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

<table>
<thead>
<tr>
<th>Price</th>
<th>The final cost of the items and/or service</th>
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<tbody>
<tr>
<td>Quantity</td>
<td>How many items or amount of service required</td>
</tr>
<tr>
<td><strong>Scope of Work</strong></td>
<td>Clear description of what will be provided</td>
</tr>
<tr>
<td><strong>Term</strong></td>
<td>Defined timelines – start &amp; end dates</td>
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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

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

**Variances on invoices are acceptable**
### 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.

<table>
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<tr>
<th>Price</th>
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<th>Scope</th>
<th>Term</th>
<th>Which Form?</th>
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<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>CR</td>
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Which type of contract request would this be?
Service Agreement

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### 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.

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<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>PR</td>
</tr>
</tbody>
</table>
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.

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Which type of contract request would this be?
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
You can access the Contract Request Form 2 ways:

- **Common Actions**

- **Create Menu**

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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](https://umanitoba.ca/admin/financial_services/purch/contracts.html)
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

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
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

**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.
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

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
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 @ hrsvcagreements@umanitoba.ca
- HR will review to determine if the work is deemed as employment or not

HR Approval is **not required** for:

- **Purchases of Software Solutions** that may include the Vendor supplying associated services such as:
  - Installation/implementation
  - System design
  - Data entry/migration
  - Integration with third-party software
  - Training
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

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
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

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

### Contract Set-up

<table>
<thead>
<tr>
<th>Overview</th>
<th>Documents</th>
<th>Tasks</th>
<th>Team</th>
<th>Message Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show: (Any Status)</td>
<td>Required/Optional</td>
<td>(Any Owner)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Contract for Manual Design and Editing

- **Name**
  - Add details from Contract Request to Contract Workspace
  - Upload Executed Contract document(s) and CAIR or CRIP 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 Terms

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

- 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 it 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

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

- Use the copy field to fill in the form
- Amendment field YES
- Auto populates to feed final agreement
- Provide the C# similar to the copy field. Connects the dots in the background
- Fill in with what is changing
- Insert the date the Amendment starts
- Update fields to show the changes e.g. Amount, End date etc.

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

The approval occurs on the IR document.

- When you open your invoice you will see the contract #, supplier and total amount
- You can also view a PDF of the actual invoice
If you wish to see the details of the invoice that was entered or the related contract use the Reference tab.

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.

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**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
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**
- **Supplier Payment Services** for inquiries regarding supplier invoices, credits or payments, *(see webpage for contact)*
- **ASK Aurora! Sessions**