

Buyers QRG for creating and facilitating contracts to Contract Administration

- When creating contracts and facilitating over to Tammy, Buyers are responsible for completing ALL sections below which include a **RED** arrow. Lindy's example contract which includes notes is C2021-2513.

Process of creating contract and facilitating to Tammy is as follows:

The screenshot shows a 'Create Contract' modal window. The title bar says 'Create Contract' with a close button (X). Below the title bar is a section header 'About the Contract (Step 1 of 1)' with a help icon (?). There are two input fields: 'Contract Name' with the text 'Lindy Test' and 'Contract Type' with the text 'Type to filter...'. Two red arrows point from a callout box to the 'Contract Name' and 'Contract Type' input fields. The callout box contains the text: 'Give the contract a name and select the contract type.' At the bottom left, there is a legend: '★ Required'. At the bottom right, there is a blue button labeled 'Create Contract'. The background of the modal is light gray.

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Contract Types

- Catering and Dining Services
- Clothing & Apparel
- Computer Software
- Computers & Networking
- Conference Expense
- Consulting Services
- Contract Admin (inactive)**
- Custodial Equipment & Supplies
- Food Services Equipment & Supplies
- Fuel - All Types
- Furniture
- Lease of Space
- Medical Equipment & Supplies
- MRO/Facilities
- Multimedia
- Office Equipment & Supplies
- Printing/Copying
- Professional Services
- Revenue Generating
- Scientific Equipment & Supplies
- Services - not otherwise listed
- Telecommunications Equipment & Supplies
- Temporary Services
- Vet Med Equipment & Supplies

Selected Value
No Value Selected

Save Changes **Close**

When choosing a contract type only choose the types listed under "Contract Admin (inactive)"

- Click the arrow next to **Contract Admin (inactive)** to open all selections
- ALWAYS choose **Procurement Services**

Contract Types

- Athletic Agreements (inactive)
- Athletic Coaches Employment Agreements
- Collection Agency Agreements
- Construction Contracts (inactive)
- Consulting Agreements (inactive)
- Donor Agreements (inactive)
- Employee Benefits Contracts (inactive)
- Employment Appointments (inactive)
- Energy Management
- Equipment Lease Agreements (inactive)
- Federal & State Regulatory Agreements (inactive)
- Financial Contracts (inactive)
- Grant Participation Agreements (inactive)
- Insurance - Partial Risk Transfer Contracts (inactive)
- Intellectual Property (inactive)
- Inter-Agency and Inter-Local Agreements (inactive)
- Intra-System Agreement
- Legacy
- Legal (inactive)
- MOA/MOU - Academic (inactive)
- MOA/MOU - Non-Academic
- Procurement Services**
- Purchase Agreements (PA) (inactive)
- Real Property (RP) Transactions (inactive)
- Research Agreements (inactive)

Selected Value
Procurement Services

Save Changes **Close**


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Create Contract

About the Contract *(Step 1 of 1)* ?

Contract Name [★]

Contract Type [★]

Work Group [★] 

Main Document Template

[★] Required

See instruction on next page for selecting Work Group.

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When selecting your Work Group (Department) you will always choose from “CLM – Texas A&M University, CLM – TAMU – Galveston, or CLM – Health Science Center.”

DO NOT CHOOSE a department from the “DO NOT USE!-tamu” list.

Click the arrow next to your choice to expand your options.

Drill ALL THE WAY down to the specific department.

Work Groups

- ▶ CLM - Health Science Center
- ▶ CLM - TAMU-Galveston
- ▶ CLM - Tarleton State University
- ▶ CLM - Texas A&M University
- ▶ DO NOT USE! - tamu

Selected Value

No Value Selected

Work Groups

- ▶ CLM - Health Science Center
- ▶ CLM - TAMU-Galveston
- ▶ CLM - Tarleton State University
- ▶ CLM - Texas A&M University
 - ▶ Academic Affairs - Executive VP & Provost
 - ▶ Administration- Other
 - ▶ Athletic Department
 - ▶ Bush School of Government & Public Service
 - ▶ College of Ag & Life Sciences
 - ▶ College of Architecture
 - Architecture Office
 - College of Architecture Office
 - Colonias Program
 - Construction Science
 - Landscape Architecture & Urban Planning
 - Visualization
 - ▶ College of Education & Human Development
 - ▶ College of Engineering
 - ▶ College of Geosciences
 - ▶ College of Liberal Arts
 - ▶ College of Science

Selected Value

Landscape Architecture & Urban Planning

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Create Contract

About the Contract *(Step 1 of 1)* ?

Contract Name [★]

Contract Type [★] × 🔍

Work Group [★] × 🔍

Main Document Template 🔍

[★] Required

[Create Contract](#)

Click "Create Contract"

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C2021-2513
Lindy Test

Checked out To: You
Type: Procurement Services
2nd Party: ABC Companies
Dates: 2/1/2021 - 1/31/2022
Version: Renewal 0, Amendment 0

Total Contract Value (TCV)
TCV: 15,000.00 USD

Lifetime Spend (USD)
Upload Main Document

Summary

Header

- Contract Summary
- Departmental Contact Inf...
- Second Party Name and ...
- Back Office
- Reporting Info
- Alternative Language
- Attachments
- Obligations
- Review Rounds
- eSignature
- Submit for Approval
- eProcurement Setup

Contract Header

Contract Number * C2021-2513

Contract Name * Lindy Test

Contract Type * Procurement Services

Work Group * Landscape Architecture & Urban Planning
CLM - Texas A&M University > College of Architecture

Parent Contract: Type to filter...

Currency: USD

Use eSignature for this contract? * Yes No

Show on Supplier Portal Yes No Inherit From General Contract Settings -- Current Setting: Yes

Value: 15,000.00 USD

Summary: Please include a contract summary here. Can also use this same summary on the next page. [Edit Summary](#)

Do not need to include a link to the requisition or PO here, including the number of the requisition and/or PO in the Back Office section is sufficient. However, if you would like to include a link please go to the "shopper" view of the requisition and/or PO and copy the link from there. Otherwise the link will not work.

Contract Parties [Add Party](#)

Name	Currently Visible	Type	Contact	Contract Address	Actions
Texas A&M University		First Party (Primary)	-	-	Actions
ABC Companies	✗	Second Party (Primary)	-	-	Actions

Dates and Renewal

Time Zone * CDT/CST - Central Standard Time (US/Cent)

Start Date * 02/01/2021 12:00 AM

End Date * 01/31/2022 11:59 PM

Renewals Remaining: 4

Automatically Apply Price File with Renewal: Yes No

Renewal Term: 1 Years

Auto-Renew: Yes No

A few things that some are forgetting to complete on the HEADER page are:

- Total Contract Value
- Adding the Second Party

Please be sure to complete these items.

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> Additional Details

Monetary Information

Is this a Monetary Contract? Yes No

Estimated Total Contract Value

Is this a Revenue Contract? Yes No

Member Funds Required? Yes No

Do you wish to encumber the funds? Yes No

★ Required

Contract Summary [History](#) [?](#)

Enter a brief Summary of this Contract's Scope **★**
1949 characters remaining

Is this a New or Existing Contract? **★**

Reference Contract Number (if applicable)

Has the Contractor/Supplier furnished a Contract document? **★** Yes No

Second Party Contract Number (if applicable)

These are the selections when you are entering a NEW contract and the vendor has provided the contract on their paper.

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Contract Summary

Enter a brief Summary of this Contract's Scope *

Copy and paste your summary from first screen here. 1949 characters remaining

Is this a New or Existing Contract? *

New

Reference Contract Number (if applicable)

This is for DIR numbers, etc.

Has the Contractor/Supplier furnished a Contract document? *

Yes No

Award Documents

Select Award Document: *

General Services Agreement

These are the selections when you are entering a NEW contract and the vendor HAS NOT provided the contract on their paper. Instead you will use a Texas A&M template contract (i.e. General Services Agreement)

Header	✓
Contract Summary	✓
Departmental Contact Inf...	✓
Second Party Name and ...	✓
Back Office	✓
Reporting Info	✓
General Services Agreem...	✓

Once you choose the award document then a new section will appear that is entitled with that award document name. You will have additional questions to answer for the award document that are the "fill in the blanks" within that document.

NOTE: you DO NOT need to draft the template. By answering these questions, the system can draft the template for you. Once we receive the contract from you, we can have the system draft the template and then we can send to the vendor for review/approval before signature.



General Services Agreement


(GSA) Enter a detailed scope of work of the agreement OR attach a document which contains a detailed scope of work of the agreement in the "Attachments" section. *


Enter a detailed scope of work that the vendor will provide here. 1935 characters remaining


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Departmental Contact Information


A&M System Member ID *  


Department Code (include Member Number and Department abbreviation [EX: 02-PURS]) * 

Primary Contact's Name: * 


Primary Contact's Address: * 

Primary Contact's City/State/Zip: * 


Primary Contact's Email Address * 



Primary Contact's Phone Number (xxx-yyy-zzzz) * 


Primary Contact's Fax Number (xxx-yyy-zzzz)


Is the "Contract Notice" designee different than the Primary Contact Person identified above? * Yes No 


Second Party Name and Contact Info


Second Party Name 


Second Party Reference Name *  

Second Party Contact's Name * 


Second Party Contact's Address * 
1986 characters remaining
Field Validation


Second Party Contact's City/State/ZIP * 


Second Party Contact's Email Address * 

Second Party Contact's Phone Number (xxx-yyy-zzzz) * 

Second Party Contact's Fax Number (xxx-yyy-zzzz)

Is the Contractor/Second Party an international company? * Yes No 

Is the Second Party "Contract Notice" designee different than the Primary Second Party Contact identified above? * Yes No 

Will more than one Contractor/Supplier be participating in this contract? * Yes No 

DO NOT NEED TO COMPLETE – CA WILL COMPLETE

NOTE: If the answer to this is YES be sure to enter ALL second parties under Contract Parties on the "HEADER" screen.

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Back Office

Select the Team * ←

Team One Members * ←

Dispute Resolution Officer * ←

Destruction Date * ←
mm/dd/yyyy

Enter PO Number (if applicable) ←

Enter Requisition Number ←

Contract Status Date ←
mm/dd/yyyy

Contract Status ←

Dispute Resolution Officer answer will always be “University Contracts Officer” for Texas A&M and “Associate Vice President for Finance and Administration and CFO” for TAMHSC.

The Destruction Date is 7 yrs after the END DATE of the contract. If the contract has the potential to go 5 yrs then need to calculate the end date as 5 years from the begin date and then add 7 years. If you know your end date could be changing just stick with the end date that you know at the time of entering the contract.

DO NOT NEED TO COMPLETE – CA WILL COMPLETE

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Reporting Info History ?

Large Scale Contract * Yes No → **DO NOT NEED TO COMPLETE – CA WILL COMPLETE**

FERPA * Yes No → **DO NOT NEED TO COMPLETE – CA WILL COMPLETE**

SB20/Transparency Reporting * →

HB 1295 Reporting * Yes No → **If you have already obtained the 1295 Form please attach to the contract.**

LBB Reporting * →

If this Contract Request involves an EIR, please select which of the following EIR's will be purchased under this Contract. If the request does not involve an EIR, select "This purchase does not involve an EIR." * →

College of Medicine Report Code → **DO NOT NEED TO COMPLETE**
Paul: Can you hide this question?

Contract Checklist

Select the applicable Contract Type, if any. If none are applicable, select "None of these are applicable". *

- Contract Type "Inter-Agency Agreements"
- Contract Type "Inter-Local Agreements"
- Contract Type "Intra-System Agreements"
- Contract Type "Training Affiliation Agreements"
- Contract Type "Clinical Affiliation Agreements"
- Existing Contract Amendment, Renewal, or Extension
- Master Order
- None of these are applicable

DO NOT NEED TO COMPLETE ANYTHING ON THIS PAGE – CA WILL COMPLETE

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Attachments History ?

General (1) Obligations (0)

Attach all applicable documents here.

Add Attachments Upload Main Document

Print Order	Attachment	Print with Full Contract	Show on Supplier Portal	Version	Size	Date Uploaded	Actions
1	One+Diversified+LLC+AB0532891 (2) (002).pdf	✓	✗	1	2,078 KB	1/6/2021 11:00:31 AM	Actions

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Goods and Services History | ?

Forms **Ordering Instructions** **Non-Catalog Items**

You can make Contract Forms appear in product search results in two ways:
1. Turn on the "Show Contract Forms in Product Search Results" below.
2. Add the contract forms to Favorites (which also appear in product search results).

You must set up at least one of the two options mentioned above for this contract's forms to appear.

Options

Show Contract Forms in Product Search Results Yes No

Contract Forms

No Forms Associated with this Contract

[Add Form](#)

Under GOODS AND SERVICES need to complete the commodity code. The steps are as follows:

1. Click on NON-CATALOG ITEMS
2. Click "Add Contract Non-Catalog Item"
3. Complete the information on the "Contract Non-Catalog Item" page.

Many are forgetting to complete the commodity code.

Please be sure to complete this item.

Goods and Services History | ?

Forms **Ordering Instructions** **Non-Catalog Items**

Manage Non-Catalog Items [View Import/Export Results](#)

No non-catalog items on this contract.

[Add Contract Non-Catalog Item](#)

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Step 3

If you have an "actual" commodity code:

1. Put number in UNSPC box
2. Click "assign category from UNSPC and the "Commodity Code" and a description will auto populate.

If you are using a "made up" commodity code (i.e. 999 code):

1. Put number in UNSPC box
2. Put same number in "Commodity Code" box and **CLICK OVERRIDE**
3. Provide a description of the commodity code in the "Searchable Keywords" box

Under USERS AND CONTACTS be sure that YOU are listed as the Contract Manager and the departmental contact(s) is/are listed as the Stakeholder.

Add yourself as Contract Manager by clicking on EDIT USERS and adding your name as below.

Add departmental contact(s) by clicking on EDIT USERS and adding them as below.

Add Contract Users

You can add more users to this contract using the ways below.

- Individually by User: Winkler, Patricia X
- By Role: Role Name
- By Department: Department Name

Save Changes Close

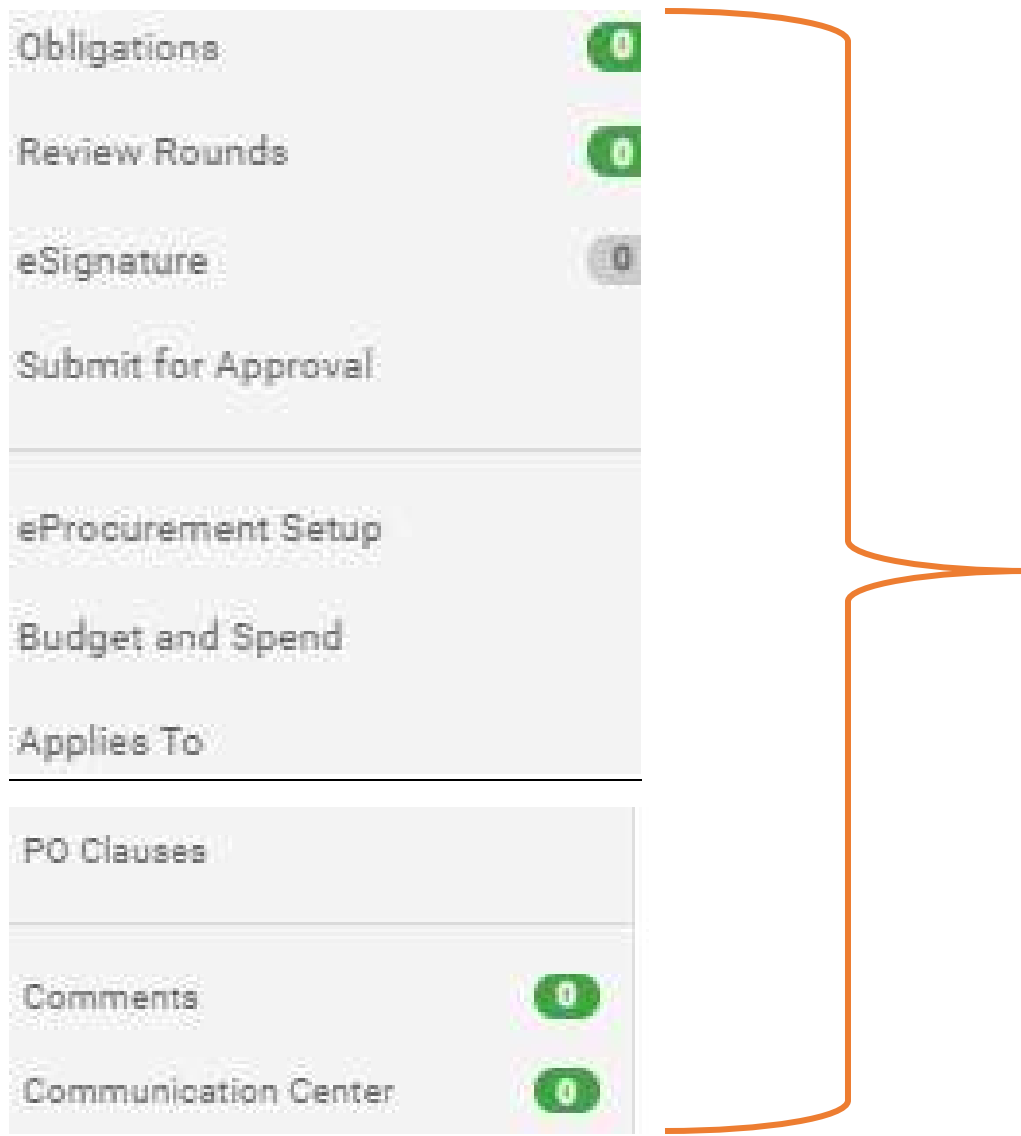
Add Contract Users

You can add more users to this contract using the ways below.

- Individually by User: Gustavus, Kevin X
- By Role: Role Name
- By Business Unit: Business Unit Name
- By Department: Department Name

Save Changes Close

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No need to complete any information in any of these sections unless you need to make comments of any kind in the comments section or send out internal or external communication.

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Notifications

Notifications History ?

Who should receive each notification type?

Notification Type	Contract Managers		Stakeholders		External Contacts
	Contract	Work Group	Contract	Work Group	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget Exceeded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Percentage Tiers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amount Tiers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start Date - Advance Notice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start Date Passed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
End Date - Advance Notices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
End Date Passed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Renewal Date - Advance Notices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Renewal Date Passed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review Date Passed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Advance Notice Settings

Leave a field blank to turn off that advance notice.

Advance Notice For...	Advance Notice #1 (in Days)	Advance Notice #2 (in Days)	Advance Notice #3 (in Days)
Start Date	<input type="text"/>		
End Date	90	60	30
Renewal Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

Spend Tier Notification Settings

Send Spend Tier Notification For PR spend PO spend Invoice spend

This contract has no notification tiers

[Add Notification Tier](#)

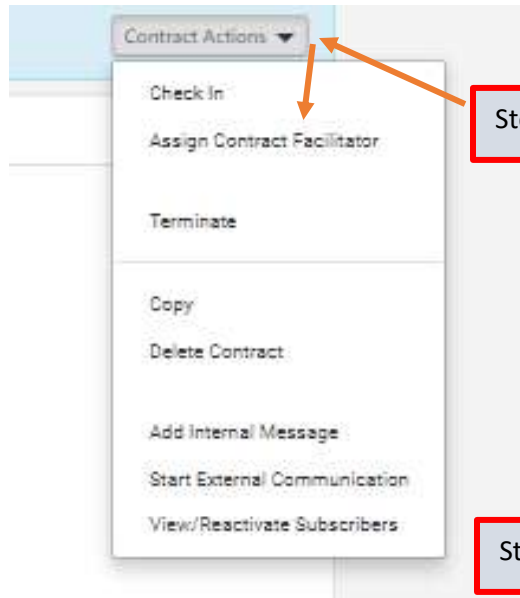
[Save Changes](#)

If you would like to use any of these features and are not familiar with them let me know and I can help.

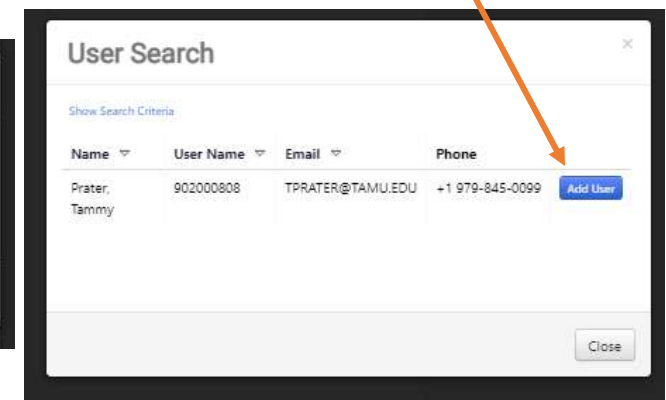
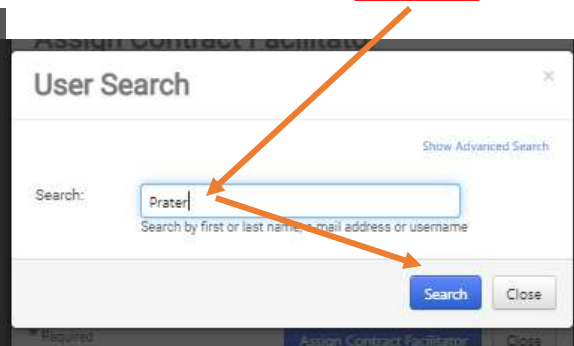
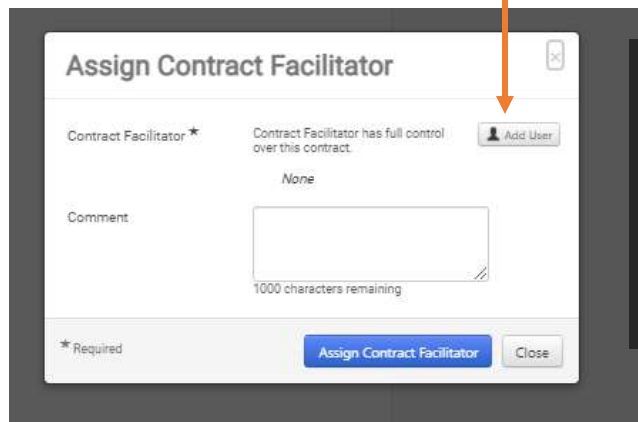
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➤ Once you have completed all of the items above you will then facilitate the contract to Tammy for review by Contract Administration.

To facilitate contract to Tammy:



- Steps for facilitating contract to Tammy:**
1. Click on CONTRACT ACTIONS and select “Assign Contract Facilitator”
 2. Click on ADD USER
 3. Type PRATER in the Search box and click SEARCH
 4. Tammy’s name will appear – click “Add User”
 5. Type comment and click “Assign Contract Facilitator”



Buyers QRG for creating and facilitating contracts to Contract Administration

Assign Contract Facilitator

Contract Facilitator ^{*} Contract Facilitator has full control over this contract.

Prater, Tammy

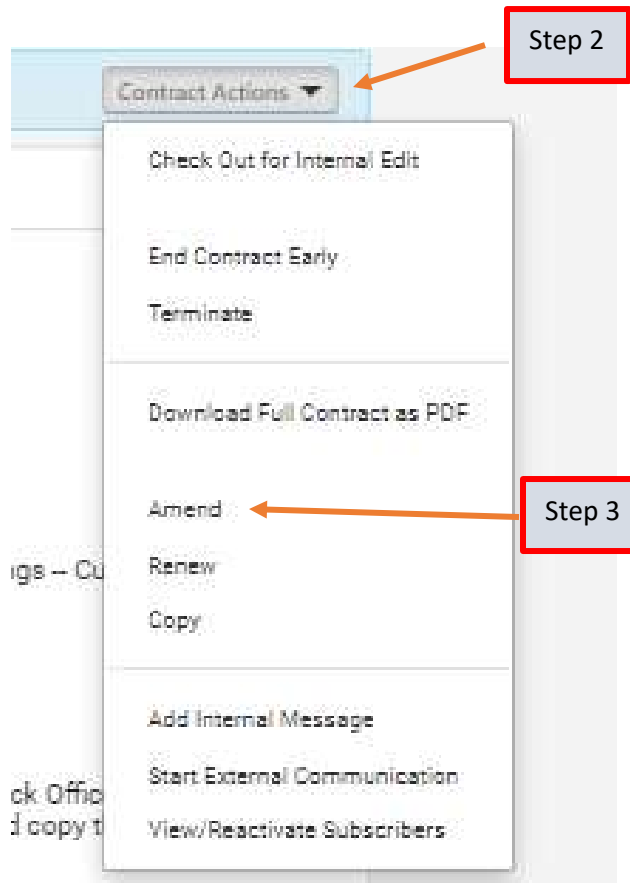
Comment: Contract for review/approval by:
Contract Administration,
944 characters remaining

^{*} Required

Step 5

Buyers QRG for creating and facilitating contracts to Contract Administration

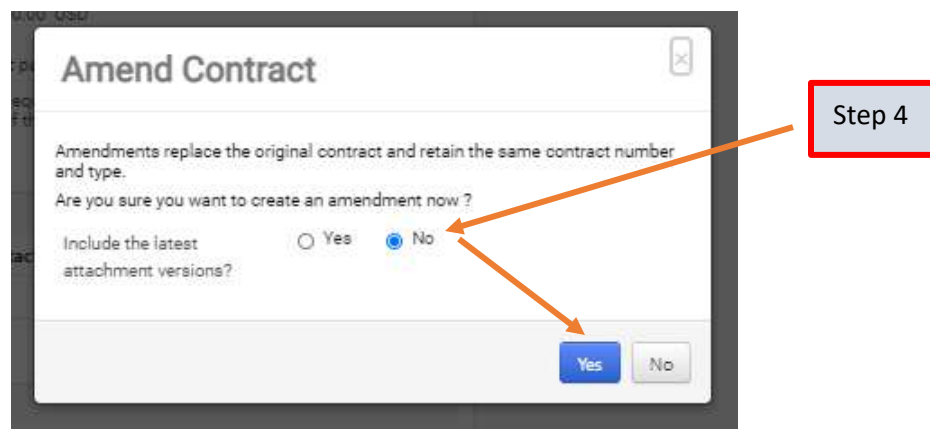
Process for creating/facilitating AMENDMENTS:



Steps for creating an amendment to an EXISTING contract:

1. Pull up existing contract
2. Click on "Contract Actions"
3. Click on Amend
4. Select YES (if want to include original Word document) or NO to include the latest attachment versions then click "YES"

NOTE: if you want to amend the original Word document and will not be using a new document then be sure to choose YES here.



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Amendment is saved under the SAME contract number but it will say “Amendment Actions” at the top right. Will also show “Amendment 1” in the VERSION section.

C2021-2513
Lindy Test

Amendment 1

Contract Number * C2021-2513

Contract Name * Lindy Test

Contract Type * Procurement Services

Work Group * Landscape Architecture & Urban Planning

Value 3,000.00 USD

Summary
Edit the summary here to indicate what this amendment is changing.
EX: this amendment adds additional service by vendor in the amount of \$3K.

Name	Currently Visible	Type	Contact	Contract Address
Texas A&M University		First Party (Primary)	-	-
ABC Companies	✗	Second Party (Primary)	-	-

End Date * Expires On 12/31/2021 11:59 PM

Amendment Actions

Amendment will come over with all same information as original contract so will need to make ONLY changes that amendment is requesting (i.e. extending end date, adding money, etc.). Also be sure to edit the summary to indicate what the amendment is changing (EX: *This amendment adds additional service by vendor in the amount of \$3K*)

Buyers QRG for creating and facilitating contracts to Contract Administration

Contract Summary

Enter a brief Summary of this Contract's Scope *
Copy and paste your summary from first screen here. 1949 characters remaining

Is this a New or Existing Contract? * Existing

Contract Number * C2021-2513

Reference Contract Number (if applicable) This is for DIR numbers, etc.

Amendment or Renewal/Extension * Amend/Modify

Has the Contractor/Supplier furnished a Contract document? * Yes No

Second Party Contract Number (if applicable) If supplier furnished contract has nu

Back Office

Select the Team * Team One

Team One Members * Paty Winkler

Dispute Resolution Officer * University Contracts Officer

Destruction Date * 01/31/2033

Enter PO Number (if applicable) AB0309020

Enter Requisition Number 88044540

Contract Status Date

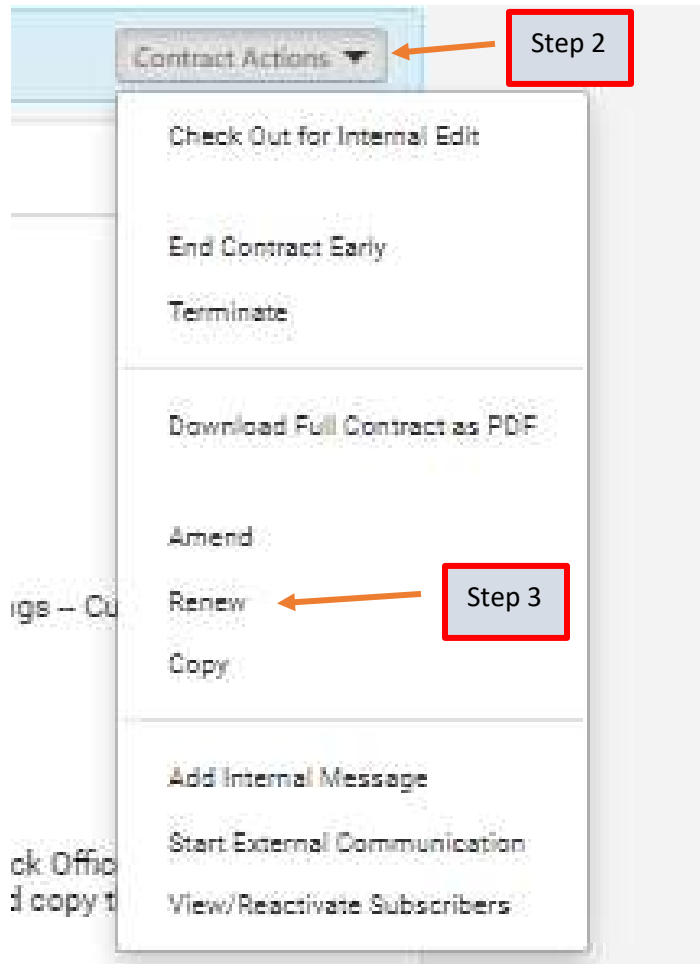
Contract Status

Other changes that *may* need to be made to the Amendment are marked here with RED arrow.

➤ Once you make all the necessary changes you will then facilitate to Tammy same way as explained above.

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Process for creating/facilitating RENEWALS:



Steps for creating a renewal to an EXISTING contract:

1. Pull up existing contract
2. Click on "Contract Actions"
3. Click on RENEW

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< Back to Results

Draft Once done This contract

C2021-2513
Lindy Test

Checked out To: You
Type: Procurement Services
2nd Party: ABC Companies
Dates: 1/15/2022 - 12/31/2022
Version: **Renewal 1** - Amendment 0

Total Contract Value (TCV)
TCV: 33,000.00 USD

Lifetime Spend (USD)
Upload Main Document

Summary

Header ✓

- Contract Summary ✓
- Departmental Contact Inf... ✓
- Second Party Name and ... ✓
- Back Office ✓
- Reporting Info ✓
- Contract Checklist ✓
- Alternative Language 0
- Attachments 0
- Obligations 0
- Review Rounds 0
- Submit for Approval
- eProcurement Setup
- Budget and Spend
- Applies To
- Goods and Services
- PO Clauses

Contract Header History ?

Contract Number * C2021-2513 Parent Contract Type to filter...

Contract Name * Lindy Test Currency USD

Contract Type * Procurement Services Use eSignature for this contract? * Yes No

Work Group * Landscape Architecture & Urban Planning CLM - Texas A&M University > College of Architecture Show on Supplier Portal Yes No Inherit From General Contract Settings -- Current Setting: Yes

Value 15,000.00 USD

Summary Please include a contract summary here. Can also use this same summary on the next page. [Edit Summary](#)

Do not need to include a link to the requisition or PO here, including the number of the requisition and/or PO in the Back Office section is sufficient. However, if you would like to include a link please go to the "shopper" view of the requisition and/or PO and copy the link from there. Otherwise the link will not work.

Contract Parties Add Party

Name	Currently Visible	Type	Contact	Contract Address
Texas A&M University		First Party (Primary)	-	-
ABC Companies	✗	Second Party (Primary)	-	-

Dates and Renewal

Time Zone * CDT/CST - Central Standard Time (US/Cent) Renewals Remaining 3

Start Date * 01/01/2022 12:00 AM Update Start Date Upon Execution Automatically Apply Price File with Renewal Yes No

End Date * Expires On 12/31/2022 11:59 PM No Expiration Renewal Term 1 Years

Auto-Renew Yes No

Renewal No. 1

Additional Details

Monetary Information

★ Required

< Previous Save Progress Next >

Renewal is saved under the SAME contract number but it will say "Renewal Actions" at the top right. Will also show "Renewal 1" in the VERSION section.

Will need to update Value to whatever the value of the renewal is. Possible that it will increase from the value of the original contract.

Renewal will come over with almost all same information as original contract, WILL automatically change Start and End Date to the renewal year, and will automatically adjust the "Renewals Remaining." ONLY changes that will need to be made are any changes requested through the renewal – there may be none (example of changes through renewal may be company contact info and value)

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➤ Once you make all the necessary changes and IF there is a document that needs to be signed for the renewal you will need to attach that document to the renewal contract then facilitate to Tammy same way as explained above. If NO signed document needed you will submit for approval and you are done.

➤ A search of this contract C2021-2513 will now pull up the ORIGINAL contract, AMENDMENT, and RENEWAL since they all share the same contract number.

Contract Search Results

1-3 of 3 Results Sort by Best Match 100 Per Page

Contract Details

C2021-2513 Open Summary
Lindy Test

Second Party: ABC Companies	Start Date: 1/1/2022	Version Type: Renewal
Contract Type: Procurement Services	End Date: 12/31/2022	Renewal No.: 1
Status: Draft	Active for Shopping: No	Amendment No.: 0
		Extension Count: 0

C2021-2513 Open Summary
Lindy Test

Second Party: ABC Companies	Start Date: 1/1/2021	Version Type: Amendment
Contract Type: Procurement Services	End Date: 12/31/2021	Renewal No.: 0
Status: Executed: In Effect	Active for Shopping: Yes	Amendment No.: 1
		Extension Count: 0

C2021-2513 Open Summary
Lindy Test

Second Party: ABC Companies	Start Date: 1/1/2021	Version Type: Original
Contract Type: Procurement Services	End Date: 12/31/2021	Renewal No.: 0
Status: Superseded	Active for Shopping: No	Amendment No.: 0
		Extension Count: 0

1-3 of 3 Results 100 Per Page