EPIC Quick Reference Guide for Contracts

An EPIC Contract Request is used to initiate your request to Purchasing Services to create a Contract or Service Agreement. This form is used when there is an agreement between the University and a registered Business or an Individual with a business registration number to perform specific services.

DEFINITIONS

Service Agreement: The University engages a supplier or individual to perform defined services based on a mutually binding agreement. The University's standard terms and conditions agreement is used.

Contract: The Supplier provides their own agreement to the University which is reviewed and approved. These types of contracts may be construction projects and related agreements.

GETTING STARTED

Before you go into EPIC to start a contract request for a Contract, check if:

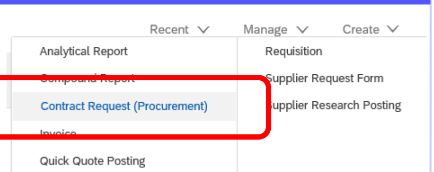
- Legal Counsel needs to review the agreement? (required when not a University agreement)
- Have all authorized signatures been obtained? (the Supplier & authorized University personnel)

Get ready to start:

- Scan a copy of the required documents
    - Signed agreement
    - All related documents (e.g. Quotes)
- Know the total amount of the agreement
- Know the Start and End dates of the agreement
- Get the FOAP that will be used
- Confirm who will be the signing authority, this is who will be authorizing the total amount to be charged to the Contract (EPIC access required).
- Define who the Department Contact/Contract Contact will be. This is the invoice approver which is equal to receiving and does not need to be an individual with signing authority.

STARTING A REQUEST FOR A CONTRACT

1. Click on the **Create** menu and choose **Contract Request (Procurement).**



2. Complete the following fields:

a) **Name**: The Supplier and a brief explanation of the ex-pected
service.

b) **Description**: Provide the full details of what will be included in the contract such as the type of services or goods to be provided by the supplier.

c) **What type of request is this?** Leave as Contract.

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STARTING A REQUEST FOR A CONTRACT continued...

e) **Supplier**: Choose the supplier for the contract.

i) Click in the Supplier field and select **Search More**.

ii) Enter the Supplier name in the search bar and click **Search**.

iii) **Select** the radio button to the left of the desired supplier to select.

iv) Click **OK** to return to the form page.

f) **Enter supplier email address (Optional)**: Provide the email of the supplier you have contact with so they will receive a copy of the final contract.

g) **Contract Amount:** Enter the amount of the contract for the Fiscal year.

h) **Commodity:** Choose the category of services or goods this contract is to provide.

First search a broad description then refine your search to narrow down results. You can also view the Commodity Code Quick list: *http://umanitoba.ca/computing/renewal/aurora/finance/1341.html*

i) **FOAP**: Enter the FOAP for your contract.

i) Click the Fund field and select **Search More**.

ii) Enter the Fund number or name in the search bar and click **Search**.

iii) Locate the Fund in the search results and click **Select**.

Repeat the above steps (i-iii) for the Organization, Account and Program codes.

To do split accounting for a contract, define the allocation amongst the FOPs in the Payment Terms section.

STARTING A REQUEST FOR A CONTRACT continued...

j) **Department Name**: Enter the name of your department.

k) **Department Address**: Enter your department address.

l) **City Provincial Postal Code**: Enter the city, province and postal code of your department. (e.g. Winnipeg MB R3T 2N2)

m) **Department Contact**: Select the individual from the department that the supplier can contact.

i) Click **Select**.

ii) Search for the person in the field provided.

iii) Click on a the checkbox beside the name then click **Done**.

n) **Department Phone Number**: Enter the office phone number for the Department Contact.

o) **Date Fields:**

i) **Start Date**: Enter the start date of the contract.

ii) **Expiration Date (Optional)**: For internal billing purposes, Purchasing Services will enter a date that is one to two months past the end date to allow for invoice processing.

iii) **End Date**: Enter the date you expect the services to be complete by.

3. Review all information.

4. Click **Create** once all required fields are filled.

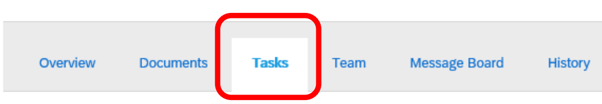
5. Your **Contract Request Workspace** is created.

6. Complete the tasks listed in the **Tasks** tab. *(See section **Completing Tasks in the Contract Request Workspace** for instructions.)*

COMPLETING TASKS IN THE CONTRACT REQUEST WORKSPACE

In the Contract Request Workspace you must complete tasks to finalize your request and submit to Purchasing Services.

1. All the tasks required are listed on the **Tasks** tab. This is your checklist.



2. Task 1—Attach your Contract Document

a) In the **Document column** beside the task name **click** on the link "*Contract Request Attaching Document Instructions*"

i) A drop down menu will appear.

ii) Select **Replace Document**.

b) Select **Browse** to find the scanned documents you saved then choose **Open** to pull your document into EPIC.

c) Select **Replace**.

d) Ensure the radio button beside the option "*Replace document by uploaded file*" is selected and click **OK.**

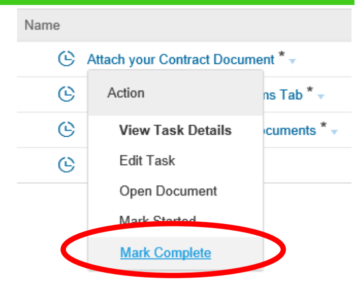
i) You will be prompted to update the name of the document and add comments (optional). Click **Save**.

e) You will be returned to the **Tasks** tab.

COMPLETING TASKS IN THE CONTRACT REQUEST WORKSPACE cont'd..

f) **Click** on the task name. A drop down menu will appear.

g) Select **Mark Complete**.



2. Task 2—Add Signing Authority to Teams Tab

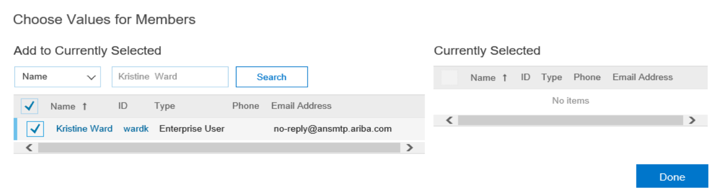
a) Select the **Team** tab.

b) On the right side of the page, click **Actions** then select **Edit.**

c) Click in the **Signing Authority** field and select **Search More**.

d) Enter the person's name in the search bar provided then click **Search.**

e) Locate the name in the listed results and select the **checkbox** beside it then click **Done**.



f) You will be returned to the Team page, click **OK.**

g) Return to the **Tasks** tab.

h) **Click** on the task name. A drop down menu will appear.

i) Select **Mark Complete**.

3. Task 3—Attach Additional Relevant Documents

This is an <u>optional</u> task if you need to add additional documents to your contract request. (If not needed, you can immediately select **Mark Complete**)

To add documents:

a) Navigate to the **Documents** tab.

b) Click **Actions** (located on the right side) and in the drop down menu under Upload, select **Document**.

c) Click **Browse** to locate and select the document.

d) Once your document is selected, click **Create** then in the following page click **Done**.

e) Your document is attached.

f) Return to the **Tasks** tab. Finish the task by selecting **Mark Complete**.

4. Task 4—Submit Request

The final task must occur for Purchasing Services to receive your request and process your contract.

a) **Click** on the task name and select **View Task Details**.

b) In the following page, click **Submit**.

The contract request is now submitted to Purchasing Services for approval. If any additional information is required, you will be contacted directly.

AMENDING AN EXISTING CONTRACT

Changes can be made to existing contracts. These are called amendments. This can include extending the term, increasing the amount, changing the scope of work or the FOAP. This can only be done by the original requestor of the contract. If the original requestor has left the department, contact Aurora Finance to have the contract transferred to another person.

To make an amendment to a contract, follow the steps below:

1. Click **Create** from the Home Dashboard and select **Contract Request (Procurement).**

2. When the form opens, populate the following fields:

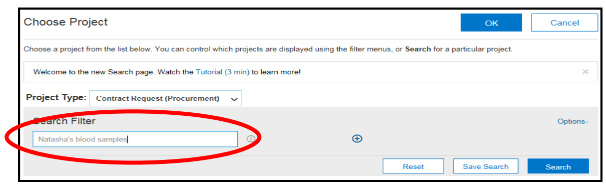
*(**NOTE:** You must be part of the Team members on the original contract in order to complete these steps)*

a) **Name:** Enter "Amendment— *(Original Contract Title)*"

b) **Copy from Contract**

i) Click the field for **Copy from Contract** and select **Other**.

ii) Search for the original contract by **ID (this begins with a CW)** or **name**.



iii) Locate the original contract in the results and click **Select**. You will be returned to the request form. This will populate part of the information in the form.

c) **Is this an Amendment?**

i) Click **Yes**.

ii) The field ***Enter reasons for Amendment and C# in field below*** will appear. Enter what it is that you will be amending in the contract. E.g. Increasing amount or extending the term.

iii) **Contract Terms C#**: Enter the C# in the field provided.

d) **Predecessor Project**

i) Click the field for **Predecessor Project** and select **Other**.

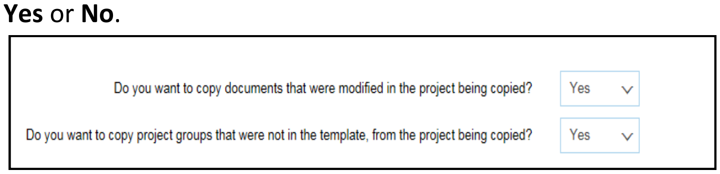
ii) Search for the original contract by **ID (the CW# of the contract)** or **name**.

iii) Locate the original contract and click **Select**. You will be returned to the request form. The remaining information will be populated in the form from the original contract request.

e) **Agreement Date**

i) Enter the date the amendment begins.

f) **Prompt to copy documents and team members** from the previous project will appear at the bottom of the page. Select **Yes** or **No**.



4. Make your edits as required. Once complete, click **Create**.

5. You will be brought to the **Contract Request Workspace** of your contract request.

6. Complete the tasks in the **Tasks** tab to complete the amendment request.

<u>**NOTE:**</u> If you chose **Yes** to copy documents and team members from the previous project, the **Team** tab <u>must</u> be updated. Replace the **Contract Manager** with **Purchasing Services Receptionist**.

*(See section **Completing Tasks in the Contract Request Workspace** for step by step instructions)*

MANAGING CONTRACT REQUESTS

You may edit information as well as withdraw or close a contract request before it is approved by Purchasing Services.

How to check if your request is still "In Approval":

1. Click on the **Tasks** Tab.

2. View the status for the task "Submit Request". If it has not yet been approved the status will state "In Approval".

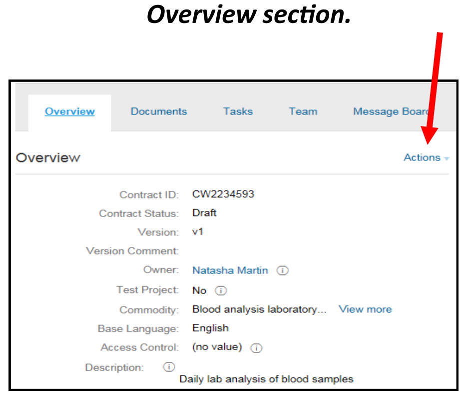
To Edit information:

1. Click on the **Overview** tab to edit FOAP, supplier, etc.

2. Locate the information that you would like to change. At the level of the section title, on the right side, click **Actions** then select **Edit**.

3. You can edit the information as required then click **OK**.

Hint: To edit Contract Request Title, click Actions in the Overview section.



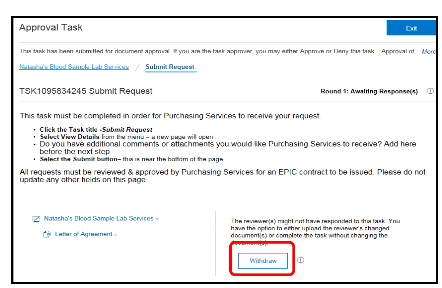
To Withdraw a request if not approved:

If you want to wait to proceed with a contract, you can withdraw the request and submit it again later.

1. Click the **Tasks** tab.

2. Click the task titled **Submit Request** then in the drop down menu choose **View Task Details**.

3. In the following page, click **Withdraw**. This will withdraw your request from the Purchasing Services approval queue.



MANAGING CONTRACT REQUEST continued…

To Close a request:

If you do not wish to go forward with your contract request and it is still in the approval queue for Purchasing Services, you can **withdraw** and **close** it so no further action can be taken.

1. Follow the instructions to **Withdraw** your request.

2. Once withdrawn, go to the **Contract Attributes** section on the **Overview** tab and click **Actions** then select **Close**.

APPROVING AN INVOICE ON A CONTRACT

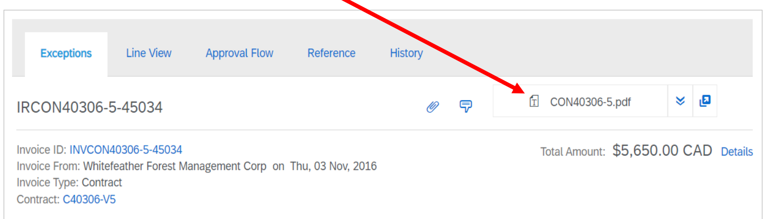
Contract Invoices will appear in your <u>To Do box</u> with the action required of <u>Approve</u>.

Contract Invoices can only be approved within EPIC.

1. Locate the IR in the To Do box.

2. Click the action required **Approve**.

3. The IR will open. You can review the original invoice by selecting the uploaded pdf version.



4. After reviewing the invoice, click **Approve**.

Errors on the invoice?

- Contact the Supplier to request a credit and corrected invoice.
- Ensure the credit is provided to Supplier Payment Services (SPS).
- Once the credit is applied, **approve** the IR.

Work has not been completed?

- Wait until it has been completed to approve.
- **Add** a comment in the IR for SPS to be aware of the situation.

REPORTS

There are a number of EPIC reports available to you to keep track of the contracts in your department:

- **My Open Contracts**

  Provides information for contracts still open under your name, someone else's or your entire department.
- **Contract Amount Left**

  Able to give you information on how much money is left on a contract.
- **Invoice Summary Report by Contract**

  Provides a list of invoices that have been applied to your Contract.

For further instructions on running reports, refer to the EPIC reporting guide available here: http://umanitoba.ca/computing/renewal/fm/media/EPIC_Reporting_Manual.pdf

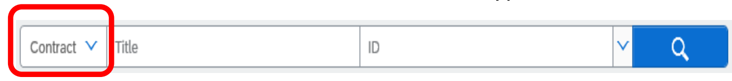
HINTS AND TIPS

Searching Contracts

You can view any contract in EPIC, regardless if you or another person created it.

<u>To search for a Contract if it is complete:</u>

1. In the search bar, choose the document type **Contract.**

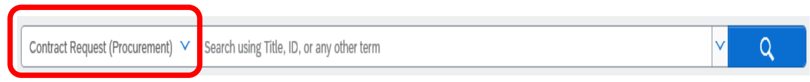


2. In the **ID** field, enter the **contract number (C#) or title.** The "C" must be capitalized. Click the magnifying glass icon to execute search.

3. Click on the contract in the results listed to view information.

<u>To search for a Contract Workspace (CW):</u>

1. In the search bar, choose the document type **Contract Workspace (Procurement)**.



2. Enter the **CW#** or **title** in the field provided and click the magnifying glass icon to execute the search.

3. Locate the contract in the search results and click the title of the contract then **Open**.

Purchasing Services Contact

Every contract is assigned to a Purchasing Services Consultant. This person can assist with changes or answer questions related to your contract.

To find out who is your Purchasing Services Consultant for your contract, navigate to the Contract Workspace and select the Team tab. The Contract Manager listed will be your contact in Purchasing Services.

OTHER RESOURCES

Additional resources to assist with contract requests and related tasks are available at:

http://umanitoba.ca/computing/renewal/aurora/finance/training/AF_trainingresources.html

Need help navigating EPIC?

Contact Aurora Finance at 480-1001 Option 2 or email epic@umanitoba.ca.

Questions for Purchasing Services regarding your Contract?

They can be reached by email at Purchasing@umanitoba.ca or by phone at 474-8348.