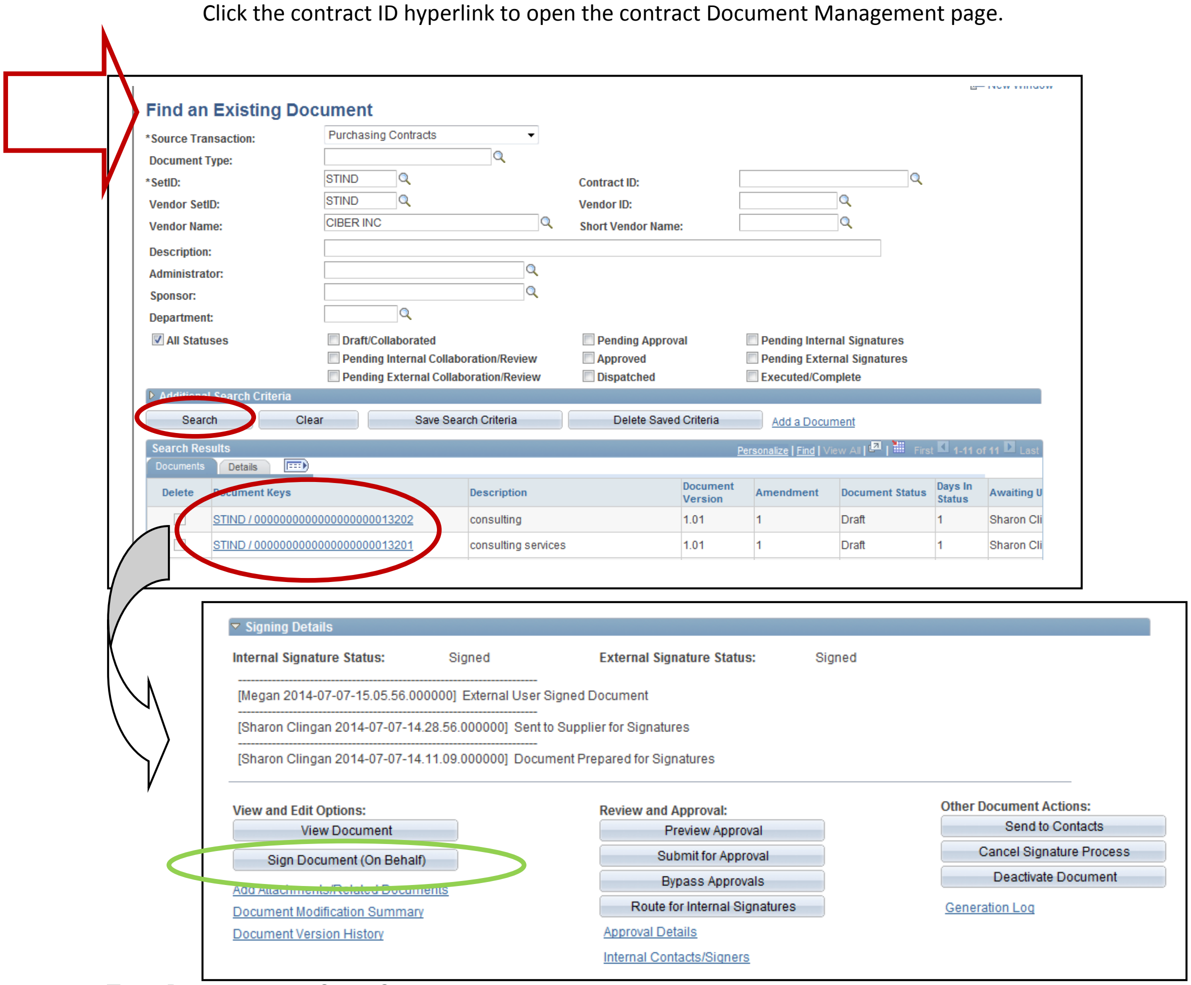
URL:
https://fs853.gmis.in.gov/psp/fs91dev2/EMPLOYEE/ERP/c/CONTRACT_MGMT.CS_DOC_MAI

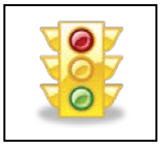
Receipt of this message indicates to the administrator that the contract is ready for the State's signature.

From the PS Main Menu, navigate to ***Supplier Contracts***> ***Create Contracts and Documents***> ***Document Management***.

Use the search criteria options on the Find an Existing Document page to locate the contract.

Click the contract ID hyperlink to open the contract Document Management page.



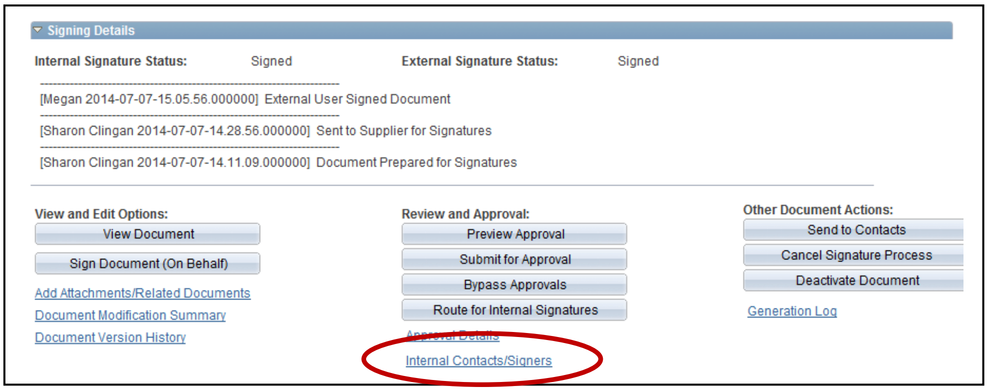


If the contract administrator is an authorized State signatory and will sign the document on the State's behalf, they should click the Sign Document (On Behalf) button to begin the signature procedures.

If the contract administrator is NOT an authorized State signatory and someone else will need to sign the document on the State's behalf, the following additional set-up is required to establish Internal Contacts/Signers on page. ***NOTE****:* *The Internal Signer must have the* ***SOI_CS_CONTRACT_COLLABORATER*** *role.*

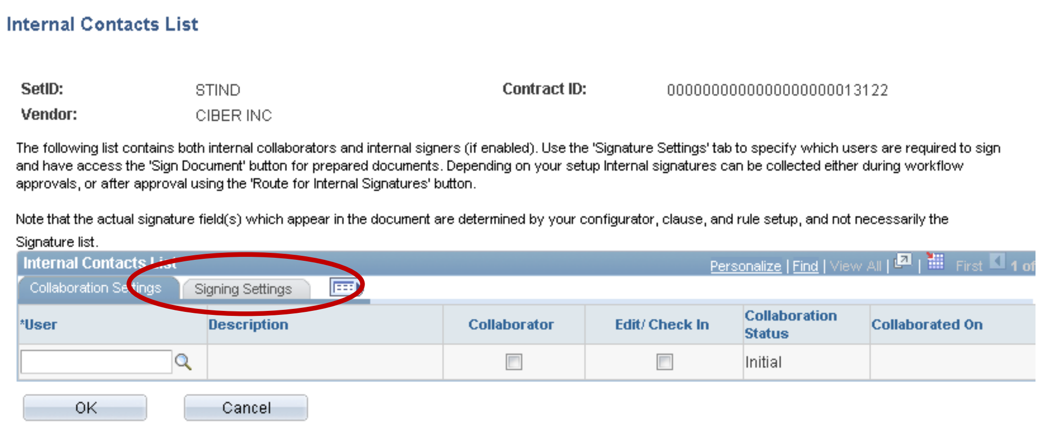
Setting up Internal Contacts/Signers

Click the **Internal Contacts/Signers** hyperlink.



The Internal Contacts List page will open. The Collaboration Settings tab will be displayed by default.

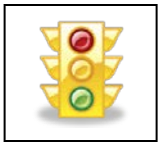
Select the Signing Settings tab.



Enter manually or use the look up (magnifying glass) icon to select the signer's user ID.

Select the Required to Sign Document and Visible Signer checkboxes.

Click the **OK** button.



If the internal signer will also be the approver, nothing more is needed. The user will sign and approve in the same step when the contract is routed for approval.

If the internal signer is NOT included in the approval workflow, the contract document must be routed for internal signatures separately.

Route for Internal Signatures

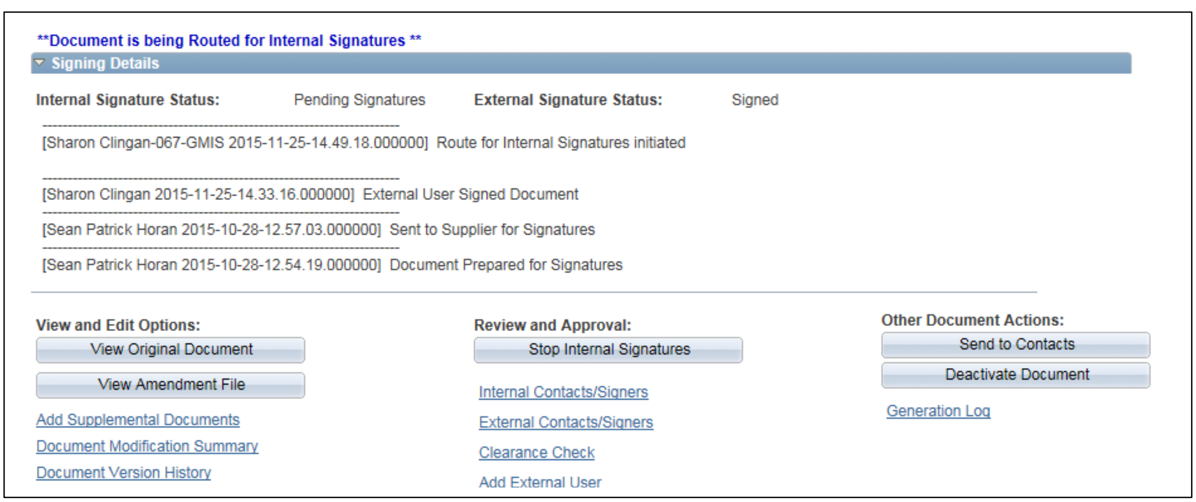
Click the Route for Internal Signatures button.

Email notification will be sent to the designated internal signer.

The contract administrator will receive an email notification when the contract has been signed.

Stopping and Re-Routing Internal Signatures

If you route a contract for Internal Signature and then discover that it needs to route to someone else internally, click Stop Internal Signatures.



Click Internal Contacts/Signers hyperlink. Then click the Signing Settings tab:

Now replace original signer ID with the new Signer ID D309260:

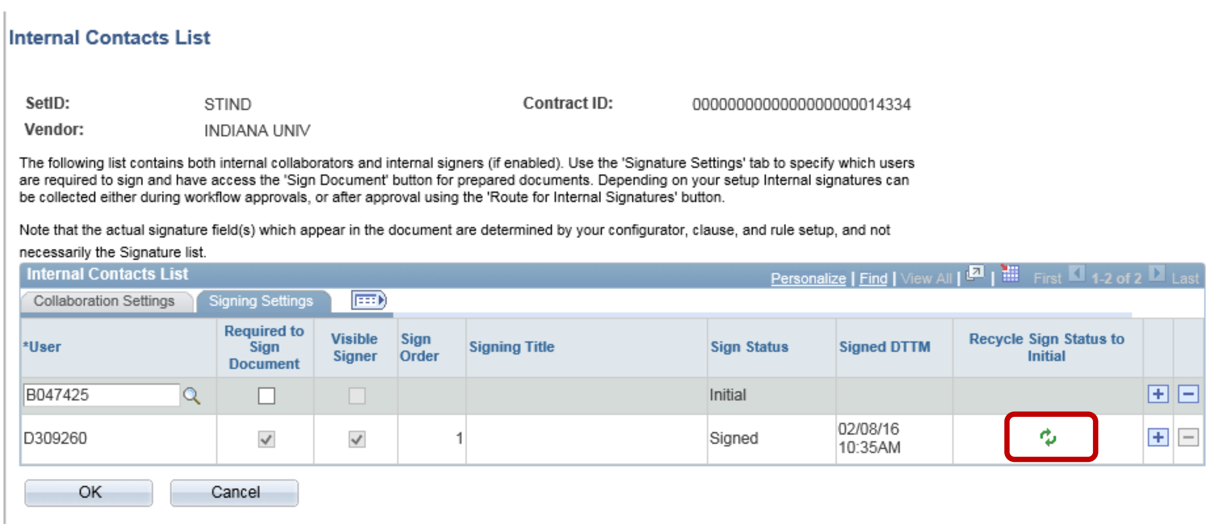
*User	Required to Sign Document	Visible Signer	Sign Order	Signing Title	Sign Status	Signed DTTM
B047425	☐	☐			Initial	
D309260	☑	☑	1		Initial	

Click **OK**

Click **Route for Internal Signatures**

NOTE: If an Internal Signer has signed in error (meaning someone else within the agency should've signed), you will need to Cancel Signatures and send out again to the vendor for signature. There is no process to actually remove a signature from the .pdf file once it is uploaded back into PeopleSoft.

NOTE: If the internal Signer failed to upload the signed .pdf; you will need to click the "Recycle Sign Status to Initial" icon within the Internal Contacts/Signers page. Click **OK**. Back to the Document Management page, click **Route for Internal Signatures** again.

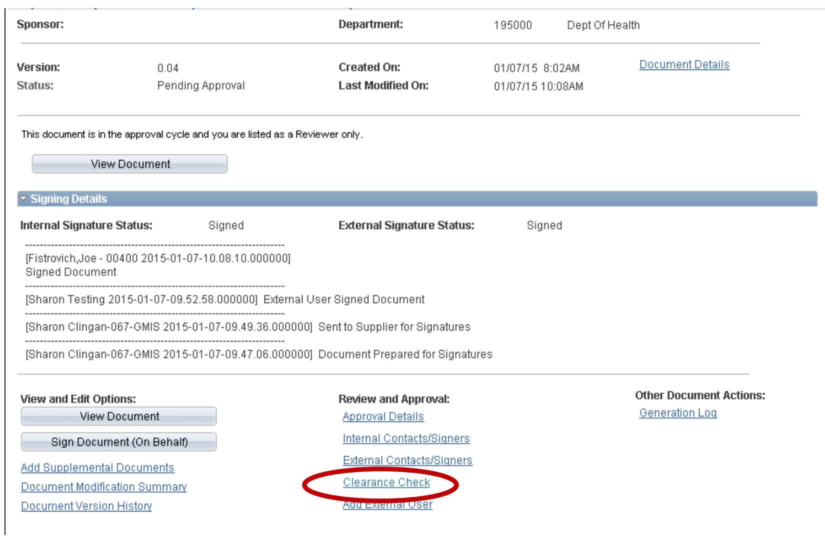


*User	Required to Sign Document	Visible Signer	Sign Order	Signing Title	Sign Status	Signed DTTM	Recycle Sign Status to Initial
B047425	☐	☐			Initial		
D309260	☑	☑	1		Signed	02/08/16 10:35AM	

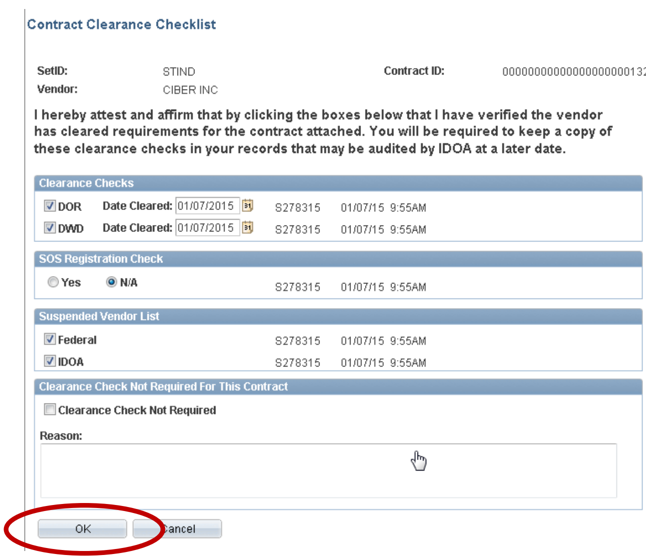
STEP 10: Document Completion of Contract Clearance Checks

The State requires that before any contract is executed it must be verified that the vendor is in good standing with the Indiana Department of Revenue and the Department of Workforce Development. They must also be registered with the Secretary of State's office (if required), and must not appear on the State or federal suspended vendor lists. These checks and clearances are done outside of PeopleSoft SCM and the results documented manually.

From the Document Management page, click the **Clearance Check** link at the bottom of the page.



The Contract Clearance Checklist page will open.



Be sure to note that by documenting the contract clearance information that the user does attest and affirm that the clearances were completed, and that copies of them must be maintained.

Using the checkboxes and date fields, enter the results of the clearance procedures. If clearance checks are not required for this particular vendor and that checkbox is selected, and explanation must be provided in the Reason text field.

Click the OK button.

STEP 11: Contract Approvals (Workflow)

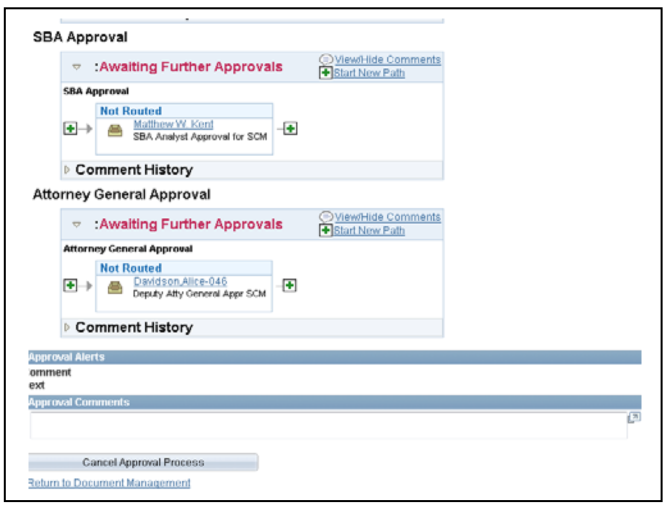
The oversight agencies (IOT, SBA, IDOA, and ATG) that manually signed contracts in the paper-based procedures will now approve electronically in SCM. The user completing the approval and the date/time of the approval will be recorded and documented in lieu of a wet signature.

Contracts may be submitted for oversight agency approvals when the vendor has signed, the agency has signed, and the contract clearances have been documented. *IF the agency (internal) signer is also an approver within one of the oversight agencies, the document may be signed and approved by that person in the workflow steps.*

Review the Workflow Approval Route/Submit for Approval

Click the **Preview Approval** button.

The Document Approval page will open detailing the required approval path.



Click the **Submit for Approval** button.

The contract administrator will receive an email notification when the approvals have been successfully completed.

The contract document will be routed through workflow for the necessary oversight agency approvals.

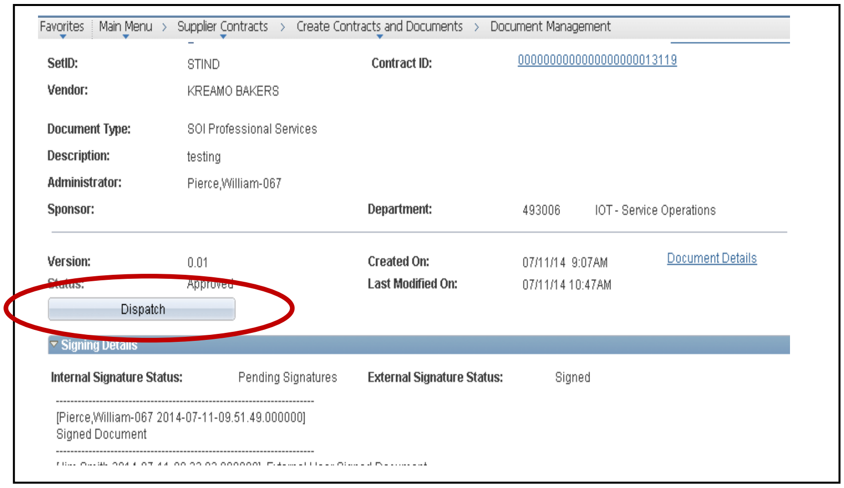
The contract status displayed on the Document Management page will update to Pending Approval.

Click the **Return to Document Management** link to exit the approval preview.

STEP 12: Dispatch

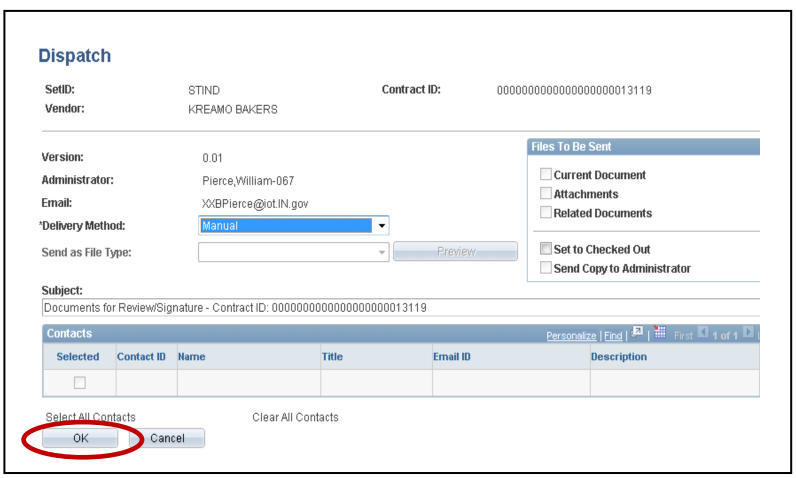
A signed and approved contract must be dispatched before the final step, Execute. Although required, the Dispatch step does nothing more than prepare the document so that it may be executed.

From the Document Management page, click the **Dispatch** button.



The Dispatch page will open.

No updates/changes required on this page.

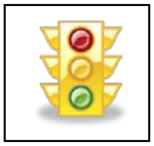


Click the **OK** button.

The contract status displayed on the Document Management page will update to Dispatched.

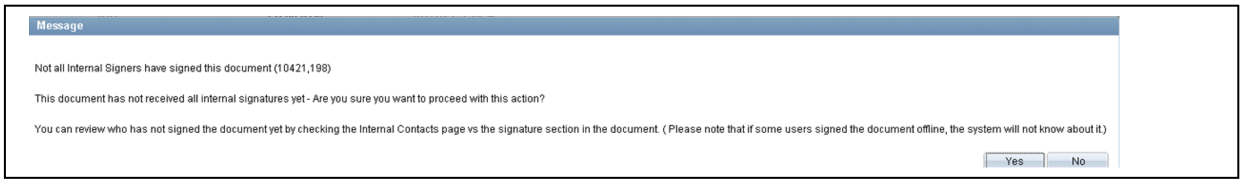
STEP 13: Execute the Contract

A contract is eligible to be executed when the status on the Document Management page is indicated as Dispatched. Completion of this step sends an email to the administrator, the vendor (contractor), and assigns a Transparency ID to the document that's used to move a copy to the State's Transparency Portal.



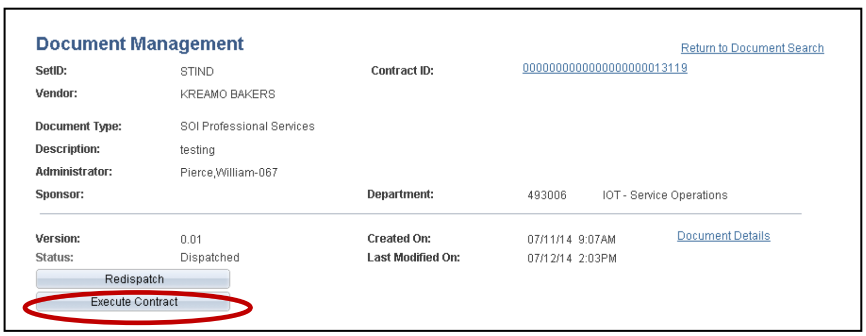
If a Ship To ID was not identified on the transactional contract in the PO Defaults section, an error message will be generated redirecting users to that page. A contract will NOT execute without this information.

NOTE: If the contract has not been internally and/or externally signed, you will receive a message:

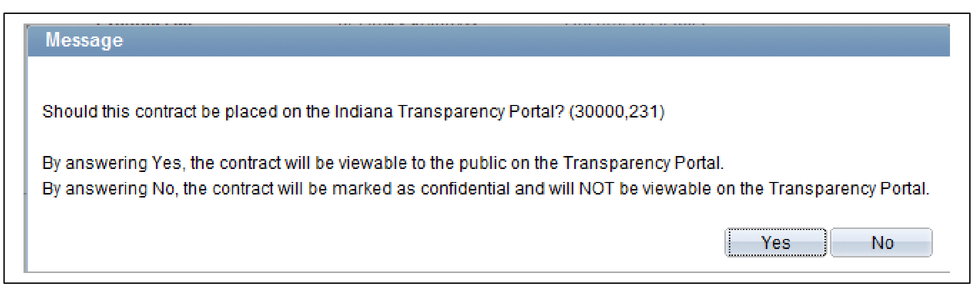


Click **NO** to proceed; do NOT click YES. Submit a ticket to GMIS for assistance.

From the Document Management page, click the **Execute Contract** button.

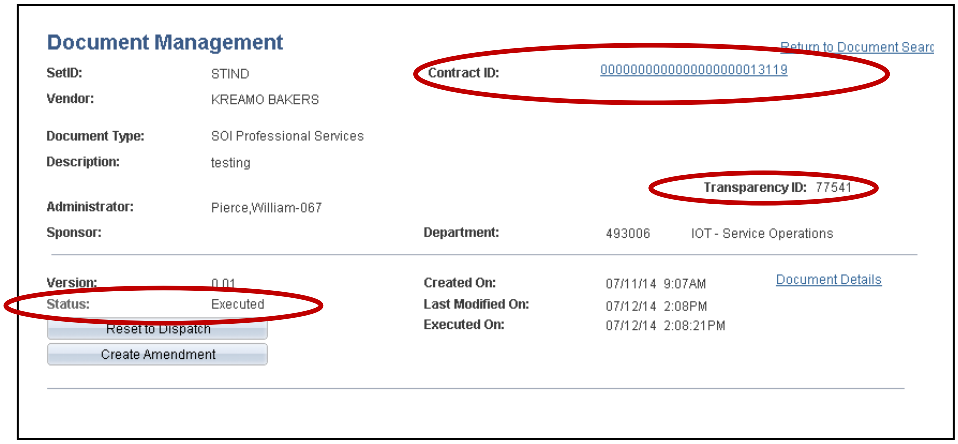


A message will display as follows:



Click **Yes** or **No** depending on whether or not it is intended for public view.

The contract status will update to Executed and the Transparency ID assigned.



DON'T FORGET that although the text contract is now fully executed and the required procedures completed, the *transactional contract* must be changed to Approved status. If the contract was initiated with a requisition (standard procedure), a PO Release must also be processed to create a PO and relieve the pre-encumbrance.

The transactional contract may be accessed using the link (the contract ID number) at the top of the Document Management page.

After a contract has been executed, a nightly process initiates which generates a file with Executed documents for the day and sends to IDOA. At that time, IDOA will move Contracts to the portal and the Vendor and Contract Administrator will receive an email stating that the contract has been Approved. **Please allow a few days for the contract to appear on the portal website.**

Amendments/Renewals to SCM Contracts

STEP 1: Amend the Procurement/Transactional Contract

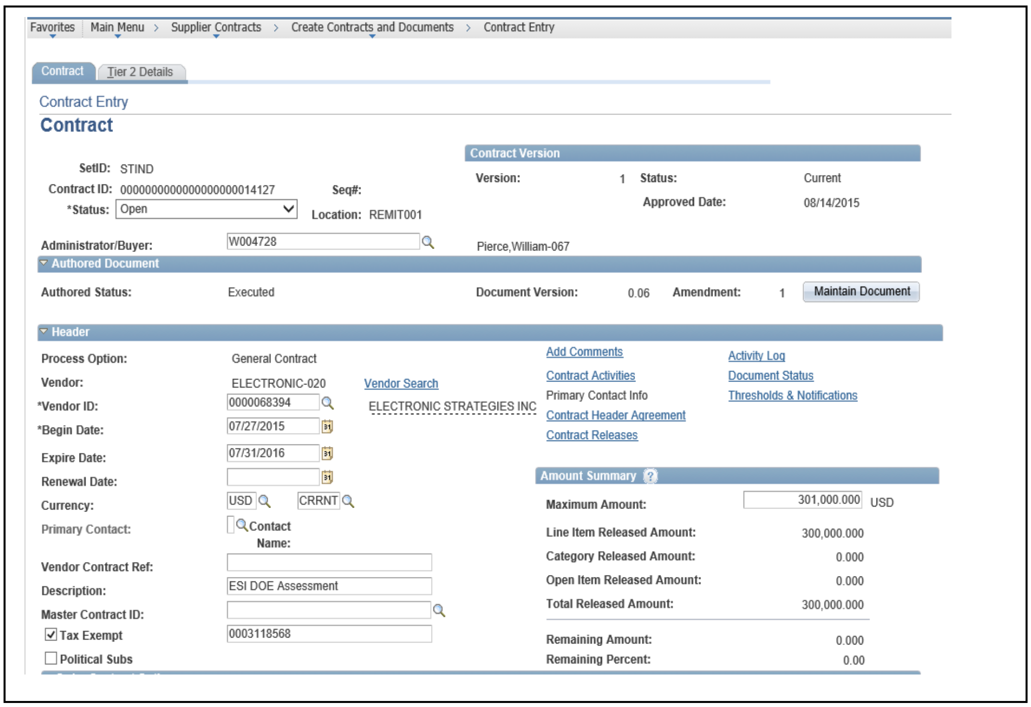
If the Contract does not require a price increase, proceed to updating procurement contract (i.e. expire date, etc).

If contract amount is increased, the following processes will occur:

Create Requisition

After Requisition is approved and budget checked; increase the transactional Contract Amount to include the amended amount.

Update Procurement/Transactional Document

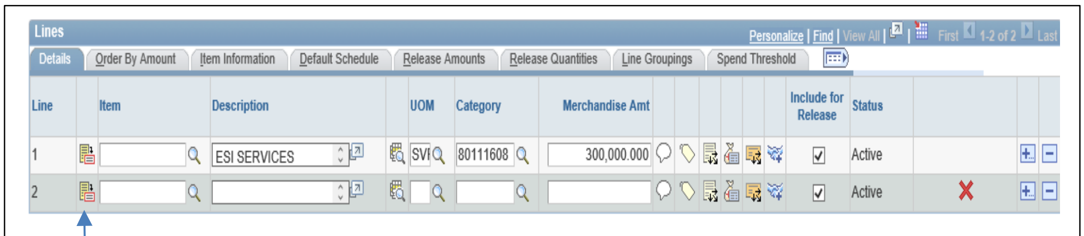


a. Change Status = **Open**
b. Adjust the **Maximum Amount** to include the amended price (if applicable)
    (1) Change Order = $1000.00 = new Maximum Amount = $301,000.00
c. Update the **Expire Date** field (if applicable)

Adding Contract Lines

Within the Lines section, click the **"+"** icon to insert a new row which will represent the new Requisition line. A new line must be added for every line on the Requisition.

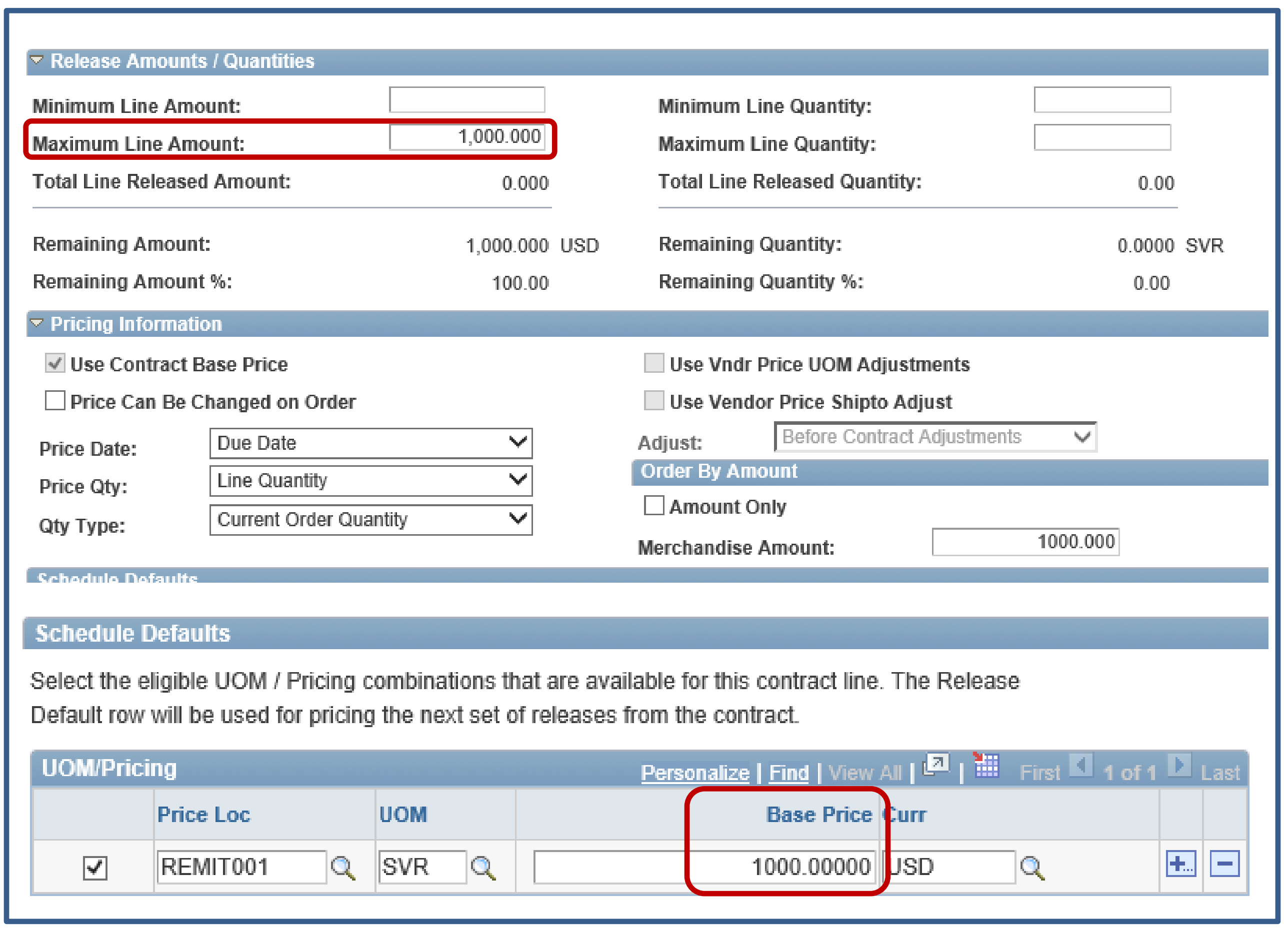
Complete fields = Description, UOM, Category, and Merchandise Amt



Click **Line Details** icon

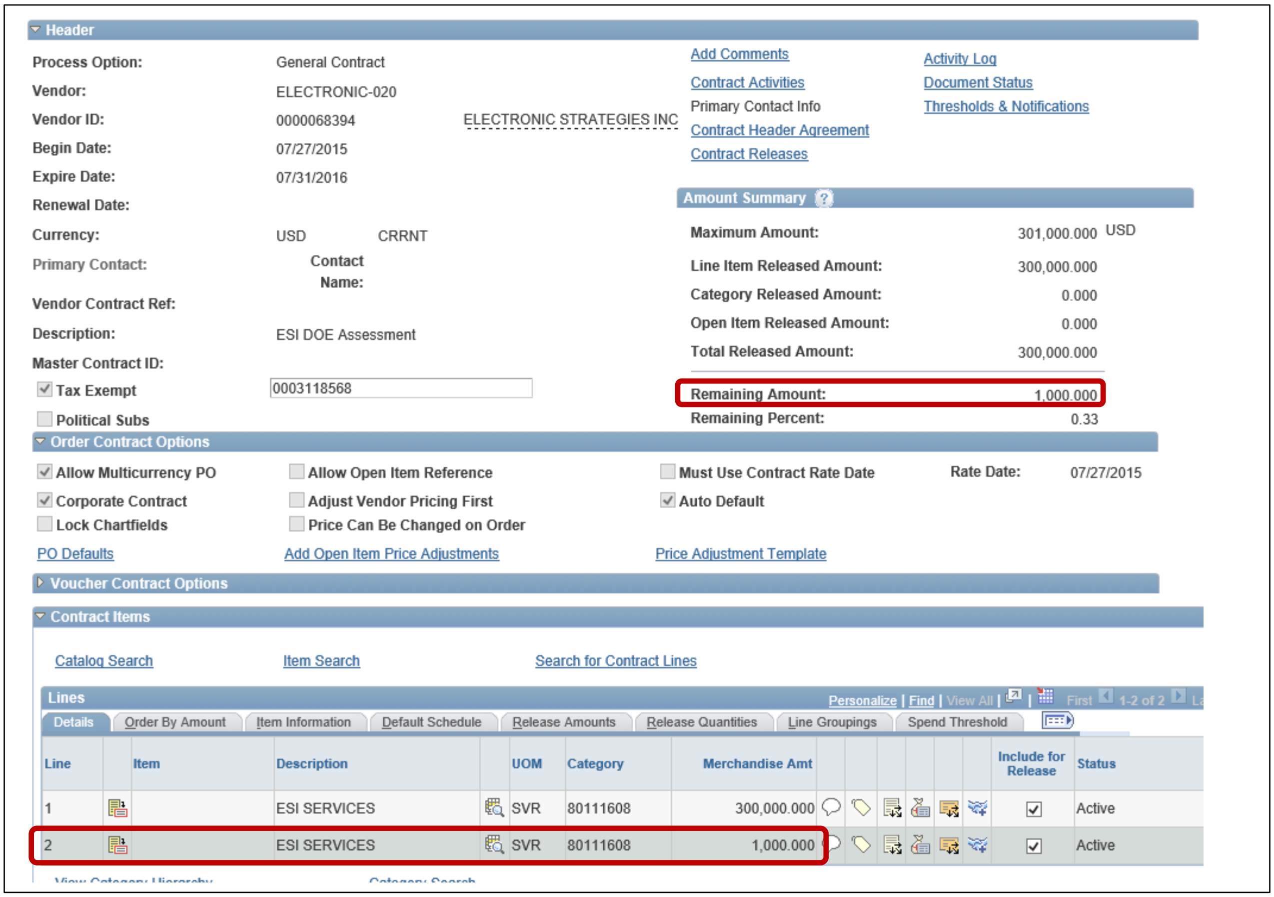
Enter **Maximum Line Amount** = Merchandise Amount

Enter **Base Price** = Merchandise Amount



Click OK

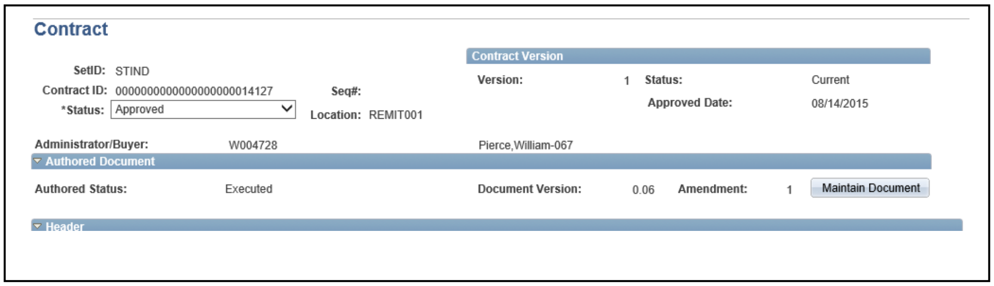
Notice the **Remaining Amount** within the Amount Summary grid and Contract Line 2 represents the Amendment amount.



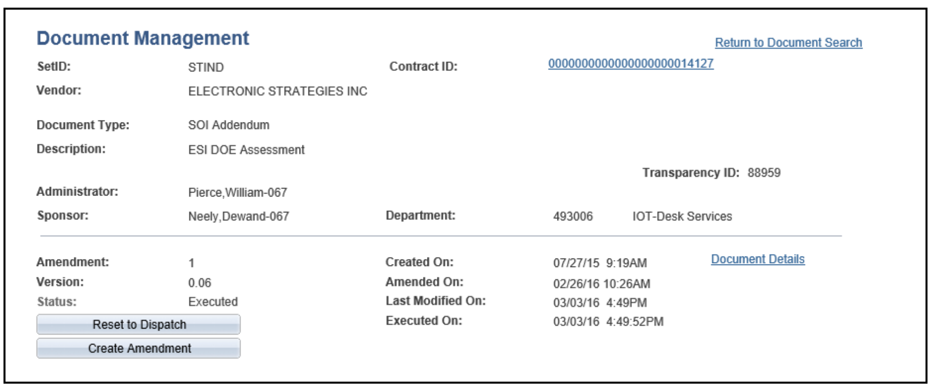
Click **SAVE**

STEP 2: Create SCM Amendment

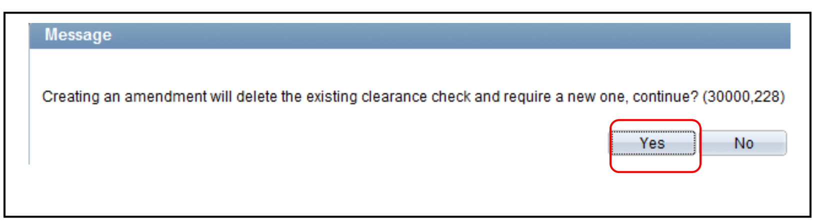
Click **Maintain Document** pushbutton



Document Management = Click **Create Amendment** pushbutton



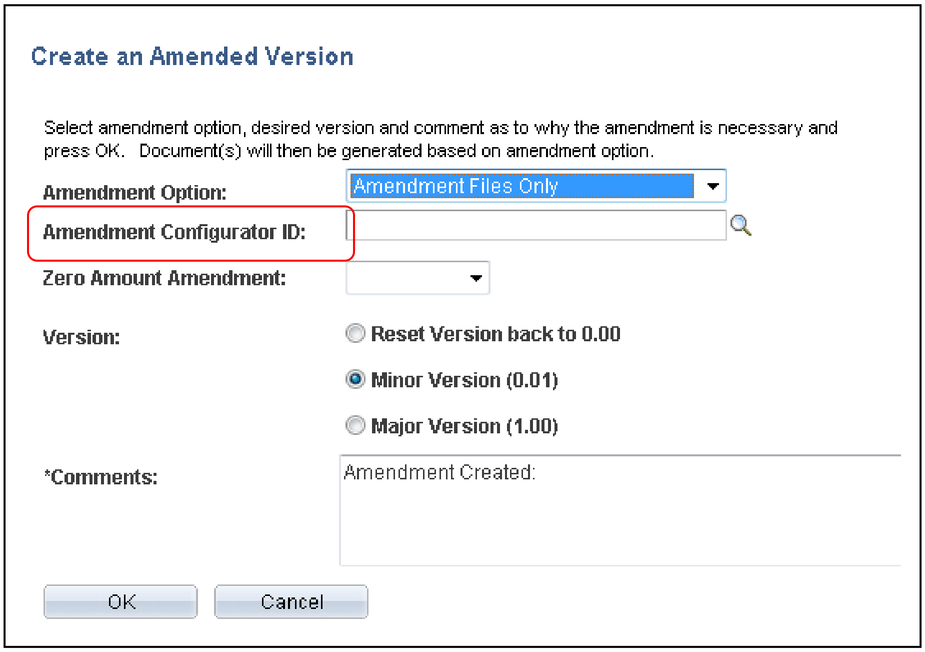
Message regarding Clearance Check – Click **Yes** to continue



Create an Amended Version

Amendment Option = Accept Default (Do **NOT** Change)

Amendment Configurator ID = This **may** default based on the executed contract. If blank, choose the Configurator applicable for this amendment type.



Zero Amount Amendment = select Yes or NO. If **NO**, then input the amount of the Amendment only. If Yes, no further action required.

Version = Accept default (**do NOT change**)

Comments = if you want to add additional comments, please do so.

Click **OK**

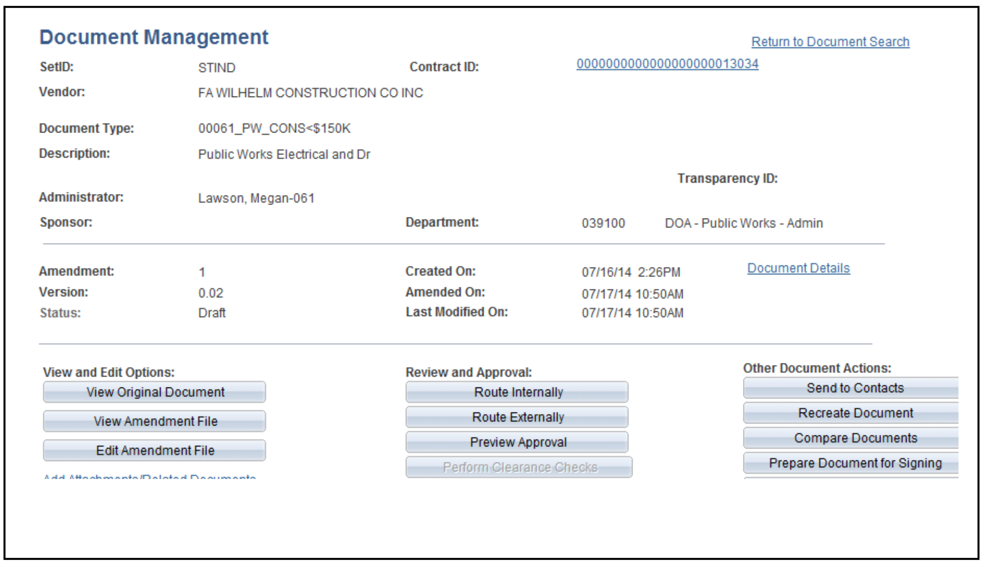
Configurator IDs

NOTE: The Amendment Configurator IDs are based on original Document Types. Some other examples are as noted below. (This is **NOT** an all inclusive list.)

View All

SetID	Configurator ID	Description	Cc
STIND	SOI_AMEND	SOI Amendment	PC
STIND	SOI_AMEND_IMPORT	SOI Imported Amendment	PC
STIND	SOI_IBM_BOA_AMENDMEN	IBM Ordering Agreement Amendment	PC
STIND	SOI_IBM_IMPORT_AMEND	IBM Ordering Agreement Amendment used for Imported Docs	PC
STIND	SOI_IMPORT_AMENDMENT	SOI Imported Amendment	PC
STIND	SOI_LEASE_AMENDMENT	SOI Real Estate Lease Amendment	PC
STIND	SOI_RENEW_IMPORTED	Renewals that DO allow a price increase.	PC
STIND	SOI_RENEW_NO_IMPORT	Renewals that DO NOT allow a price increase	PC
STIND	SOI_RENEW_NO_PRICE	Renewals that DO NOT allow a price increase.	PC
STIND	SOI_RENEW_PRICE_INC	Renewals that DO allow a price increase.	PC

Document Management page:



Edit Amendment

The below processes in detail can be found in prior steps within this document.

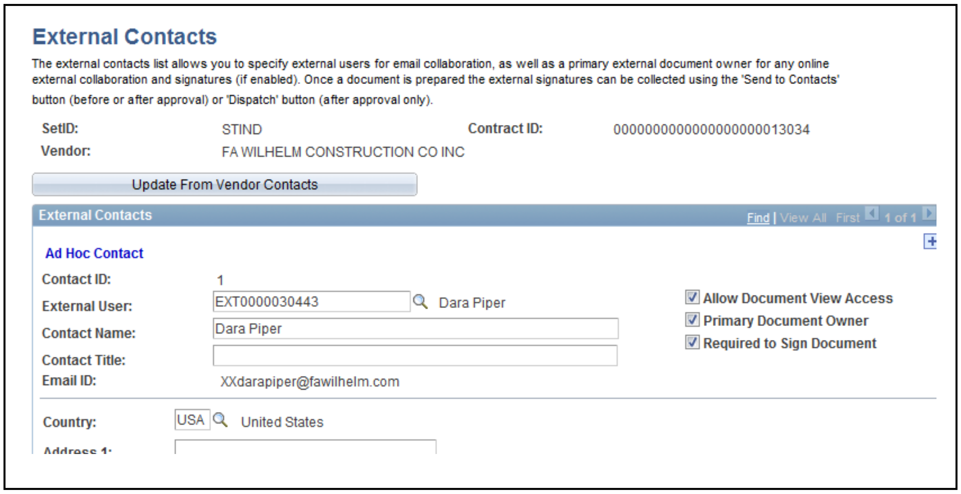
Creating amendments must go through the same processes as original Contracts. In summary, they are as follows:

Click **Edit Amendment File**

a. SAVE AS
b. Open

c. Edit document as required
d. Accept all changes if no Internal Collaboration is required
e. SAVE
f. Check IN
g. Browse/Upload

Click **External Contacts/Signers** hyperlink



The original external signer will be populated. If you need to create a new External User ID; click **OK**

Click **Add External User** hyperlink to create new User ID

Prepare Document for Signing

Send to Vendor for Signature

Agency Signature after Vendor returns signed Amendment/Renewal

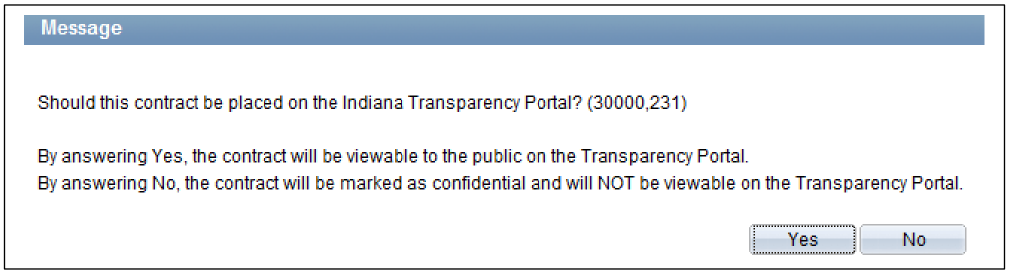
Perform Clearance Check

Route for Approval

Dispatch

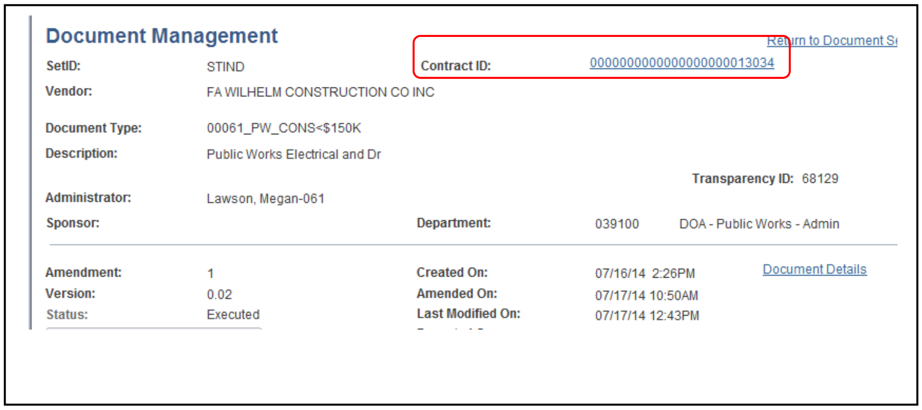
Execute

Message will display as follows:

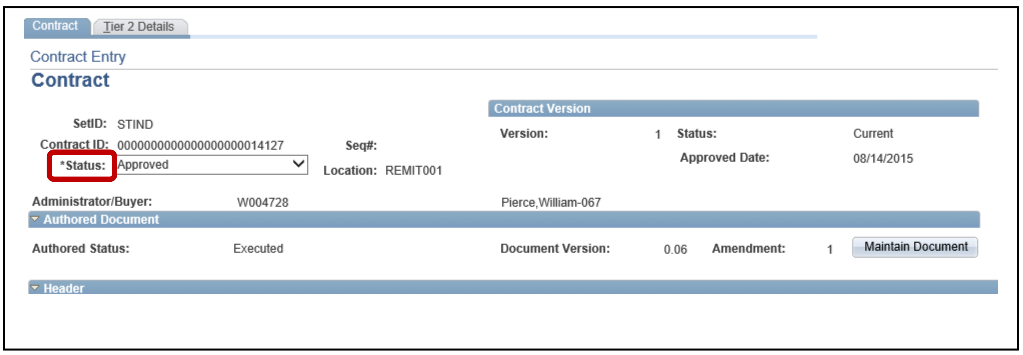


Step 3: Update Procurement/Transactional Contract

Return to Procurement Transactional Contract by clicking the **Contract ID** hyperlink



Update Status from Open > **Approved**

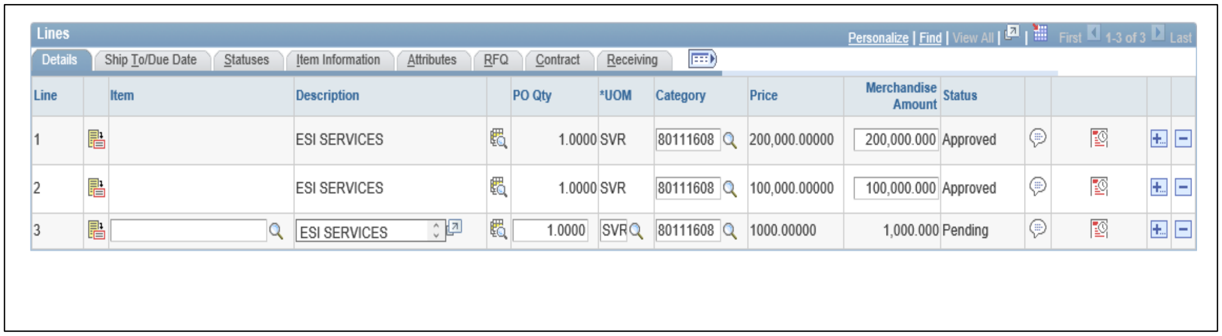


SAVE

Copy approved/budget checked Requisition to existing Purchase Order.

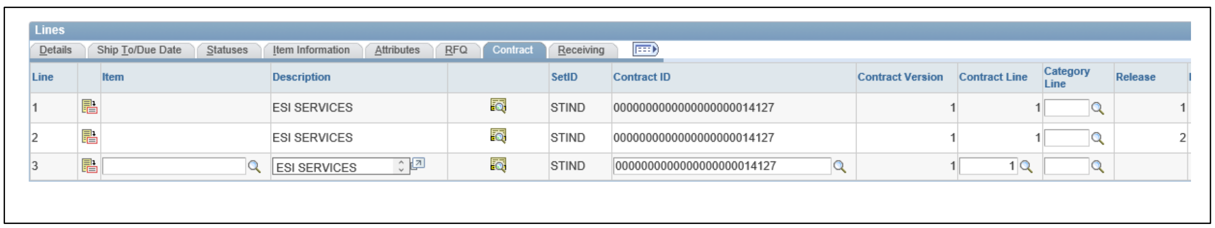
Step 4: Copy Requisition to existing Purchase Order

Copy Requisition to Purchase Order

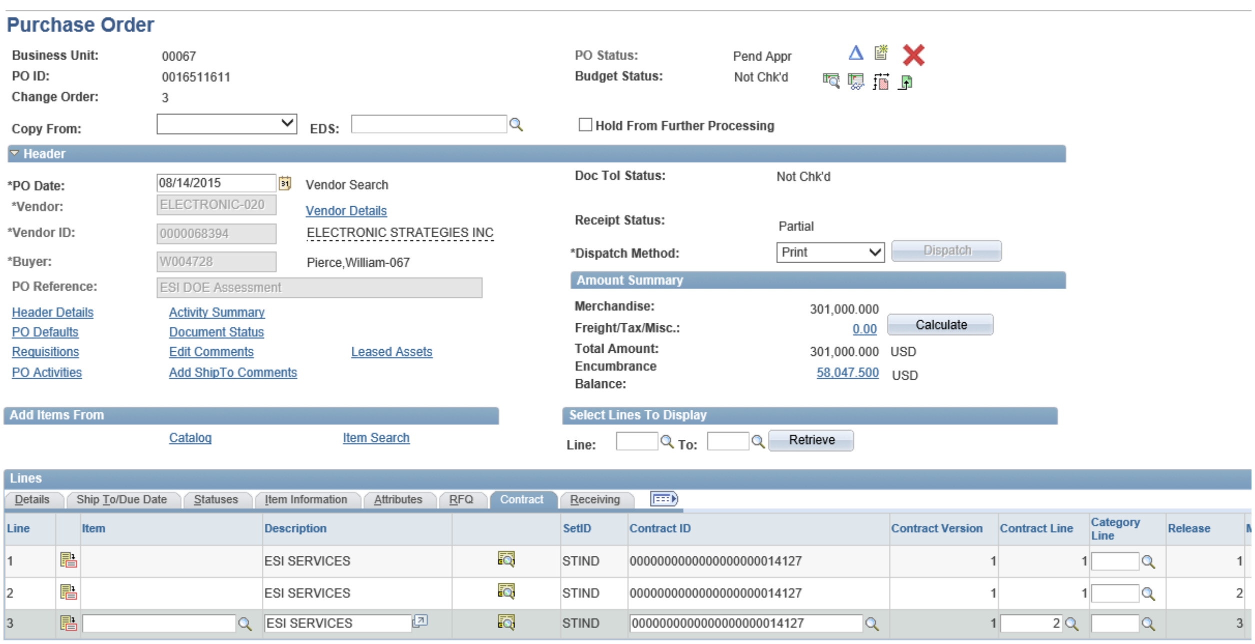


Click the **Contract** tab and update the Contract Line # to reference the appropriate line, which is Line 2.

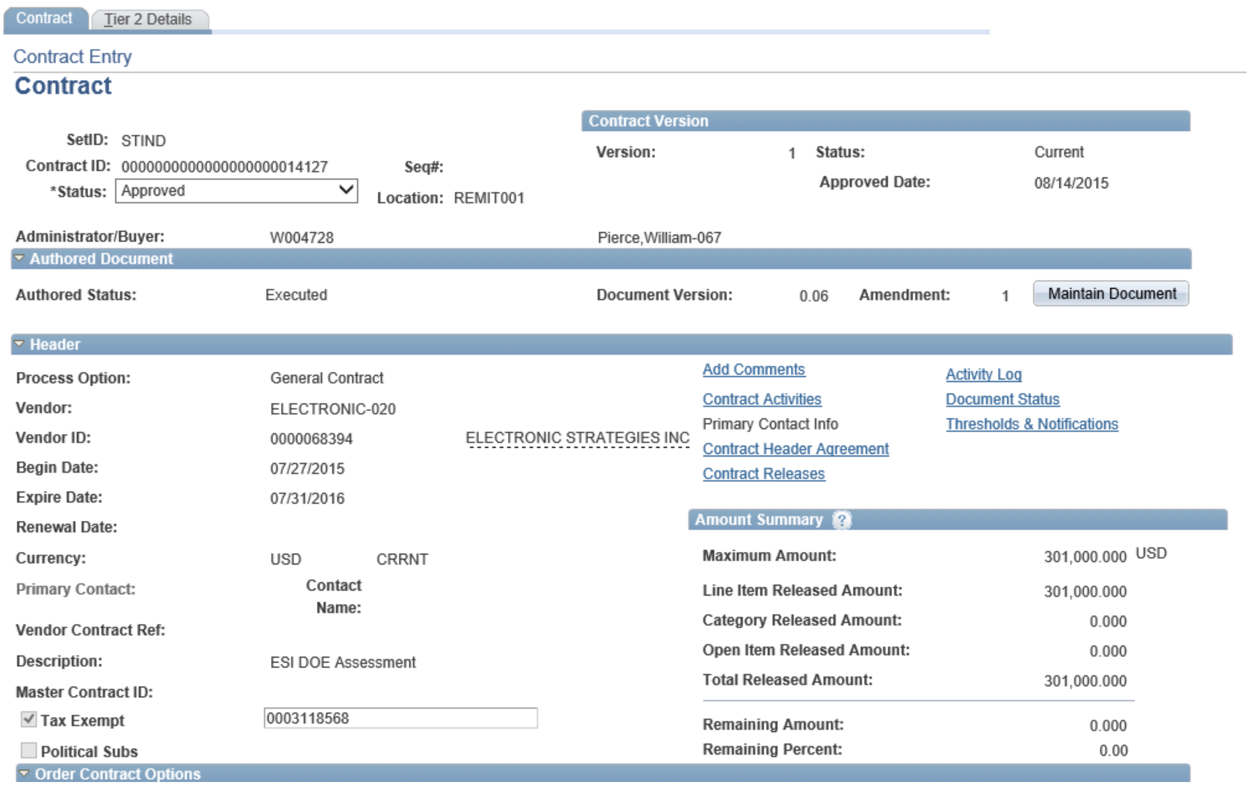
Verify that the correct Contract ID defaulted to PO as well.



Updated PO now references appropriate contract Lines:



Return to the transactional contract to notice the updated **Total Released Amount**, etc.


Contract | Tier 2 Details

Contract Entry

Contract

SetID: STIND
Contract ID: 00000000000000000014127 Seq#:
*Status: Approved Location: REMIT001

Contract Version
Version: 1 Status: Current
Approved Date: 08/14/2015

Administrator/Buyer: W004728 Pierce,William-067

Authored Document
Authored Status: Executed Document Version: 0.06 Amendment: 1 Maintain Document

Header
Process Option: General Contract
Vendor: ELECTRONIC-020
Vendor ID: 0000068394 ELECTRONIC STRATEGIES INC
Begin Date: 07/27/2015
Expire Date: 07/31/2016
Renewal Date:
Currency: USD CRRNT
Primary Contact: Contact Name:
Vendor Contract Ref:
Description: ESI DOE Assessment
Master Contract ID:
Tax Exempt 0003118568
Political Subs

Add Comments
Contract Activities
Primary Contact Info
Contract Header Agreement
Contract Releases
Activity Log
Document Status
Thresholds & Notifications

Amount Summary

Maximum Amount:	301,000.000	USD
Line Item Released Amount:	301,000.000	
Category Released Amount:	0.000	
Open Item Released Amount:	0.000	
Total Released Amount:	301,000.000	
Remaining Amount:	0.000	
Remaining Percent:	0.00	

Order Contract Options

PO Amount = Total Released Amount