# NSHE CONTRACT MANAGEMENT SYSTEM

## CONTRACTS+

#### **Contract Requests**

The contract request feature allows users who don't normally work in the Contracts area to communicate about an existing contract or request that a contract be created. Contract requests offer a way for business users to communicate to the contract team directly about their contract requirements.

Contract requesters complete fields and answer questions on a contract request form and submit it for approval. Once approved, a contract may be created from the request. A Discussion page on the contract request allows the contract manager or approver to request more information through discussion threads.

#### **Contract Requests from Start to Finish**

- 1) A Contract Requester can access the Request Contract and My Contract Requests pages.
- 2) A contract request is completed by the requester and submitted to Purchasing for processing. The requester must answer questions that allow the Contract Manager to complete a contract.
- 3) During the approval stage, the Contract Manager may request more information about the request through the Discussions page. This page can be monitored regularly for updates, or notifications can be enabled that alert the approver or contract manager that a discussion thread has been posted.

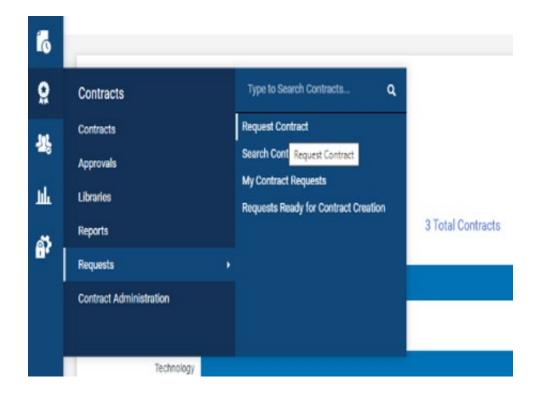
### Logging into Contracts+

Here is the single sign-on (SSO) link for Contracts+

https://solutions.sciquest.com/apps/Router/SAMLAuth/UNLV

#### **Creating a Contract Request**

1) Navigate to **Contracts** > **Requests** > **Request Contract.** 



2) Contract Requesters can request an amendment or renewal to an existing contract by submitting a Contract Request selecting the request type. The Requester can select either Create Contract, Amend Contract, or Renew Contract.

ract name				
	Search Co	ntract Parties Advanced Search		
	Create Contrac	et Request	×	
	Contract Request Type *	<ul> <li>Create Contract</li> <li>Amend Contract</li> <li>Renew Contract</li> </ul>		
	Contract Request Name *	Supplier Name		
	Select a Contract Request Template *	Contract Request Form × Q		<b>F</b>
	Col		tart Date  ▽	En
nt 1	Gei * Required	Submit	3/4/2023	110
nt O	Gei		4/1/2023	4
nt O	General Goods and Services	Office Depot Inc.	3/4/2023	111

- 3) Complete these fields in the Create Contract Request window:
  - Select a Contract Request Template Search for and select the contract request template to use for the request.
  - **Contract Request Name** Enter the supplier as the name for the contract request.
- 4) Click **Submit**. The contract request opens to the Instructions page, which provides information regarding the contract request. Click **Next**.

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Contracts  Requests  My Contract Request	215	
JAGGAER revised its <u>Service Privacy</u>	Policy effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in	our Service Privacy
Back to My Contract Requests		
Supplier Name Goes Here	Instructions	Request History ?
Form Number: 778675 Request Status: Incomplete	Please complete the Contract Request Form and attached any supporting documentation in the Attachments section on the left.	
Instructions	You can access the CSN website here.	
Details	You can access the NSC website here. You can access the UNLV website here.	
Attachments 0		
Questions 🗸		
General Contract Request 🛷		
Additional Details 🗸		
Review and Complete		
Discussion		
Contract Request Workflow		
		Next >

5) The **Details** page displays the contract request name, the template used for the request, the contract type and the description. Update the **name** of the contract request if needed. Click **Save Progress and or Next.** 

Back to My Contract Requests						
Supplier Name Goes Here	Details				🖨 Print Request	History ?
Form Number: 778675 Request Status: Incomplete	Contract Request Name *	Supplier Name Goes Here	]			
Instructions	Template	Contract Request Form	)			
Details	Contract Type	-				
Attachments O	Description	Contract Request Form				
Questions 🗸	Contract Request Type	Create Contract				
General Contract Request 🛷						
Review and Complete						
Discussion						
Contract Request Workflow						
				<pre></pre>	Save Progress	Next >

6) The **Attachments** page displays any attachments that have been added to the contract request template. Add or delete the attachments you want to include in the contract request and click **Next**.

Contracts  Requests  My Contract Requests	
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Back to My Contract Requests	
Supplier Name Goes Here	Attachments
Form Number: 778675 Request Status: Incomplete	Add Attachments
Instructions	Add Attachments:
Details	
Attachments 0	
Questions 🗸	
General Contract Request 🛷	
Additional Details 🛛 🛷	
Review and Complete	
Discussion	
Contract Request Workflow	
	Previous     Next >

7) On the **Questions** page, complete the series of questions and complete the fields as directed. Some fields may have certain answers selected by default, and some may be read-only. **Click Save Progress and/or Next.** 

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Contracts  Requests  My Contract Requests JAGGAER revised its Service Privacy P	<b>alicy</b> effective May 25, 2018. By closing this banner, you acknowledge that when you u	e our Solution, we process your personal info	ormation as described in our Service Privac	v Policy.	
Back to My Contract Requests				, ,	
Supplier Name Goes Here	Questions		Print Request   History   ?		
Form Number: 778675 Request Status: Incomplete					
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All starred items are **Required** before you can submit the contract request.

★ Required

For additional information on what is required in the field hover over the question mark.

Request In	formation
ork Group *	θ
	Show Help Text For Work Group
College of S Nevada (CS	

8) Click Review and Complete.

• The **Section** column displays areas of the contract request that must be completed before it can be submitted.

• The **Progress** column displays a green check to the right of the step name if all required fields have been configured for that step, or the system will indicate that information is missing. If information is missing, return to the request and enter the missing data. Steps that are not required display the green check by default.

Supplier Name Goes Here	Review and Complete	🖨 Print Request   History   ?		
Form Number: 9122641 Request Status: Incomplete	<ul> <li>Required fields complete</li> </ul>			
Instructions	Section	Progress		
Details	Instructions	No Required fields		
Attachments 0	Details	No Required fields		
Questions 🗸	Attachments	No Required fields		
General Contract Request ✔	Questions	<ul> <li>Required fields complete</li> </ul>		
Additional Details	General Contract Request Information	Required fields complete		
Review and Complete	Additional Details	Required fields complete		
Discussion				
Contract Request Workflow				
Contract Request WORNOW	★ Required	Previous     Complete Request		

9) Once the contract request is ready to submit, click the **Complete Request** button, then click Yes in the Confirmation window.

The contract request is moved to Under Review status and submitted for approval. The Contract Manager will receive an email notification and/or action item, depending on their notification preferences.

During the approval stage, the Contract Manager may request more information about the request through the **Discussions page**. You will need to monitor the page and reply to the thread.

Back to My Contract Requests		
Supplier Name Goes Here	Discussion	
Form Number: 9122641 Request Status: Incomplete	Start New Thread	
Instructions Details	There are no message threads for this request.	
Attachments 0		
Questions 🗸 General Contract Request 🗸		
Additional Details		
Review and Complete		
Discussion		
Contract Request Workflow		

You can search for and view the status of the contract request by navigating to **Contracts> Requests > My Contract Requests.** 

*	<b>q</b>	
_	Contracts + Requests + My Contract Request	
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6	Clack to My Contract Requests	
	Supplier Name Goes Here	Discussion
8	Contracts	Type to Search Contracta Q
	Contracts	Request Contract
23	Approvals	Search Contract Requests
hh	Libraries	My Contract Requests Search Contract Requests
	Reports	Requests Ready for Contract Creation
<b>*</b>		
	Requests	
	Contract Administration	
	Discussion	
	Contract Request Workflow	
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**Note:** Once a contract is created from a request, the contract number will appear on the contract request. If the requester has the appropriate permissions and work group access they will be able to view basic information on the contract. Depending on configurations they may be able to view full, limited or partial details.