

# Indiana University Office of Procurement Services

**STANDARD OPERATING PROCEDURE**

<b>SOP NO:</b>	SOP-PURCH-12
<b>SUBJECT:</b>	BUY.IU Contract Request, Review, and Renewal Process
<b>SOURCE:</b>	University Procurement Services
<b>ORIGINAL DATE OF ISSUE:</b>	02/20/2019
<b>DATE OF LAST REVISION:</b>	08/31/2022
<b>DISCLAIMER:</b>	The information provided in this Standard Operating Procedure (SOP) is designed to provide helpful information on this procedure. Purchasing reserves the right to determine on a case by case basis if a SOP should be adjusted for a particular situation. This SOP is not intended to cover each and every situation nor can it anticipate specific circumstances.
<b>RATIONALE:</b>	To provide instruction on how to request the creation of a contract, review of a contract by Purchasing, or renew/extend a contract within BUY.IU
<b>PROCEDURES:</b>	<p>There are 3 scenarios covered in this document</p> <ol style="list-style-type: none"> <li>1. Purchasing requires a Contract. OR department requests Purchasing to create a contract or to review a supplier’s contract</li> <li>2. Purchasing requests department to review a contract.</li> <li>3. Contract Renewal/Extension - Expiration Notification</li> </ol> <p><b>1. Purchasing Requires a Contract, OR department Requests Purchasing to Create a Contract or to Review a Supplier’s Contract</b></p> <p>The supplier must be active and approved in BUY.IU to follow these instructions. Always search for the supplier first.</p> <p>If the supplier is not available in BUY.IU or the Jaggaer Network, submit a Non-Catalog (Purchase Order) supplier request form and request they be invited to register.</p> <p>If the supplier record is in BUY.IU but is not active or approved, submit a Supplier Edit Request form and the Supplier Data Management (SDM) team will review the record and advise on next steps.</p> <ul style="list-style-type: none"> <li>• Navigate to the Contract module in BUY.IU. Click <i>Contracts</i>, then <i>Requests</i>, <i>Request Contract</i>.             <ul style="list-style-type: none"> <li>○ Enter a Contract Request Name. Suggested format – “Supplier Name-Department”.</li> <li>○ For “Select a Contract Request Template” select “<i>Purchasing Review Office Contract</i>”.</li> <li>○ Click <i>Submit</i>.</li> </ul> </li> <li>• Instructions – Read notes and click <i>Next</i>.</li> </ul>

- Details – Click Next.
- Attachments – If there is a contract document, attach it here. Click Next.
- Questions / Overview – Click Next.
- Questions – General Contract Information – Respond to all questions.
  - Tips:
    - For Contract Name, use the same name assigned to the Contract Request Name.
    - **Write down the Contract Name and the Form Number!** The Form Number is available in the upper left-hand section of the form.
    - Second Party – This is the supplier.
      - ❖ Start typing the supplier’s name in the text box. The supplier’s name populates in the drop-down. Click it to select it.
      - ❖ If the supplier name does NOT populate in the drop-down, click Save Progress to save your work, then “Request New Supplier”.
      - ❖ You will be prompted to navigate to a new page. Click Yes, then select “Non-Catalog (Purchase Order)” from the drop-down list. Complete and submit the form.
      - ❖ **You will not be able to complete the rest of the Contract Request Form until the supplier has completed the registration process.**
    - “Additional Second Party” is only to be used in the extremely rare instance when we are entering into a three-party contract. If there is a third party, follow the instructions for second party above to add them.
    - “Select Type of Agreement from List” – Options: Services; Goods; Performers/Speakers/Performing Artists; or Internally Funded Research Agreement. Based on response to questions, the next screen will be either Professional Services, Goods, or Performer / Speaker / Artist, or Internally Funded Research Agreement.
    - Start Date: Do NOT use the contract start date. Use CURRENT date here.
  - Click Next.
  - Page based on Type of Contract – Respond to all questions.
  - Click Next.
- Questions – Contract Work – Respond to all questions.
- Click Next.
- Questions – Purchasing – Respond to all questions.
  - Tips:
    - “Effective Contract Start Date” Use the date the agreement starts, NOT the current date.
    - “Name and email address of individual in the department with a business need to view the final contract” – This will generally be the department Fiscal Officer who will need to see the contract to approve the Requisition.
  - Click Next.
- Review and Complete -
  - If all boxes listed under “Section” are checked green, click *Complete Request*.
  - If one of the lines listed under “Section” does not have a green check, click on the line for the section that is not complete and go back to complete the questions in that section.
- “Are you sure you are ready to complete your new contract request?”
  - Click Yes.
- In the contracts flyout/Requests/My Contract Requests now shows the Contract Name. If not, click on *Filter Contract Requests*, and check the *approved* box.
- Create Requisition in BUY.IU.
- Check the box next to “Order Restricted?” in the General section of the Requisition.
- Add the Contract Name and Form Number to the Requisition comments.
- Requisition and Contract Request will both route to Purchasing for review.
  - If a contract will require that funds are encumbered, Purchasing will not sign the contract if there is not a Requisition created for the purchase associated with the

contract.

## 2. Purchasing Requests Department to Review a Contract

- An email message will come from a Purchasing staff member with a link to the contract in BUY.IU.
- Click the link.
- Review the contract.
  - Go to Attachments to find the document(s).
  - Go to Review Rounds. Under the section "Tracking" click *Check Out*. Click *Download* to view the contract.
  - If the version attached is in Word, make redline changes or comments as necessary. If the version attached is a PDF, make changes, save to your desktop and upload the new version to the Attachments.
- When complete, check in the contract by selecting "Check In" in Contract Authoring for Word.
- Go to the Review Rounds Screen.
- On review rounds, click *Actions* in the Tracking area and select *Done with My Review*.
- Enter review comment for Category Manager and select *Done with My Review* again.
- The process can be repeated as required by Purchasing and the department.

Note: Logging into Jaggaer Contract Authoring for Word.

- The first time you receive a request, you will need to log into Jaggaer Contract Authoring for Word. Process:
  - At the top of the screen click the down button next to your name.
  - Go to "View My Profile".
  - In the left column, select "App Activation Codes".
  - Click *Add Microsoft Word 2013* OR click *Add Device > Microsoft Word 2013*. The *Add Device* window opens.
  - Enter a unique name for the device in the Device Name field (we recommend using your name and computer, i.e. "Suzy's computer").
  - Next to "Email Activation Code to User?" select *Yes* if you want an email, otherwise select *No*.
  - Click *Add Device*. The *Add Device* window opens and displays the newly created activation code. If you selected "Yes" in the step above, an email containing the activation code will be sent.
  - Activate the code by entering it into the Activation Code field in the Jaggaer Contract Authoring for Word app.
  - The system will maintain the activation code and you should not have to enter it again.
  - The password for Contract Authoring for Word is "indiana".

## 3. Contract Renewal/Extension - Expiration Notification

- Stakeholder will receive an email at 3 months and then 1 month prior to the contract expiration date.
- Stakeholder confirms within their department to see if services will be completed by the end date or if an extension is needed.
- If an extension is needed:
  - Time and no additional funding:
    - Submit a Change Request from the PO updating the PO End date in the Recurring Payments section.
  - Time and additional funding:
    - Fiscal Officer must add a comment to the Purchase Order indicating the new end date and authorizing the addition of \$xxx to the Agreement. Tag the Category Manager in your Comment for notification.
    - Purchasing will prepare an Amendment to Agreement and send to supplier for signature.

	<ul style="list-style-type: none"> <li>▪ After the signed Amendment is received, Purchasing will email the Department to submit a Change Request from the PO to update the PO End date in the Recurring Payments section and add the additional funds.</li> </ul>
<p><b>DEFINITIONS:</b></p>	
<p><b>CROSS REFERENCE:</b></p>	<p><a href="#">Searching for Suppliers in BUY.IU guide</a>  <a href="#">Non-Catalog (Purchase Order) Supplier Request form guide</a>  <a href="#">Office of the Vice President &amp; General Counsel BUY.IU Information page</a></p>