Indiana Department of Administration

Procurement Division

Version 18.07-16

Supplier Contract Management (SCM)

Creating Contracts and Amendments

Using this process, a contract is created and executed in SCM. New amendments/ renewals can then be processed in SCM.

The existing contracts may be governed by the Professional Services Contract manual posted at www.in.gov/idoa/3000.htm or the Delegation of Purchasing Authority Program manual posted at www.in.gov/idoa/2865.htm.

If questions arise when SCM is being used, refer to www.in.gov/idoa/3016.htm for:

- Archived News Flashes
- Supporting Materials
- Online Trainings

You will find video resources (include audio) throughout this manual indicated by the Watch It icon. The videos are also posted on the SCM Video Resources Center at https://www.in.gov/idoa/3016.htm.

Browser and Software Requirements

Internet Explorer(IE) version 11.0 or earlier and Mozilla Firefox are the acceptable browsers to use when signing a contract. Google Chrome is not compatible and cannot be used. Adobe Reader version 10.0 or later is required. Adobe Reader can be downloaded for free from www.adobe.com/reader/

Table of Contents

There are two PeopleSoft documents that link together to create and result in a SCM Contract Document. The Transactional Contract Document stores the technical information such as beginning and end dates, vendor information, and dollar amounts, while the Text Contract Document stores the legal language/clauses, exhibits, attachments, signatures, and approvals.

Transactional Contract Document + **Text Contract Document** = **SCM Contract Document**

Considerations between the Transactional Contract Document and the Text Contract Document:

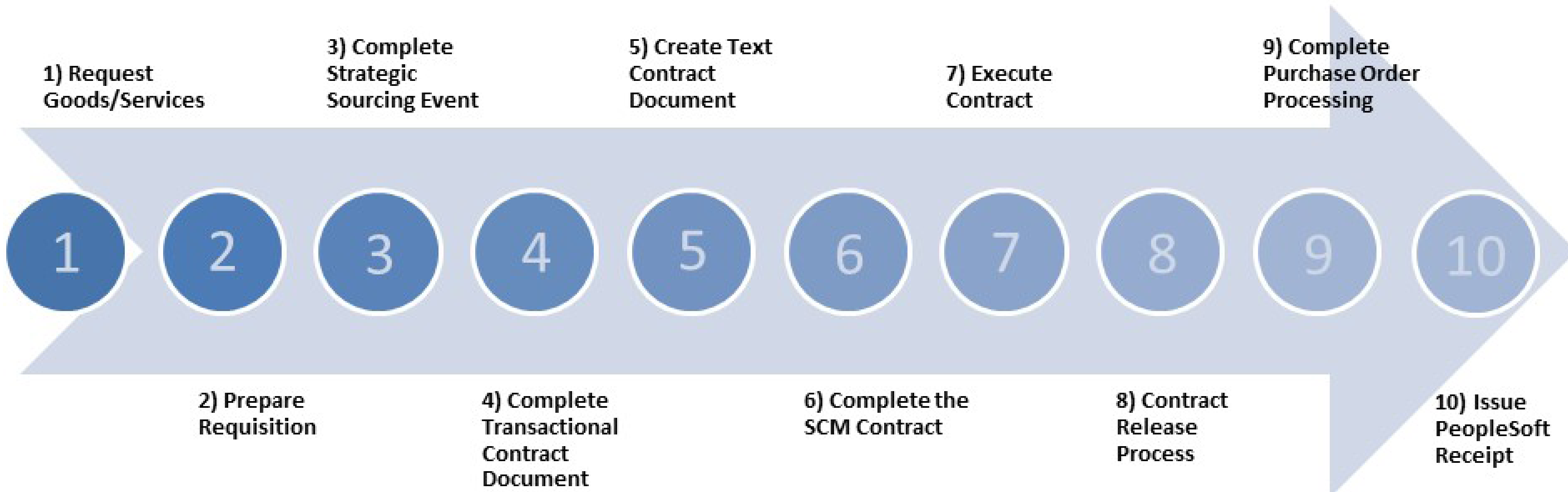
- The Transactional Contract Document is always created first. Some of the information entered will default into the Text Contract Document.
- The Transactional Contract Document, the Text Contract Document, and the executed SCM Contract Document share the same 25 digit number that is auto-assigned by PeopleSoft.
- The Executive Document Summary (EDS) is no longer required.
- For contracts processed using SCM, contract progression will be tracked through SCM in real time so the Contract Management System (KMS) will not be used for those contracts.

Considerations when Using the Creating Contracts and Amendments Manual

1. Does the Vendor/Contractor/Grantee have an Active status with the Auditor of State? Yes _____ No _____
   What is the Vendor ID number? ______________________________
2. Will you be accessing a Transactional Contract Document that was awarded through a Strategic Sourcing Event or creating one manually? ______________________________
   a. Who should be listed as the Administrator? ______________________________
   b. What is the contract begin date? ______________________________
   c. What is the contract expire date? ______________________________
   d. What should be entered or verified as the contract description? ______________________________
   e. What should be entered or verified as the maximum amount? ______________________________
   f. What should be entered or verified as the business unit and ship to? ______________________________
   g. What should be entered or verified as the line item information and chartfields or UNSPSC category? ___________
   h. Is there any subcontractor commitment? Yes___ No _____
      The required details: Tier 2 Type, bidder id, participation percentage, utilization date and scope of work for each one.
3. Document Type – which template should be used for the contract? ______________________________
4. Department – what is the department number that should be used for routing the contract? ______________
5. Requisition Type – what is the type that should be used for the contract? ______________________________
6. You must be able to complete all of the wizard questions and respond to the statements
7. You must edit the contract appropriately – add, delete or edit contract clauses
8. Where should your working files should be saved ______________________________
9. Do you have electronic versions of the supplemental documents? Yes___ No ____
10. If using internal collaboration, does the collaborator have the required access? Yes___ No ____
11. Has the Vendor/Contractor/Grantee at least started the bidder registration process? Yes___ No ____
    What is the Bidder ID number? ______________________________
12. Who is the External Signer? You will need the first name, last name and email address so you can identify or create the signer id ______________________________
    a. Is it the person listed to the right of the Bidder ID to copy field? Yes____ No _____
    b. Is the person already in the existing Signers Table? Yes____ No _____
    c. Do you need to create a new Signer ID? Yes____ No _____
13. Who is the Internal Signer? ______________________________
    Does the user have the required access? Yes___ No ____
14. Do you have access to the contract clearance check results Yes___ No ____
15. Which oversight agencies should be in the approval workflow? ______________________________
16. Should the contract be placed on the Indiana Transparency Portal? Yes___ No ____
17. Who do you need let know that the contract has been executed? ______________________________

Financials Procedure Overview

Purchase that does require solicitation and an SCM contract



Create an SCM Contract Document

Phase 1: Complete the Transactional Contract Document

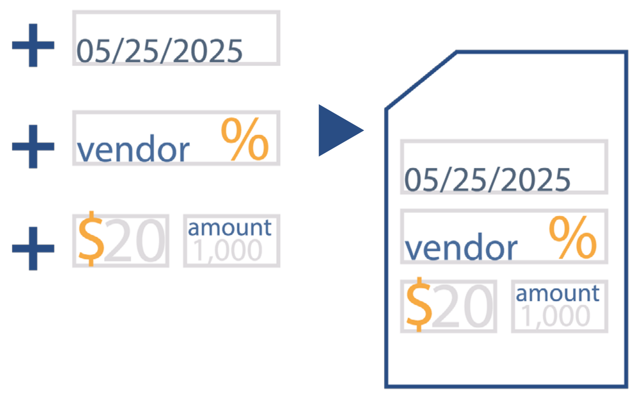
Main Menu >> Supplier Contracts >> Create Contracts & Documents >> Contract Entry

There are two ways that a Transactional Contract Document is completed.

Option 1: Finding an existing value on the contract entry page based on the result of a Requisition, Strategic Sourcing Event and Award. Details are brought forward to the Transactional Contract Document from these sources.

Complete actions on Phase1-2 through 1-6

Option 2: Adding a value manually without a Requisition, Strategic Sourcing Event and Award.

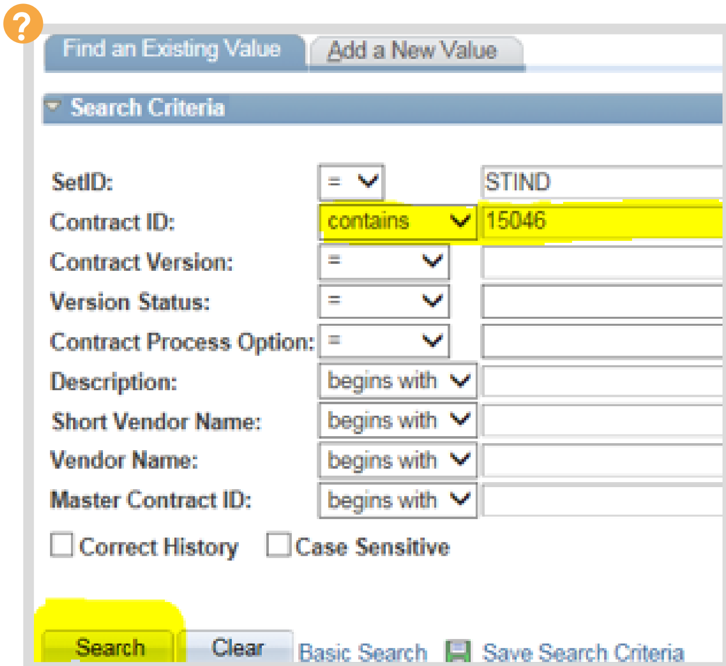


Complete actions on Phase1-7 through 1-9

Option 1: Complete the Transactional Contract Document created from the Strategic Sourcing Event Award

Step 1: Access the Existing Transactional Contract Document Number

1. Navigate to the Contract Entry page
   Main Menu > Supplier Contracts > Create Contracts and Documents > Contract Entry



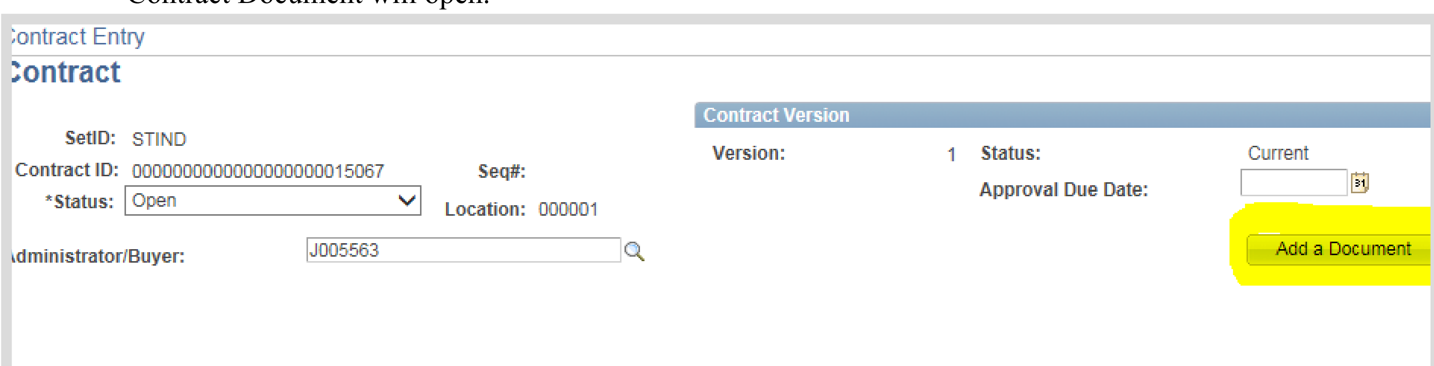
2. Ensure the **Find an Existing Value** tab is selected

3. Enter search criteria for the Transactional Contract Document

4. Click **Search**

5. Click any **hyperlink** in the row of the appropriate SCM Contract Document

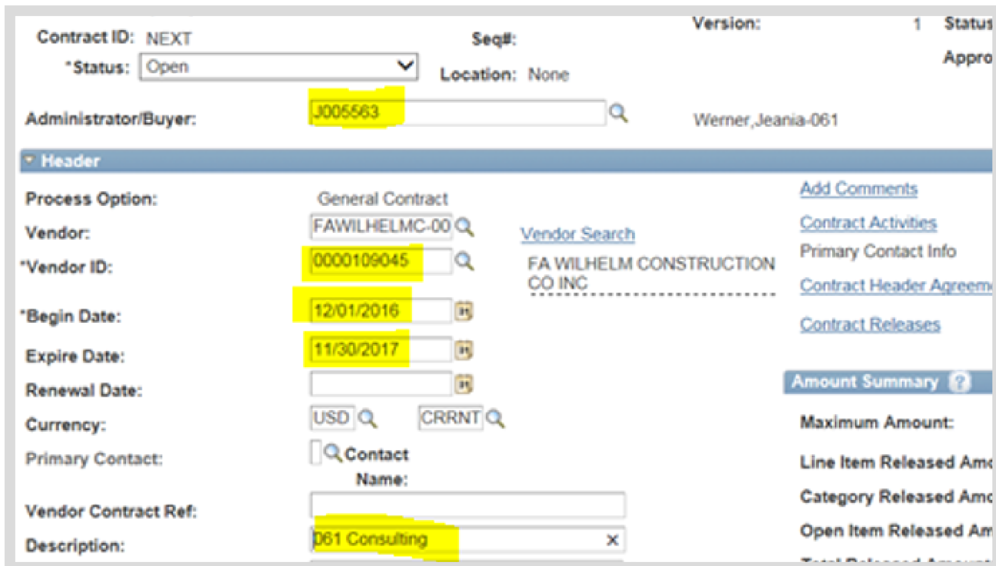
The Transactional Contract Document will open.



Step 2: Review/Complete the Header Requirements

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.

Update the Header Requirements



1. Verify Status is **Open**
   (All Transactional Contract Documents will be created and edited in open status.)

2. Verify/Update Administrator/Buyer
   (This is the PeopleSoft ID of the Contract Author.)

3. Verify/Update Vendor/ Vendor ID
   Even if the vendor information appears to have defaulted correctly from the award of the Sourcing Event, this is an important step.

4. Verify/Update Begin Date
   (This date should reflect the beginning of the term.)
   The Begin Date will default from the Sourcing Event date.

STOP

Expire Date field is required.

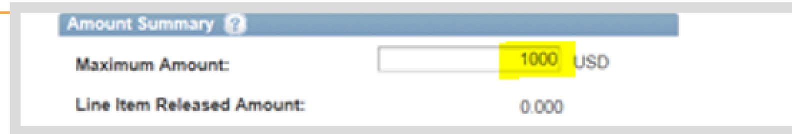
5. Enter Expire Date
   (This date should reflect the expiration of the term.)

6. Verify/Update Description
   (This defaults from the Requisition/Sourcing Event.)
   It is recommended that the Description begins with the 3 digit Business Unit number followed by a description; 30 character limit.

STOP

If the Maximum Amount is incorrect, contact the person who completed the Strategic Sourcing Event Award to correct the error.

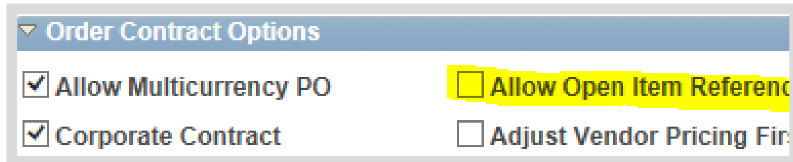
7. Verify Maximum Amount
(The amount listed should represent the total spend for the life of this contract.
The amount will populate from the Strategic Sourcing Event Award.)



Step 3: Order Contract Options

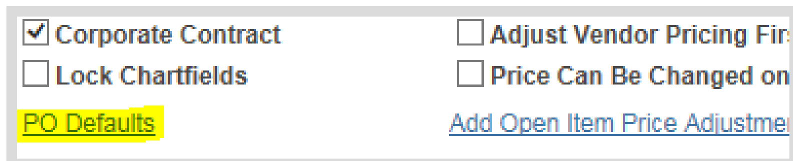
Allow Open Item Reference

! Do not check this box when creating a Transactional Contract Document from a Strategic Sourcing Event.



Business Unit and The Ship To Code

1. Click **PO Defaults** hyperlink



2. Complete PO Defaults page

STOP

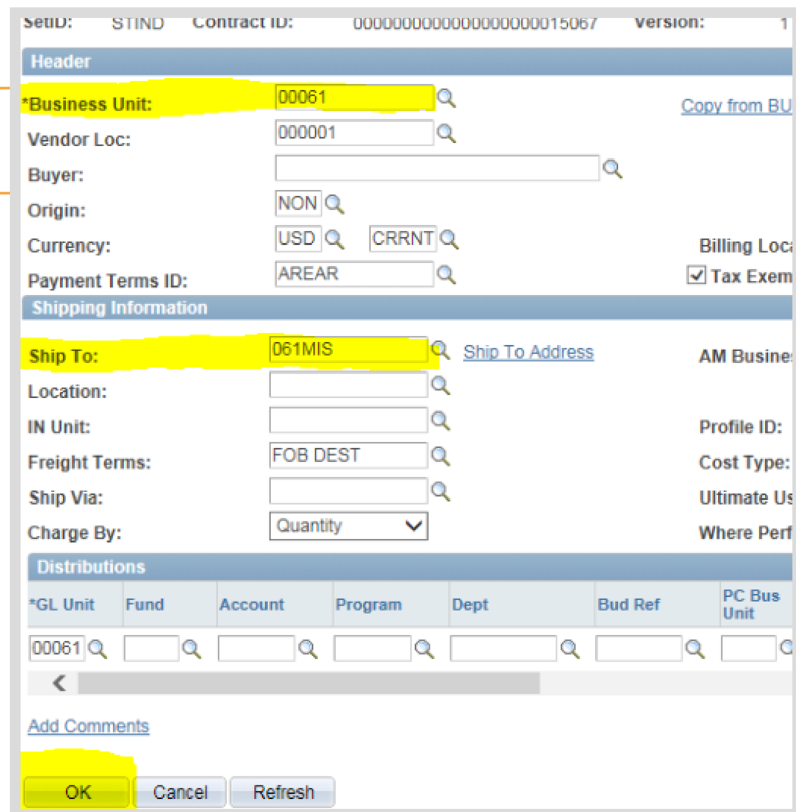
These values are critical to route the SCM Contract Document through the correct approval workflow.

   a. Enter/Look up Business Unit (required)

   b. Enter/Look up Ship To: (required)

! All Ship To codes begin with the three-digit Business Unit number. By entering the three digit Business Unit number before clicking Look Up (magnifying glass), a list of every Ship To code for that agency will be returned.

   c. Click **OK**

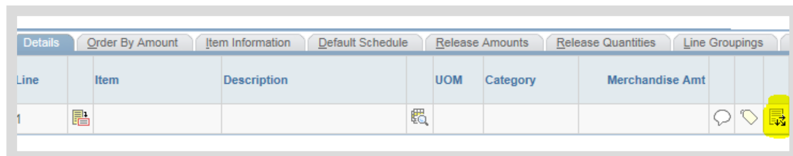


Step 4: Line Items and Chartfields

The Transactional Contract Document created from a Sourcing Event award will display the line item information entered at the Requisition by default. The chartfields (Fund, Program, Dept, etc.) that default from a Requisition were used in creating a pre-encumbrance. When the Contract Release is generated and the Purchase Order is budget checked, the pre-encumbrance will be released and an encumbrance created against these same chartfields.

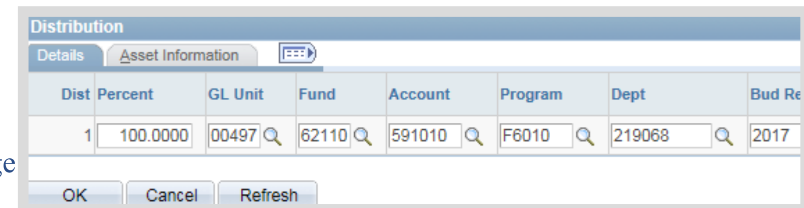
Any changes made to chartfields at this stage could create problems in the General Ledger as well as cause budget errors when the Contract Release is processed. If there are issues with the chartfields, it may be necessary to go back to the Requisition to make the adjustment. Do not change the chartfields.

1. Click the PO Distribution Details icon



2. Review the Chartfield information

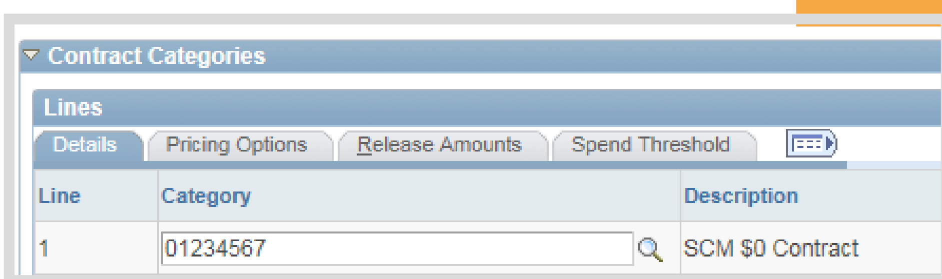
3. Click Cancel to return to the previous page



Zero Dollar Contracts

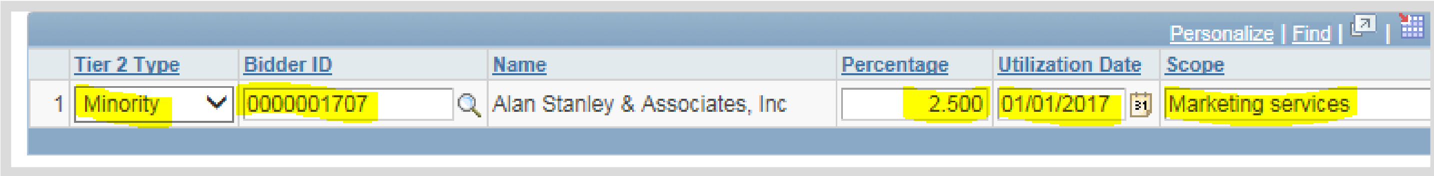
Contracts that will not have an actual dollar value (example: revenue generating contracts) require two distinct designations:

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



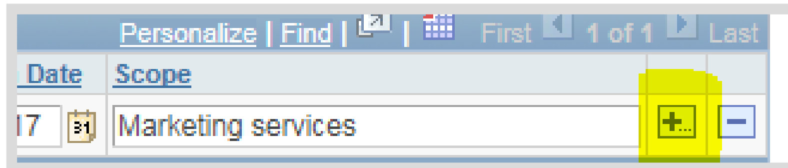
4. Click **Tier 2 Details** tab (Minority/Women/Veteran Business Enterprises participation)

! All minority, women-owned and veteran business enterprises participating as subcontractors in fulfillment of the Contractor's duties should be recorded on the Transactional Contract Document. The entry accurately documents sub-participation and it will default into the Text Contract Document when it is created.

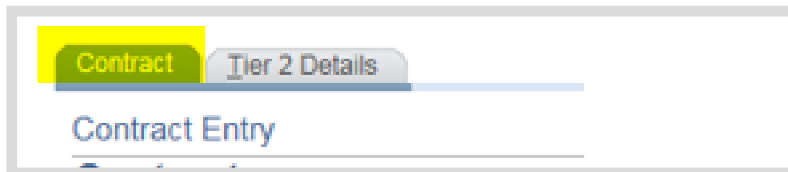


a. Review the procurement documentation to acquire the participants' information. (Example: Response to Request for Quote, Request for Proposal, approved Special Procurement, etc.)
b. Select Tier 2 Type (If no participation, select **NONE** and go to 5 on Phase1-6)
c. Enter/Look up Bidder ID
d. Enter participation Percentage
e. Enter Utilization Date
f. Enter Scope

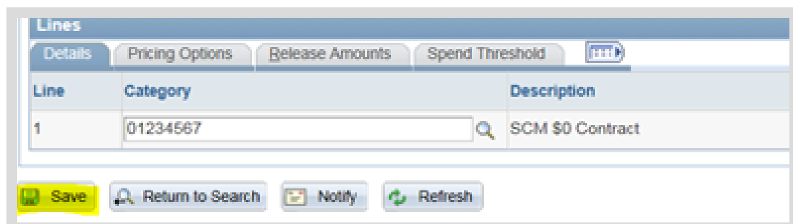
g. Click **Add (+)** to insert additional lines, then repeat b-f above.



5. Click **Contract** tab



6. Click **Save**



When the negotiated amount of the contract (not governed by DPAP) is higher than the Requisition /Sourcing Event award:

- Update the dollar amount on the line(s)
- Update the maximum line amount and base price through the line details icon on the line(s)
- Update the Maximum Amount
- Save

All of these steps must happen before the Contract Release Process is completed so that the Purchase Order is the correct amount. Documentation of the negotiations should be included in the contract file and should be added on the Transactional Document through the Contract Activities link.

Proceed to Phase1-10, Sample of Transactional Contract Document.

Option 2: Manually Create the Transactional Contract Document

Step 1: Add a New Value

1. Select the Add a New Value tab

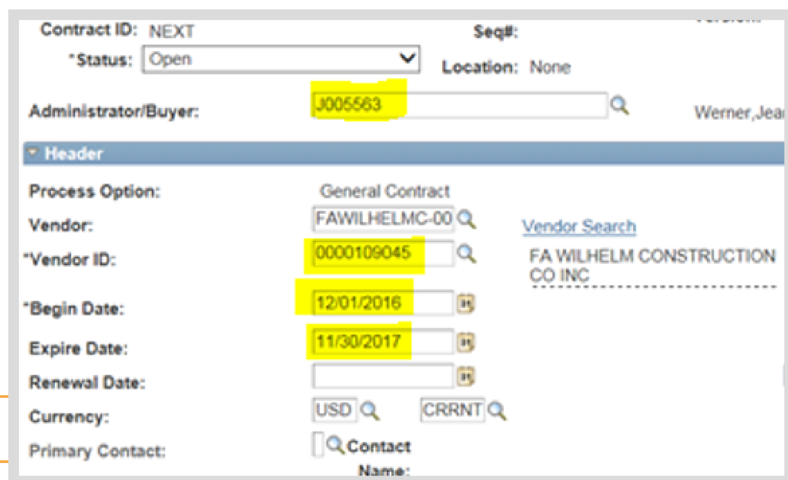
   Leave the criteria as it defaults

2. Click Add

Step 2: Complete the Header Requirements

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.

Include Vendor, Begin Date, Expire Date (required field) and Maximum Amount.



1. Review/Complete the Header Requirements
   a. Enter/Look up Administrator/Buyer (PS User ID of contract author)
   b. Enter/Look up Vendor Name or Vendor ID
   c. Enter Begin Date (This date should reflect the beginning of the term.)

STOP Expire Date field is required.

   d. Enter the Expire Date (This date should reflect the expiration of the term.)
   e. Enter the Maximum Amount

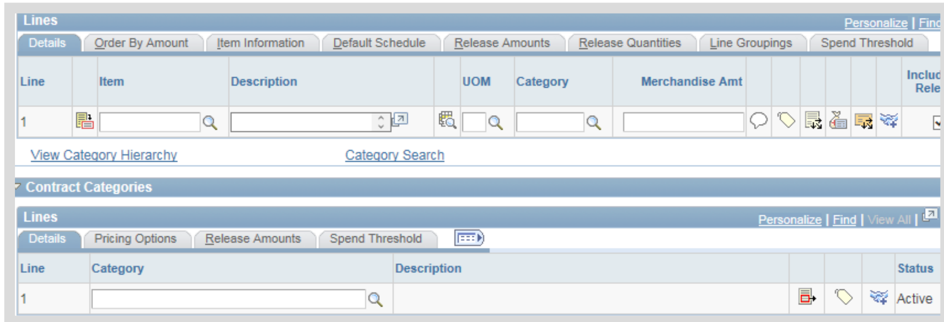
The amount listed should represent the total spend for the life of this contract. If creating a Quantity Purchase Agreement contract, the Maximum Amount of the Transactional Contract Document should be an estimate of spend.

f. Enter Contract Description

It is recommended that the description begins with the 3 digit Business Unit number followed by a description; 30 character limit.

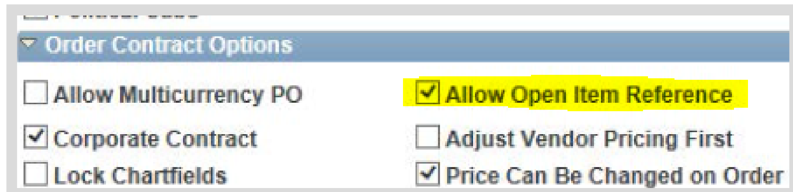
2. Enter Line Items or a Line Category - Choose only one of the two options.

If this is a Zero based contract, the Line Category must be 01234567.

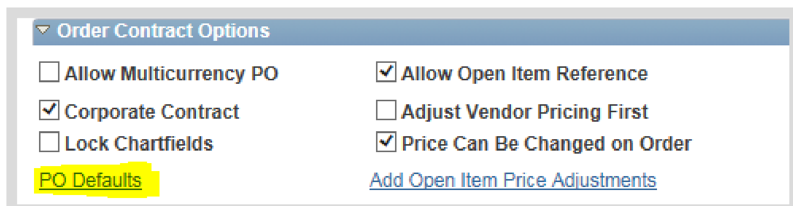


3. Click Allow Open Item Reference (if necessary)

If creating a Quantity Purchase Agreement contract and no Line Items are identified, check the Allow Open Item Reference checkbox. If creating a Quantity Purchase Agreement and line Items are identified, then do NOT check the Allow Open Item Reference checkbox.



4. Click **PO Defaults** hyperlink



5. Complete PO Defaults page

STOP

These values are critical to route the SCM Contract Document through the correct approval workflow.

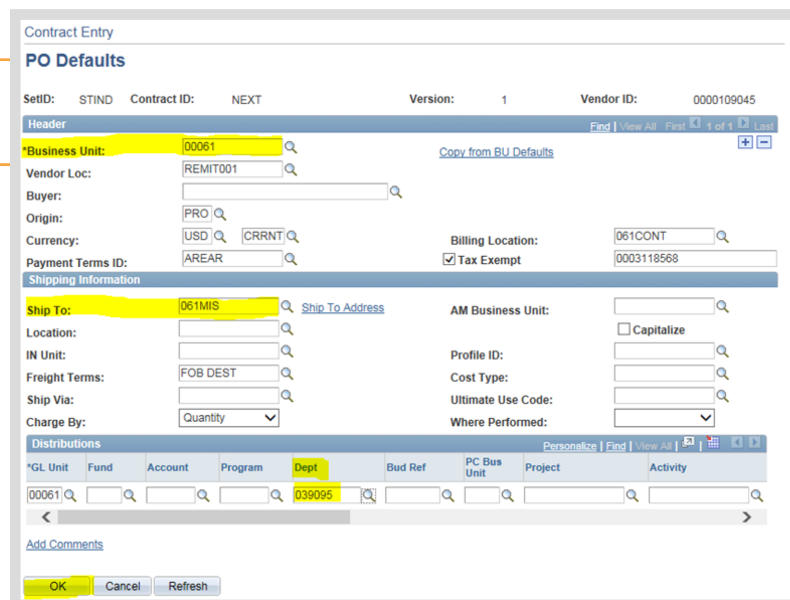
a. Enter/Look up Business Unit (required)

b. Enter/Look up Ship To (required)

All Ship To codes begin with the three-digit Business Unit number. By entering the three digit Business Unit number before clicking Look Up (magnifying glass), a list of every Ship To code for that agency will be returned.

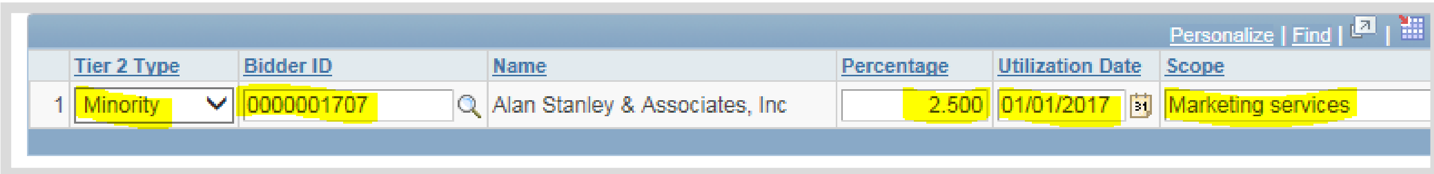
c. Enter/Look up Dept (agency department ID) (required)

d. Click **OK**



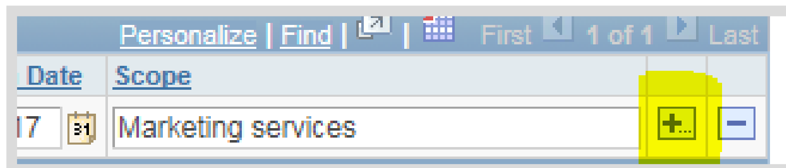
6. Click **Tier 2 Details** tab (Minority/Women/Veteran Business Enterprises participation)

All minority, women-owned and veteran business enterprises participating as subcontractors in fulfillment of the Contractor's duties should be recorded on the Transactional Contract Document. The entry accurately documents sub-participation and it will default into the Text Contract Document when it is created.

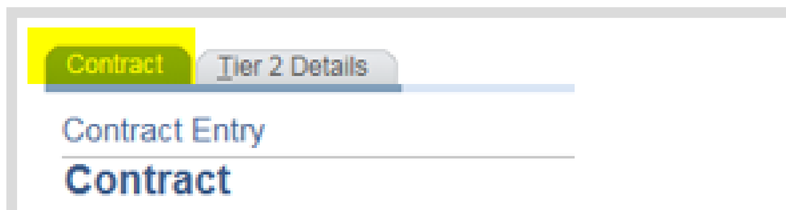


a. Review the procurement documentation to acquire the participants' information. (Example: Response to Request for Quote, Request for Proposal, approved Special Procurement, etc.)
b. Select Tier 2 Type (If no participation, select **NONE** and go to 7 on Phase1-9)
c. Enter/Look up Bidder ID
d. Enter participation Percentage
e. Enter Utilization Date
f. Enter Scope

g. Click **Add (+)** to insert additional lines, then repeat b-f above.

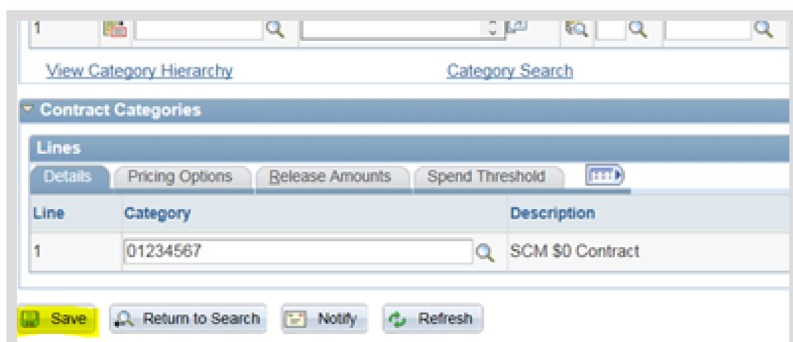


7. Click **Contract** tab

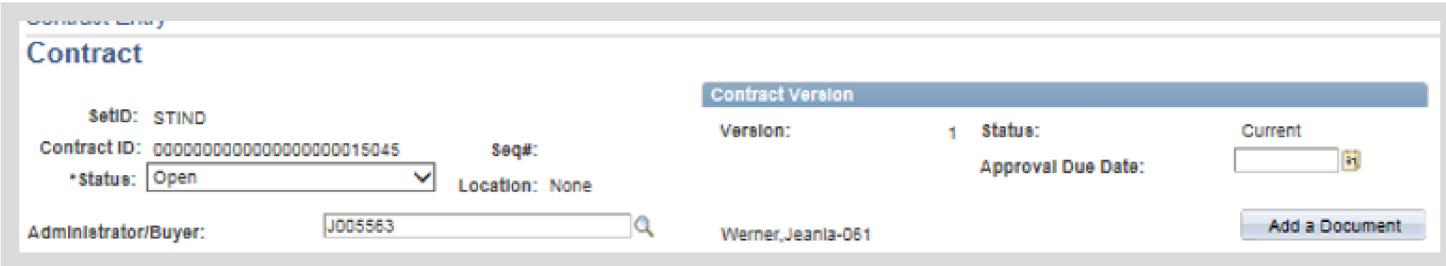


8. Click **Save**

Make note of the 25 digit Contract ID assigned by PeopleSoft.



Sample of Transactional Contract Document



Set ID

Populated as STIND (State of Indiana).

Contract ID

A 25 digit contract number auto-assigned by PeopleSoft. The Contract ID number replaces the EDS number.

Status

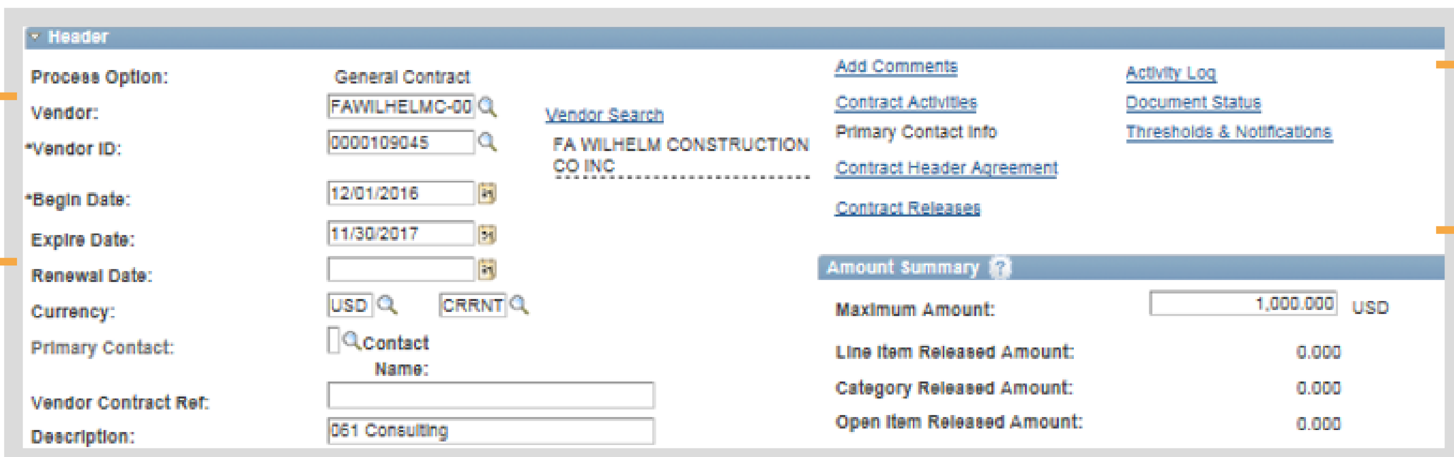
All Transactional Contract Documents will be created and edited in Open status.

Administrator/Buyer

The PeopleSoft ID of the contract author.

Add a Document

Clicking this begins the creation process of the SCM Contract Document after all fields have been completed. *(Displayed only for new Transactional Contract Documents where no SCM Contract Document exists)*



Vendor/Vendor ID

Confirm that the Vendor name or Vendor ID is correct.

Begin Date & Expire Date

Dates that should reflect the expected term of the contract.

Description

Confirm entry of the 3 digit Business Unit and description.

Maximum Amount

The amount listed should represent the total spend this contract.

Add Comments

Can be used to document information specific to the Transactional Contract Document.

Contract Activities

Can be used to record action/activities concerning the Transactional Contract Document.

Contract Header Agreement

Not to be used at this time.

Contract Releases

Used to issue a Purchase Order when the SCM Contract Document has been executed.

Activity Log

Displays system-recorded activity concerning this Transactional Contract Document.

Document Status

A search tool that locates all documents associated with this Transactional Contract Document.

(Requisition, Sourcing Event, Purchase Order, Receipt(s), Voucher(s), Payment(s), etc.)

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Thresholds & Notifications

Not available at this time.

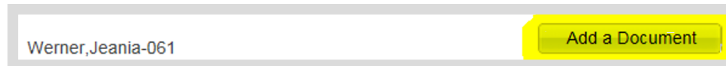
Phase 2: Create the Text Contract Document

Main Menu >> Supplier Contracts >> Create Contracts and Documents >> Document Management

Step 1: Initiate the Text Contract Document

Click **Add a Document**

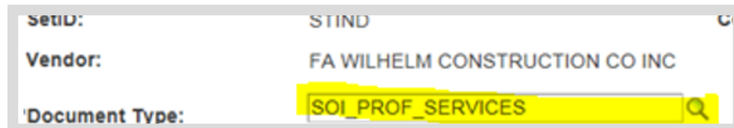
The Create Document page will appear

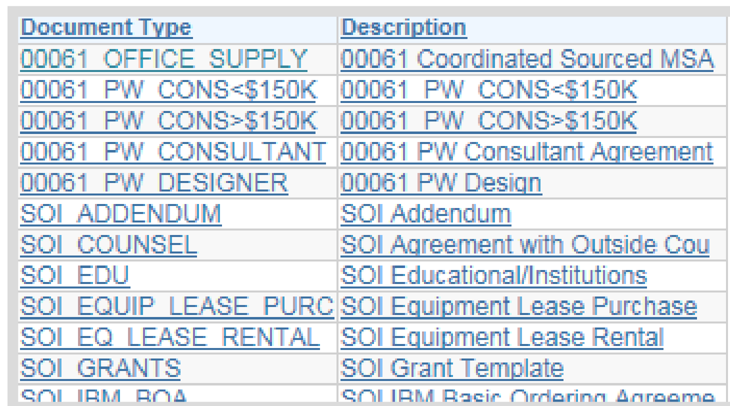


Step 2: Define the Document Type

1. Click Look Up (magnifying glass) to select Document Type (should represent the boilerplate to be used for the Text Contract Document)

   ! All of the boilerplates currently used by the State have been created in SCM as templates. The Document Types that begin with State of Indiana (SOI) are available for use by all agencies. Agency specific templates and form approved contracts begin with the agency Business Unit number.

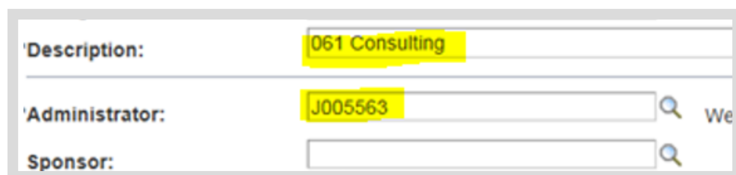




Document Type	Description
00061_OFFICE_SUPPLY	00061 Coordinated Sourced MSA
00061_PW_CONS<$150K	00061_PW_CONS<$150K
00061_PW_CONS>$150K	00061_PW_CONS>$150K
00061_PW_CONSULTANT	00061 PW Consultant Agreement
00061_PW_DESIGNER	00061 PW Design
SOI_ADDENDUM	SOI Addendum
SOI_COUNSEL	SOI Agreement with Outside Cou
SOI_EDU	SOI Educational/Institutions
SOI_EQUIP_LEASE_PURC	SOI Equipment Lease Purchase
SOI_EQ_LEASE_RENTAL	SOI Equipment Lease Rental
SOI_GRANTS	SOI Grant Template
SOI_IBM_BOA	SOI IBM Basic Ordering Agreeme

2. Review/update Description

   A 60 character field used to describe this contract.



3. Review/update Administrator

4. Enter Sponsor (if desired)

   Not required, this field provides an option to note a secondary/alternate agency contact. SCM generated email notifications are not sent to the Sponsor.

5. Review/update Department

   Required for All SCM Contract Documents as it designates workflow approval route.

   If Option 1 was used, Department comes from the Strategic Sourcing Event Award. If Option 2 was used, Department comes from PO Defaults.

STOP

The Requisition Type is critical to route the SCM Contract Document through the correct approval workflow.

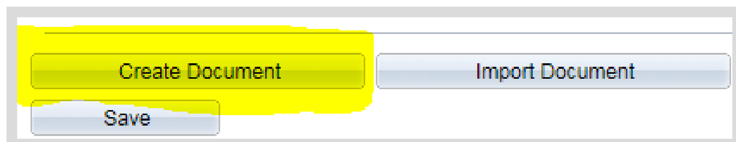
6. Click the **drop down arrow** to select Requisition Type (represents the Req/PO Type to be used for the Text Contract Document)

! This is a critical decision point. Every subsequent amendment/renewal created will be impacted through the Requisition Type chosen. The Requisition Type and the Document Type should be as similar as possible.

Requisition Types that are used for SCM Contract Documents

Equipment Lease Agreement	Maintenance of Equipment
Equipment Lease to Purch Agree	Memo of Understanding
Grant	Procurement Service Contract
IBM Basic Ordering Agreement	Professional Service Contract
Info Tech Addendum	
Info Tech Prof Services	

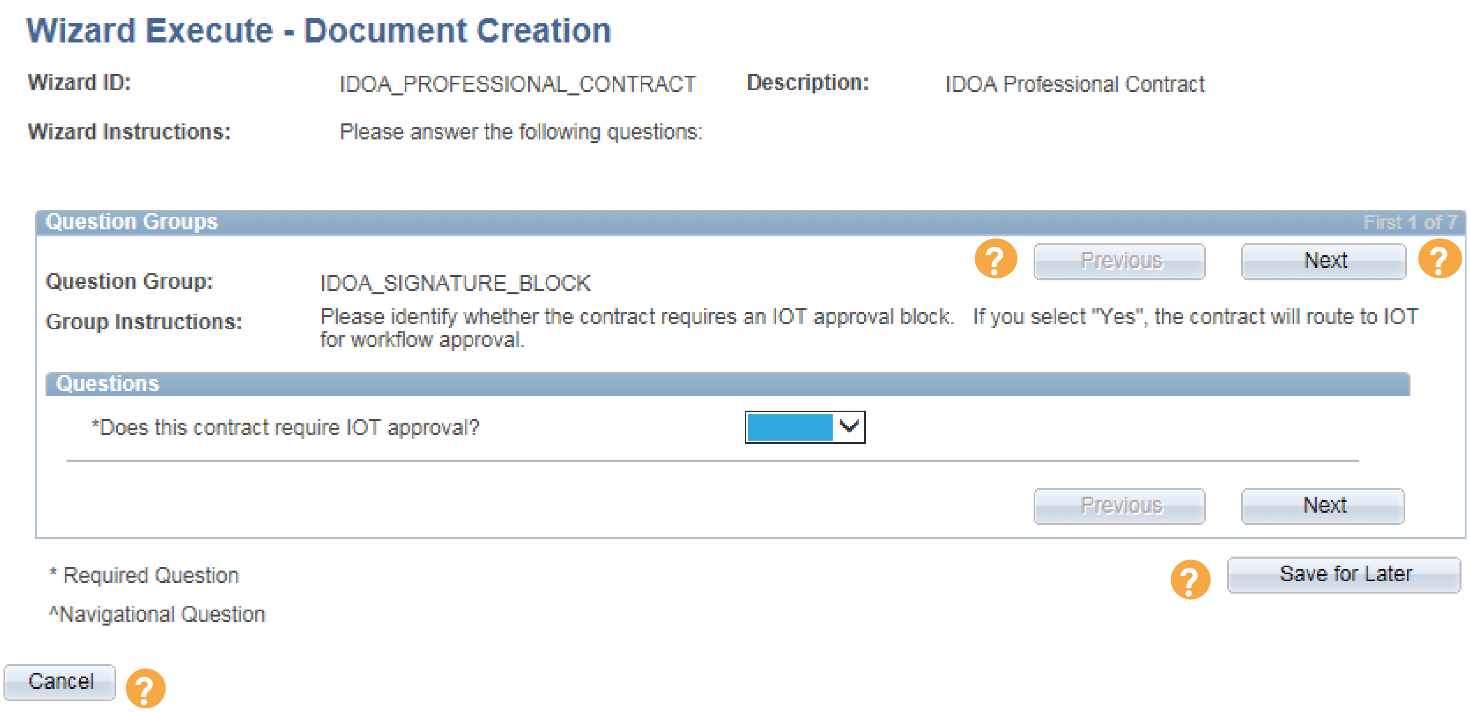
7. Click **Create Document**



Step 3: Build the Text Contract Document

The Contract Wizard tool assists in creating the Text Contract Document by inserting the required responses into the appropriate clauses. The statements/questions will vary based on the Document Type selected. It is vital that Group Instructions are carefully read and that a precise response is entered to each of the statements/questions.

Hover over the question marks to learn more about each item on the page.



When all responses are entered and accurate Click Finish (available on the last question only).

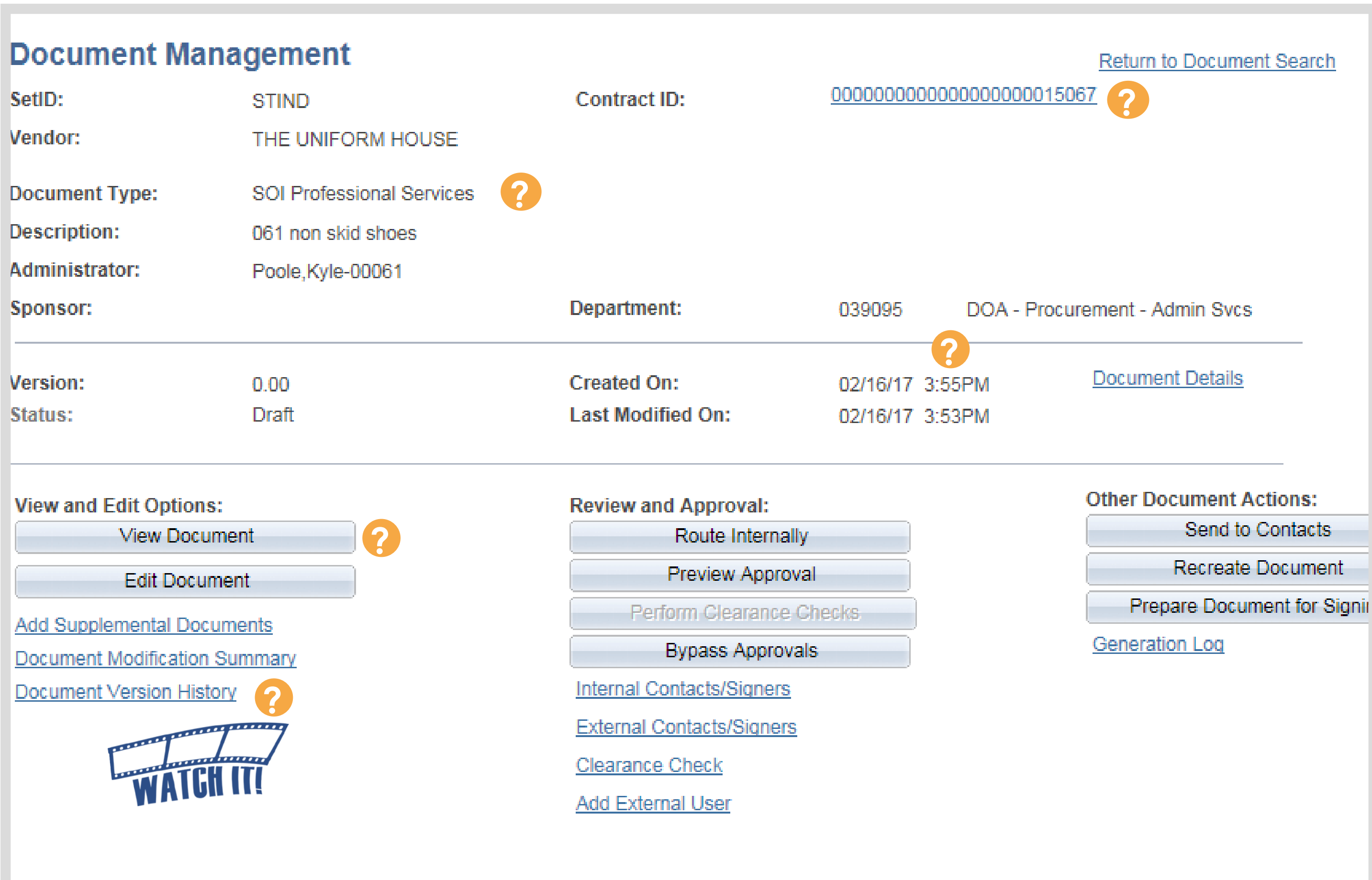
This will begin the process to create the Text Contract Document. It may take a moment, so do not take any other actions until the Document Management Page is displayed.

Document Management Page

Main Menu >> Supplier Contracts >> Create Contracts and Documents >> Document Management

After the Text Contract Document has been built, the Document Management page will open.

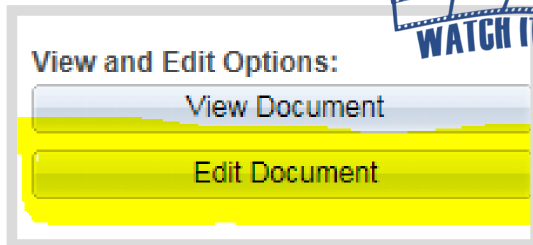
Hover over the ? question marks to learn more about each item on the page.



Step 4: Review/Edit the Text Contract Document

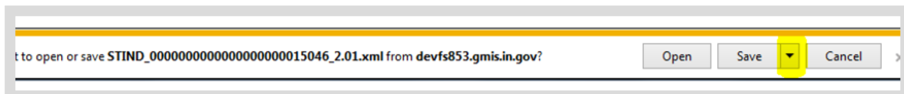
The check-out process ensures the integrity of the Text Contract Document is maintained by preventing revisions until the Text Contract Document is checked in again.

The Contract Administrator should at a minimum review the Text Contract Document carefully after it is created to make sure the language and required information is complete.

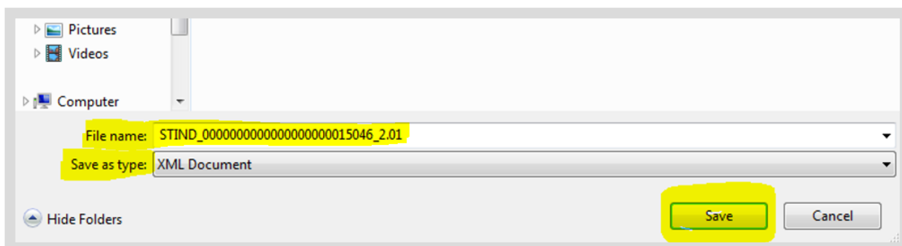


Check Out the Text Contract Document

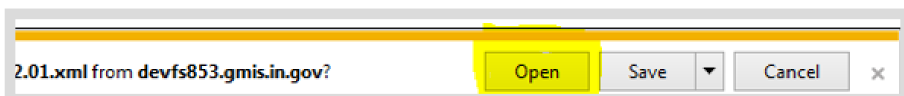
1. Click **Edit Document**
   A pop-up message will offer the option to open or save the file.



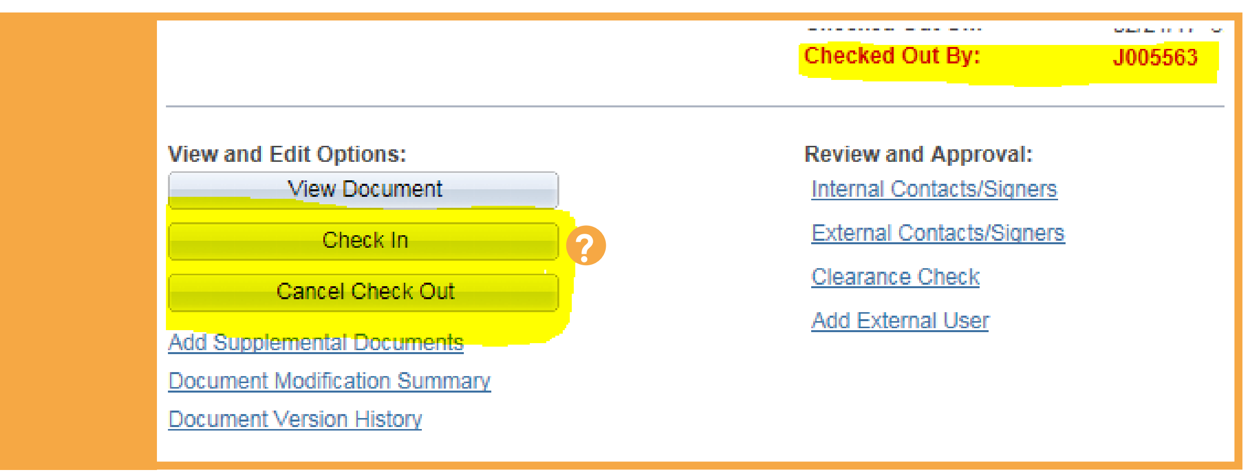
2. Click the **drop down arrow** to the right of **Save**
3. Select **Save As**
4. Select location to save file
   ! Do not change the file name or file extension (XML) and remember where it is saved.



5. Click **Save**
6. Click **Open**



The determination to open or first save the Text Contract Document is based on the Contract Administrator's personal preference. Once the Text Contract Document is opened the Document Management page in PeopleSoft will update indicating that the SCM Contract Document has been checked out. The Text Contract Document must be saved before it can be checked in again.



Edit the Text Contract Document

Complete the Text Contract Document according to the contractual obligations and/or negotiations that have taken place.

The Text Contract Document will be checked out in Microsoft Word with Track Changes turned on.

It is recommended that Track Changes remain on at this point if the Text Contract Document will be routed for internal collaboration (see Internal Collaboration, Phase2-12).

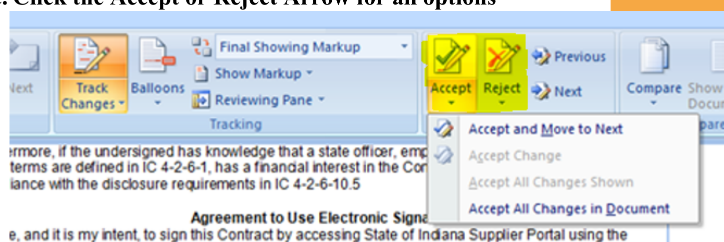
For additional information, refer to the *Microsoft Word: How to Track Changes in Documents* training video on http://www.in.gov/idoa/3016.htm.

How to Accept/Reject Tracked Changes

a. Select Review

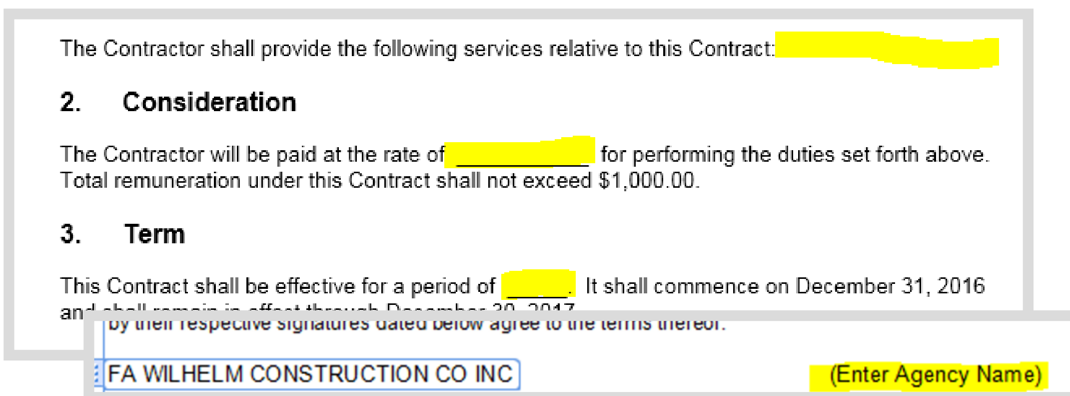
b. Locate Accept or Reject Icon

c. Click the Accept or Reject Arrow for all options



d. Select the option that best fits the business practice

1. Enter missing variables


The Contractor shall provide the following services relative to this Contract:

2. Consideration

The Contractor will be paid at the rate of ____________ for performing the duties set forth above. Total remuneration under this Contract shall not exceed $1,000.00.

3. Term

This Contract shall be effective for a period of _____. It shall commence on December 31, 2016

FA WILHELM CONSTRUCTION CO INC (Enter Agency Name)

Look for areas to complete clauses (Example, a colon with no content behind it, blank lines, etc). Add, edit, or delete mandatory and non-mandatory clauses as appropriate per the Professional Services Contract manual, the Delegation of Purchasing Authority Program manual, and agency legal counsel.

2. Add Attachments/Exhibits

Attachments/exhibits that need to be incorporated as part of the legally binding SCM Contract Document must be inserted into the Text Contract Document directly following the signature/approval page. The entire SCM Contract Document will be posted to the Transparency Portal if designated by the Contract Administrator.

Exhibit/Attachment Formatting Considerations

- **Inserting PDF files into the Text Contract Document**
  Convert PDF files to TIFF files.
- **Microsoft Word Functions**
  Copy/paste can be used. Microsoft Excel tables can be used, but be careful with the formatting.
- **Graphics/Images**
  Graphics can be included, but be careful with the formatting.
- **File Size Limitations**
  There is no file size limit as long as the SCM Contract Document is not being emailed. If the file needs to be emailed, then the file size must be less than 25 MB.

If there is an ERROR with the following fields, it will be necessary to follow the below instructions.

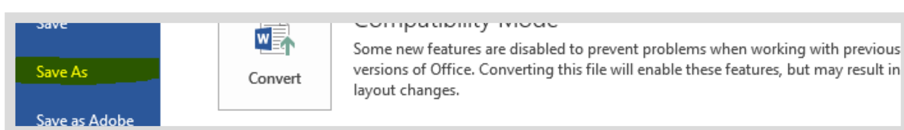
- **State Name**
  If this is wrong, recreate the document (Phase2-19)
- **Vendor Name**
  If this is wrong, update the Transactional Contract Document and recreate the document (Phase2-19)
- **Start /End Date**
  If this is wrong, update the Transactional Contract Document and recreate the document (Phase2-19)
- **Consideration Amount**
  If this is wrong, the Contract Administrator must have the individual who completed the sourcing event update the amount in Sourcing. Then, recreate the document (Phase2-19)

Save the Text Contract Document

It is critical that users are cautious and mindful of the location where the Text Contract Document is saved.

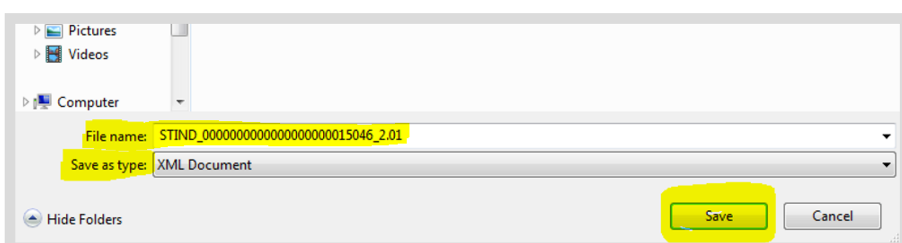
1. Save the Text Contract Document using one of the following methods.
   When checking out the Text Contract Document initially if
   a. **Save As** was selected, click **Save**

   b. **Open** was selected,
   - Click **File**
   - Click **Save As**
   - Select location to save file



! Do not change the file name or file extension (XML) and remember where it is saved.

   - Click **Save**



2. Click the **X** in the upper right hand corner to close the Text Contract Document

Check In the Text Contract Document

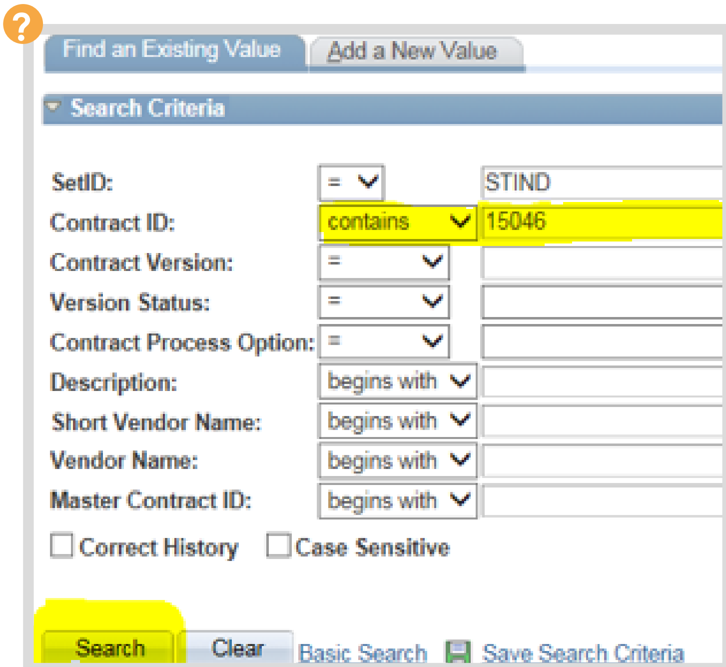
Once the Text Contract Document has been reviewed and any necessary adjustments made, the Word (XML) document must be checked in through PeopleSoft. If the Contract Administrator did not have the opportunity to check in the Text Contract Document in a reasonable time and is logged out of PeopleSoft, the process begins from the Document Management page.

1. Navigate to the Contract Entry page
   Main Menu > Supplier Contracts > Create Contracts and Documents > Contract Entry

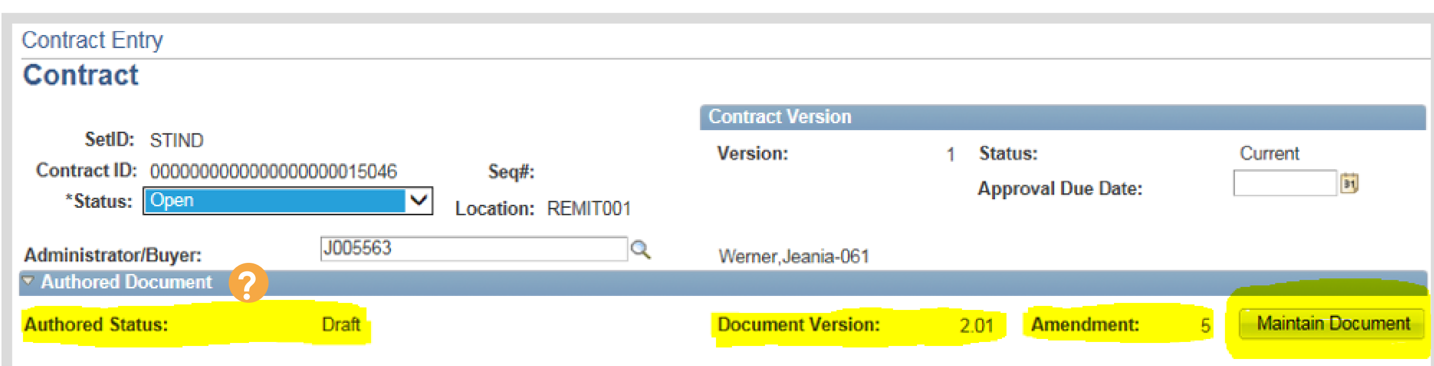
2. Ensure the **Find an Existing Value** tab is selected

3. Enter search criteria for the Transactional Contract Document

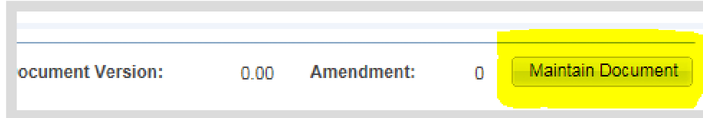
4. Click **Search**



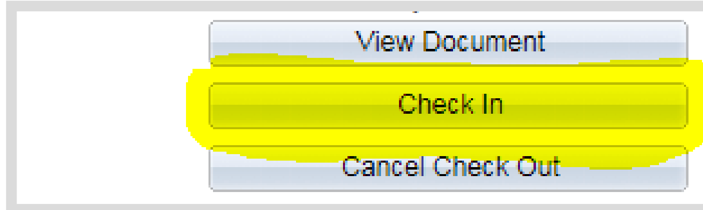
5. Click any **hyperlink** in the row of the appropriate SCM Contract Document
   The Transactional Contract Document will open.



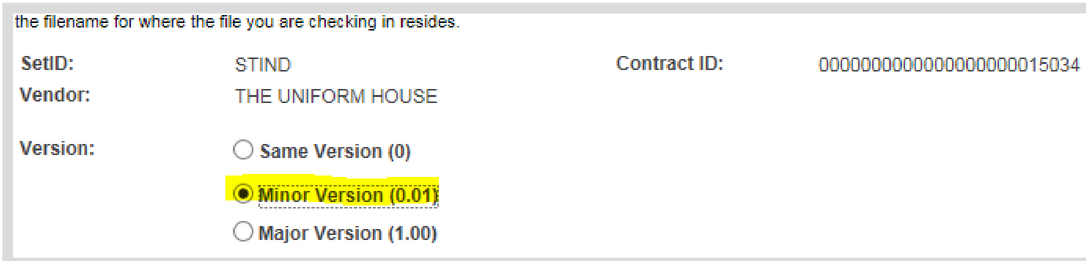
6. Click **Maintain Document**
   The Document Management page will open in a new tab



7. Click **Check In**
   The Check In Document page will open.



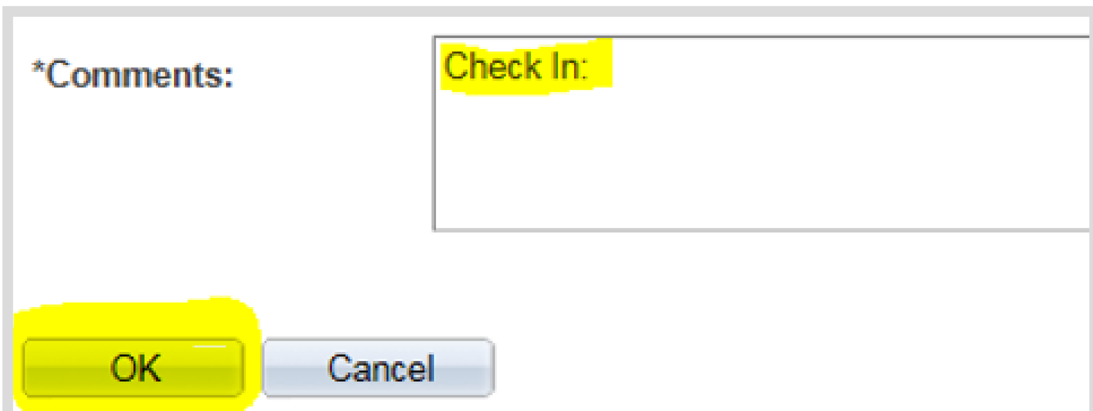
8. Verify that the correct SCM Contract Document and version will be checked in.



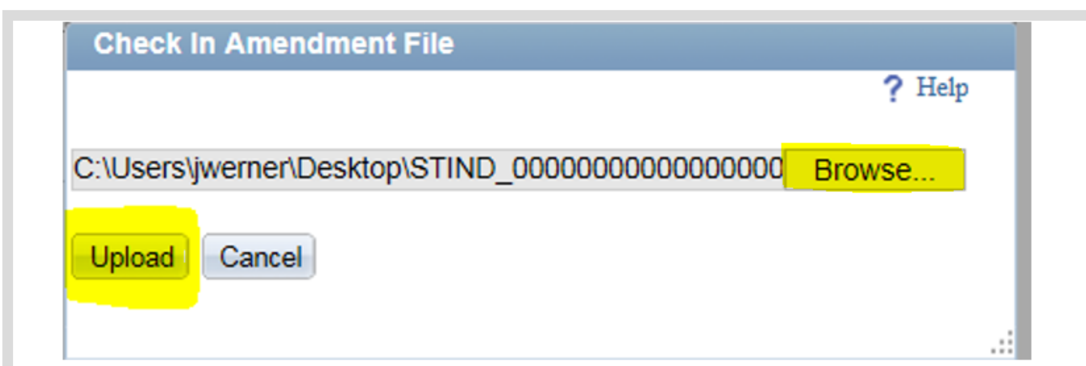
The **Minor Version** option will be selected by default. Do not change.

9. Add Comments concerning this check in action (if applicable)

10. Click **OK**
    A pop-up window will open.

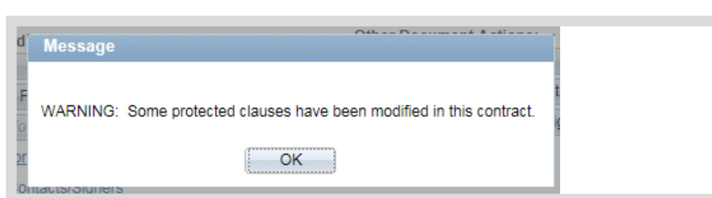


11. Click **Browse**
    Search network file directories and locate/ select the saved Text Contract Document.



Click **Upload**
The check in process will return to the Document Management page when the Text Contract Document has been successfully uploaded.

If the following warning message is diplayed, some protected clauses have been modified. Click **OK**



Step 5: Supplemental Documents

Required Supplemental Documents

To validate the procurement method used, the Contract Administrator must upload the appropriate supplemental document(s) that may include:

- RFP Award Letter
- Subcontractors' Minority or Women Business Certification letters
- DPAP Solicitation Summary
- Special Procurement Form and Approval
- Any documentation that explains the purchasing method and evaluation/award
- Clearance check results

! Failure to provide these details may delay SCM Contract Document approval.

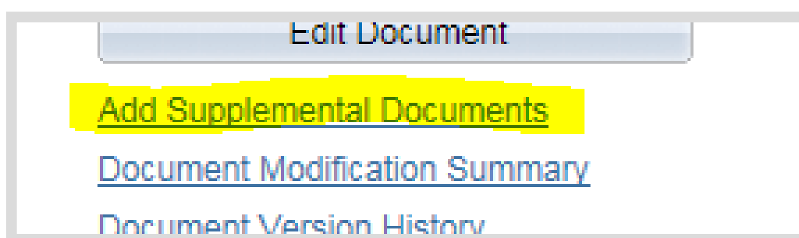
An agency's business process may require other supplemental documents such as:

- Email correspondence concerning negotiations
- Research information gathered during planning phases
- Notes outlining specifications/qualifications to consider

Supplemental documents are references that are only accessible by internal resources and are not incorporated into the SCM Contract Document. These documents do not appear on the Transparency Portal. The Contract Administrator may elect to allow the supplemental documents to be emailed to the External Signer when the SCM Contract Document is sent for signature.

Any attachment, exhibit, or extraneous document referenced must be inserted into the SCM Contract Document must follow the signature/approval page (See Edit the Text Contract Document, Phase2-6).

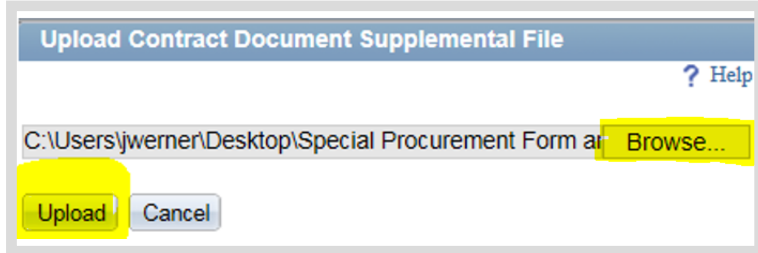
1. Click **Add Supplemental Documents**
   The Supplemental and Related Documents page will open.

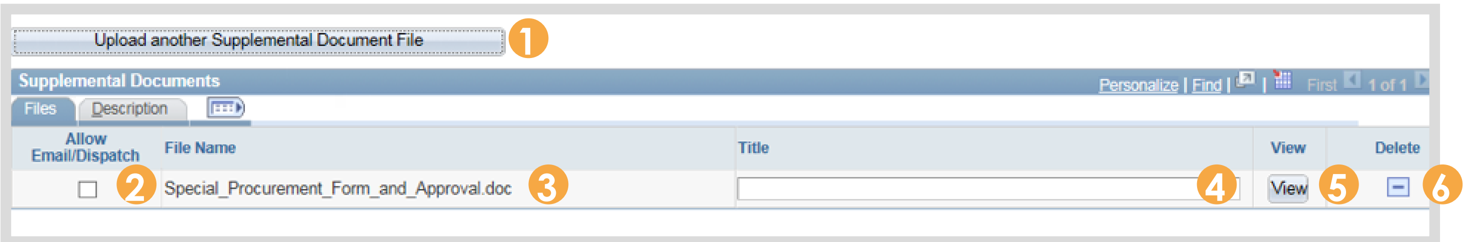


2. Click **Upload a Supplemental Document File**
   A pop-up window will open

3. Click **Browse**
   Search network file directories and locate/ select the saved supplemental document.

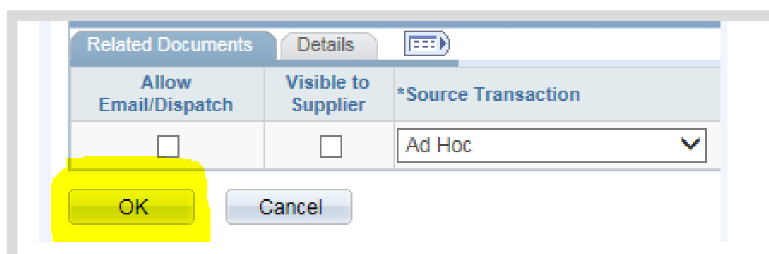
4. Click **Upload**
   The uploaded file will be displayed under the Supplemental Documents section.





1. **Click Upload Another Supplemental Document File to include additional documents.**
2. **Check Allow Email/Dispatch to prepare the supplemental document to be shared with the External Signer. (If applicable)**
3. **The File Name is what the supplemental document was originally titled when uploaded into PeopleSoft.**
4. **Use the Title field to rename the supplemental document according to the agency's business process. (If applicable)**
5. **Click View to open and review the supplemental document.**
6. **Click Delete (-) at the end of the row to remove the supplemental document if needed.**

5. Click **OK** when finished
   The screen will return to the Document Management page.



Step 6: Internal Collaboration

SCM provides an opportunity for the Contract Administrator to work with other agency personnel in preparing/authoring the Text Contract Document through the collaboration feature. The access granted (review or edit) to the Collaborator is set up by the Contract Administrator.

View Access

This provides the Collaborator the ability to review the Text Contract Document draft and provide comments to the Contract Administrator.

Edit Access

This provides the Collaborator the ability to review and edit the Text Contract Document draft and provide comments to the Contract Administrator.

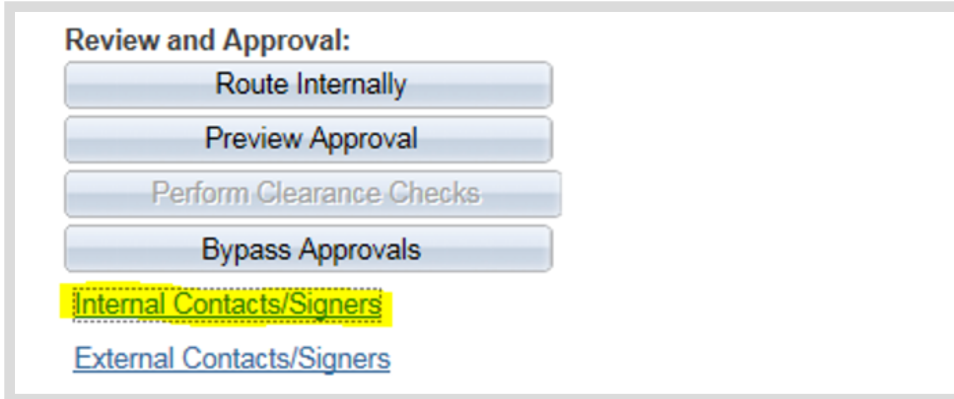
! The Collaborator role is granted after completing the IDOA Contract Administrator training or the online collaboration training and a GMIS issue is submitted by the Agency Fiscal Security Coordinator. If there are access problems, submit an issue to GMIS.

! The Internal Collaboration process may be completed as many times as appropriate for the Business Unit's business process.

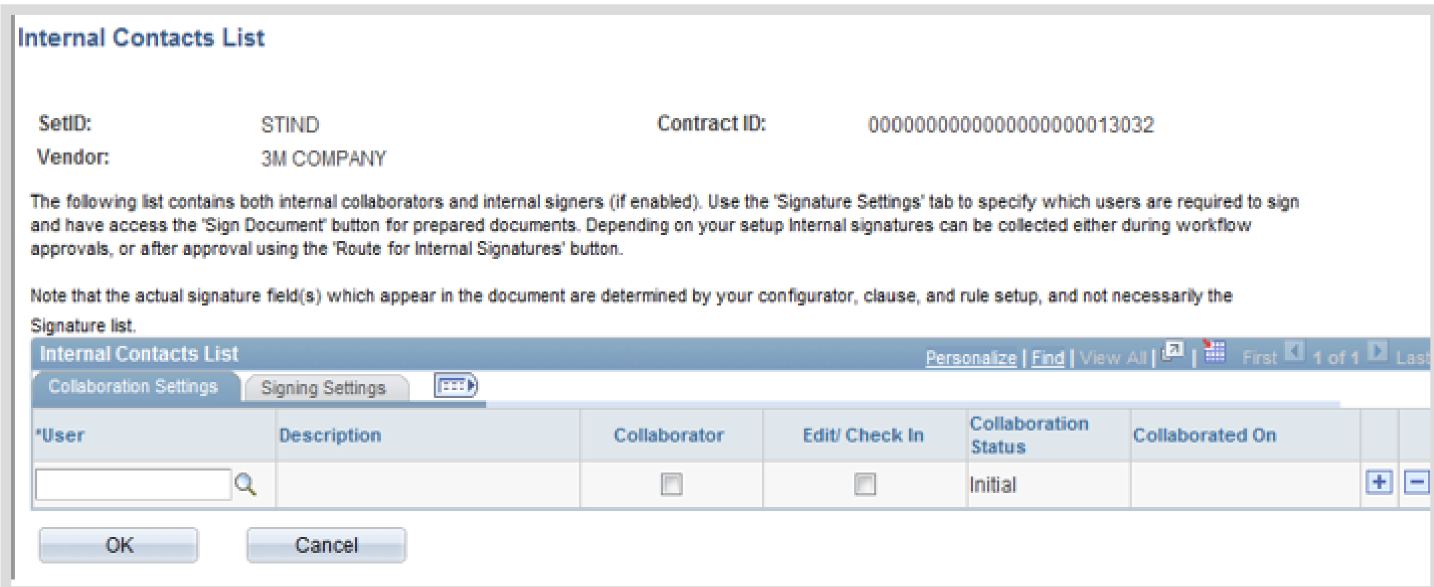
Collaboration must be finalized before the External Signer and Internal Signer can sign the SCM Contract Document.

Set up Internal Contact(s)

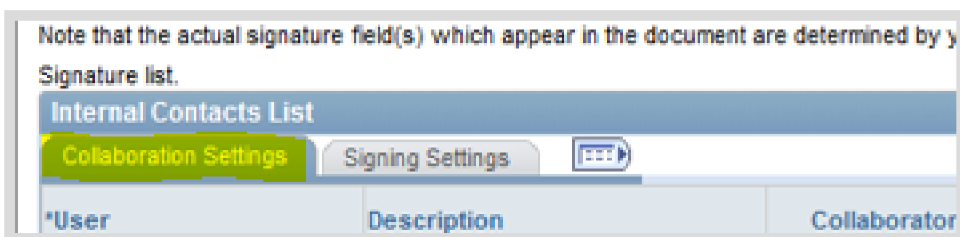
1. Click **Internal Contacts/ Signers**



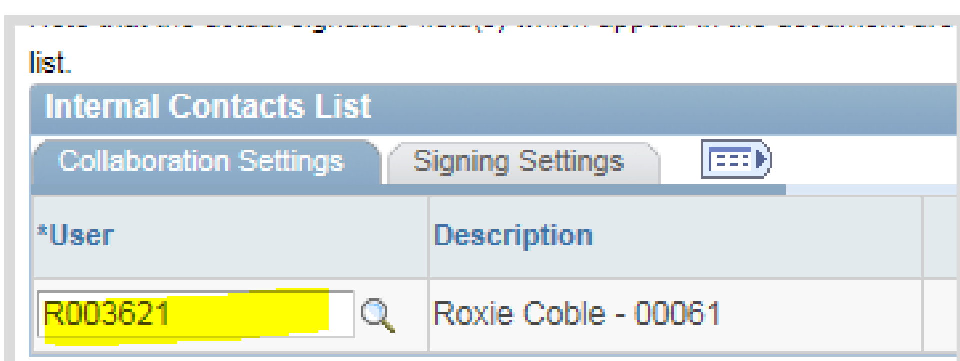
The Internal Contacts List page will open.



2. Select the **Collaboration Settings** tab

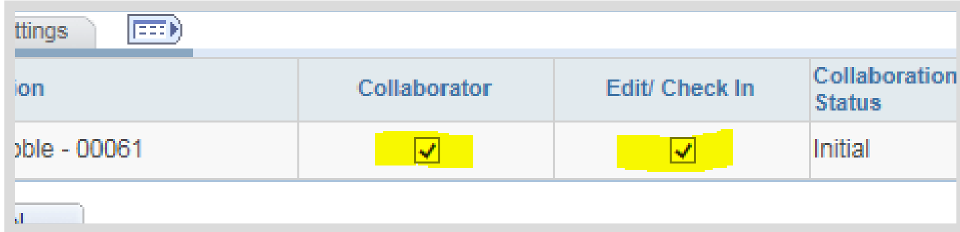


3. Enter the User ID
   Manually enter the Collaborator's User ID or use the Look Up (magnifying glass) to locate it using search options. The Description field will populate with the name of the User ID entered/ selected.



Best Practice: Verify that the user being set up as a collaborator has the required PeopleSoft access. PeopleSoft will allow users to be entered who do not have the appropriate access.

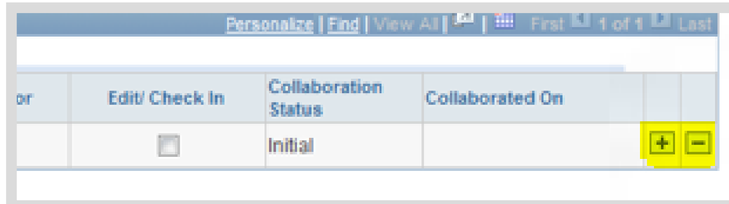
4. Select the security access for this Collaborator
    a. **For view access** only, select the **Collaborator** checkbox.
    b. **For edit access**, select the **Collaborator** and **Edit/Check In** checkboxes.



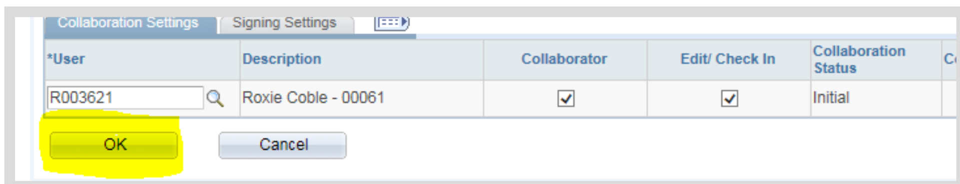
Adding or Removing Collaborators

Click **Add (+)** to insert an additional Collaborator and repeat steps 3 and 4.

Click **Delete (-)** to remove a Collaborator.



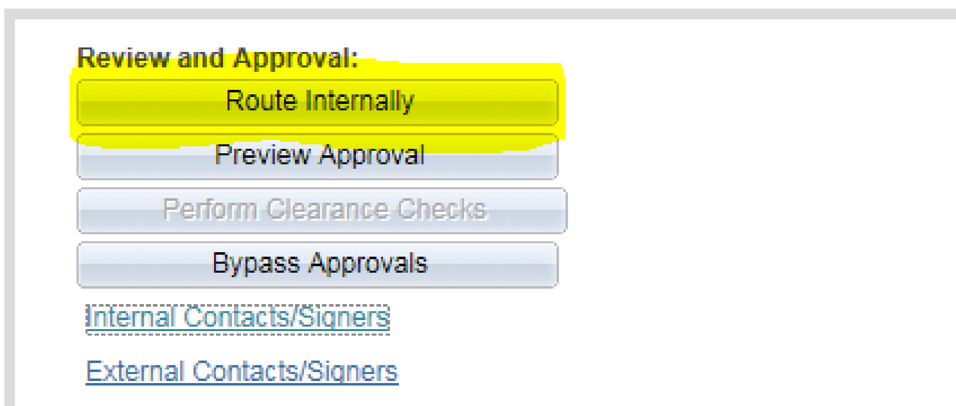
5. Click **OK**
   The screen will return to the Document Management page.



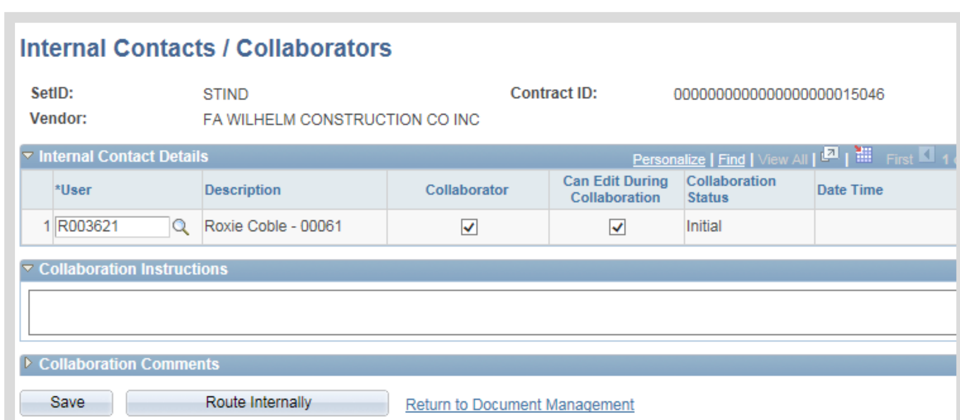
Launch Internal Collaboration

WATCH IT!

1. Click **Route Internally**

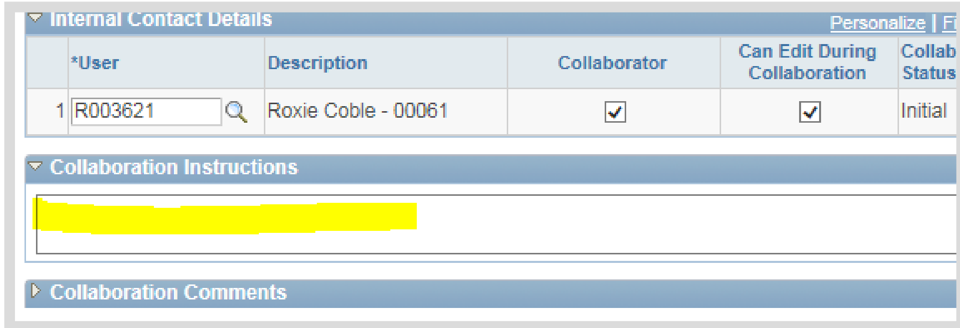


The Internal Contacts/ Collaborators page will open for review.

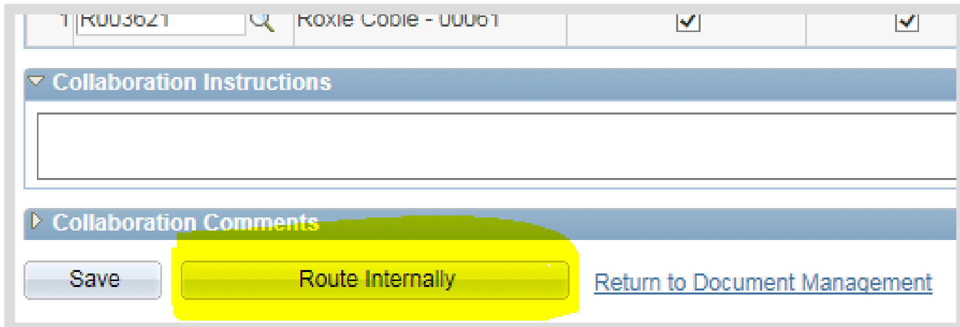


! Collaborators may be added or removed from this page. The access for each Collaborator can also be changed.

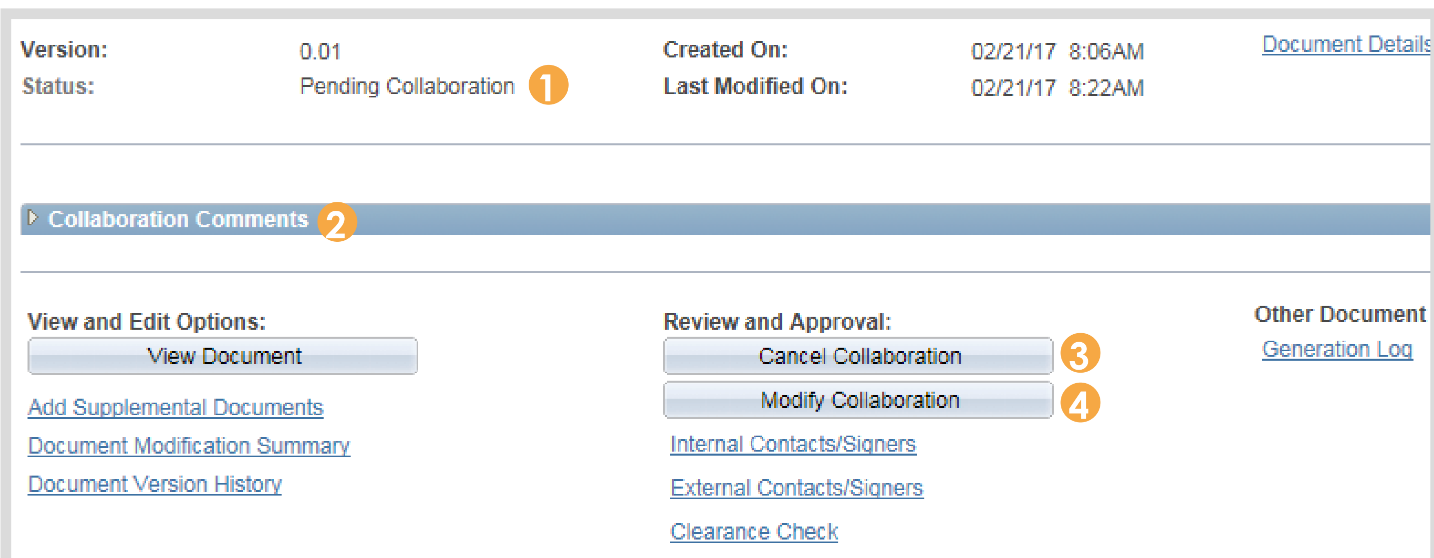
2. Enter instructions or comments for the Collaborator(s) in the Collaboration Instructions field



3. Click **Route Internally** An email will be sent to all the contact(s) requesting collaboration. If there is more than one Collaborator, they will access the SCM Contract Document in a "first come, first served" basis.



The Document Management Page will open.



1 **Once Internal Collaboration has been routed, the Document status will be Pending Collaboration.**

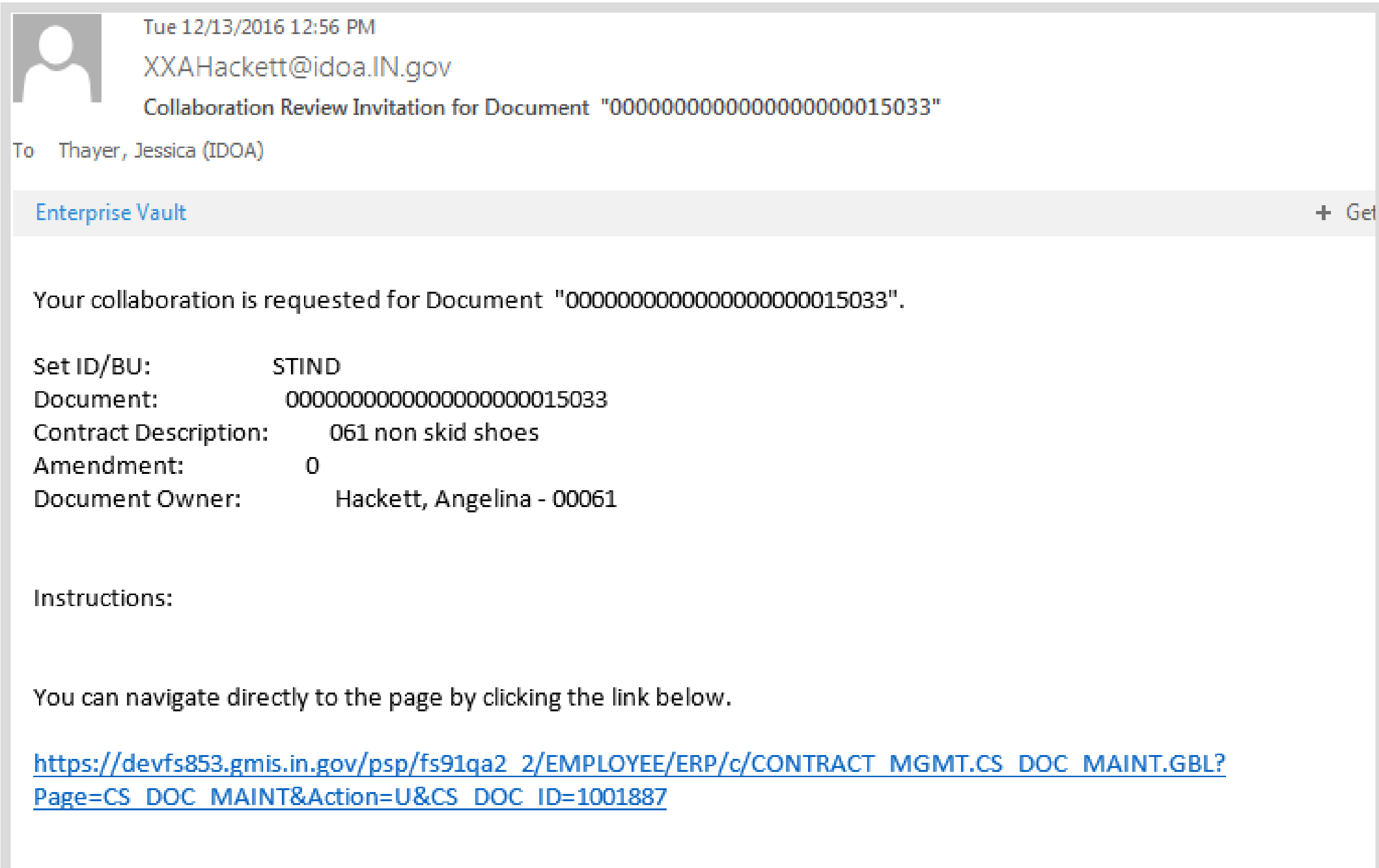
2 **Click the Expand icon to open the Collaboration Comments section if collapsed.**

3 **Collaboration may be canceled at any time by the Contract Administrator. Canceling will remove all Collaborators and associated comments.**

4 **Collaboration may be modified if additional Collaborators are necessary or additional comments/instructions are required. Collaborators can be added, but Collaborators who are pending cannot be deleted.**

PeopleSoft Email Notifications

PeopleSoft will send notifications throughout the SCM process. Below is an example of an email a Collaborator may receive.



Tue 12/13/2016 12:56 PM

XXAHackett@idoa.IN.gov

Collaboration Review Invitation for Document "0000000000000000000015033"

To Thayer, Jessica (IDOA)

Enterprise Vault

Your collaboration is requested for Document "0000000000000000000015033".

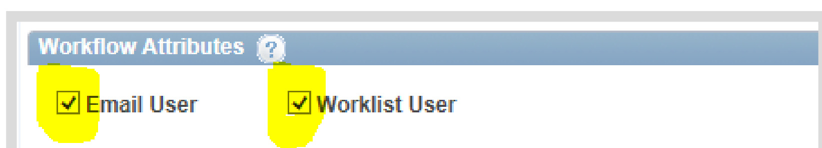
Set ID/BU: STIND
Document: 0000000000000000000015033
Contract Description: 061 non skid shoes
Amendment: 0
Document Owner: Hackett, Angelina - 00061

Instructions:

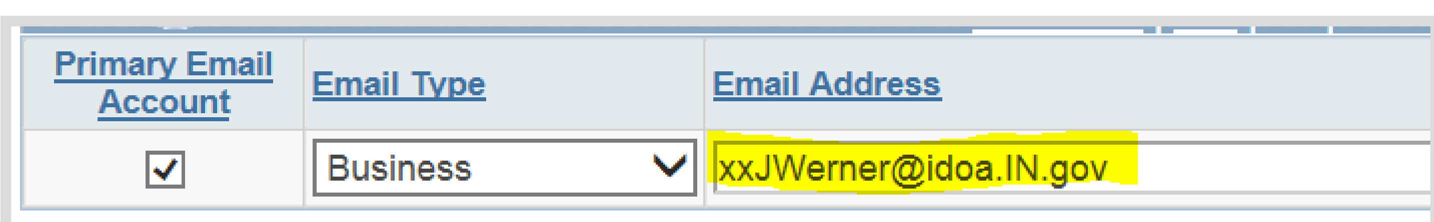
You can navigate directly to the page by clicking the link below.

https://devfs853.gmis.in.gov/psp/fs91qa2_2/EMPLOYEE/ERP/c/CONTRACT_MGMT.CS_DOC_MAINT.GBL?Page=CS_DOC_MAINT&Action=U&CS_DOC_ID=1001887

If email notifications and/or worklist access is desired, **Email User** and/or **Worklist User** must be selected under Workflow Attributes in "My System Profile".



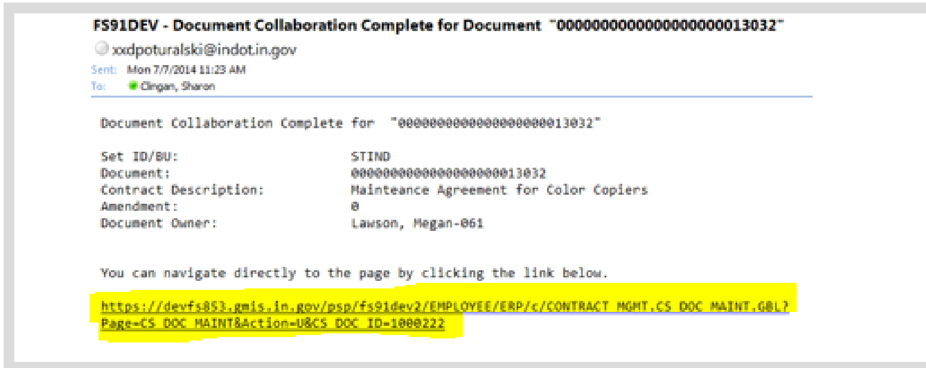
Main Menu >> My System Profile
Verify that the correct email address is listed.



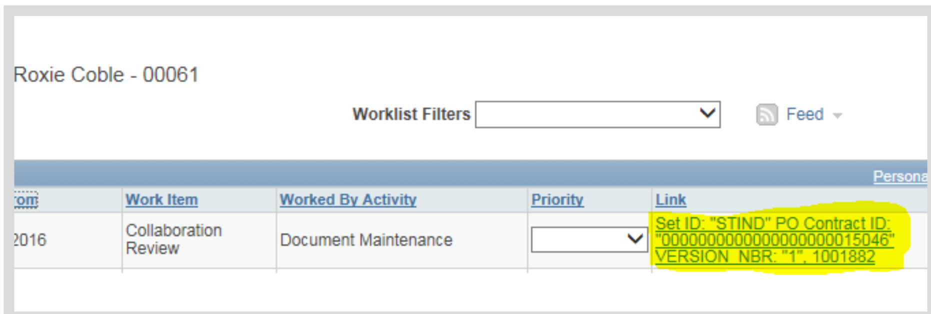
Finalize Internal Collaboration

An email notice is sent to the Contract Administrator when the last Collaborator clicks “**Mark as Reviewed**”.

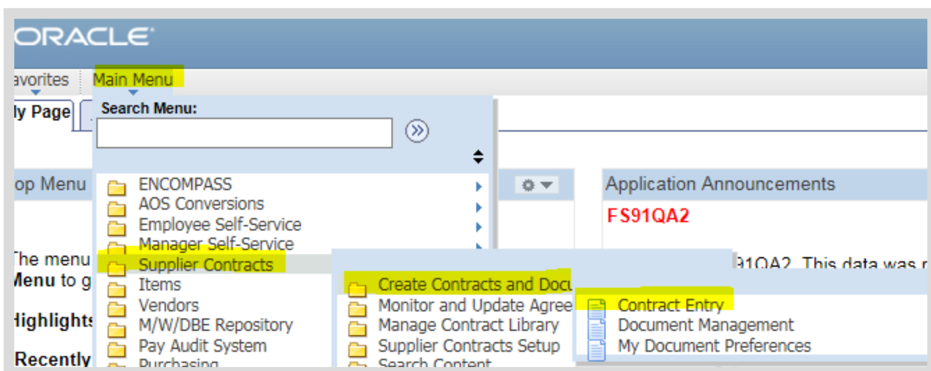
1. Access the SCM Contract Document’s Document Management Page using one of the following methods:
   - **a. Email Hyperlink**
     Click the **hyperlink** provided in the email notification.



   - **b. Worklist**
     Click the **hyperlink** to access the collaboration item (will be marked as “Collaboration Complete”).

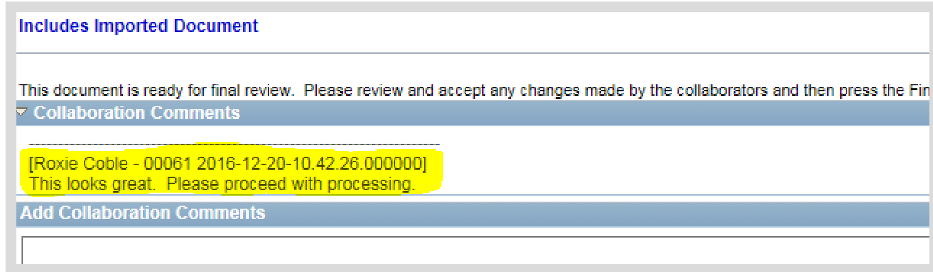


   - **c. Navigation**
     Main Menu >> Supplier Contracts >> Create Contracts and Documents >> Contract Entry.

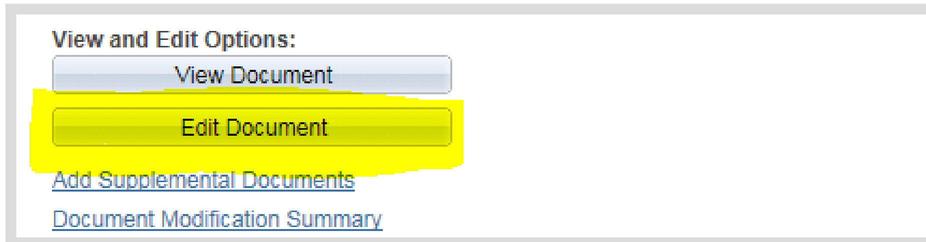


Click **Maintain Document** after locating the appropriate SCM Contract Document.

2. Review Collaboration Comments

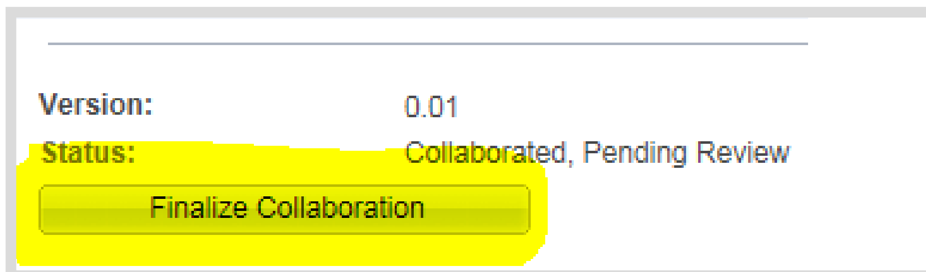


3. Click **Edit Document**



! The Contract Administrator must accept/reject the changes as appropriate. The Text Contract Document should represent the version that will be prepared for signature. When finished, save and check the Text Contract Document in. (See Review/Edit the Text Contract Document Phase2-5).

4. Click **Finalize Collaboration**



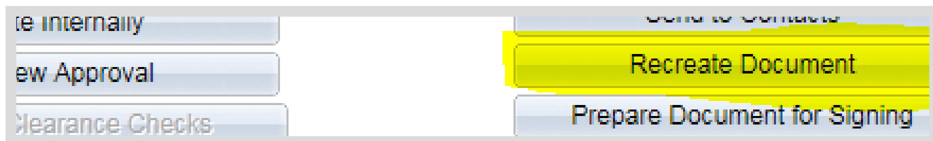
! If needed, additional collaboration can be set up, launched and finalized.

Recreate Document (If Necessary)

Use the Recreate Document process to:

- rebuild the Text Contract Document completely
- correct the Document Type
- update answers to wizard questions
- return to the boilerplate template

1. Click **Recreate Document**
   The Recreate Document Options window will open



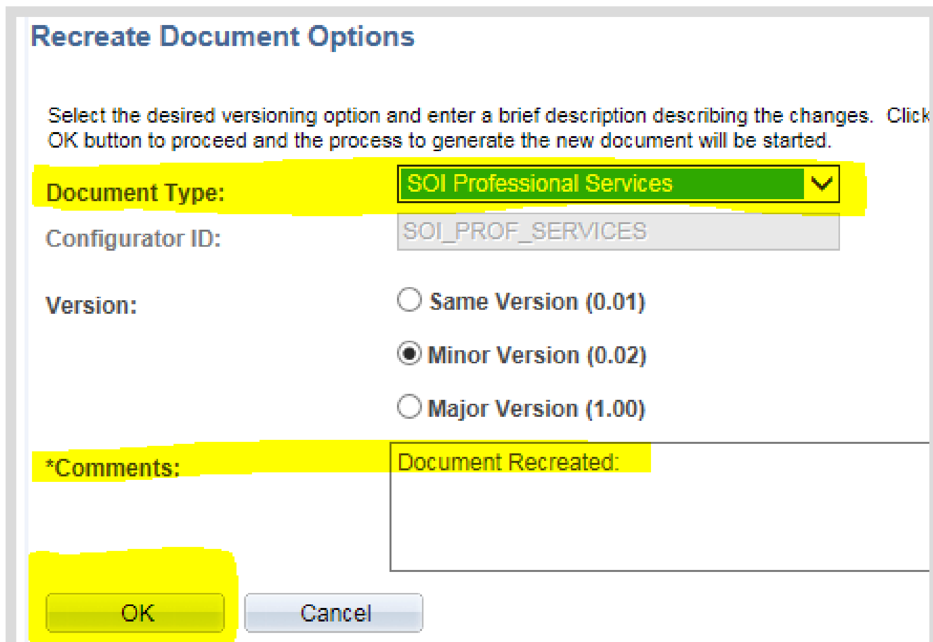
2. Update Document Type (if applicable)

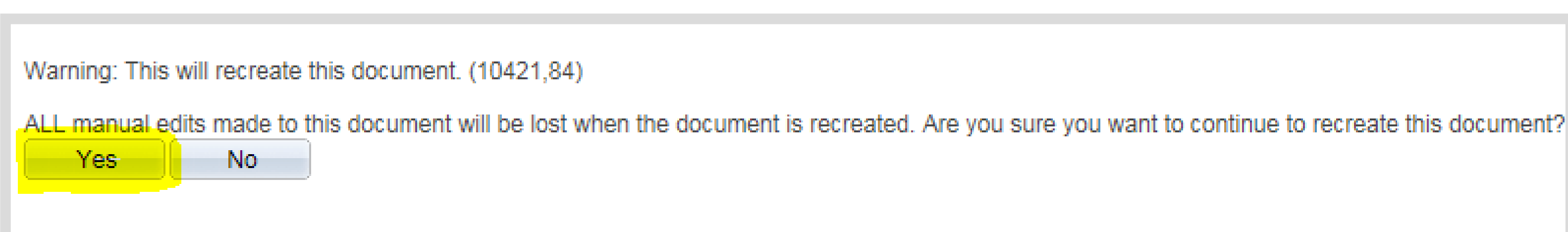
   ! Leave the Version as defaulted

3. Enter Comments (if applicable)

4. Click **OK**
   A pop-up will open.

5. Click **Yes**
   Continue to confirm previous wizard answers and make changes as necessary to rebuild the Text Contract Document.





Step 7: External Signer Set Up

To set up the External Signer, the Contract Administrator must have the person's first and last name. In addition, the SCM electronic signature process requires that every company has completed Bidder Registration Part 1 (Collect the Required Materials) and Part 2 (Request New Profile Creation) in PeopleSoft. The resulting User ID and password is necessary for the External Signer to access SCM Contract Documents prepared for signature through the State's Supplier Portal.

This process covers finding an existing User ID or creating one if necessary for the External Signer.

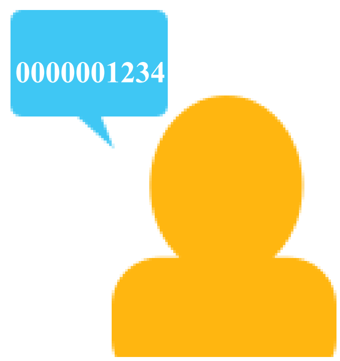
Find the Bidder Information

Complete Steps on Phase2-21

Find the Bidder ID through the Vendor ID

Complete Steps on Phase2-22

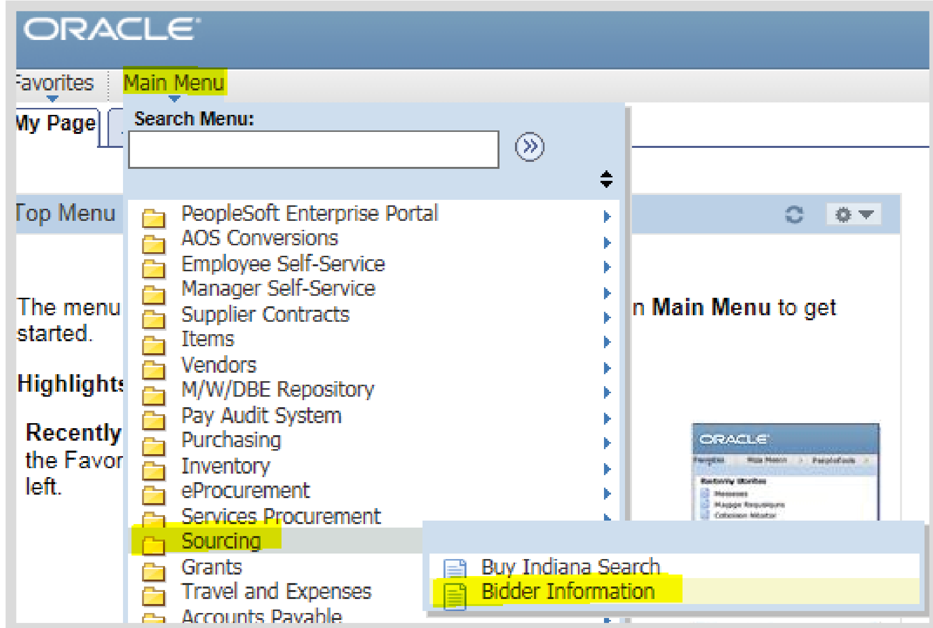
When the Bidder ID is known or looked up using search criteria.



Complete Steps on Phase2-23

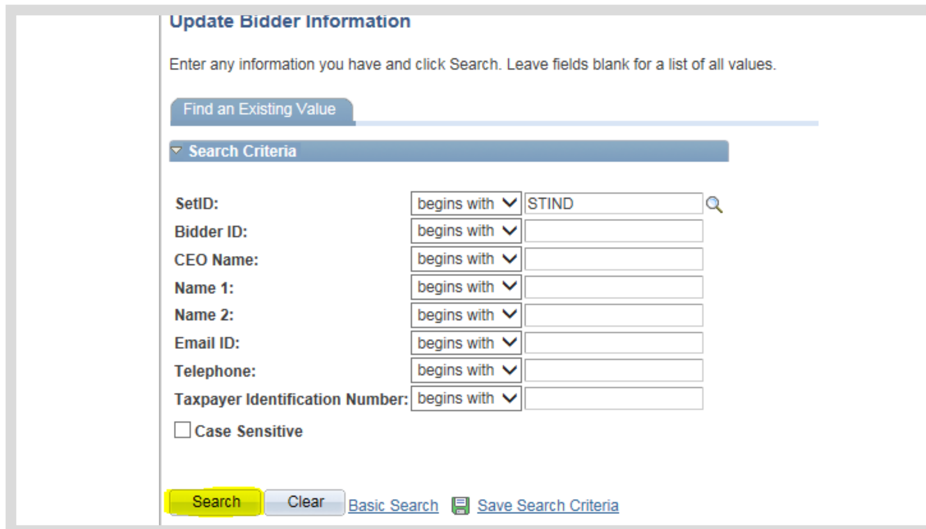
Find the Bidder ID

Use this process to search for Bidder information.



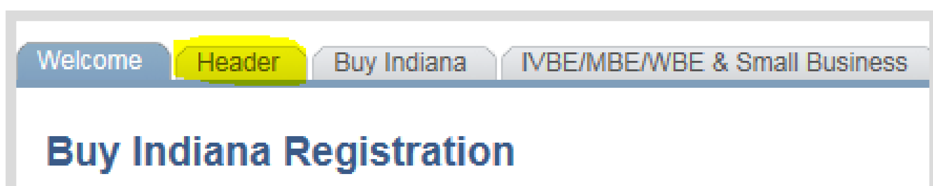
1. Navigate to the Bidder information
   Main Menu >> Sourcing >> Bidder Information

   ! View access can be granted by submitting a GMIS issue.

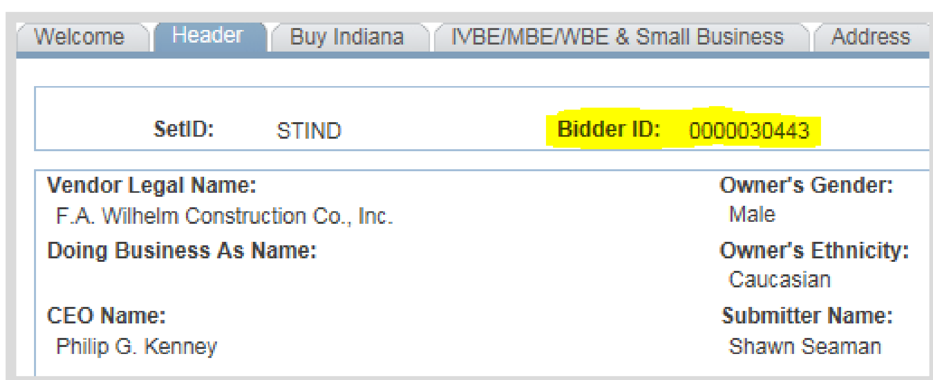


2. Enter search criteria

3. Click **Search**
   Click anywhere on the row of the desired bidder



4. Select the **Header** tab



5. Note the ten digit Bidder ID

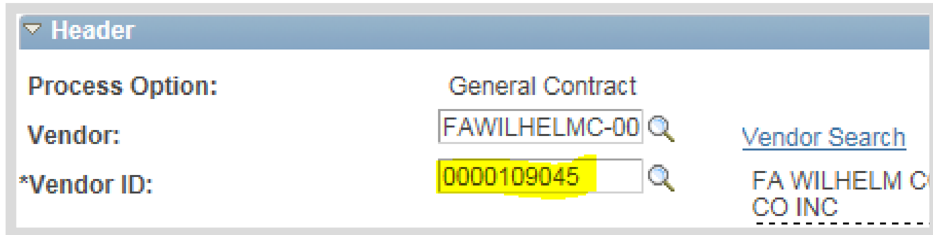
   In most cases, the person listed under CEO Name will be the EXTxxxxxxxxxx external signer (in this example EXT0000030443).

   ! If there is not a Bidder ID, the Contract Administrator must request the vendor complete Part 1 and Part 2 of the Bidder Registration at www.in.gov/idoa/2464.htm.

Find the Bidder ID Through the Vendor ID

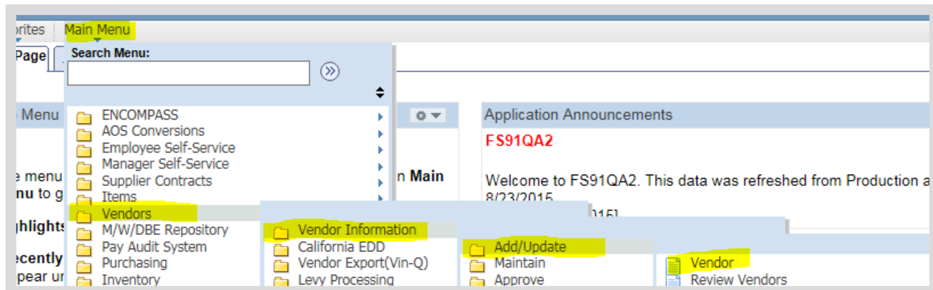
Use this process when the Vendor ID is known/available, but the Bidder ID is not.

1. Copy the Vendor ID from the Transactional Contract Document

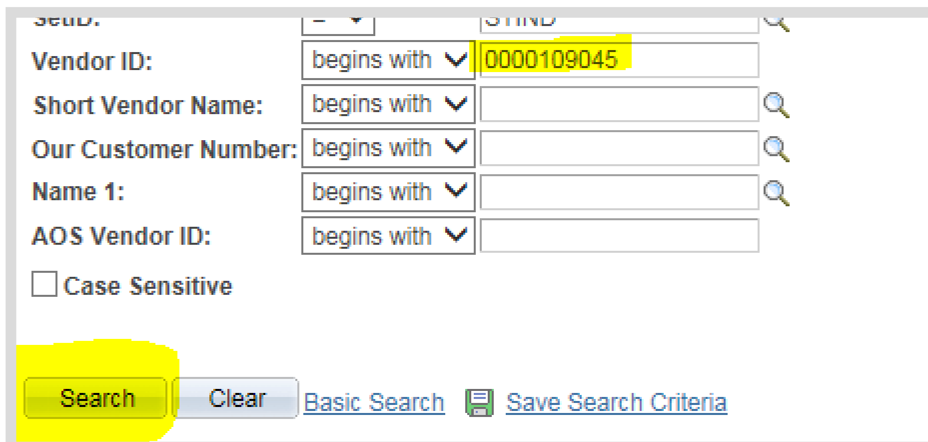


2. Navigate to the vendor file Main Menu >> Vendors >> Vendor Information >> Add/ Update >> Vendor

View access can be granted by submitting a GMIS issue.

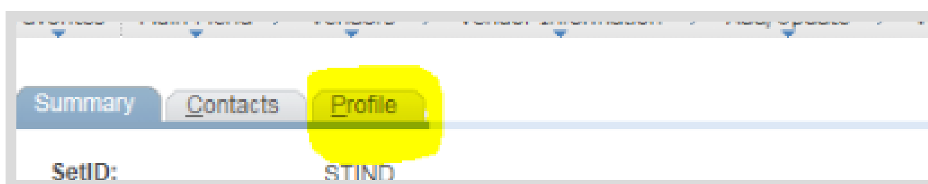


3. Enter the Vendor ID as search criteria



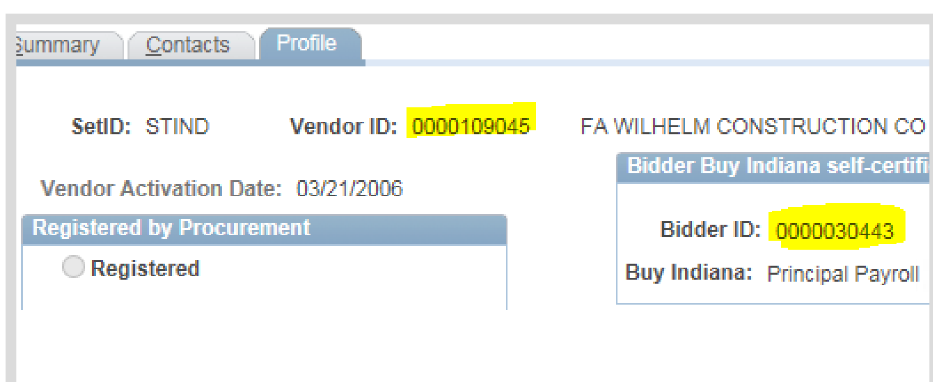
4. Click **Search**

5. Select the **Profile** tab



6. Note the ten digit Bidder ID

If there is not a Bidder ID, the Contract Administrator must request the vendor complete Part I and Part 2 of the Bidder Registration at www.in.gov/idoa/2464.htm.

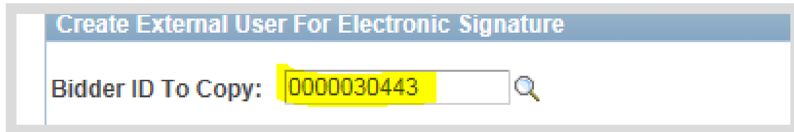


Identify Existing External Signer's User ID

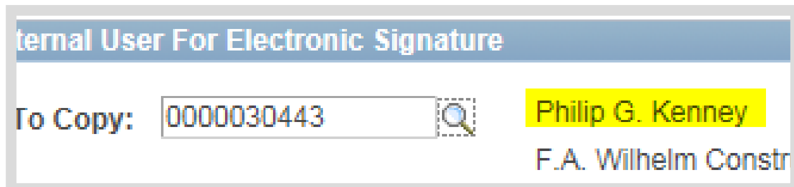
It is possible that the designated External Signer may have already been issued his/her own unique ID and password associated with the Bidder ID.

1. Click **Add External User**

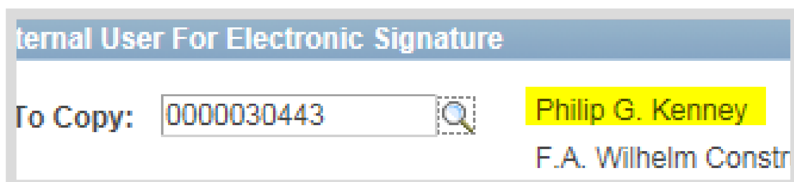
2. Enter Bidder ID
   (10 Characters) **or** Click **Look Up (magnifying glass)** to search for the Bidder ID.



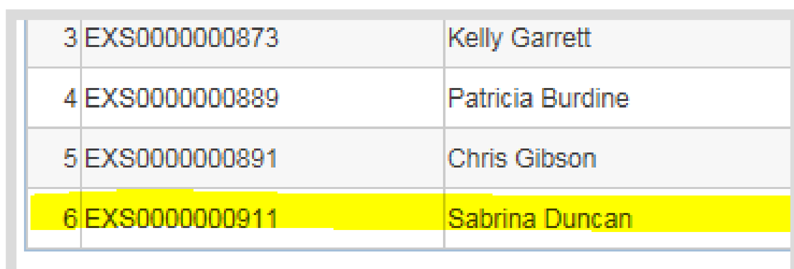
3. Tab Out or Click in the User Name field
   This allows PeopleSoft to provide the user name tied to the Bidder ID



4. Review the existing External Signers tied to the Bidder ID
   a. **If the External Signer's name appears next to the magnifying glass,** note the Bidder ID. Do not create a new External Signer.



   b. **If the External Signer's name and Email ID appear in the Existing External Signers table,** note the User ID . (Example: EXS0000000911) Do not create a new External Signer.



! Check all pages of the Existing External Signers table. If there are duplicate entries, submit a GMIS issue to request removal.

! If the External Signer's name does not appear click **Cancel**, see Creating a New External Signer (Phase2-23) to create a new External Signer.

5. Click **OK**

6. Continue to Assign the External Signer (Phase2-25)

STOP

Do not complete this process if the External Signer was identified on Phase2-23.

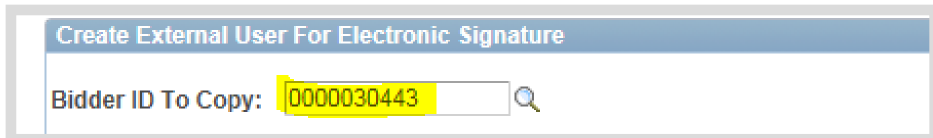
WATCH IT!

Creating a New External Signer

If the External Signer's name did not appear during the Identify Existing External Signer process, a User ID must be created. The External Signer's first and last name and email address are required for this process.

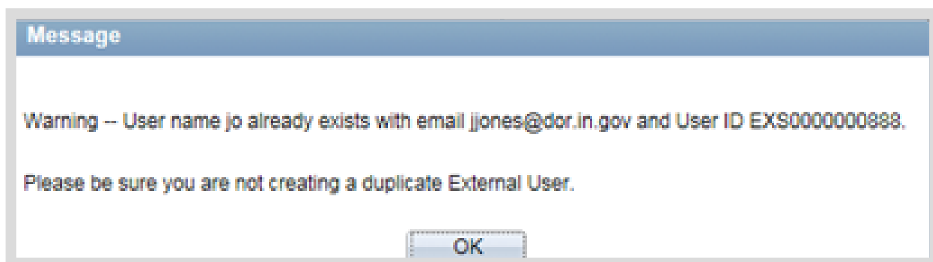
1. Click **Add External User**

2. Enter Bidder ID (10 Characters)

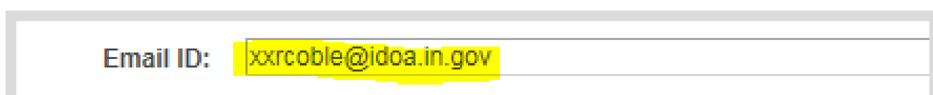


3. Enter the External Signer's first and last name

! A warning will appear if an External Signer's name is a duplicate. The original User ID will be given as well as a request to not create a new External Signer.



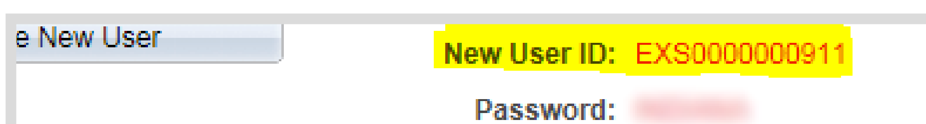
4. Enter the External Signer's email address



5. Click **Create New User** The page will refresh and display the assigned User ID and password in red. An email notification will be sent to the External Signer providing the User ID and initial password.

! Do not leave the page until a new User ID populates.

6. Note the New User ID

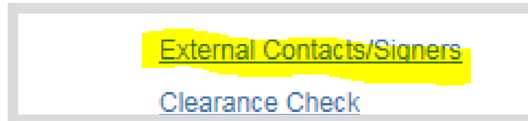


7. Click **OK**

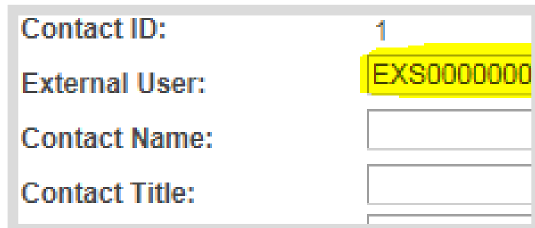
Assign the External Signer

The External Signer identified (new or existing), must be assigned as an external contact in order to sign the SCM Contract Document. Multiple users may be set up as external contacts for collaboration or review, but only one can be designated as the External Signer.

1. Click **External Contacts/Signers**
   The External Contacts page will open.



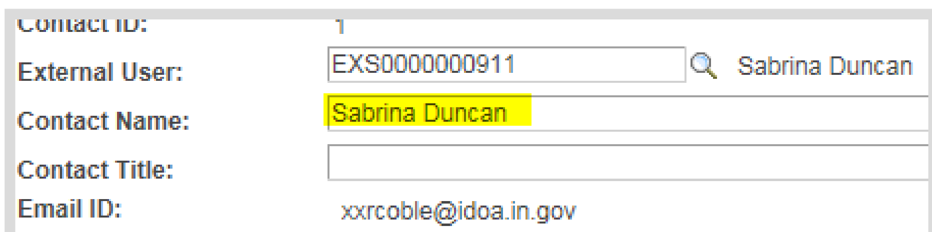
2. Enter the External Signer's User ID in the External User field (EXT or EXS number)
   a. Enter "EXT" before the 10 digit Bidder ID number noted from step 4a of Identify Existing External Signer. (Example: EXT0000030443)
   b. Enter the User ID noted from step 4b of Identify Existing External Signer. (Example: EXS0000000835)
   c. Enter the User ID noted from Creating a New External Signer on Phase2-24. (Example: EXS0000000911)



3. Tab Out or Click in the Contact Name field
   The External Signer's name will populate to the right of the field.

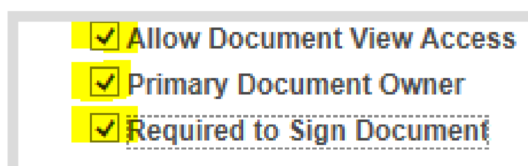
! If the External Signer's name is spelled incorrectly, submit a GMIS issue. Do not create another External User ID.

4. Enter the External Signer's name in the Contact Name field
   The email address for the External Signer will default based on the User ID.



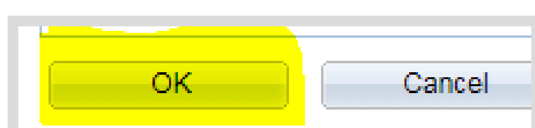
! If the email address does not populate, submit a GMIS issue. Do not create another External User ID.

5. Select the **Allow Document View Access**, **Primary Document Owner** and **Required to Sign Document** checkboxes



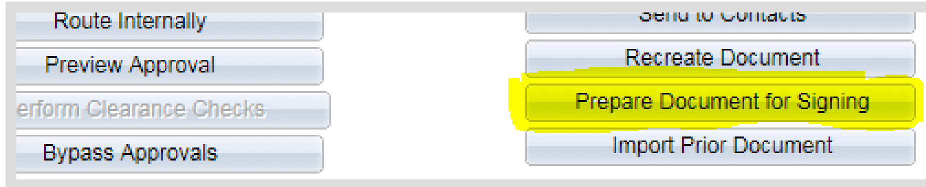
More than 1 External User (Non-Signer)
Click **Add (+)** to designate additional contacts. The **Primary Document Owner** and **Required to Sign Document** checkboxes will not be available for these users.

6. Click **OK**



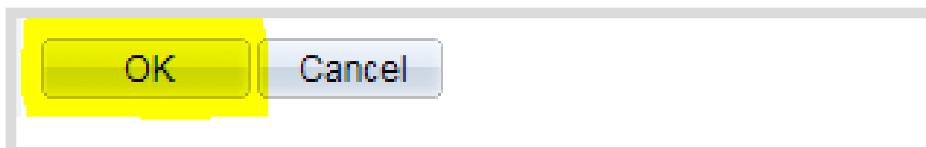
Step 8: Prepare Document for Signing

1. Click **Prepare Document for Signing**
   The Prepare Document for Signatures page will open

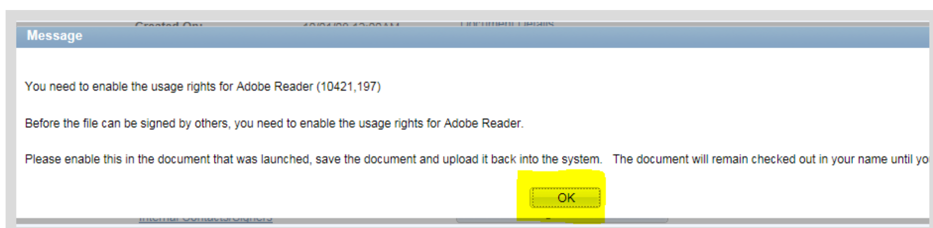


2. Review the External list of Signers and verify the correct person has been designated
   a. **If the list is not correct,** click **Cancel** and return to the external contact list to make any revisions necessary.
   b. **If the list is correct,** proceed to step 3.

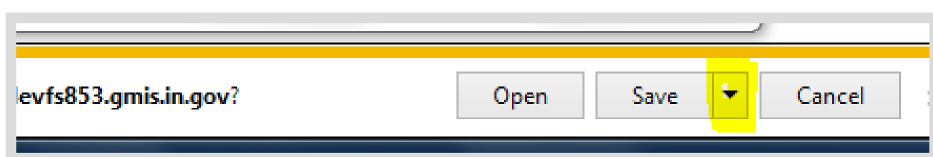
3. Click **OK**
   When the processing is complete, there will be two pop-up messages. It does not matter which one the Contract Administrator answers first.



4. Click **OK**
   to the usage rights for Adobe Reader pop-up message.

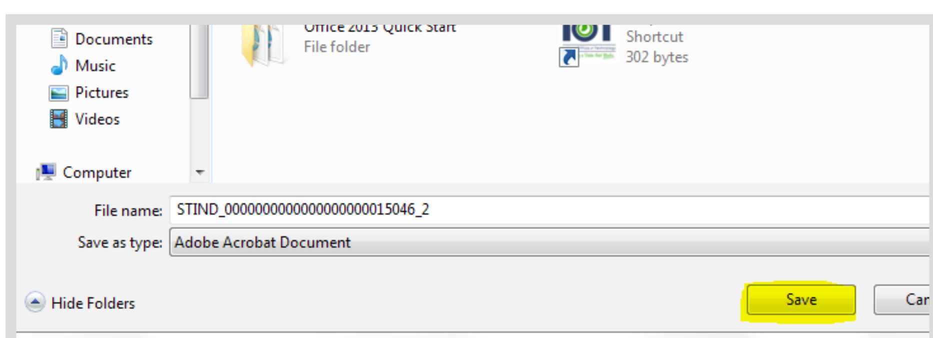


5. Click the **drop down arrow** to the right of Save



6. Select **Save As**

7. Select location to save file
   ! Do not change the file name or file extension (PDF) and remember where it is saved.



8. Click **Save**

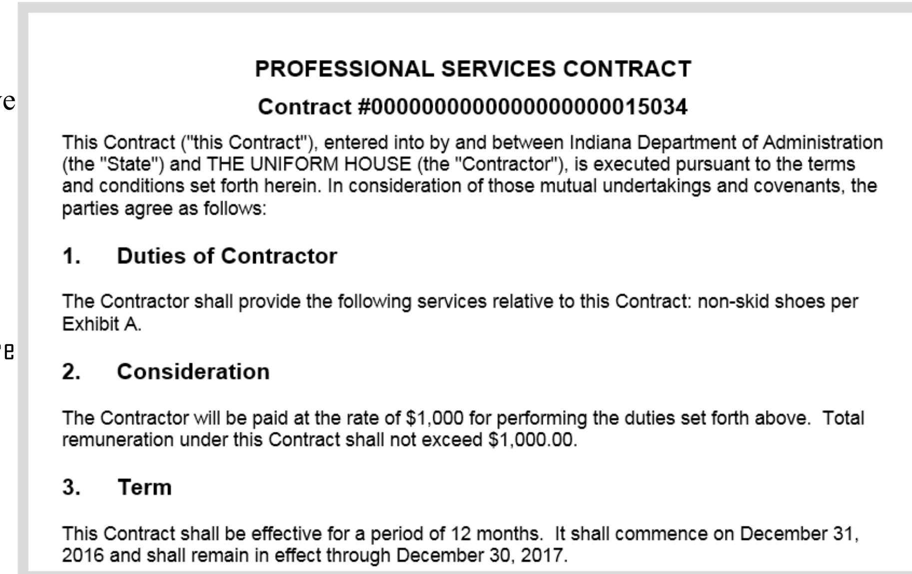
9. Click **Open**

10. Verify that the SCM Contract Document is correct.

    Check that all modifications have been appropriately accepted or rejected.

    If the SCM Contract Document does not represent the version that will be prepared for signature and changes need to be made,

    - cancel the signature process
    - edit Text Contract Document
    - accept and/or reject modifications
    - prepare SCM Contract Document for signing



PROFESSIONAL SERVICES CONTRACT

Contract #00000000000000000000015034

This Contract ("this Contract"), entered into by and between Indiana Department of Administration (the "State") and THE UNIFORM HOUSE (the "Contractor"), is executed pursuant to the terms and conditions set forth herein. In consideration of those mutual undertakings and covenants, the parties agree as follows:

1. Duties of Contractor

The Contractor shall provide the following services relative to this Contract: non-skid shoes per Exhibit A.

2. Consideration

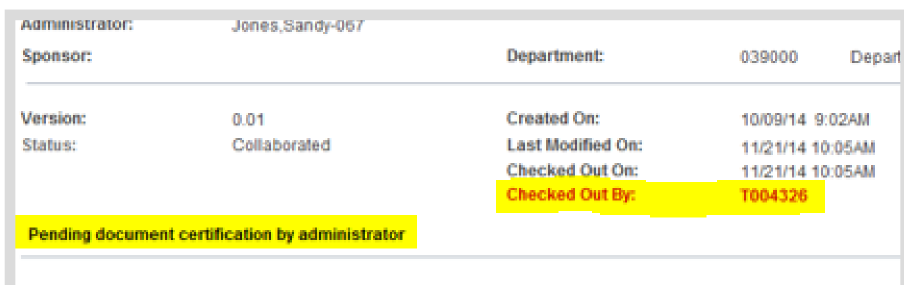
The Contractor will be paid at the rate of $1,000 for performing the duties set forth above. Total remuneration under this Contract shall not exceed $1,000.00.

3. Term

This Contract shall be effective for a period of 12 months. It shall commence on December 31, 2016 and shall remain in effect through December 30, 2017.

11. Close the SCM Contract Document

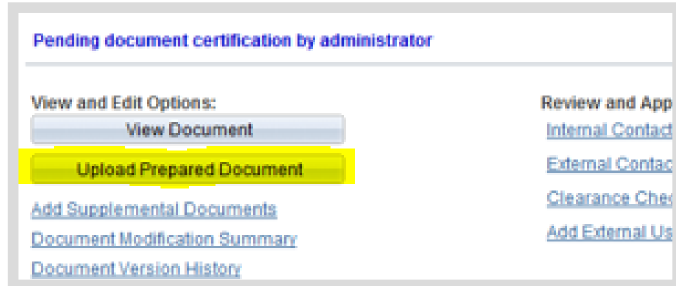
The Document Management page will now indicate that the SCM Contract Document has been checked out and is pending document certification by the Contract Administrator.



Step 9: Upload the Prepared Document

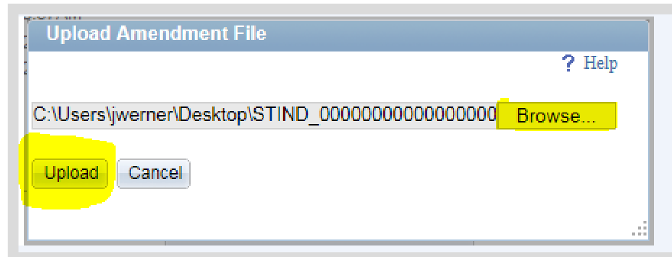
After the SCM Contract Document has been prepared for signing, the current format must be uploaded so that it can be circulated for electronic signatures.

1. Click **Upload Prepared Document**
   A pop-up window will open.

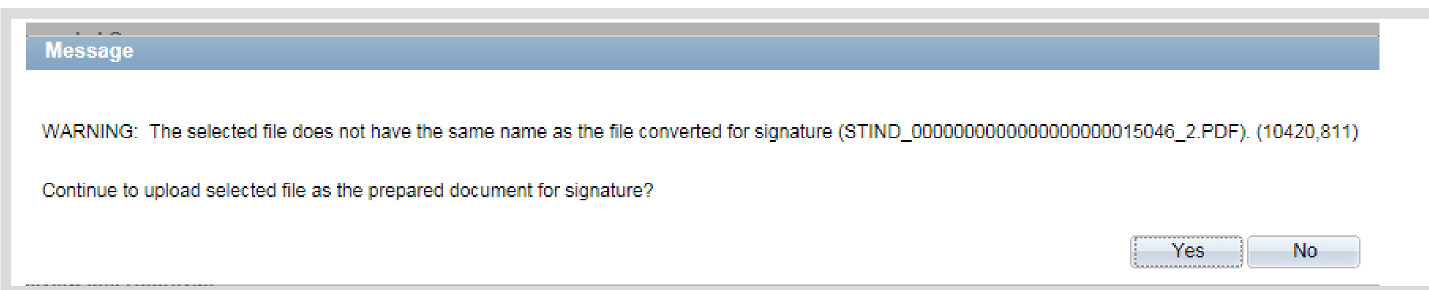


2. Click **Browse**
   Search the network file directories and locate/select the saved SCM Contract Document.

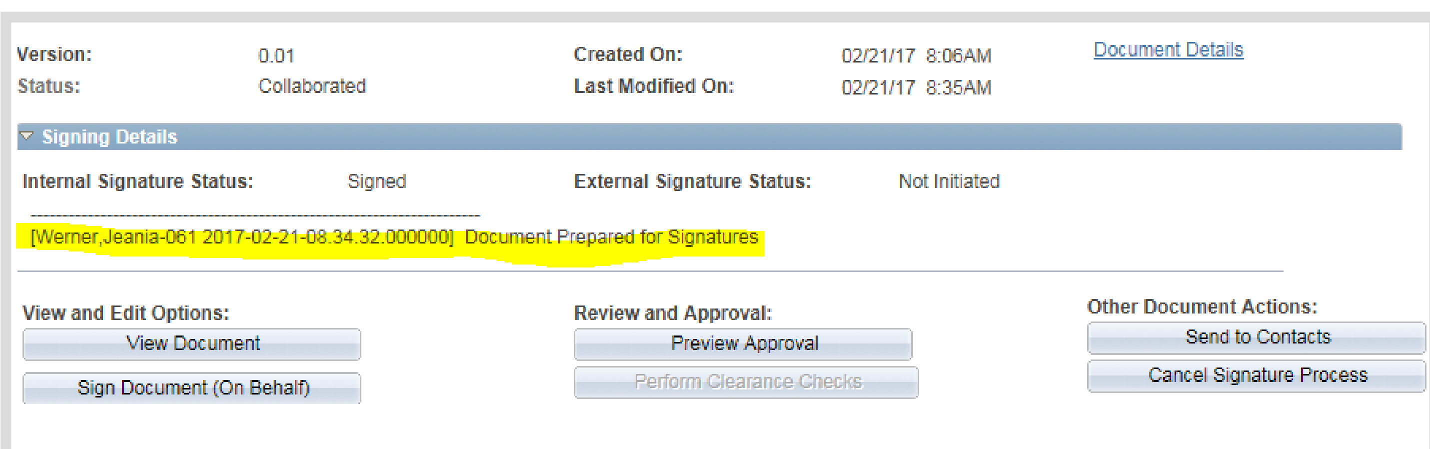
3. Click **Upload**



! If the SCM Contract Document was saved under a different title other than what was system-generated, the following warning message will appear in a pop-up window. As long as it is the correct SCM Contract Document, there is no reason to be concerned. Click **Yes**.



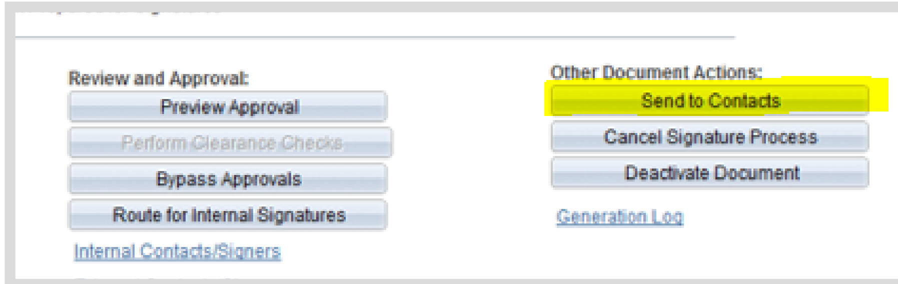
Once the prepared SCM Contract Document has been uploaded, the Document Management page will update and display the current status in the Signing Details section.



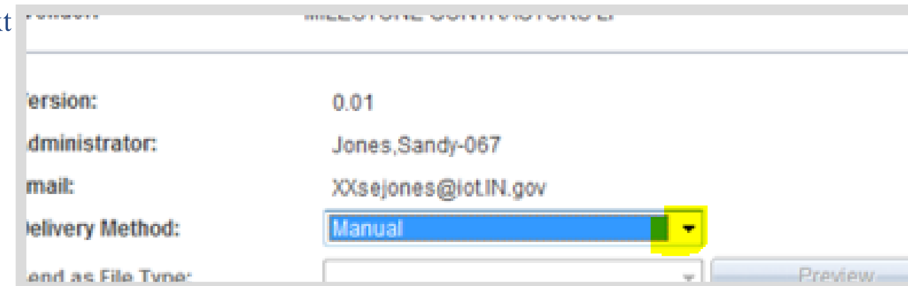
Step 10: Send the SCM Contract Document for External Signature

1. Click **Send to Contacts**

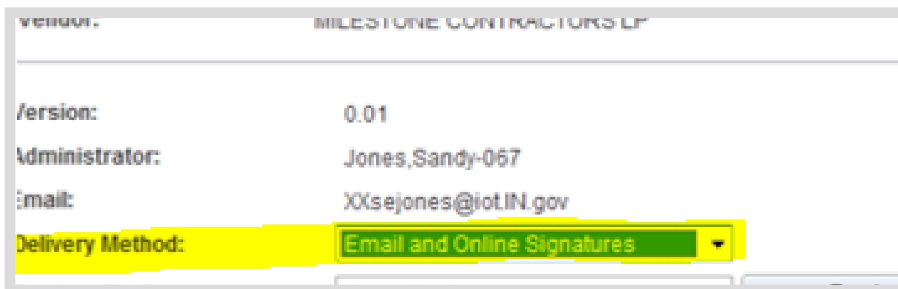
   ! If **Send to Contacts** is not displayed, check the External Contact set-up and make certain that **Required to Sign** is selected.



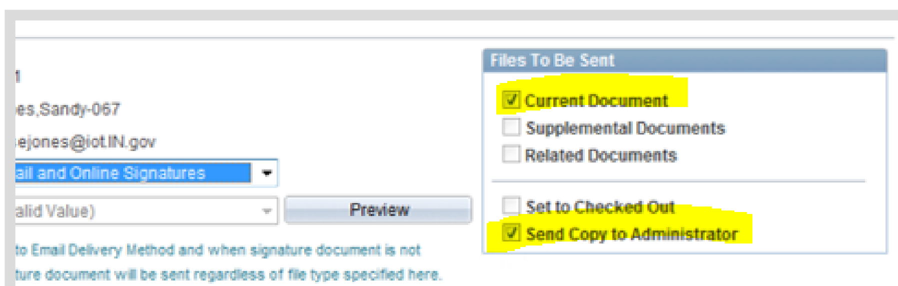
2. Click the **drop down arrow** next to the Delivery Method field



3. Select **Email and Online Signatures**
   This will automatically check the **Current Document** and **Send Copy to Administrator** checkboxes in the Files to Be Sent section.



   ! The Current Document can be unchecked so a copy is not emailed to the External Signer. This removes the 25MB file size limitation caused by Outlook.

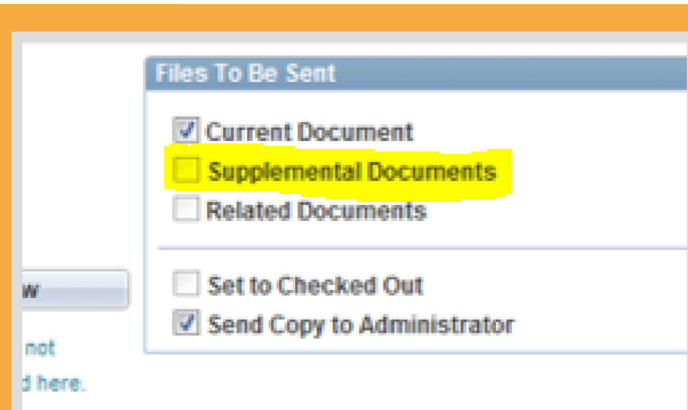


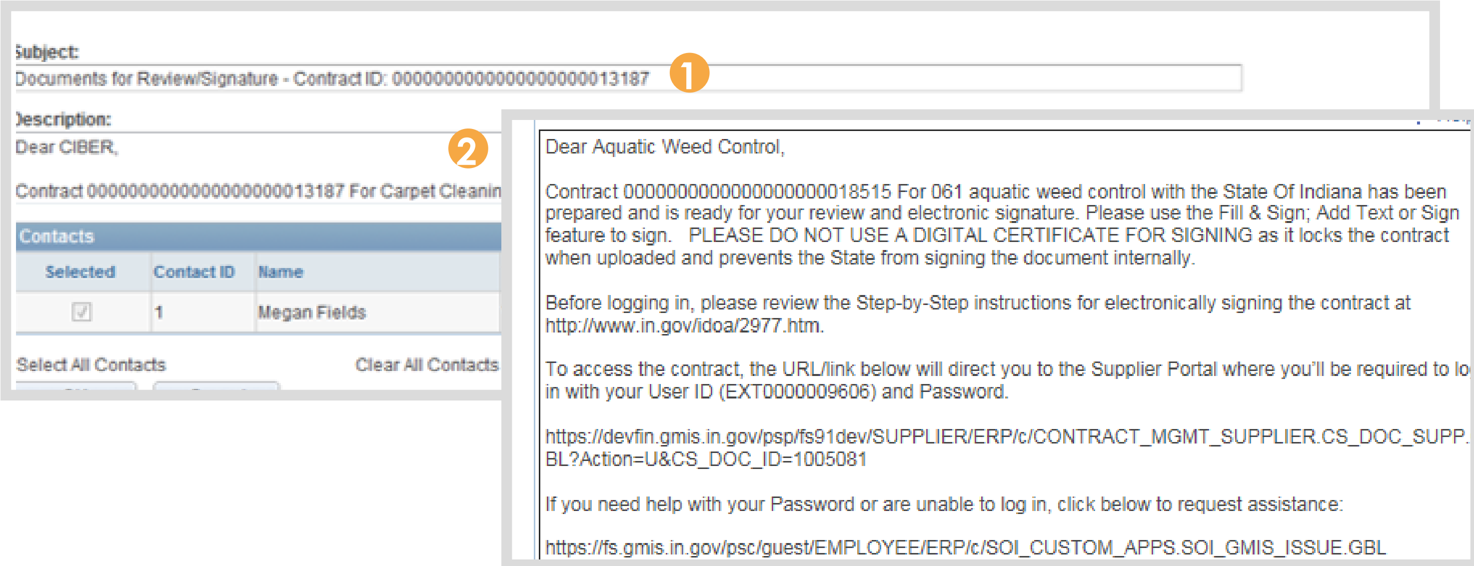
Sending Supplemental Documents to External Contacts

To send Supplemental Documents to an External Contact the following must be completed:

a. The **Allow Email Dispatch** checkbox was checked; *see Supplemental Documents section*

b. The **Supplemental Documents** checkbox must be checked - Verify the documents listed in the Supplemental Documents section are intended to be sent to the External Signer. Uncheck the box next to the file name if the file is not to be sent.



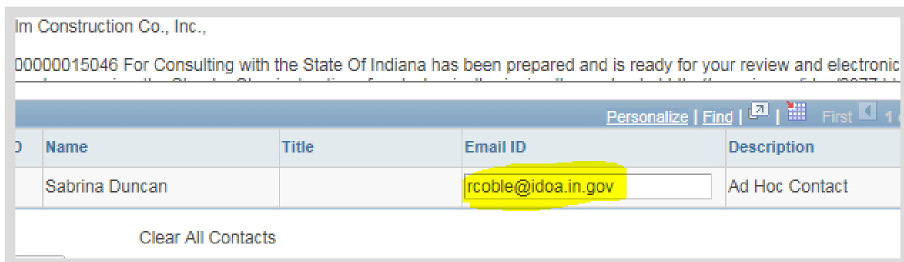


1 **The Subject field will default and will include the Contract ID number. The Subject can be modified if necessary.**

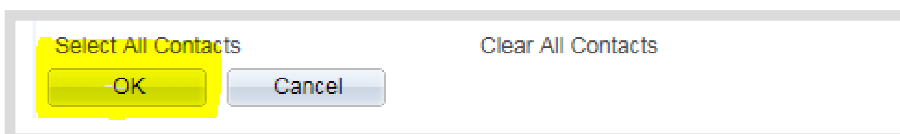
2 **The Description field will default; the Description can be modified if necessary. Do not change the links to the following: the Vendor eSigning guide, the Supplier Portal, and the Password reset option.**

4. Review the External Signer's email address

   If there is an error, make the correction and submit a GMIS issue to update the External Signer's email address.

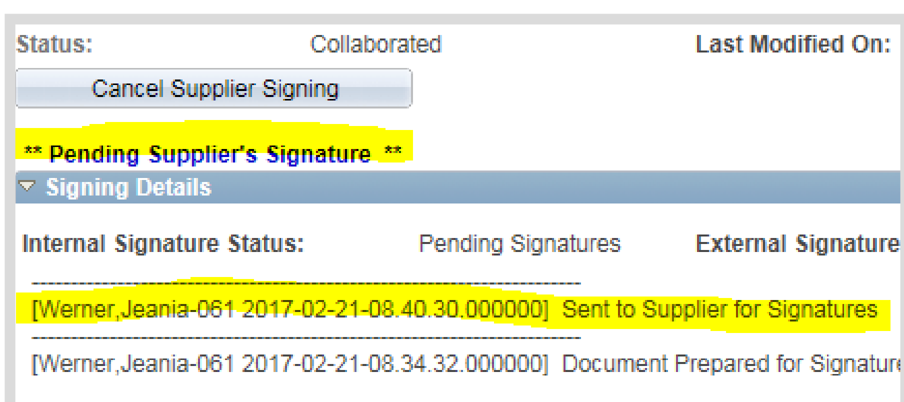


5. Click **OK**

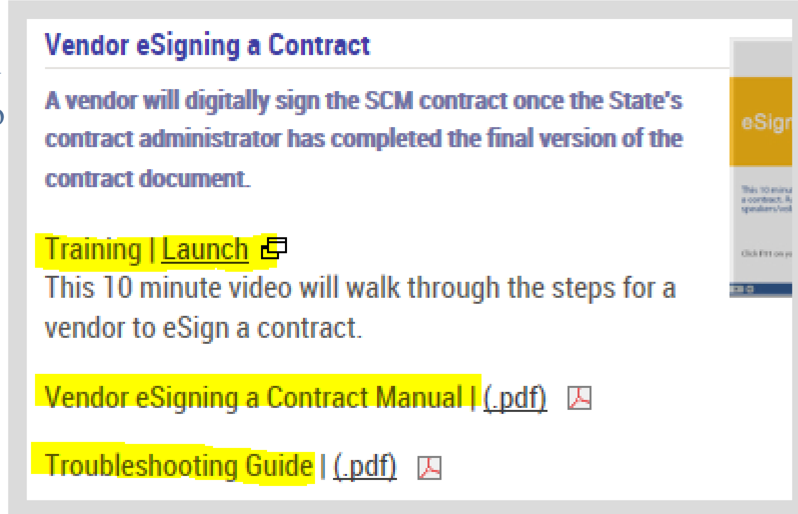


An email notification will be sent to the Contract Administrator and External Signer to let them know an SCM Contract Document is ready for review/signature. A PDF version is attached to the email if the Contract Administrator left the "**Current document**," checkbox selected.

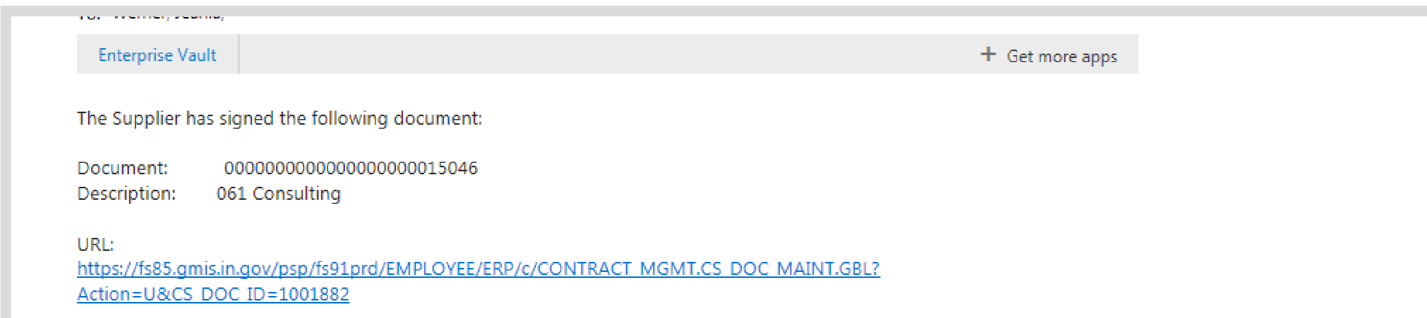
The Document Management page will update displaying the status as **Pending Supplier's Signature**



If the External Signer has trouble with the eSigning process, direct him/her to the eSigning Electronic Contracts web page: www.in.gov/idoa/2977.htm and help walk him/her through the steps. If there is still an issue, have him/her submit a GMIS issue.



When the External Signer has reviewed, signed, and uploaded the signed SCM Contract Document, the Contract Administrator will receive an email notification similar to the one below. Receipt of this message indicates that the SCM Contract Document is ready for Internal signature. The SCM Contract Document may be accessed through the link in the email or from the PeopleSoft Main Menu.



Canceling the Supplier Signing Process

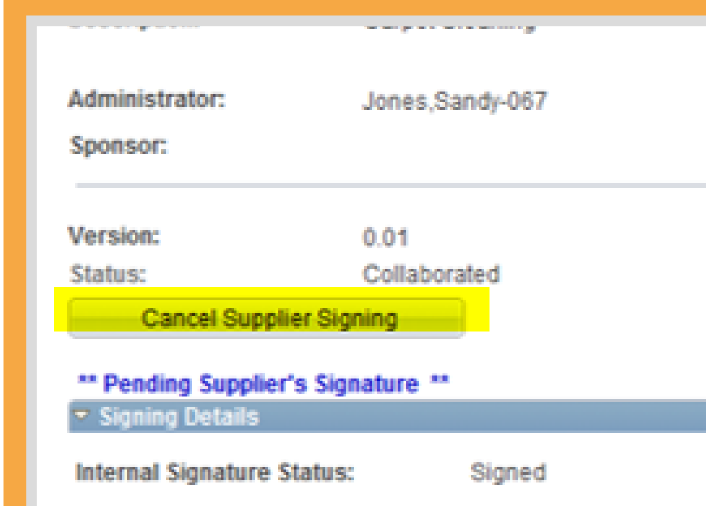
WATCH IT!

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

a. **Verify the External Signer has signed correctly**
   If the External Signer signs using encryption, the Contract Administrator cannot take further action. The Contract Administrator will need to cancel the signature process and request the External Signer to sign the SCM Contract Document correctly.

b. **Verify the External Signer did not change the file name**
   If the External Signer changed the file name, this will cause system issues. The Contract Administrator will need to cancel the signature process and request the External Signer to sign the SCM Contract Document correctly using the appropriate file name.

c. **Verify the External Signer did not change the content**
   If the External Signer changed the content, the Contract Administrator will need to cancel the signature process and request the External Signer sign the SCM Contract Document as prepared.



Step 11: Send the SCM Contract Document for Internal Signature

Main Menu >> Supplier Contracts >> Create Contracts and Documents >> Document Management

Once the External Signer has completed the eSigning process and the Contract Administrator has reviewed the contract for any errors, the SCM Contract Document is ready for Internal signature.

The next steps of this process are determined by who has authority to sign the SCM Contract Document. Choose the appropriate path.

If the Contract Administrator is the Internal Signer,

complete Steps on
Phase2-33

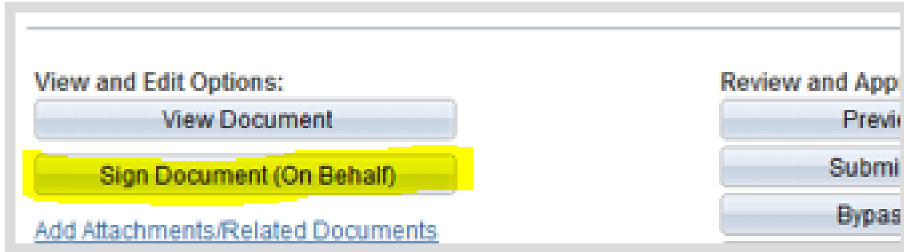
If the Contract Administrator is not the Internal Signer,

complete Steps on
Phase2-34 through Phase 2-35

! Confirm with the intended signer that he/she has completed the Internal Signer training, has appropriate PeopleSoft access and is authorized to sign on behalf of the agency.

Sign the SCM Contract Document on the State's Behalf

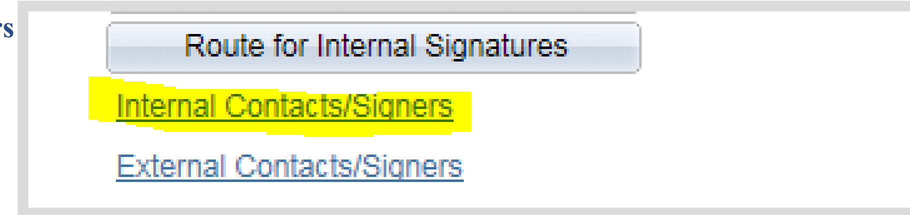
1. Click **Sign Document (On Behalf)**



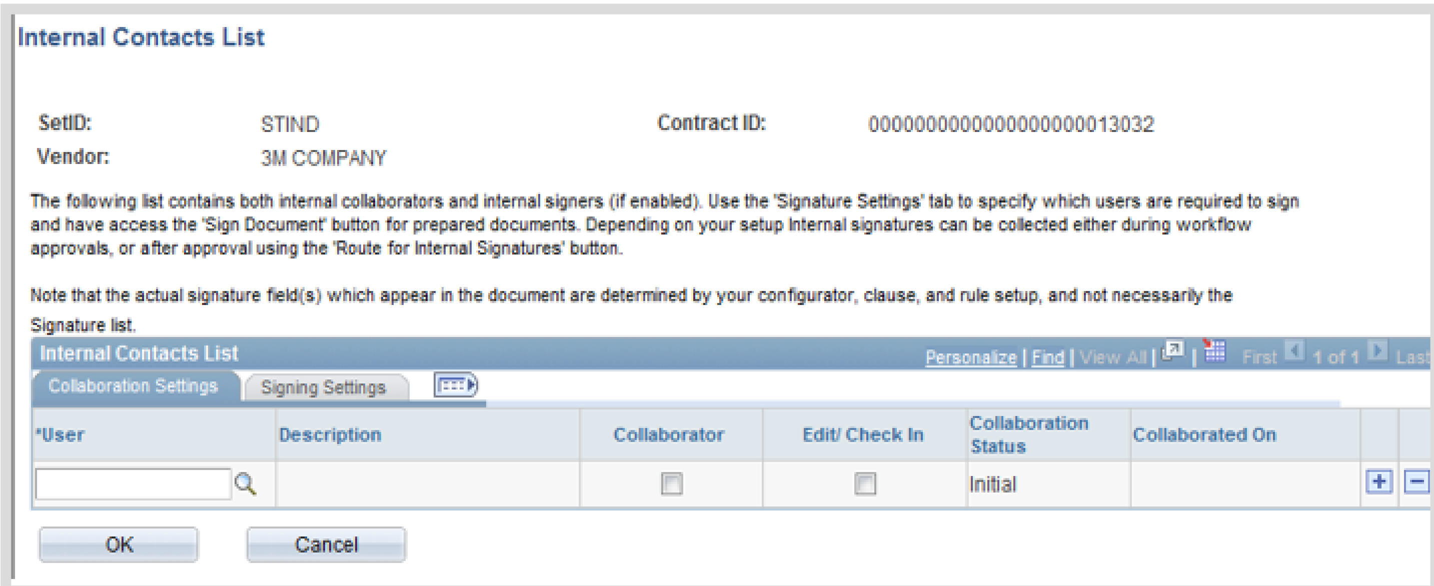
2. Refer to the Internal eSigning a Contract manual (pages 4-8) for reference on completing the signature process: www.in.gov/idoa/files/PeopleSoftGuide_SCM_InternaleSigningContract.pdf.

Set up Internal Contacts/Signers

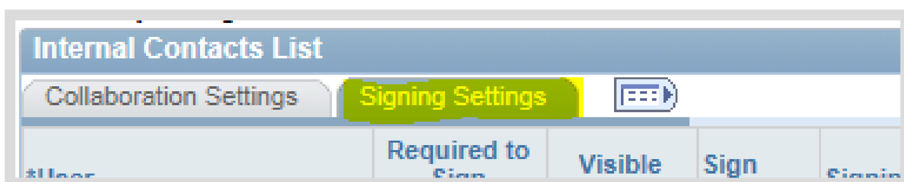
1. Click **Internal Contacts/Signers**



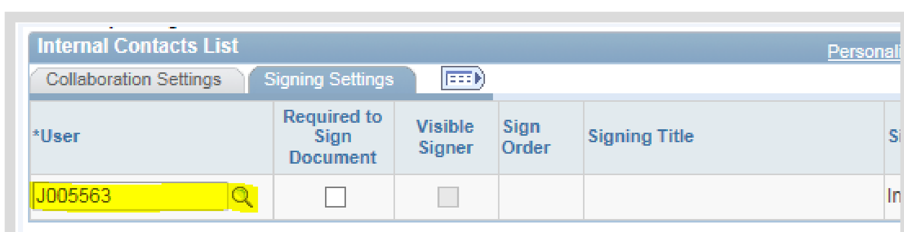
The Internal Contact List page will open.



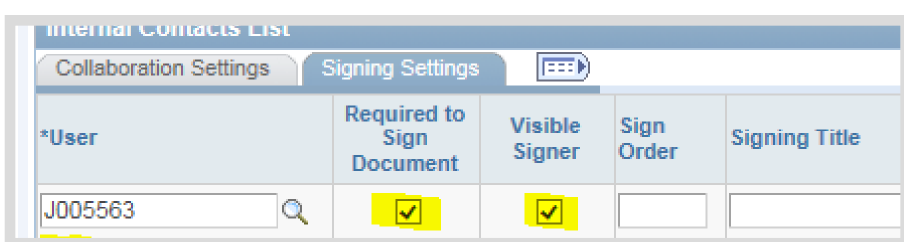
2. Select the **Signing Settings** tab



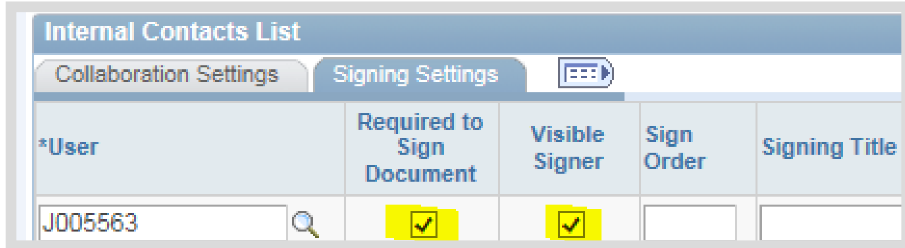
3. Enter manually or use Look Up (magnifying glass) to select the Internal Signer's User ID.



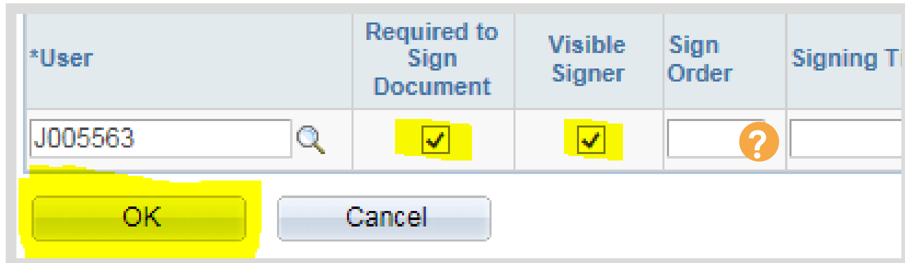
4. Select the **Required to Sign Document** checkbox



5. Verify that the **Visible Signer** checkbox is checked



6. Click **OK**

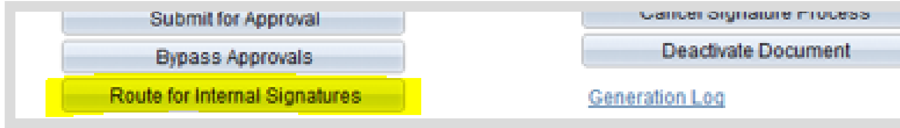


If the Internal Signer will also be the Fiscal Approver, nothing more is needed. The user will sign and approve in the same step when the SCM Contract Document is routed for approval.

If the Internal Signer is not included in the fiscal approval workflow, the SCM Contract Document must be routed for internal signatures separately.

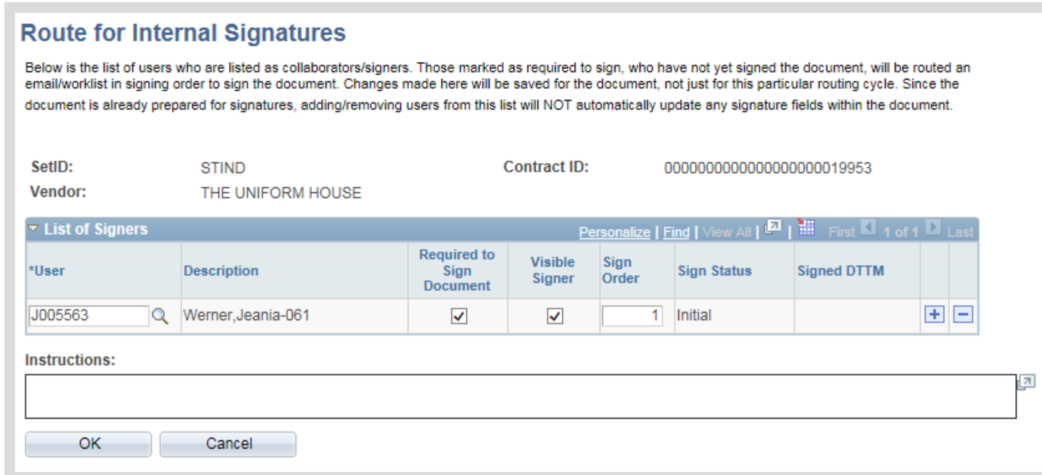
Route for Internal Signatures

1. Click **Route for Internal Signatures**



The Internal Signatures page will open for review.

! Internal Signers may be added or removed from this page. The access for each can be updated.



Route for Internal Signatures

Below is the list of users who are listed as collaborators/signers. Those marked as required to sign, who have not yet signed the document, will be routed an email/worklist in signing order to sign the document. Changes made here will be saved for the document, not just for this particular routing cycle. Since the document is already prepared for signatures, adding/removing users from this list will NOT automatically update any signature fields within the document.

SetID: STIND
Contract ID: 0000000000000000000019953
Vendor: THE UNIFORM HOUSE

List of Signers — Personalize | Find | View All | First 1 of 1 Last

*User	Description	Required to Sign Document	Visible Signer	Sign Order	Sign Status	Signed DTTM
J005563	Werner,Jeania-061	☑	☑	1	Initial	

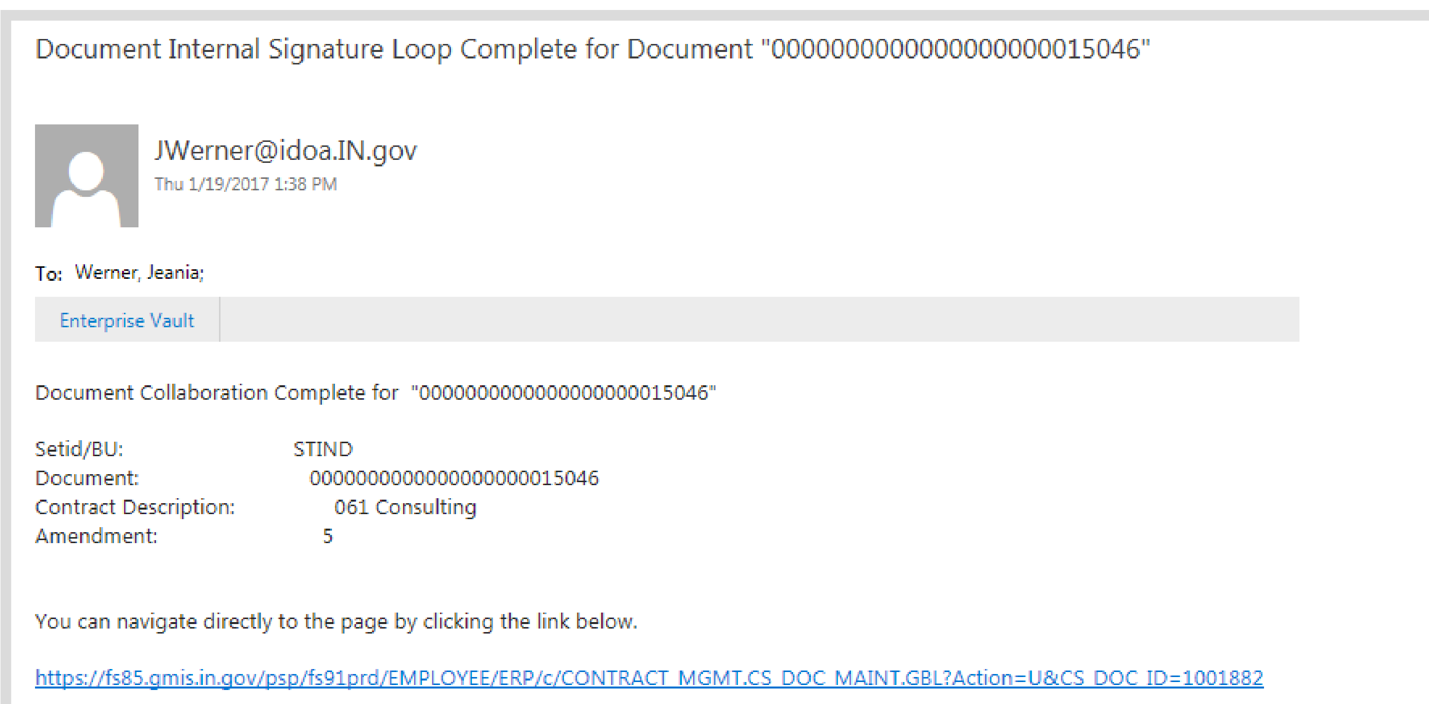
Instructions:

OK | Cancel

2. Enter instructions or comments for the Internal Signer(s) in the instructions field
3. Click **OK**

An email will be sent to the designated Internal Signer.

The Contract Administrator will receive an email notification when the SCM Contract Document has been signed. Receipt of this message indicates that the SCM Contract Document is ready for remaining steps.



Document Internal Signature Loop Complete for Document "0000000000000000000015046"

JWerner@idoa.IN.gov
Thu 1/19/2017 1:38 PM

To: Werner, Jeania;

Enterprise Vault

Document Collaboration Complete for "0000000000000000000015046"

Setid/BU: STIND
Document: 0000000000000000000015046
Contract Description: 061 Consulting
Amendment: 5

You can navigate directly to the page by clicking the link below.

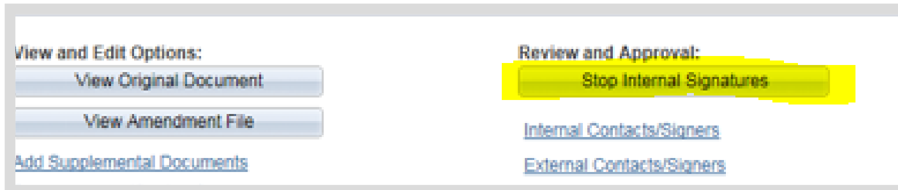
https://fs85.gmis.in.gov/psp/fs91prd/EMPLOYEE/ERP/c/CONTRACT_MGMT.CS_DOC_MAINT.GBL?Action=U&CS_DOC_ID=1001882

To Correct Internal Signature Errors

If the Internal Signer needs to be changed because the SCM Contract Document was routed to the wrong person or the wrong person signed the SCM Contract Document, then cancel the signature process.

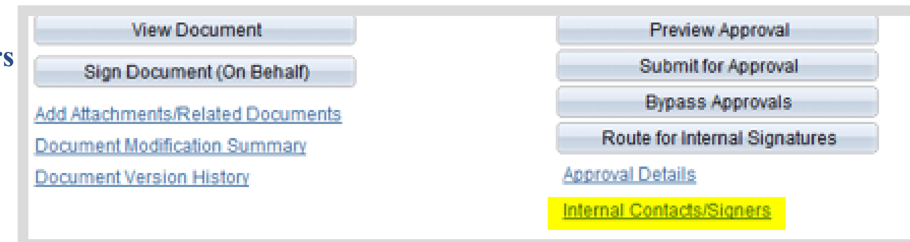
! A signature cannot be removed from a PDF file once it is uploaded in PeopleSoft. The Contract Administrator must send it again for external signature before re-routing for internal signature(s).

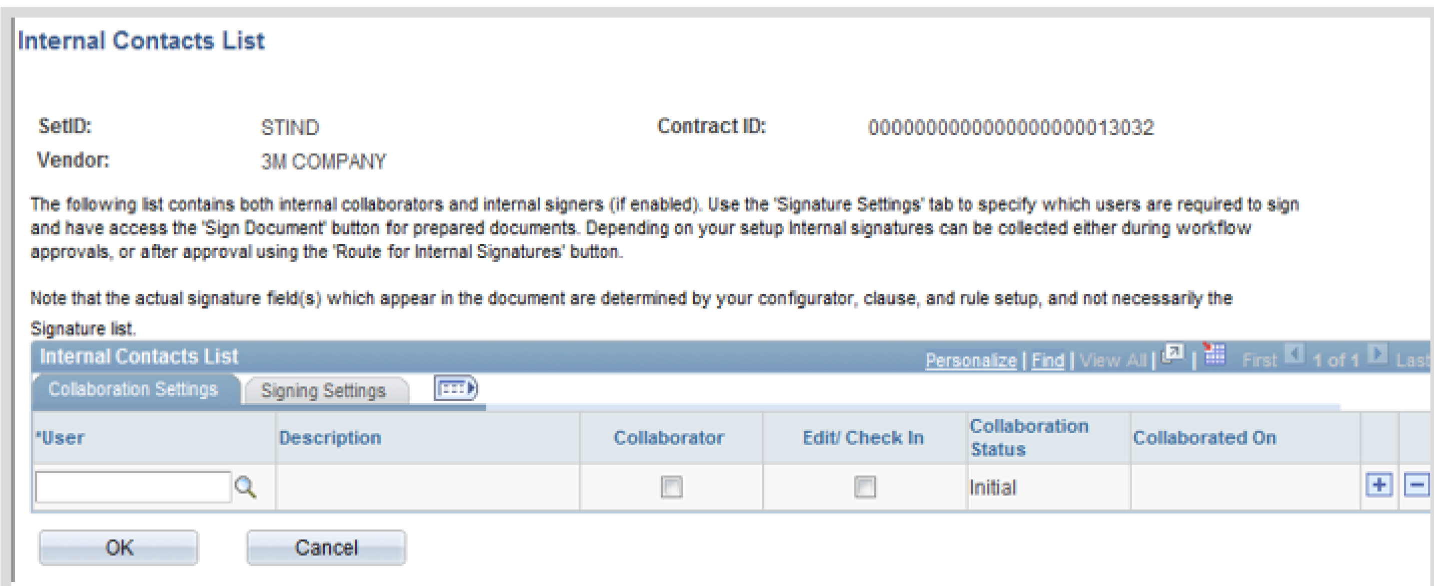
1. Click **Stop Internal Signatures**
   Enter Comment
   Click **OK**



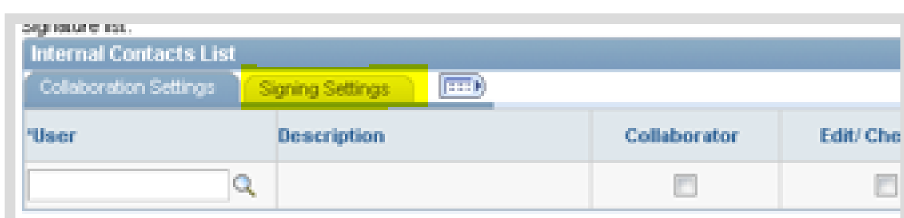
2. Click **Internal Contacts/Signers**

   The Internal Contact List page will open.





3. Select the **Signing Settings** tab



4. Click **Add (+)** to create a new row

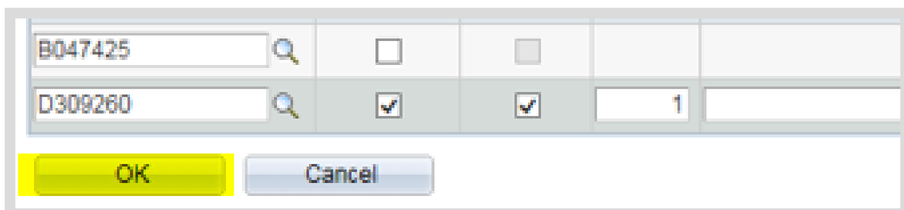
5. Click **Delete (-)** on the row with the previous Internal Signer or uncheck the **Required to Sign Document** checkbox next to the User ID

6. Enter manually or use Look Up (magnifying glass) to select the Internal Signer's User ID.

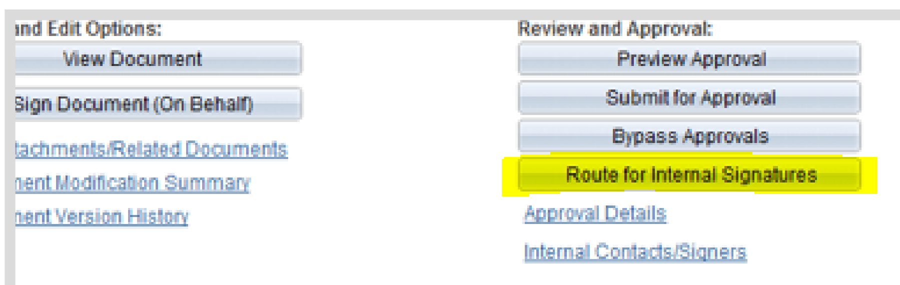
7. Select the **Required to Sign Document** checkbox

8. Verify that the **Visible Signer** checkbox is checked

9. Click **OK**



10. Click **Route for Internal Signatures**
(See the Route for Internal Signatures section Phase2-36).

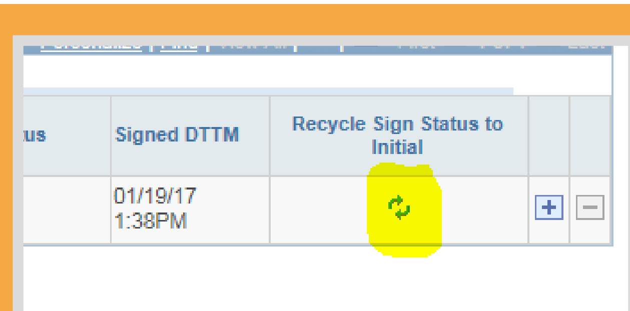


If the Internal Signer failed to Upload the signed PDF,

a. Click **"Recycle Sign Status to Initial"** within the Internal Contacts/ Signers page

b. Click **OK**

c. Click **Route for Internal Signatures** on the Document Management page
See the Route Internal Signatures section Phase2-36



Step 12: Document Completion of Contract Clearance Checks

Before an SCM Contract Document is executed, the State requires the following:

1. That the vendor is in good standing with the Indiana Department of Revenue and the Department of Workforce Development.
2. The vendor must be registered with the Secretary of State's office (if required).
3. The vendor must not appear on the State or federal suspended vendor lists.

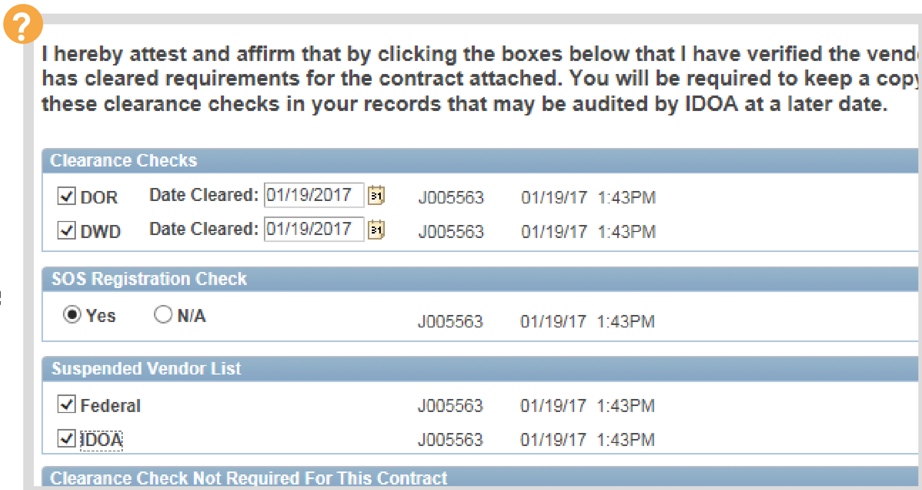
These checks and clearances are done outside of PeopleSoft SCM with the results documented manually. This process can be documented at any time but must be completed in order to proceed to Contract Approvals.

Clearance Check results must be included as a supplemental document if they are required (see Phase 2-10).

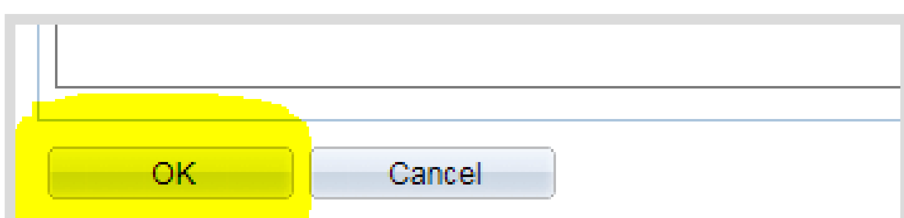
1. Click **Clearance Check**
   The Contract Clearance Checklist page will open

2. Use the checkboxes, radio buttons and date cleared fields to document clearance check procedures were followed

   Click the **Clearance Check Not Required** checkbox if clearance checks are not required. An explanation must be provided in the Reason text field.



3. Click **OK**
   Returns to the Document Management page.



Step 13: Send for SCM Contract Document Approvals (Workflow)

The oversight agencies (Indiana Office of Technology, State Budget Agency, Indiana Department of Administration, and Attorney General) that manually signed contracts in the paper-based procedures will approve electronically in SCM. The User ID of the Approver and the date/time of the approval will be recorded and documented (in the Document Version History) in lieu of a wet signature.

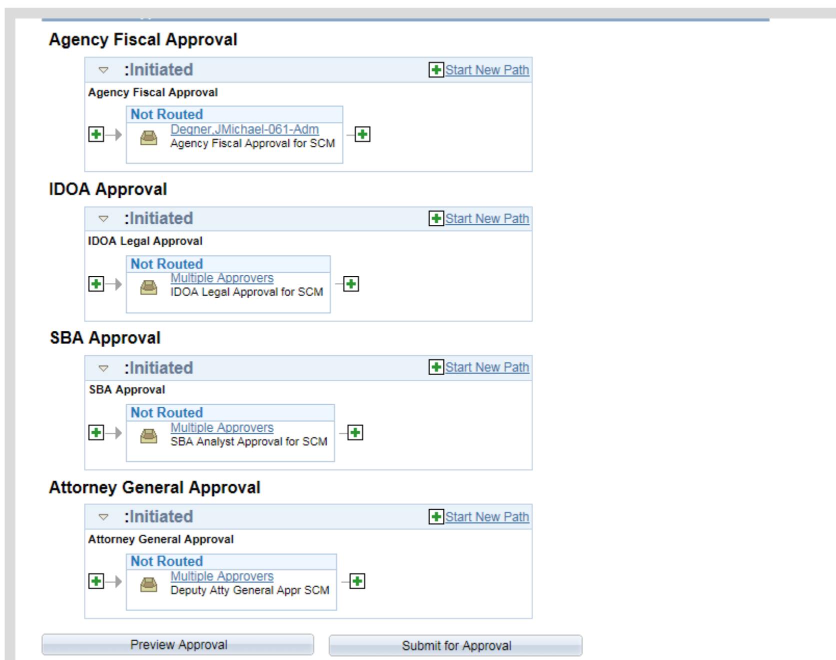
SCM Contract Documents may be submitted for oversight agency approvals when externally signed, internally signed, and the contract clearances have been documented.

! If the Internal Signer is also an Approver within one of the oversight agencies, the SCM Contract Document may be signed and approved by that person in the workflow steps.

1. Click **Preview Approval**
   The Document Approval page will open detailing the required approval path.

2. Review Approval Workflow
   ! If an approver is missing or should not be included, click **Return to Document Management** to exit the approval preview and submit a GMIS issue.

3. Click **Submit for Approval** to route the SCM Contract Document through workflow
   ! If it becomes necessary to cancel the approval process after submission, from the Document Management page, click **Approval Details**, then click **Cancel Approval Process**.



If your contract was denied and needs to be edited, click Approval Details, click Cancel Approval Process, click Return to Document Management link, click Cancel Signature Process, and follow the steps to edit the text contract document through sending for SCM Contract Document Approvals.

After submission, the status displayed on the Document Management page will update to Pending Approval.

When all approvals are completed the Document Management Page will update to Approved Status and the Contract Administrator will receive an email.

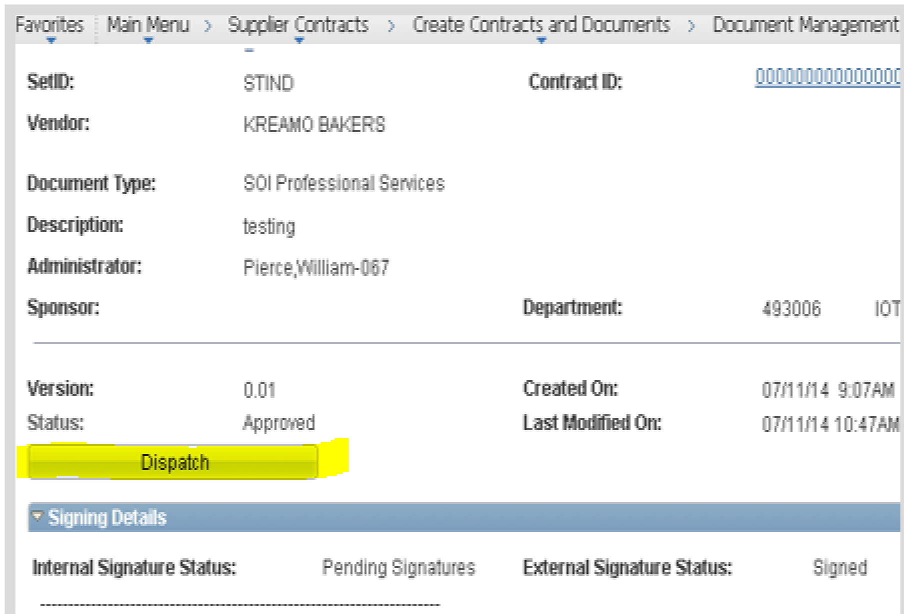
Phase 3: Execute the SCM Contract Document

Main Menu >> Supplier Contracts >> Create Contracts and Documents >> Document Management

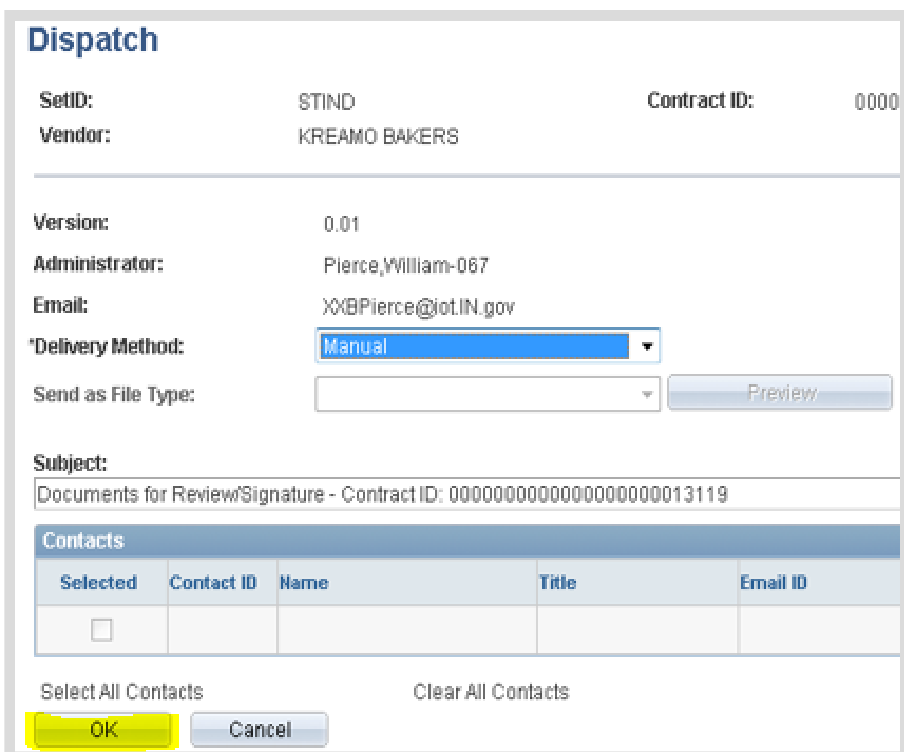
Step 1: Dispatch

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

1. Click **Dispatch**
   The Dispatch page will open. There are no updates/changes required on this page.



2. Click **OK**
   The status displayed on the Document Management page will update to Dispatched.



Step 2: Execute the SCM Contract Document

WATCH IT!

An SCM Contract Document is eligible to be executed when the status on the Document Management page is indicated as Dispatched. Completion of this step sends an email notification when executed and allows the Contract Administrator to indicate whether or not the SCM Contract Document will be viewable to the public on the Transparency Portal.

! If a Ship To ID was not identified on the Transactional Contract Document in the PO Defaults section, an error message will be generated redirecting the Contract Administrator to that page. An SCM Contract Document will not execute without this information.

If the SCM Contract Document has not been internally and/or externally signed, the following message is received:

Message

Not all Internal Signers have signed this document (10421, 198)

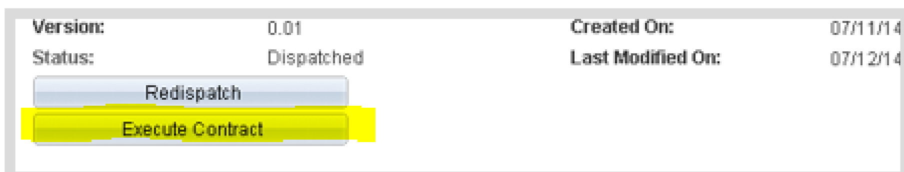
This document has not received all internal signatures yet - Are you sure you want to proceed with this action?

You can review who has not signed the document yet by checking the Internal Contacts page vs the signature section in the document. (Please note that if some users signed the document offline, the system will not know about it.)

a. Click **No**

b. Submit a **GMIS Issue**.

1. Click **Execute Contract**



2. Click **Yes** or **No** as appropriate

STOP

If answered incorrectly, submit a GMIS issue immediately.

Message

Should this contract be placed on the Indiana Transparency Portal? (30000,231)

By answering Yes, the contract will be viewable to the public on the Transparency Portal.
By answering No, the contract will be marked as confidential and will NOT be viewable on the Transparency Portal.

Yes No

The SCM Contract Document status will update to Executed and the Transparency ID will be assigned.

After an SCM Contract Document has been executed and if the Contract Administrator indicated that the SCM Contract Document should be viewable to the public, a nightly process initiates that generates a file with Executed SCM Contract Documents for the day and sends them to IDOA.

At that time, IDOA will move SCM Contract Documents to the Transparency Portal and the External Signer and Contract Administrator will receive an email that states the SCM Contract Document has been approved. Allow a few days for the SCM Contract Document to appear on the Transparency Portal.

Step 3: Update Transactional Contract Document

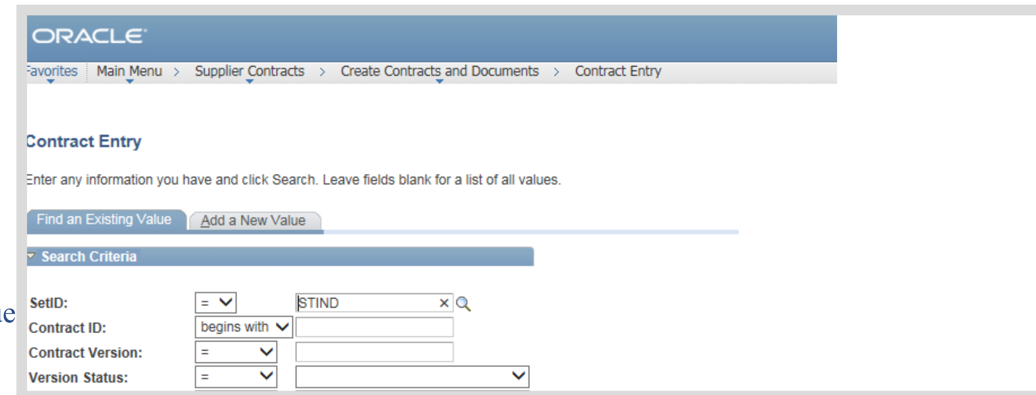
Before a Purchase Order can be created by completing the Contract Release Process or updated to include additional funds, the Transactional Contract Document must be in Approved status.

Return to the Transactional Contract Document

1. Click **Contract ID** on the Document Management page

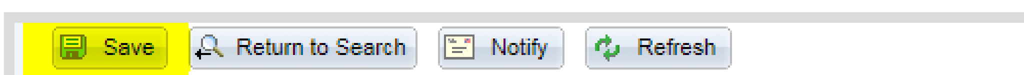
   or

   navigate to Main Menu >> Supplier Contracts >> Create Contracts and Documents >> Contract Entry >> Find an Existing Value (Search for the Contract ID)



2. Change status to Approved

3. Click **Save**



Choose the process that needs to be completed.

Create a Purchase Order from an Original SCM Contract Document

+PO

Complete the [Contract Release Process](http://www.in.gov/idoa/3016.htm)

http://www.in.gov/idoa/3016.htm

Create an Amendment/Renewal

+ Amendment/ Renewal

Complete actions in the following order:

- **Phase3-5 through 5-3**
- **Phase2-5 through 3-4**
- **Phase6-1**

Creating Amendments/Renewals

(To SCM Contract Document)

Main Menu >> Supplier Contracts >> Create Contracts & Documents >> Contract Entry

For Amendments/Renewals that require an increase in funds there must be a Requisition that is approved and has a valid budget status.

REQUISITION

Ship To: IDOA, MIS Division
402 W WASHINGTON ST RM W478
INDIANAPOLIS IN 46204

Bill to: Indiana Dept of Administration
Controller's Office
402 W WASHINGTON ST RM W478
INDIANAPOLIS IN 46204

Requisition No.	Date	Required Date	Page
0000015757	09/07/2016		1 of 1

Fund/Account: 10560 / 532022
Dept Number: 039095
Project Number:
Requisition Number: 0000015757
Requestor: T207204 Bucker,Teresa-Proc-0
Agency Number: 00061 Administration
Facility:

MUST COMPLETE FOR ICPR
____ **Print REQ**
____ **Streamline Eligible**

Line	Item	Description	Quantity	UOM	Unit Price	Ext Amt
	window washing services					
1-1		2017 window washing	1.0000	ANN	1,250.0000	1,250.00

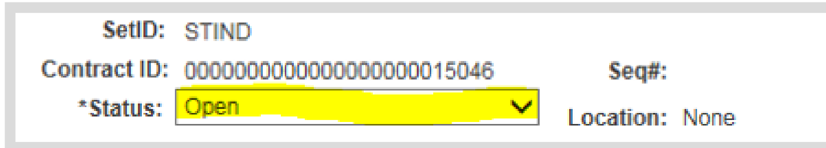
The following UN/CEFACT Unit of Measure
Common Codes are used in this document:
ANN Year

Requisition Total $ 1,250.00

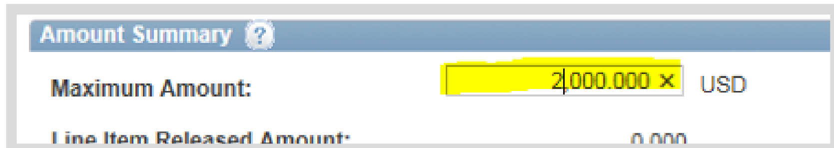
Phase 4: Update the Transactional Contract Document

Main Menu >> Supplier Contracts >> Create Contracts & Documents >> Contract Entry

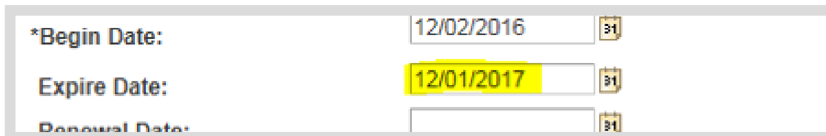
1. Update the Header Information
   a. Change Status to Open



   b. Update Maximum Amount to include the amendment/renewal amount if there is a change in funds



   c. Update Expire Date (if applicable)

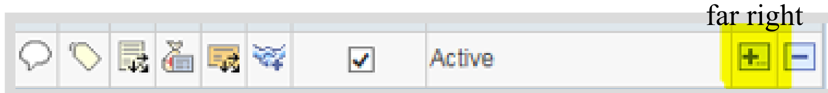


2. Add Contract Lines

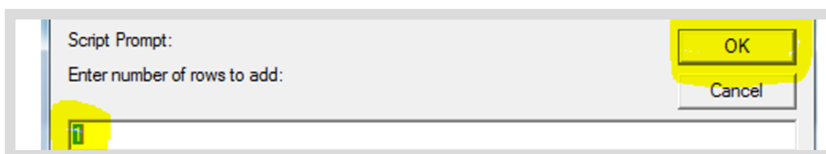
A new line must be added for every line on the Requisition.

Repeat steps c - f for each Requisition line.

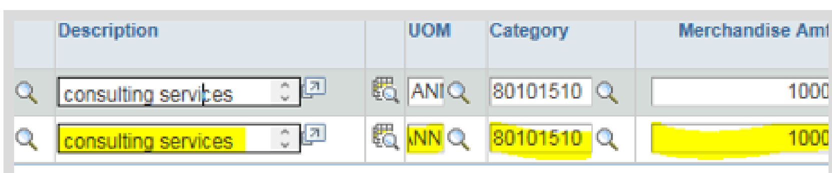
   a. Click Add (+) to insert a new row(s)



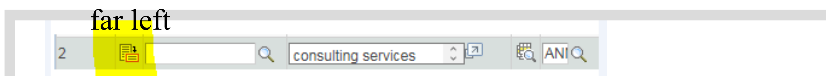
   b. Enter the **number of rows** and click **OK**



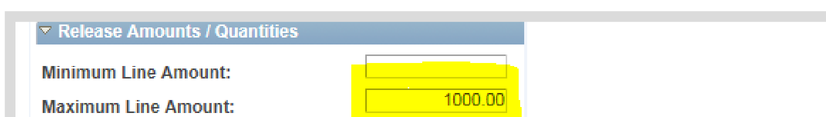
   c. Enter **Description**, **UOM**, **Category**, and **Merchandise Amt**



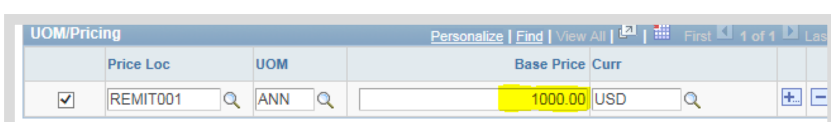
   d. Click **Line Details**



   e. Enter **Maximum Line Amount** = Merchandise Amount (may need to click the expand all link)



   f. Enter **Base Price** = Merchandise Amount

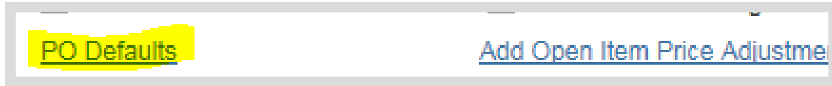


   g. Click **OK**

! PeopleSoft opens the contract entry page; notice the Remaining Amount within the Amount Summary grid and Contract Line(s) represents the Amendment amount.

3. Verify PO Defaults page

a. Click **PO Defaults** hyperlink

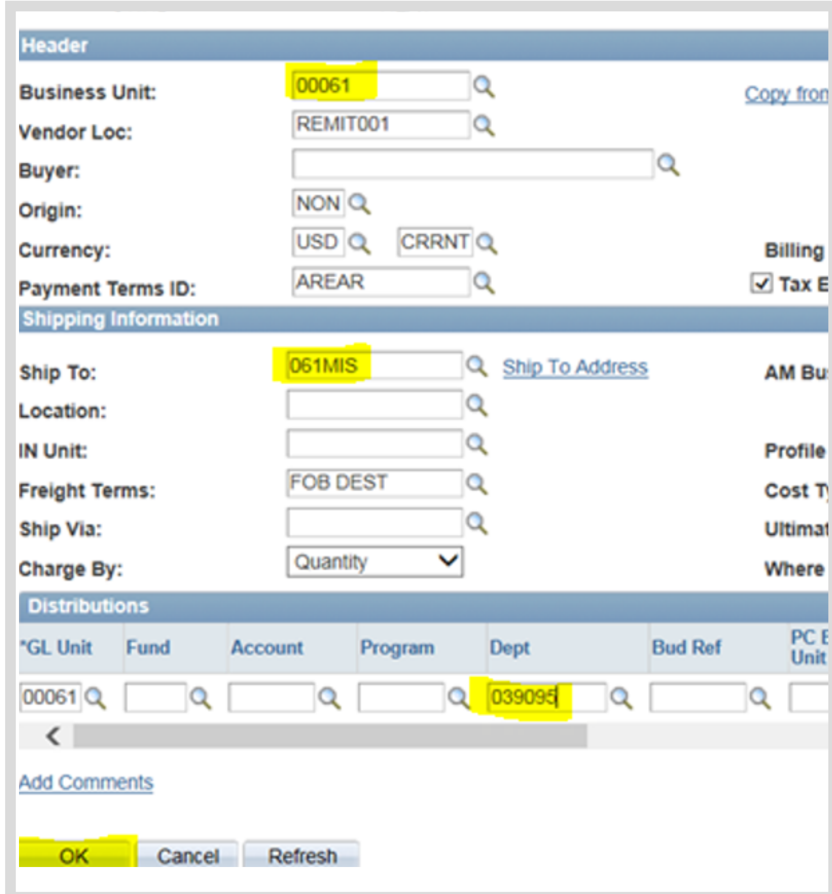


b. Verify Business Unit

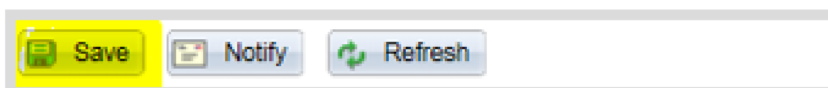
c. Verify Ship To

d. Verify Dept

e. Click **OK**



4. Click **Save**

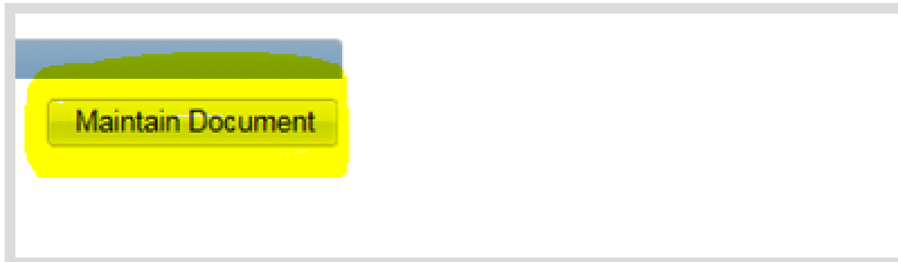


Phase 5: Create the Text Contract Document

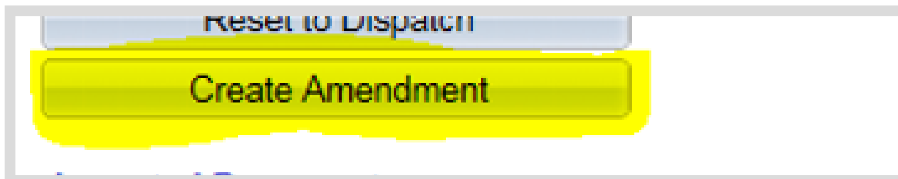
Main Menu >> Supplier Contracts >> Create Contracts and Documents >> Document Management

Step 1: Initiate the Text Contract Document

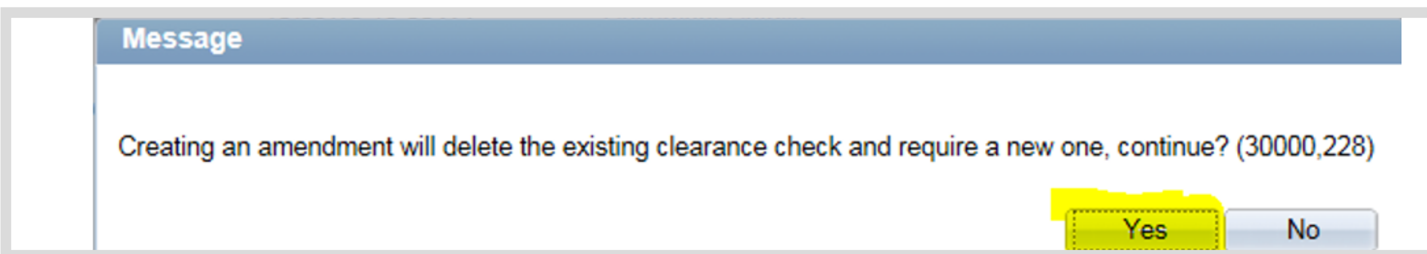
1. Click **Maintain Document**
   The Document Management page will appear



2. Click **Create Amendment**
   A message window will open regarding Clearance Checks

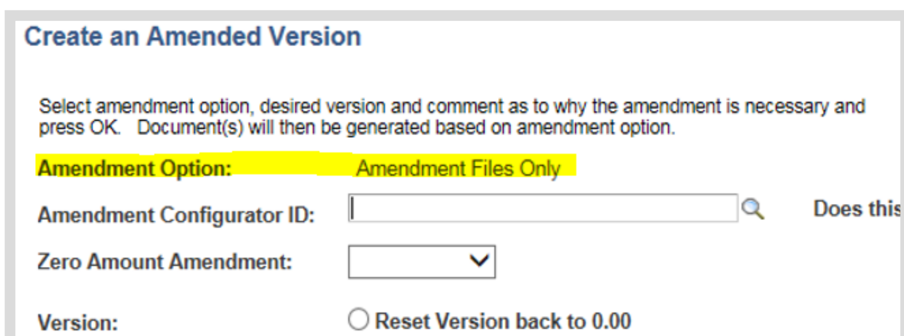


3. Click **Yes**

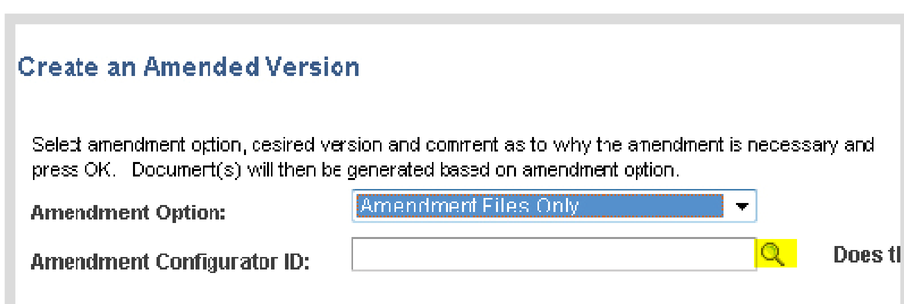


Step 2: Choose Configurator ID

1. Leave **Amendment Option** as Amendment Files Only (do not change)



2. Click **Look Up (magnifying glass)** to select the Amendment Configurator ID

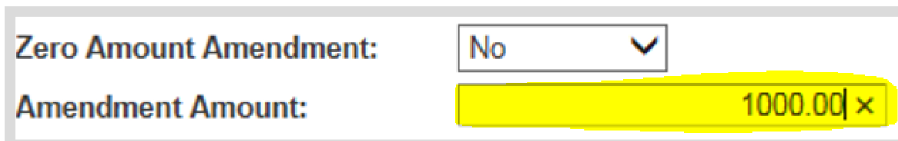


3. Select the appropriate Configurator ID specifically with “AMENDMENT” or “RENEWAL” in the name to determine the boilerplate to be used; including agency specific Configurator IDs that begin with the agency Business Unit number.

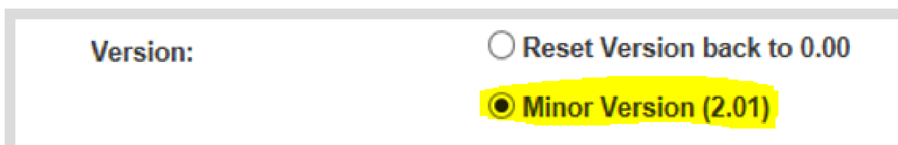
00340_AMENDMENT	PCON	00340 Amendment
00400_AMENDMENT_INC	PCON	00400 ISDH Amendment to Increase for WIC Contracts
00510_GRANT_AMEND	PCON	00510 DWD Grant Amendments
SOI_AMEND	PCON	SOI Amendment
SOI_AMEND_IMPORT	PCON	SOI Imported Amendment
SOI_IBM_BOA_AMENDMEN	PCON	IBM Ordering Agreement Amendment
SOI_IBM_IMPORT_AMEND	PCON	IBM Ordering Agreement Amendment used for Imported Doc
SOI_LEASE_AMENDMENT	PCON	SOI Real Estate Lease Amendment
SOI_MOU_AMEND	PCON	SOI MOU Amendment
SOI_RENEW_IMPORTED	PCON	Renewals that DO allow a price increase.
SOI_RENEW_NO_IMPORT	PCON	Renewals that DO NOT allow a price increase
SOI_RENEW_NO_PRICE	PCON	Renewals that DO NOT allow a price increase.
SOI_RENEW_PRICE_INC	PCON	Renewals that DO allow a price increase.

Step 3: Build the Text Contract Document

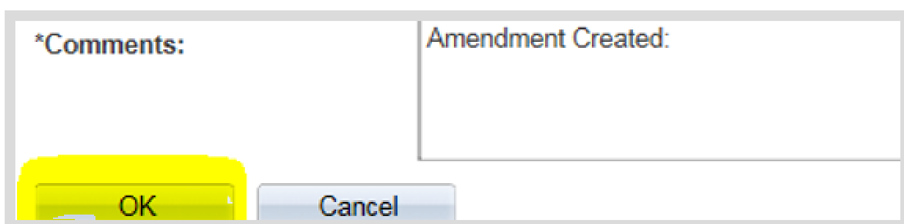
1. Select whether this is a Zero Amount Amendment; **Yes** or **No**
   a. **If no,** enter only the amount of the new amendment/ renewal in the Amendment field
   b. **If Yes,** no further action is required



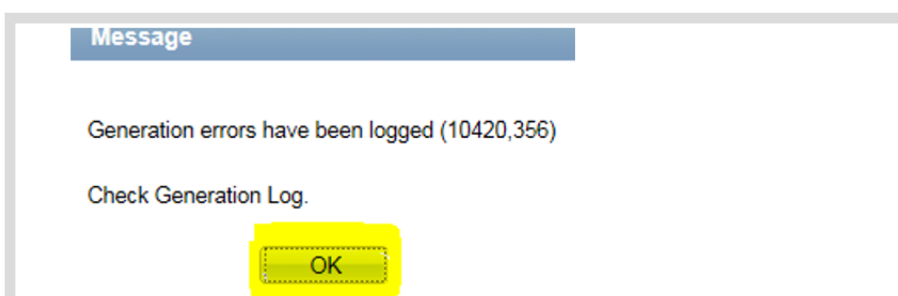
2. Leave **Version** as defaulted (do not change)



3. Add **Comments** (optional)
4. Click **OK**



5. Click **OK** to the Generation Error Message

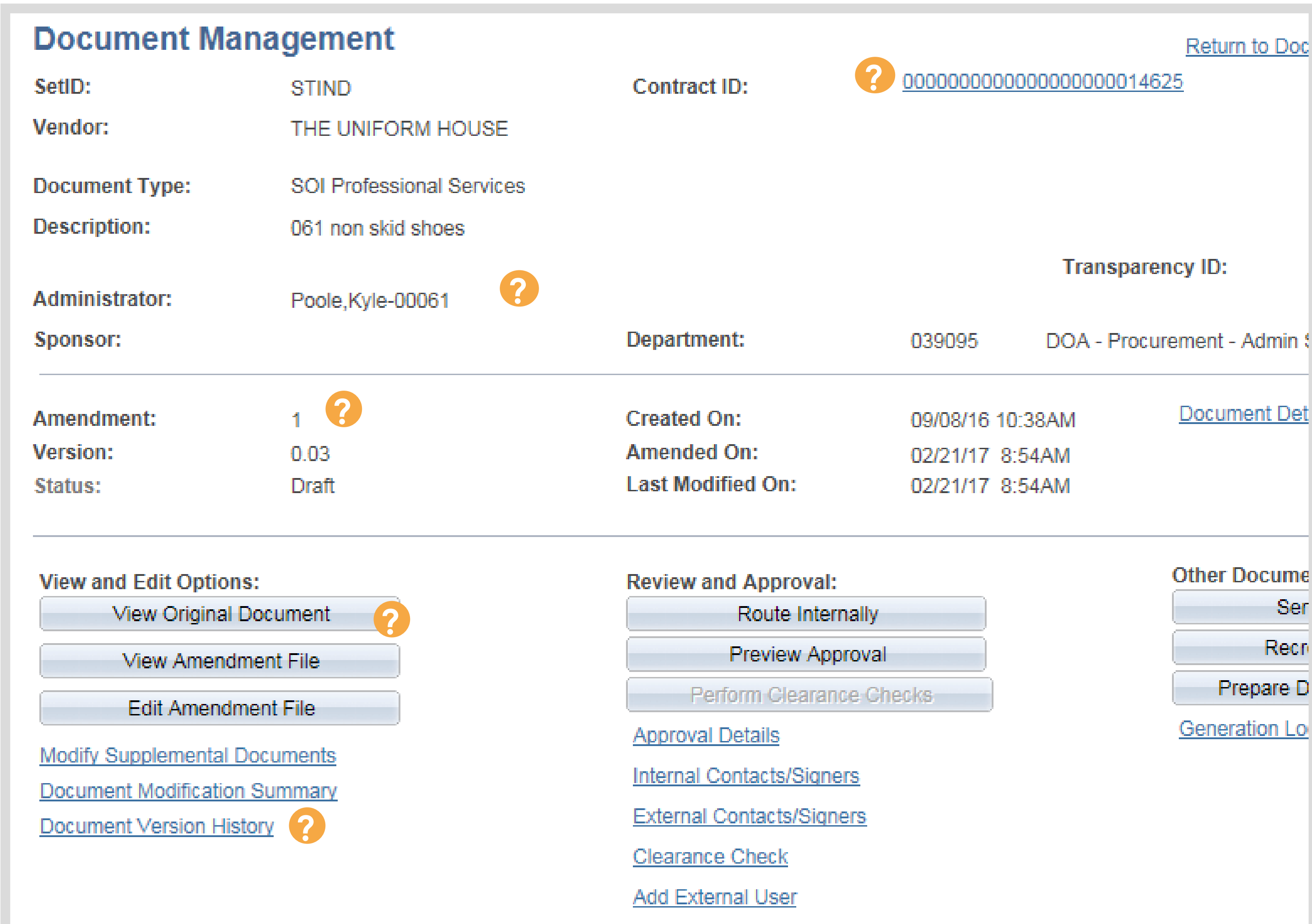


Document Management Page

Main Menu >> Supplier Contracts >> Create Contracts and Documents >> Document Management

Below is the updated Document Management Page.

Hover over the question marks to learn more about each item on the page.



Complete actions on Phase2-5 through 3-4

Phase 6: Update the Existing Purchase Order

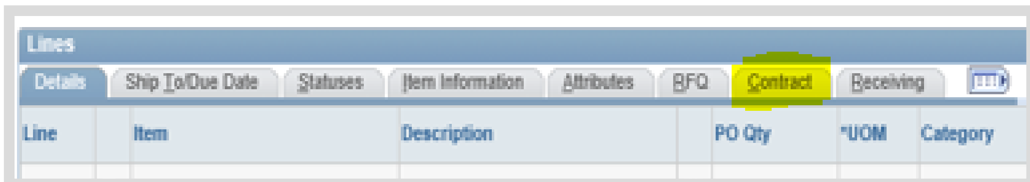
Main Menu >> eProcurement >> Buyer Center >> Manage Purchase Orders

Step 1: Copy Requisition to Existing Purchase Order

For Amendments/Renewals that required an increase in funds follow the Instructions for Contract Amendments and Renewals manual on the Procurement PeopleSoft Guides Purchase Orders web page: www.in.gov/idoa/2934.htm.

Step 2: Update Lines

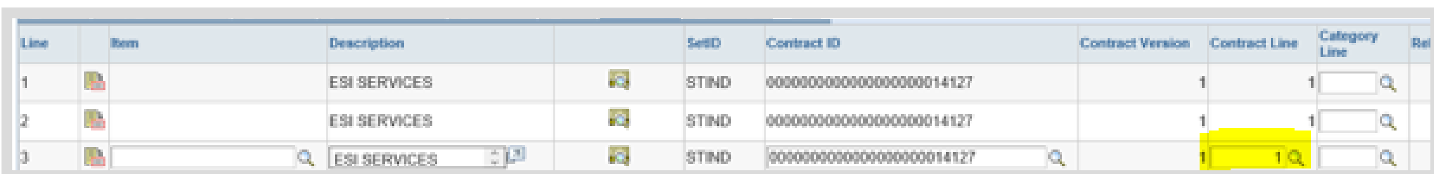
1. Click the Contract tab



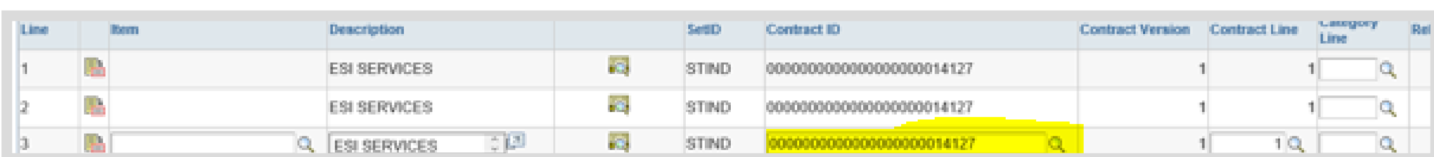
2. Update the Contract

   Line to reference the appropriate line

   (For this example we want to update the Contract Line from Line 1 to Line 2)

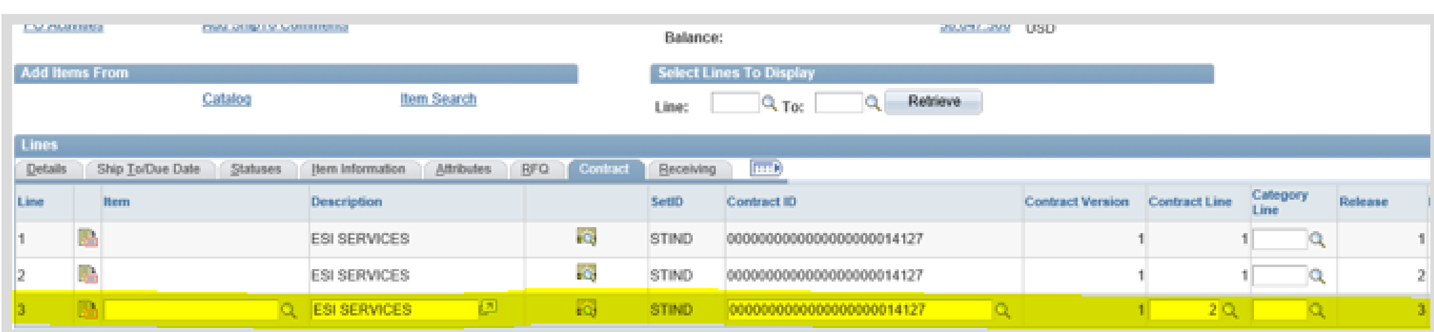


Step 3: Verify the Contract ID defaulted to the Purchase Order



Sample of Updated Purchase Order

The Purchase Order now references the appropriate contract lines:



Record of Document Updates

Version 18.07-16

Added Considerations when Creating Contracts	Page 5
Added Financials Procedure Overview	Page 6
Updated Screenshot	Phase 1-5
Updated Screenshot	Phase 2-9
Updated Screenshot	Phase 2-35
Added Watch It! Videos	as needed
Updated page references	as needed

Version 17.08-25

Added screenshot for Step 1	Phase1-5
Moved Clearance Check bullet point to clarify Clearance Check requirements	Phase2-10
Added note to clarify Clearance Check requirements	Phase2-38
Added direction notes to screenshots	Phase4-1
Added “may need to click the expand all link”	Phase4-1
Updated page numbers to Phases	as needed
Updated page references	as needed