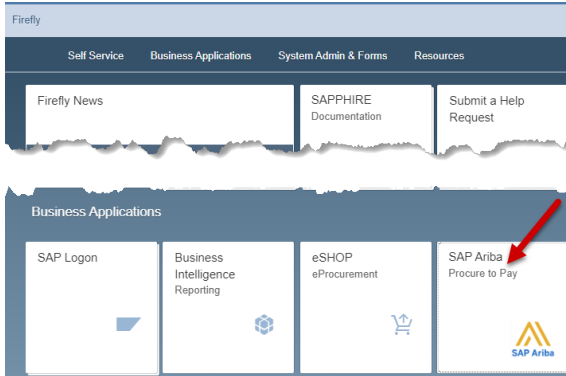# Create Contract Request

PURPOSE

This Quick Reference Guide (QRG) is designed to show the steps needed to request a Contract Request in SAP Ariba.

HELPFUL HINTS

- Assemble all supporting documentation prior to beginning work in SAP Ariba.
- For the best experience, please use the following browsers:

  Google Chrome (64-bit)   Apple Safari (64-bit)

  Microsoft Edge (32-bit)   Microsoft Edge Chromium (32-bit and 64-bit)

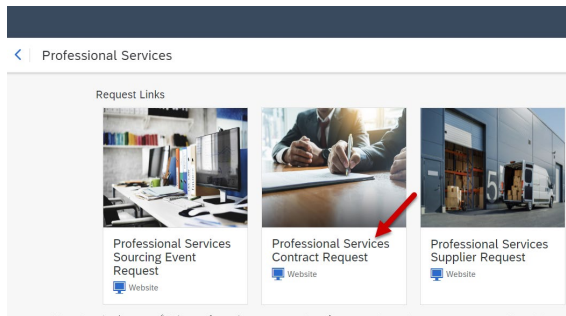 Mozilla Firefox (64-bit)

PROCEDURE

1. Access SAP Ariba by clicking the "SAP Ariba – Procure to Pay" tile in Firefly.

2. Click a category tile that best fits what you're purchasing (e.g., Professional Services).
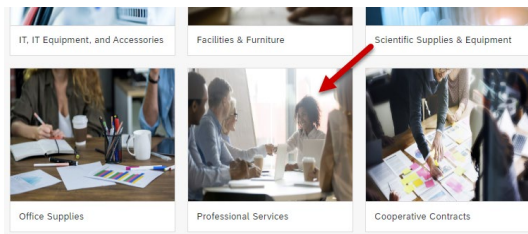
3. In the category tile (e.g., Professional Services), click the "Contract Request" tile.

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4. The "Create Contract Request (Procurement)" screen displays. Complete the screen as noted below. Required fields are denoted by " * ". Click "Create" when finished.

A. Enter a descriptive title for the request.
B. (required) Enter a detailed description.
C. Search for and select the Supplier covered by this contract.
D. Enter the
  i. Name and email address of the Supplier contact who will sign the contract. and,
  ii. Name and email address of the Department signer, as well as any notification recipients (if applicable).
E. Enter the current contracted amount.
F. Search for and select the Commodity(ies) included under this Contract.
G. Search for and select the Region(s) to be covered by this contract.
H. Search for and select the campus(es) to be covered by this contract.
I. Indicate the termination type of the contract.
J. Enter the commencement and expiration dates of the contract.
K. Indicate if funding is in place for this contract. NOTE: Contracting should not be initiated unless funding is approved.
L. Select "Nebraska Contract Request Template".
M. Select whether this is a new request or an amendment to an existing request.

5. The "Overview" tab of the Contract Request displays. Review and validate the "Overview" information. IMPORTANT: Changes to the Contract Request can only be made by clicking the "Actions" drop-down and selecting "Edit Overview" from the drop-down menu.
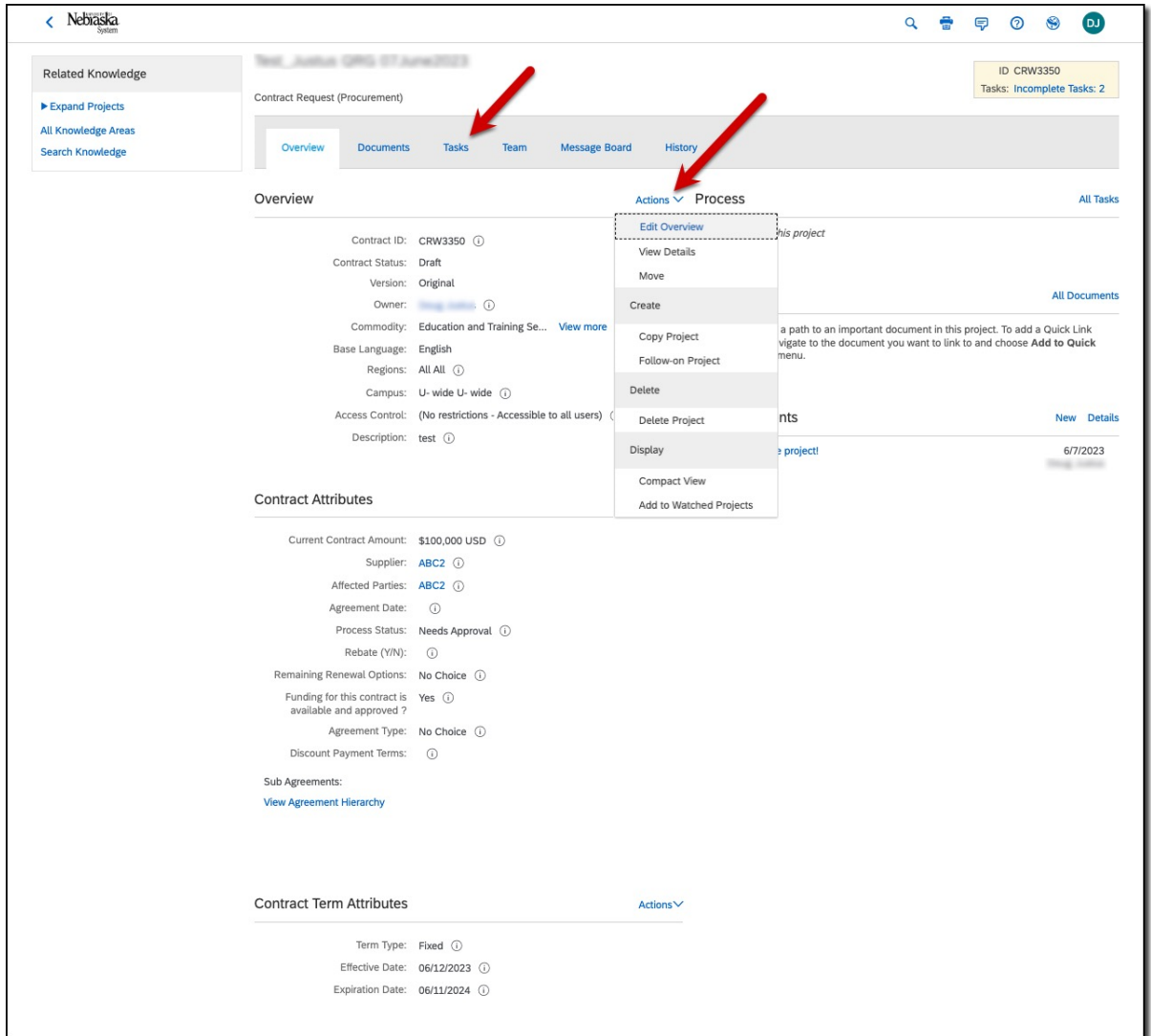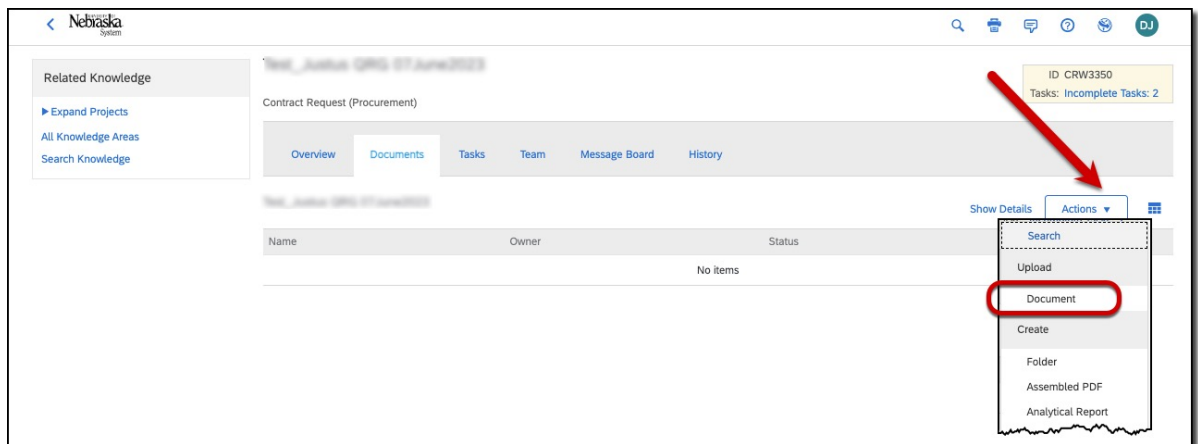

Click the "Tasks" tab.

PROCEDURE (CONTINUED)

6. The "Tasks" tab displays. Click the "Provide Requirements, Supporting Documentation" drop-down and select "Mark Started" from the drop-down menu.
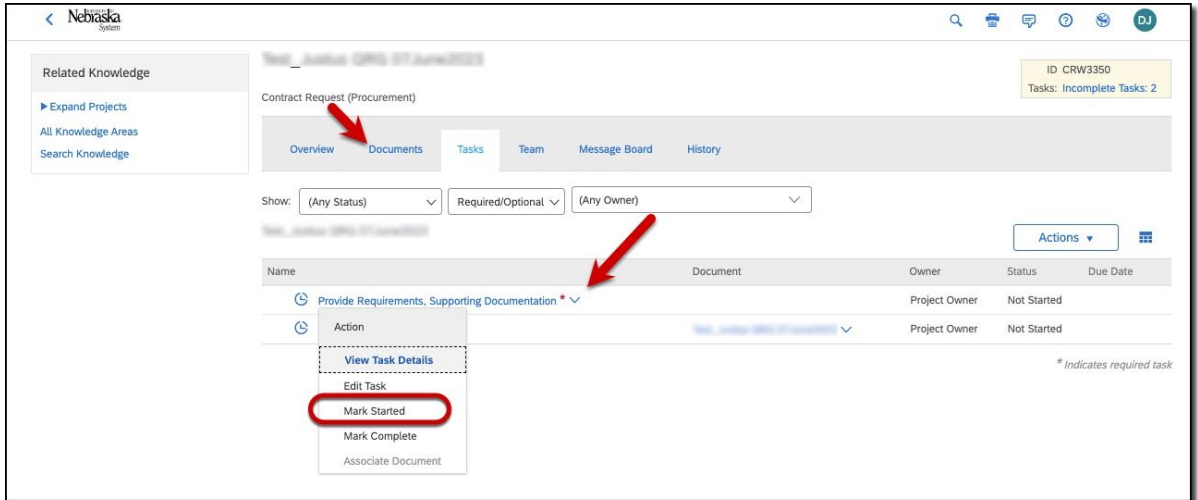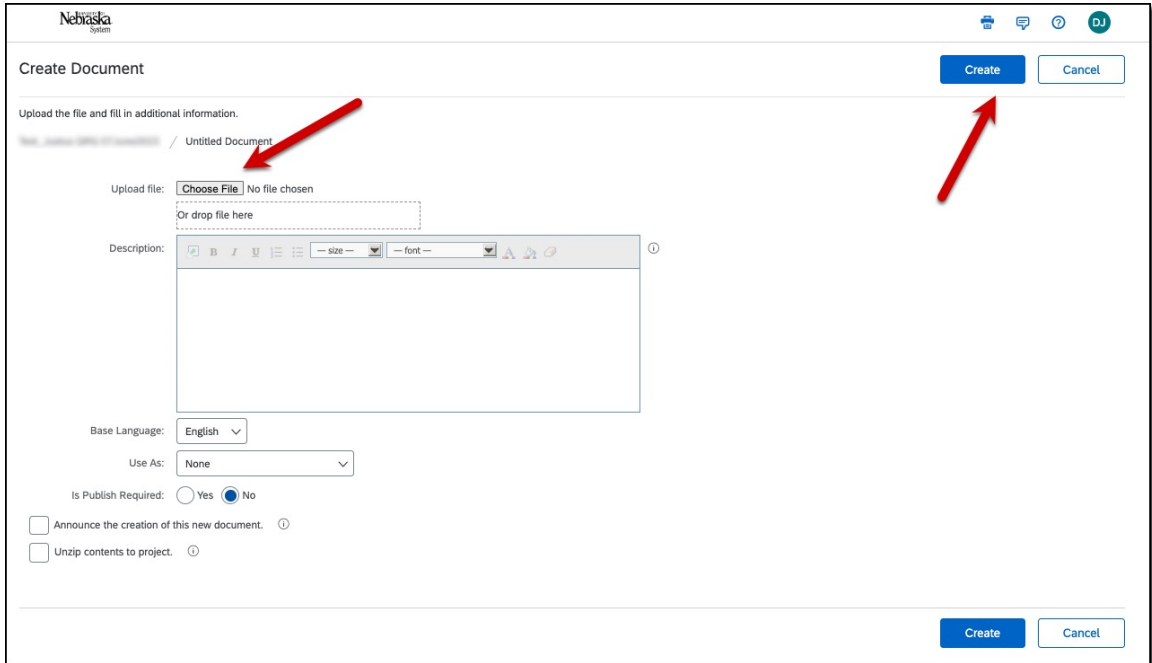

Click the "Documents" tab.

7. The "Documents" tab displays. Click the "Actions" drop-down and select "Document" from the "Upload" section.

8. The "Create Document" screen displays. Search for and select the file(s) to be uploaded as supporting documentation for the Contract Request. Click "Create" when complete.
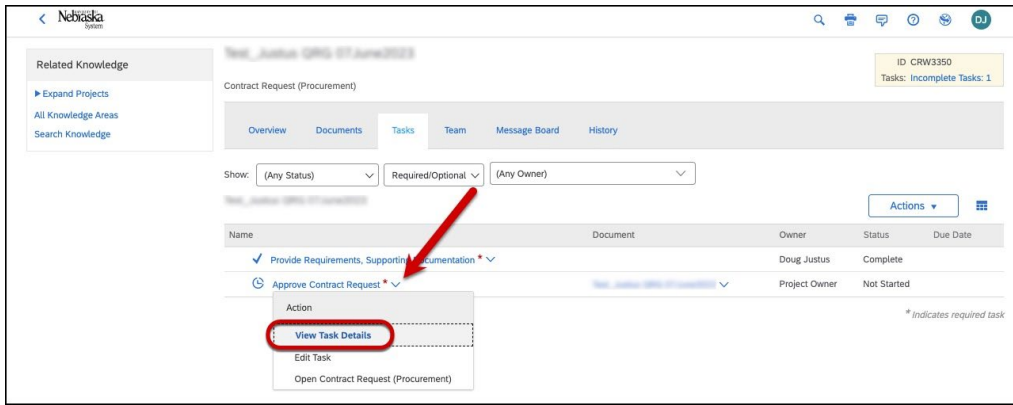

Click the "Tasks" tab.

9. The "Tasks" screen displays. Click the "Provide Requirement, Supporting Documentation" drop-down and select "Mark Complete" from the drop-down menu.
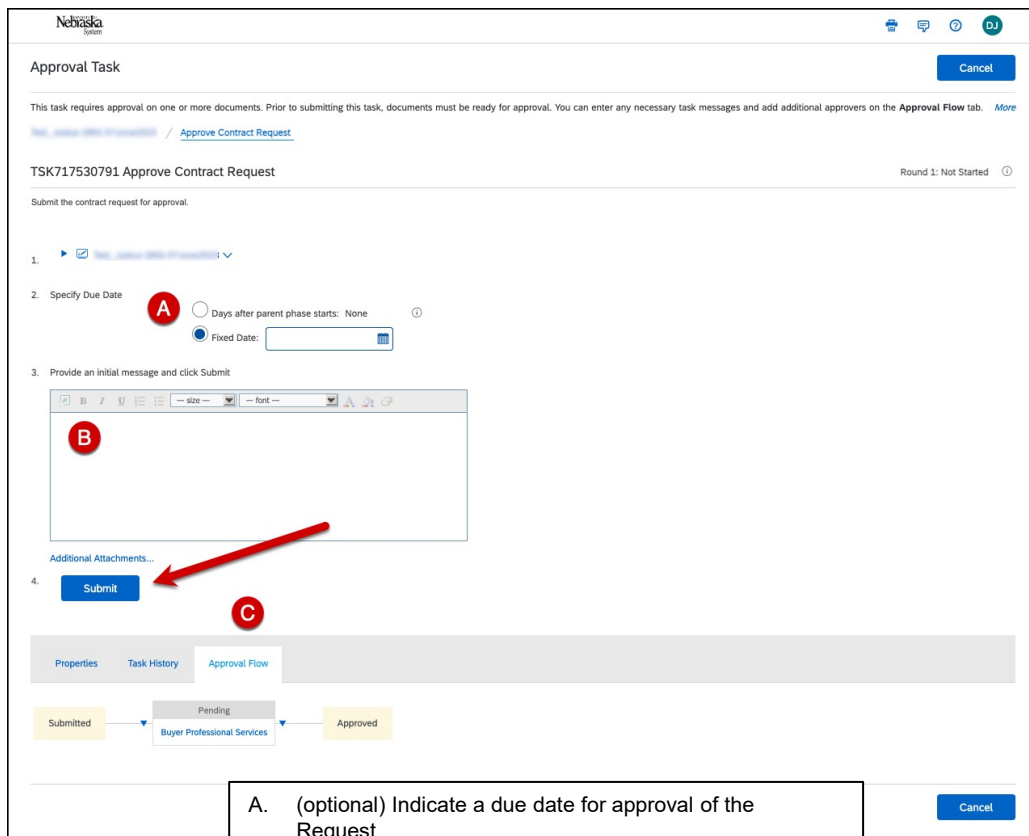
Updated: 1/4/2024
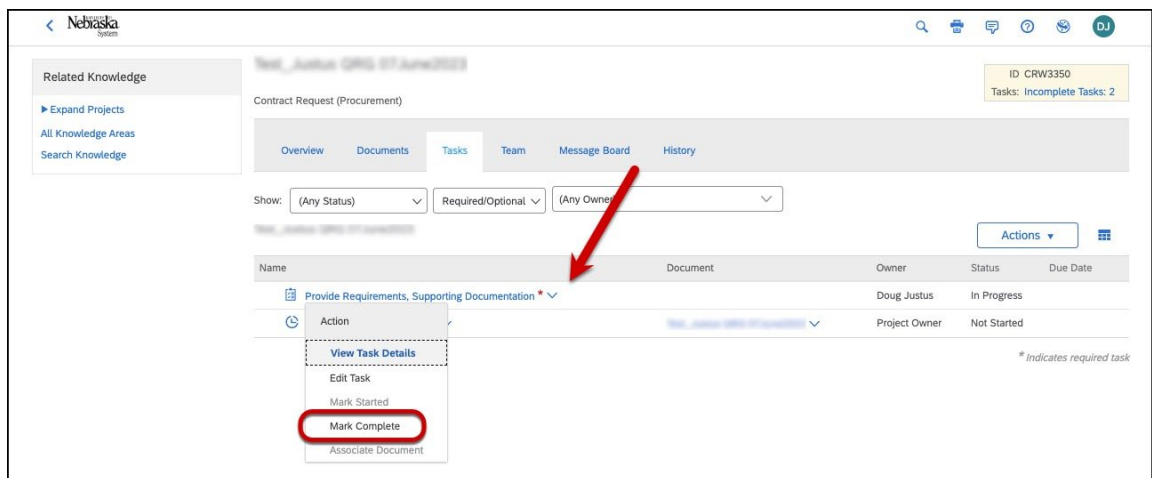
PROCEDURE (CONTINUED)

10. Click the "Approve Contract Request" drop-down and select "View Task Details" from the drop-down menu.


11. Review the screen and add details as noted below. Click "Submit" to submit the Contract Request for review/approval.

> A. (optional) Indicate a due date for approval of the Request.
> B. (optional) Enter a message to the Approver(s).
> C. (optional) View the Approval workflow and add additional Approvers, if needed.

PROCEDURE (CONTINUED)

12. The "Tasks" tab displays. Note the status of "In Approval".
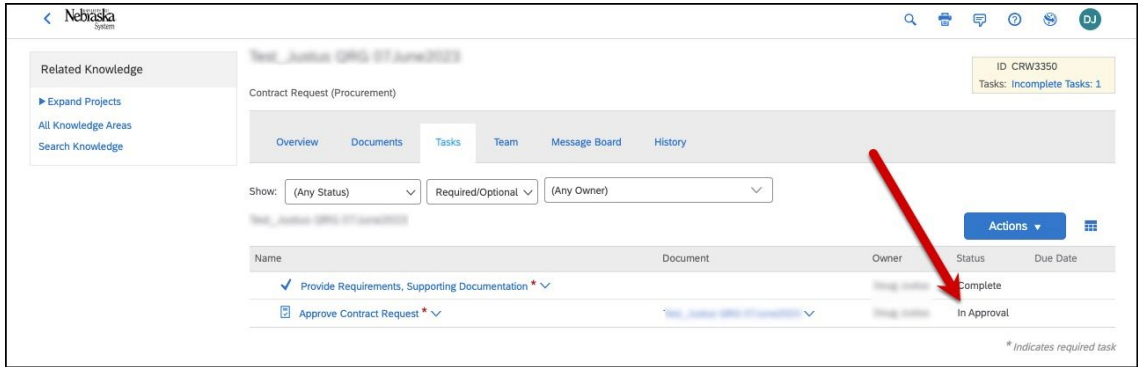
Your request will be reviewed by a Contract Agent.

A sample email to the supplier is below.

To check the status of your request:

1. From the Guided Buying home page, click the "Your requests" tab to view requests.

Create Contract Request
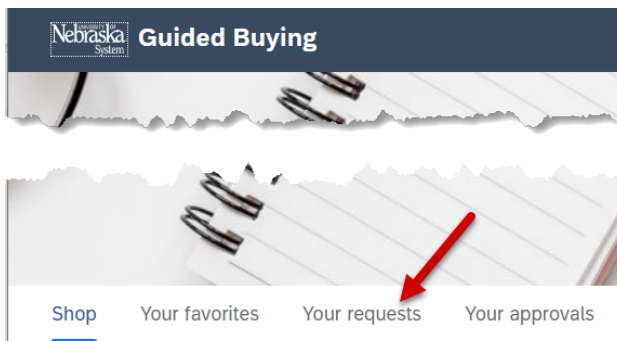
PROCEDURE (CONTINUED)

2. The status of the request appears at the right. Click a request to open/view more details. Use the filters at the top of the screen or the dropdowns and search field to locate specific request(s).

Your requests

All (3)   Quotes (0)   To receive (0)   Custom forms (0)   Invoice requests (0)

Filter by | Last 3 months ∨ | Request ID ∨ | Find a request 🔍

Date requested	Amount $600,000.00 USD	**Composing**
PR1073		
Allergen Test Kits		