




WELCOME

EPIC Contract Request Training




AURORA
Finance



Agenda

In this session we will :


1. Introduce the Contract Request Form & Process
2. Learn how to initiate & submit different types of Contract Requests
 - Service Agreements and Contracts
 - The Form vs. the Workspace
 - What you need
 - Getting started & submitting
 - Contract Set-up – what Purchasing Services will do
3. Learn about managing requests, invoices & contracts



Definitions

What is a Contract Request?

- A form used to initiate the creation of a contractual agreement in EPIC that is completed by the Purchasing Services department
- Used when there is an agreement between the University and a Supplier with anticipated variables
 - Price
 - Quantity
 - Scope of Work
 - Term



Definitions

Price

- The final cost of the items and/or service

Quantity

- How many items or amount of service required

Scope of Work

- Clear description of what will be provided

Term


- Defined timelines – start & end dates




When do I use?

There are **two types** of Contract Requests:

- Service Agreements (non-individual)
 - University engages a supplier to perform defined services based on a mutually binding agreement
 - University's standard terms and conditions agreement will be used
- Contracts (Signed Agreements)
 - Supplier provides their own agreement to the University which is reviewed and approved
 - Such as Secondments, Construction projects & related agreements
 - *And sometimes...*
 - Department specific contracts e.g. specialized services



When do I use?




The diagram features a central blue circle containing the text "Price Quantity Scope Term". To the left of the circle is the text "Purchase Requisition" with a blue arrow pointing from the circle to it, labeled "No Changes". To the right of the circle is the text "Contract Request" with a blue arrow pointing from the circle to it, labeled "Potential Changes".

**Variances on invoices are acceptable

Considerations:

- Purchase Orders **cannot** be amended/changed
- Contracts **can** be amended/changed



When do I use?

Snow Removal


Snow Go will be doing snow removal for 2 years.

Services are to be provided within 12 hours of being contacted between the hours of 9pm–6am to minimize disruptions on campus.

The hourly rate is \$89/hour & the quantity will vary depending on the snowfall and total hours required to complete the work.

Price	Quantity	Scope	Term	Which Form?
Yes	No	Yes	Yes	CR

Which type of contract request would this be?
Service Agreement



When do I use?

Microscope Purchase


You are buying a microscope from the ACME Company Ltd.

There is 1 microscope at the price of \$175,000.

The agreement includes the microscope, delivery, installation, calibration, and training.

Expected delivery and set-up is 3 weeks.

Price	Quantity	Scope	Term	Which Form?
Yes	Yes	Yes	Yes	PR



When do I use?

Software Purchase

The University has purchased a new software. The cost is \$300,000 for 3 years. The payments are:

Year 1 - \$200,000 • Year 2 - \$50,000 • Year 3 - \$50,000


Costs include implementation & training.

A license cost of \$150/person each year is expected & the number of licenses needed is not known.

The option to purchase 2 additional years is also available.

Price	Quantity	Scope	Term	Which Form?
Yes	No	Yes	No	CR

Which type of contract request would this be?
Contract




Contract Request Form & Workspace

Contract Request form

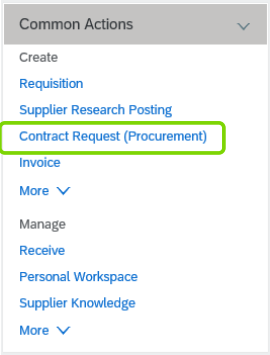
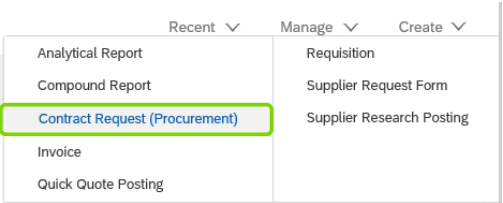
- Where is the form
- What you need before you start
- What fields you need to complete


Contract Request Workspace

- Your workspace and task list
- Submitting your request



Contract Request Form & Workspace


- You can access the Contract Request Form 2 ways:
 - ✓ Common Actions
 
 - ✓ Create Menu
 



Contract Request Form & Workspace

What is needed for a **Contract (Signed Agreement)**?

- Before you initiate your request in EPIC check:
 - Does Legal Counsel need to review the agreement?
 - Have all authorized signatures been obtained?
- Contact **Purchasing Services** to guide you to the required forms for your agreement
 - For contract information, visit the webpage below:
https://umanitoba.ca/admin/financial_services/purch/contracts.html



Contract Request Form & Workspace

Ready to start? Make sure you have what you need:


- Scanned copy of the following documents:
 - Signed agreement
 - Any additional related documents
- The total amount of the agreement
- FOAP that will be used
- Department Contact
- Start and End dates of the agreement
- Financial authority with EPIC access
- Contract Contact



Contract Request Form & Workspace


Initial details that need to be completed are:

- Name or Title of Request
- Description of goods/services
- Supplier
- Contract Amount
- Commodity
- FOAP
- Department Contact (name, address, phone number)
- Start & end dates of the agreement



Contract Request Form & Workspace

- A Workspace is created once you complete the form
- The workspace is where the details are added and the request is submitted to Purchasing Services
- This is where you will:
 - Attach a scanned copy of the Signed Agreement
 - Define who the Financial Authority is
 - Define the Contract Contact
 - Review all information
 - Submit request to Purchasing Services



Contract Request Exercise

EXERCISE 1 – Creating a Contract Request

Your area sends samples to an external lab on a regular basis for analysis. Sometimes this is daily but the timing is sporadic.

The individuals responsible for collecting and sending the samples are working directly in research facilities. Due to the sensitive timing required to transport the samples safely to the external lab you are unaware of the samples being sent until an invoice arrives.

Most sample analysis costs are between \$30.00 and \$150.00. In an average month there are 20 samples sent out. The estimated cost for a year is \$125,000 and the supplier has provided an agreement to the research lab to manage these samples.


A contract request is needed because there are variables in the Price & Quantity of samples for analysis.



Contract Request Form & Workspace

What is needed for a **Service Agreement**?


- Before you begin:
 - Obtain quotes from the Supplier
 - If above \$25,000 contact Purchasing Services to discuss requirements
 - Description of Services
 - Human Resources Approval



Contract Request Form & Workspace

Description of Services


- Defines what work the Supplier will be performing
 - What is the expected work schedule and deliverables from the supplier?
- Be as thorough as possible
 - Outline all the required outcomes
 - If specific work needs to be completed prior to commencement of other work, define in document



Contract Request Form & Workspace

Human Resources (HR) Approval

- Gaining approval from HR is the responsibility of the Faculty/Unit
- Email the details of the work associated with the agreement to HR @ hrrsvcagreements@umanitoba.ca
- HR will review to determine if the work is deemed as employment or not



Contract Request Form & Workspace

Ready to start? Make sure you have what you need:


- Scanned copy of the following documents:
 - Description of services
 - HR Approval
 - Any additional related documents
- The total amount of the agreement
- FOAP that will be used
- Itemized additional costs and amounts (if applicable)
- Department Contact
- Start and End dates of the agreement
- Financial authority with EPIC access
- Contract Contact



Contract Request Form & Workspace


Initial details that need to be completed are:

- Name or Title of Request
- Description of goods/services
- Supplier
- Contract Amount
- Are additional expenses applicable to this agreement
- Commodity
- FOAP
- Department Contact (name, address, phone number)
- Start & End dates of the agreement



Contract Request Form & Workspace

- A Workspace is created once you complete the form
- This is where you will:
 - Attach a scanned copy of the Description of Services and HR Approval
 - Define who the Financial Authority is
 - Define the Contract Contact
 - Review all information
 - Submit request to Purchasing Services



Contract Request Exercise

EXERCISE 2 – Creating a Contract Request


Your Faculty will be hosting multiple events that will include many community leaders. In order to ensure the safety of all participants AlliedBarton Security Services is being hired for the events.

The term of the agreement is September 30 to March 31.

The amount of the contract is not to exceed \$500,000.00.

The number of guards required for each event will be determined as event registration is finalized. Invoices will vary based on the size of event and number of guards required.

Description of Services form has been completed and HR approval has been obtained.



Contract Set-up

- There is no approval by the financial authority on a Contract Request
- Additional approvals & review occur through the steps Purchasing Services manages


[Overview](#) [Documents](#) [Tasks](#) [Team](#) [Message Board](#)

Show:

Contract for Manual Design and Editing


Name

- Add details from Contract Request to Contract Workspace *
- Upload Executed Contract document(s) and CAR or CRF to the Contract Documents folder in the "Documents" tab *
- Create Contract Terms Document *
- Review / Approval of Revised Contract by Requester
- Review / Approval of Contract by Legal Services
- Review / Approve Contract Workspace by Signing Authority *
- Publish Contract Workspace *



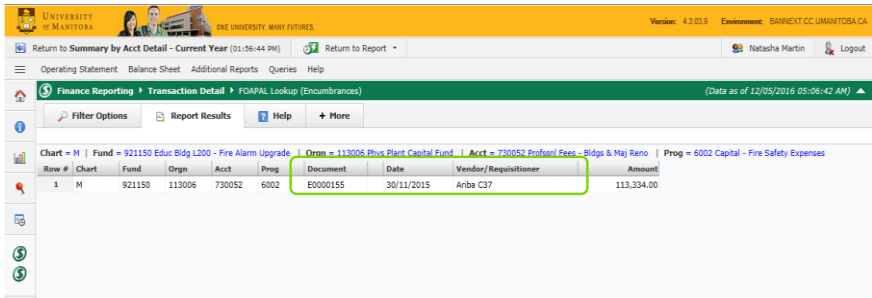
Contract Set-up

- Purchasing Services will review your request and will initiate the Contract process
- When the workspace is complete, Purchasing creates a **Contract Terms** document
 - These documents begin with a **C** followed by a numeric e.g. *C34509*
 - The Contract Terms document is sent to the supplier
 - Commitments & invoices are applied to the Contract Terms document



EPIC and Financial Systems

Contracts displayed in FAST will refer to the BANNER Encumbrance #, the Contract ID from EPIC



Row #	Chart	Fund	Orgn	Acct	Prog	Document	Date	Vendor/Requisitioner	Amount
1	M	921150	113006	730052	6002	E0000155	30/11/2015	Arba C37	113,334.00

- To obtain additional information on the Contract and related invoicing = use the report in EPIC



Managing Contract Requests & Contracts

Editing


- You can **edit** any of the contract request content while it is still in any of the approval processes.

Withdrawing

- You can **withdraw** an approval before it is complete.

Closing a Contract Request

- You can **close** a request before is fully approved.
 - If the task is still listed as *In Approval* or *Draft* then the close function can be used
- A fully approved request cannot be edited, withdrawn or closed



Contract Request Exercise

- Locate your request for AlliedBarton Security Services

Edit

- Change the FOP to 307899-340400-2200
 - **Hint** *Edit the Contract Attributes*
- Change the Title
 - **Hint** *Edit the Overview*

Withdraw

- Withdraw the Purchasing Approval
 - **Hint** *This is a pending task*

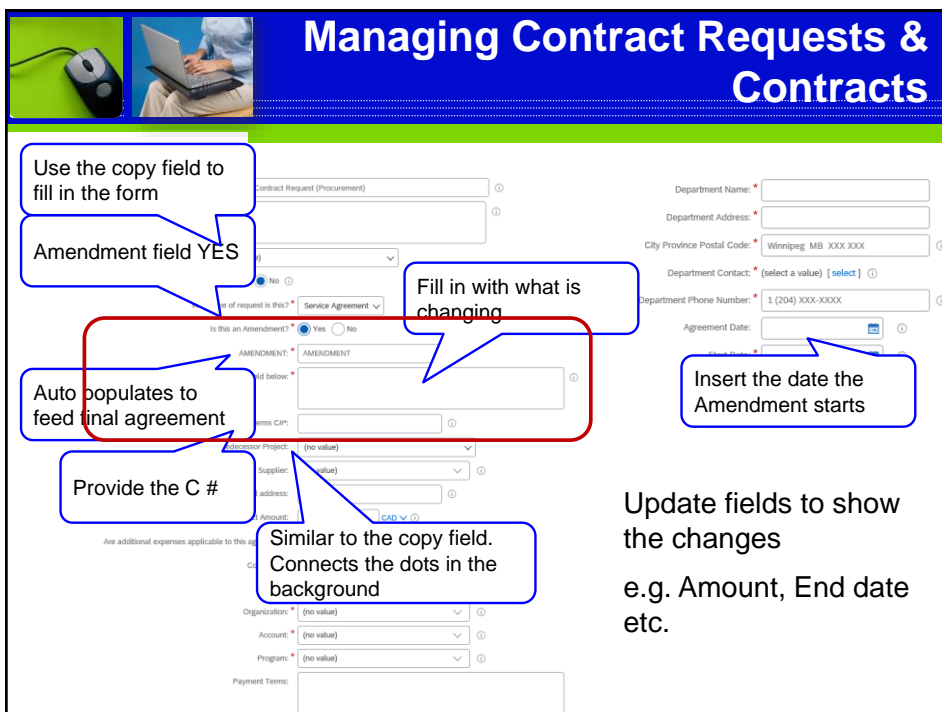
Close

- Close the request
 - **Hint** *Edit the Overview tab*

Managing Contract Requests & Contracts

- Contracts can be changed these are called **Amendments**
- You may require an Amendment to:
 - Increase dollar amounts
 - Change the scope of work
 - Update the term
 - Change the FOAP
- Amendments are requested through the Contract Request form

Managing Contract Requests & Contracts



The screenshot shows a web form for 'Contract Request (Procurement)'. Several fields are highlighted with callouts:


- Use the copy field to fill in the form**: Points to a copy icon on the 'Contract Request (Procurement)' field.
- Amendment field YES**: Points to the 'Is this an Amendment?' radio button, which is selected for 'Yes'.
- Fill in with what is changing**: Points to the 'AMENDMENT' text area.
- Auto populates to feed final agreement**: Points to the 'Terms C#*' field.
- Provide the C #**: Points to the 'Supplier' field.
- Similar to the copy field. Connects the dots in the background**: Points to a copy icon on the 'Supplier' field.
- Insert the date the Amendment starts**: Points to the 'Agreement Date' field.

Update fields to show the changes
e.g. Amount, End date etc.



Managing Contract Requests & Contracts

- Amendments can only be requested on contracts that have already been created in EPIC
- The original requester owns the document and is the person who can do this in the system
- **4 IMPORTANT fields:**
 - Populate the “**Copy from Contract**” field
 - Select **Yes** for “**Is this an Amendment?**” field
 - Fill out “**Enter reason for Amendment and C# field below**”
 - Populate “**Predecessor Project**” field
- Change the values in the fields to be amended
- Complete all tasks and submit to Purchasing Services for review/approval



Approving an Invoice

- There is no receiving on Contracts
- Invoices must be approved by the **Contract Contact**
- Notification that an invoice is pending your review will appear in your **To Do** box

To Do					
ID	Date ↓	From	Status	Title	Required Action
RI1089072-44999	10/7/2016	Whitefeather Forest Management Corp	Approving	1089072 (\$7,500.00 CAD)	Approve
RC44698	9/29/2016	Carol Schiamb	Composing	(CW2232891) Contract for Manual Design and Editing	Receive
INVCIFG2016-44991	9/26/2016	Canad Inns - Fort Garry	Submitted	CIFG2016 (\$400.00 CAD)	Approve

- To review the invoice in EPIC, select **APPROVE** from your To Do box or **OPEN** from the email

Approving an Invoice

- The approval occurs on the IR document.

The invoice is now reconciled.

[Exceptions](#)
[Line View](#)
[Approval Flow](#)
[Reference](#)
[History](#)

IR1089072-44999 WhitefeatherInvoice.pdf

Invoice ID: INV1089072-44999 Total Amount: \$7,500.00 CAD [Details](#)
 Invoice From: Whitefeather Forest Management Corp on Fri, 07 Oct, 2016
 Invoice Type: Contract
 Contract: C48306-V5
[Header Information](#)

- When you open your invoice you will see the contract #, supplier and total amount
- You can also view a PDF of the actual invoice

Approving an Invoice

- If you wish to see the details of the invoice that was entered or the related contract use the Reference tab

The invoice is now reconciled.

[Exceptions](#)
[Line View](#)
[Approval Flow](#)
[Reference](#)
[History](#)

Contracts

ID	Item Type	Supplier	Title	Expiration Date	Invoiceable	Status
C48306-V5	Item Level	Whitefeather Forest Management Corp	(CW227191) Forestry Rehabilitation Services	Thu, 30 Nov, 2017	Yes	Open

Receipts (0)


ID	Title	Order ID	Order Title	Date	Status
No items					

Invoice

ID	Invoice Date	Supplier	Invoice Amount	Scheduled Date
INV1089072-44999	Fri, 7 Oct, 2016	Whitefeather Forest Management Corp	\$7,500.00 CAD	Fri, 7 Oct, 2016

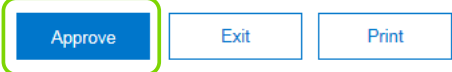
Payment Requests (1)

ID	Net Due Date	Scheduled	Discount	Amount To Pay	Transaction	Payment Method	Status
PAY1089072-44999	Fri, 7 Oct, 2016	Fri, 07 Oct, 2016	\$0.00 CAD	\$7,500.00 CAD		ACH	Processing




Approving an Invoice

- Ready to Approve the invoice for payment? Select the **Approve** button.




- Payments are not released on unapproved invoices.



There is one tax exception that can delay your ability to approve a pending invoice in your To Do box.


SPS will correct these – if you don't see the Approve button please check back the next day.



Approving an Invoice


What if the invoice is incorrect or the work is not done?

- If you are waiting for the work to be completed
 - **Add** a comment in EPIC
 - **Wait** and approve the invoice as soon as payment can be processed
- Errors on the invoice? Payment will never occur?
 - **Contact** the Supplier to obtain a credit & corrected invoice
 - Send updated documents to Supplier Payment Services to process
 - Approve original invoice after credit is inputted.




Contract Reports

- Reports provide you the visibility of who owns the contract, what FOAP was applied, remaining amounts, invoicing and much more!
- Key reports for the Contract process are:
 - **My Open Contracts**
 - What contracts are open that I own?
 - What contracts are open for my department?
 - **Contract Amount Left**
 - How much is left on a contract?
 - **Invoice Summary Report by Contract**
 - What invoices have been applied to a Contract?




Hints & Tips

- Remember to measure price, quantity, scope & term – will any of these change?
- Include all documentation in your request to reduce delays
- The Task tab is your checklist – do every one!
- Double check your information – If you need to edit a submitted request check the approval first!
- If you have changes to a contract, submit a contract request to *Amend* the contract.
- Approve your invoices to process payments on time
- Use reports to help manage the process!




Questions





EPIC Training

- **Introduction to EPIC**
 - This 3 hour session introduces you to the basics of requisitions and navigating EPIC. This session is required to obtain access
- **EPIC – After the Order**
 - This 2 hour session takes you to the next step and is highly recommended for new clients. We will look at Managing Purchases & Receiving, Invoice Reconciliations and Tracking orders & Reporting
- **Contract Requests**
 - This 3 hour session provides hands on practice with the Contract Request process. Learn how to set up contract agreements in EPIC, approve invoices and manage the documents related to a contract.



Additional Training

- **More Aurora Finance Training Opportunities**
 - **Banner & FAST Training**
 - Introduction to Aurora Finance
 - Aurora For Researchers
 - BANNER Navigation Fundamentals
 - Journal Entries & Interdepartmental Charges (JE's & IDC's)
 - Advanced FAST
 - External Invoicing (FAST A/R)
 - Budget Transfers
 - **Concur**
 - Travel and Expense Management

Assistance

Need additional support using EPIC?

- **Aurora Finance Customer Service Desk** for system support at 204-480-1001 ext. 2 or epic@umanitoba.ca
- **Guides, Manual & eLearns** available on the Aurora Finance page
- **Purchasing Services** for supplier negotiation or process guidance 204-474-8348 or purchasing@umanitoba.ca
- **Purchasing Policy**
http://www.umanitoba.ca/admin/governance/media/Purchasing_Procedures_-_2015_07_13.pdf
- **Supplier Payment Services** for inquiries regarding supplier invoices, credits or payments, (*see webpage for contact*)
- **ASK Aurora!** Sessions



Thank you!

