

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.

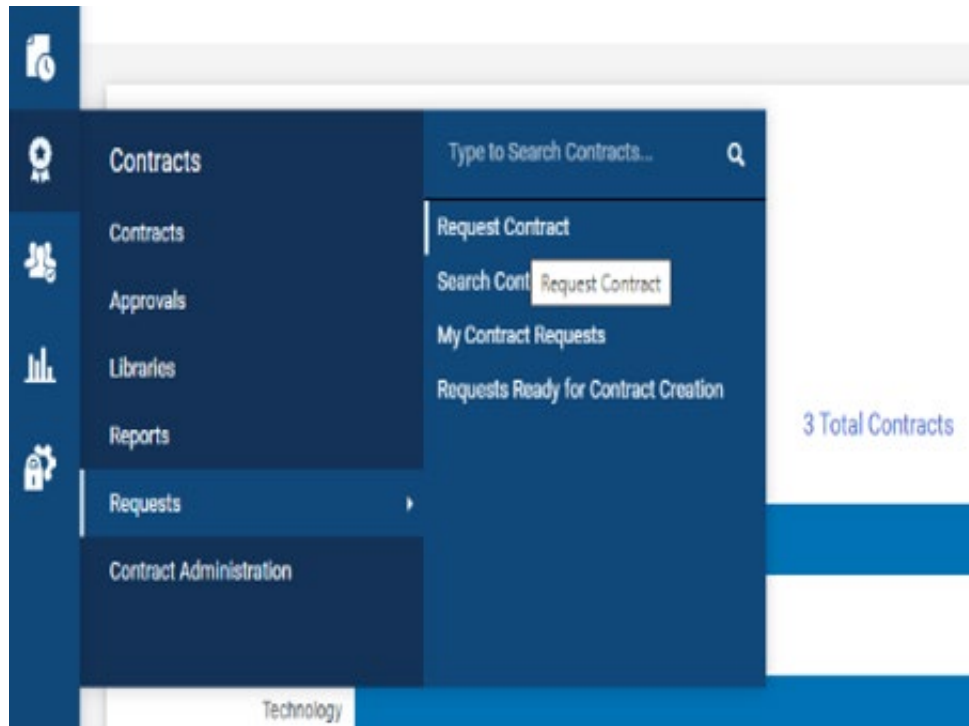
Logging into Contracts+

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

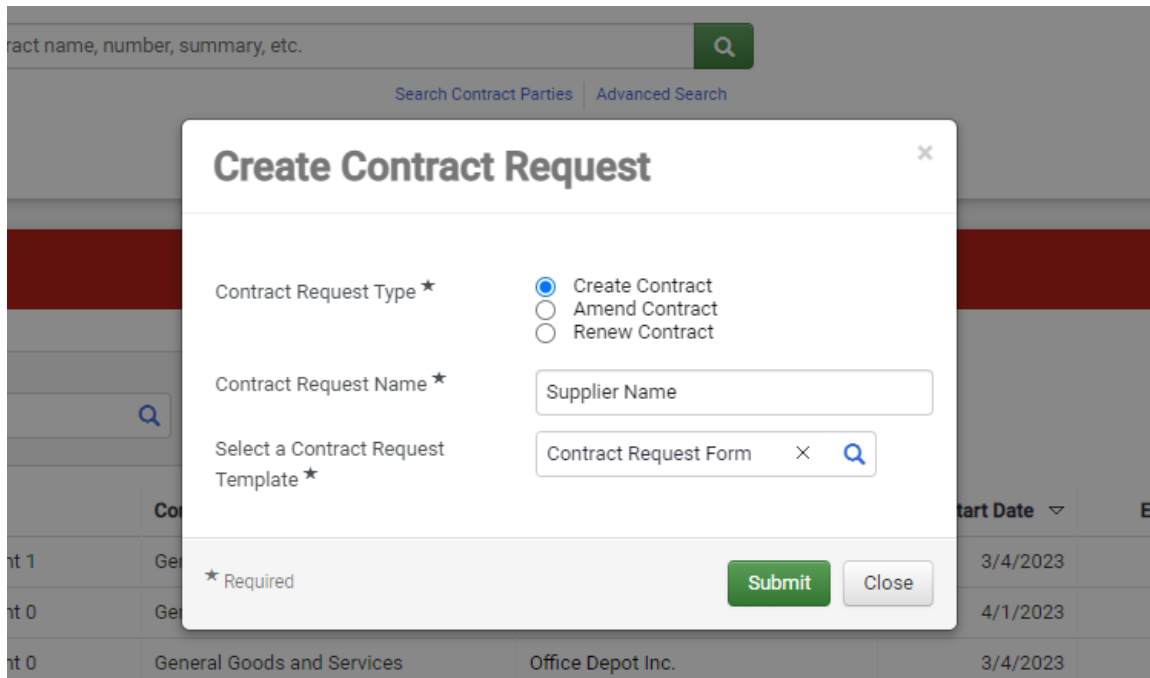
<https://solutions.sciquest.com/apps/Router/SAMLAuth/UNLV>

Creating a Contract Request

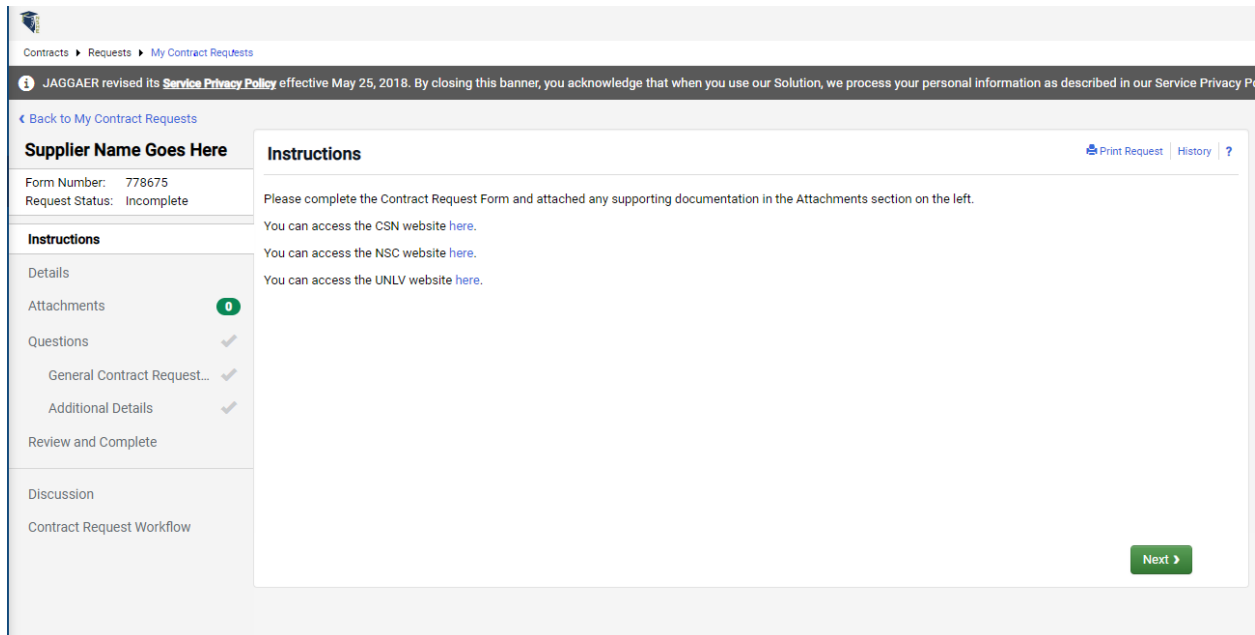
- 1) Navigate to **Contracts > Requests > Request Contract**.



- 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**.



- 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**.



- 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 Print Request | History | ?

Form Number: 778675
Request Status: Incomplete

Instructions

Details

Attachments 0

Questions ✓

General Contract Request... ✓

Additional Details ✓

Review and Complete

Discussion

Contract Request Workflow

Contract Request Name *

Template Contract Request Form

Contract Type -

Description Contract Request Form

Contract Request Type Create Contract

← Previous **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 Print Request | History | ?

Form Number: 778675
Request Status: Incomplete

Instructions

Details

Attachments 0

Questions ✓

General Contract Request... ✓

Additional Details ✓

Review and Complete

Discussion

Contract Request Workflow

Add Attachments

Add Attachments:

← 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.**

Contracts > Requests > My Contract Requests

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Back to My Contract Requests

Supplier Name Goes Here

Form Number: 778675
Request Status: Incomplete

Instructions
Details
Attachments

Questions

General Contract Request...
Additional Details
Review and Complete

Discussion
Contract Request Workflow

Questions

Print Request | History ?

Overview	Progress
General Contract Request Information	<input type="radio"/> Incomplete
Additional Details	<input type="radio"/> Incomplete

Previous Next

Contracts > Requests > My Contract Requests

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Back to My Contract Requests

Supplier Name Goes Here

Form Number: 778675
Request Status: Incomplete

Instructions
Details
Attachments

Questions

General Contract Request...
Additional Details
Review and Complete

Discussion
Contract Request Workflow

Questions - Additional Details

Print Request | History ?

On This Page

- Institution and Unit Information (4)
- Additional Request Details (12)

Institution and Unit Information

Which Institution does this agreement pertain to? *

CSN - College of Southern Nevada

CSN Unit *

Additional Request Details

Does this agreement have a Purchase Requisition? *

Yes No

Is the duration of this agreement longer than 5 years? *

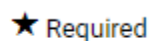
Does this agreement involve the use of Hazardous Materials? *

Does this agreement require any construction or changes of any kind to a managed space? *

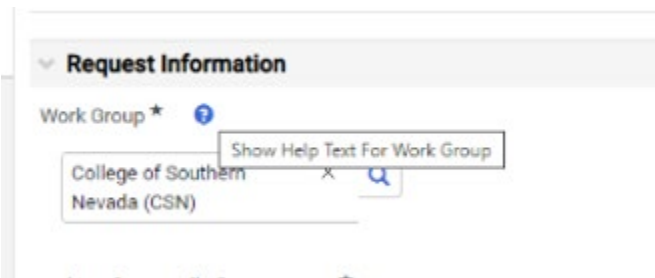
★ Required

Previous Save Progress Next

All starred items are **Required** before you can submit the contract request.

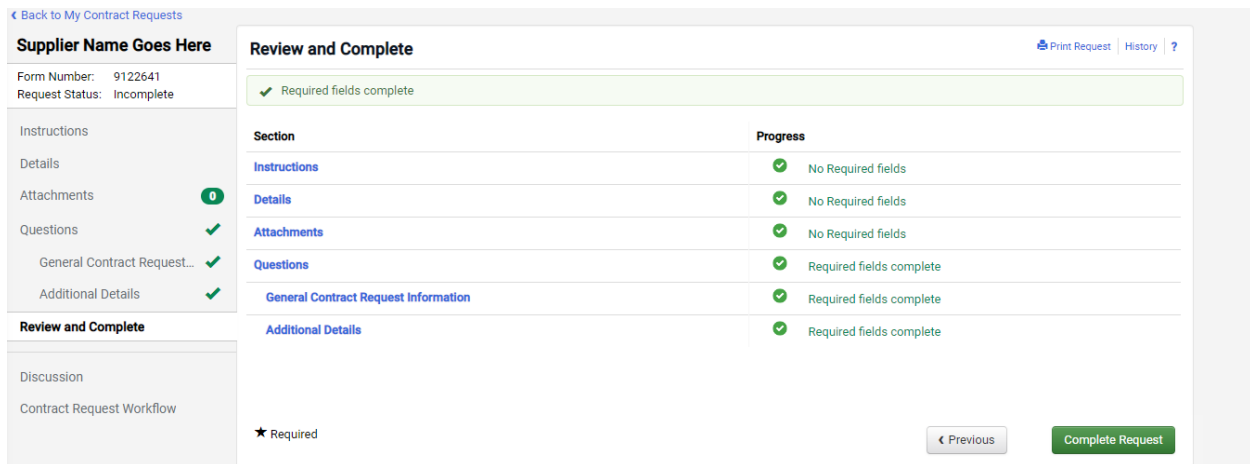


For additional information on what is required in the field hover over the question mark.



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.



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

Form Number: 9122641
Request Status: Incomplete

Instructions
Details
Attachments **0**
Questions ✓
 General Contract Request... ✓
 Additional Details ✓
Review and Complete

Discussion

Start New Thread

There are no message threads for this request.

Discussion

Contract Request Workflow

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

Contracts > Requests > My Contract Requests

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← Back to My Contract Requests

Supplier Name Goes Here

Discussion

Type to Search Contracts...

- Request Contract
- Search Contract Requests
- My Contract Requests** Search Contract Requests
- Requests Ready for Contract Creation

Contracts
Approvals
Libraries
Reports
Requests
Contract Administration

Discussion

Contract Request Workflow

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.