

Create an IT Contract Request

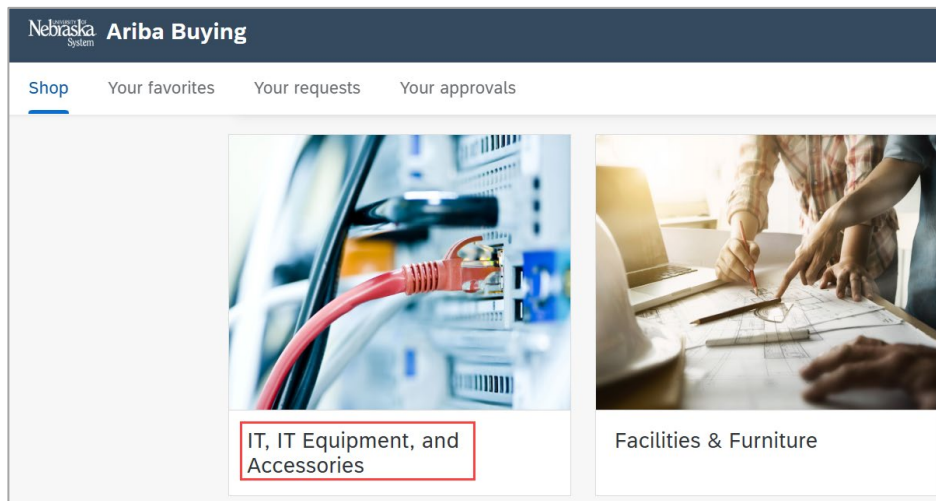
Created November 13, 2025

PURPOSE

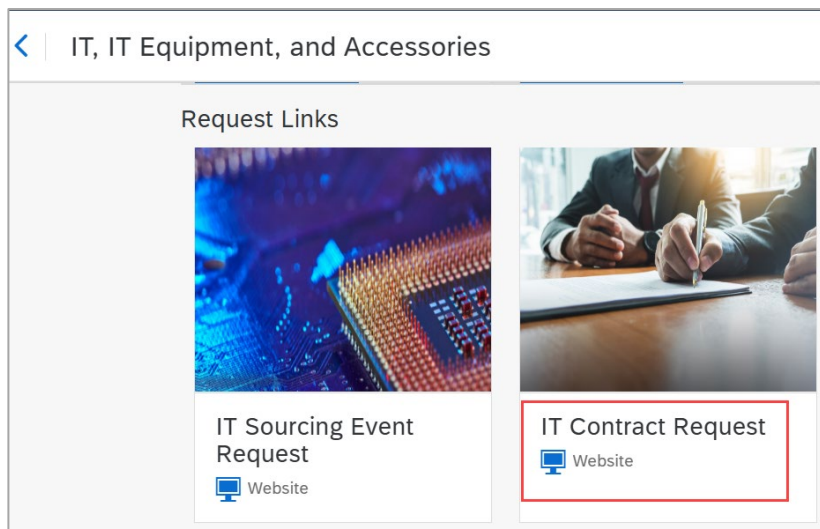
This Quick Reference Guide (QRG) demonstrates how to create an IT contract request in SAP Ariba.

PROCEDURE

Click the *IT, IT Equipment, and Accessories* tile.



Select *IT Contract Request*.



Create an IT Contract Request

Created November 13, 2025

Enter the following information:

Create Contract Request (Procurement)

To create a Procurement Contract Request, specify the fields below. Templates used for constructing your Procurement Contract Request appear in the section at the bottom of the page, and available Templates may change.

1 Name: * ⓘ

Description:

ⓘ

Copy from Contract: (no value) v

Base Language: English v

Supplier: * (no value) v ⓘ 3

Affected Parties: (no value) v ⓘ

Department & Supplier Contact Name & Email: * ⓘ 4

Current Contract Amount: * USD ⓘ 5

Commodity: * (no value) v ⓘ 6

Regions: * (no value) v ⓘ 7

Campus: * (no value) v ⓘ 8

Predecessor Project: (no value) v

Rebate (Y/N): ☐ Yes ☐ No ⓘ

Remaining Renewal Options: No Choice v ⓘ

Agreement Type: No Choice v ⓘ

Discount Payment Terms: ⓘ

Agreement Date: ⓘ

Term Type: * Fixed v ⓘ

9 Effective Date: * ⓘ

10 Expiration Date: * ⓘ

Funding for this contract is available and approved? * ☐ Yes ☐ No ⓘ 11

1. Enter a descriptive title for the request
2. Add a detailed description of the contract (required).
3. Search for and select the Supplier covered by this contract.
4. Name and email address of the Supplier contact who will sign the contract and the name and email address of the Department signer, as well as any notification recipients (if applicable).
5. Enter the current contract amount.
6. Search for and select the Commodity included under this contract.
7. Select USA for the region.
8. Search for and select the campus to be covered by this contract.
9. Enter the effective date of the contract.
10. Enter the expiration date of the contract.
11. Indicate if funding is in place for this contract. *Note:* Contracting should not be initiated unless funding is approved.

Create an IT Contract Request

Created November 13, 2025

Click *IT Software and Hardware Contract Request Template*. Make selections from each dropdown menu.

Select a template

Select the template you want to use, and answer any questions related to it to create your project. How you set the fields in the section above might affect which templates are available.

☐ General Contract Request Template

General Contract Request Template

☒ IT Software and Hardware Contract Request Template

IT Software and Hardware Contract Request Template

Is it a new Contract Request or Amend Request? Please Select 1

Is there any University data involved? Please Select 2

Is this purchase for software or a software license? Please Select 3

Will this purchase process credit card payments? Please Select 4

Data Classification Please Select 5

1. Select an option from the *Is it a new Contract Request or Amend Contract?* dropdown menu.

Is it a new Contract Request or Amend Request ? Please Select

New Request

Amend Request

Please Select

2. Select an option from the *Is there any University data involved?* dropdown menu.

Is there any University data involved? Please Select

Yes

No

Please Select

3. Select an option from the *Is this purchase for software or a software license?* dropdown menu.

Is this purchase for software or a software license? Please Select

Yes

No

Please Select

4. Select an option from the *Will this purchase process credit card payments?* dropdown menu.

Will this purchase process credit card payments? Please Select

Yes

No

Please Select

5. Select an option from the *Data Classification* dropdown menu.

Data Classification Please Select

Low

Medium

High

Please Select

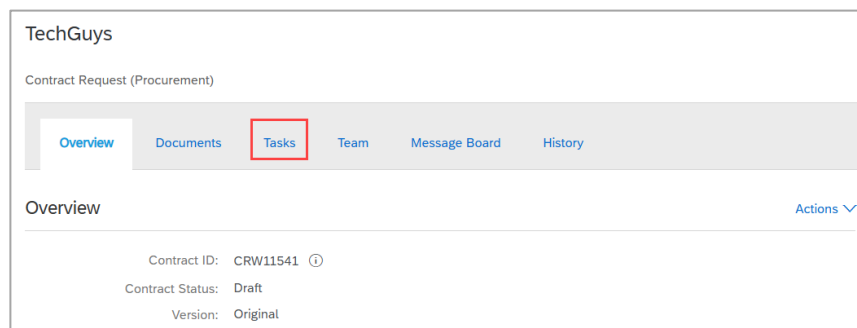
Create an IT Contract Request

Created November 13, 2025

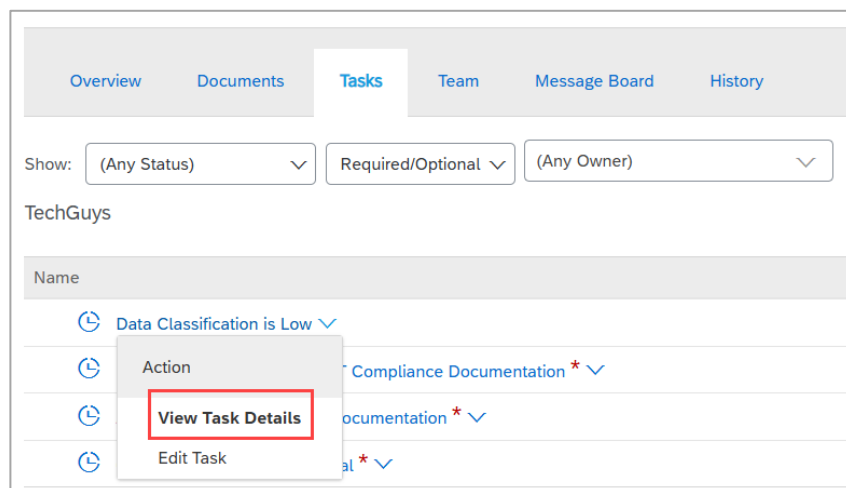
At the bottom right of the screen, click *Create*.



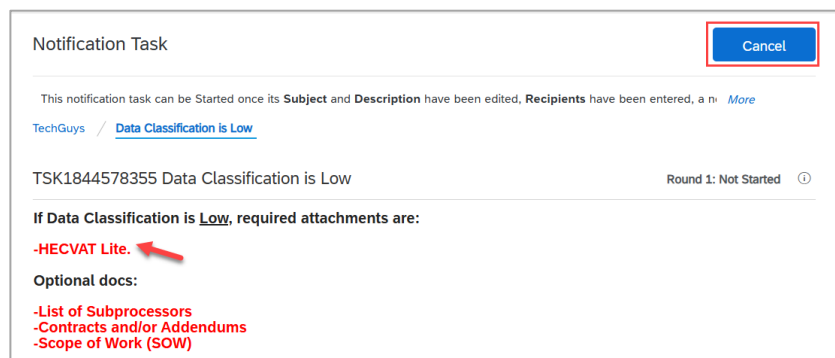
Select the *Tasks* tab.



Click the *Data Classification* line and select *View Task Details*.



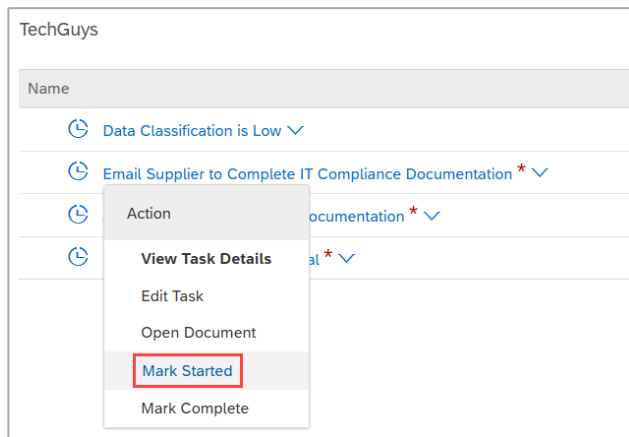
Required attachments are listed depending on the *Data Classification*. A HECVAT is always required. Click *Cancel*.



Create an IT Contract Request

Created November 13, 2025

Click the *Email to Supplier to Complete IT Compliance Documentation* line and select *Mark Started*.



TechGuys

Name

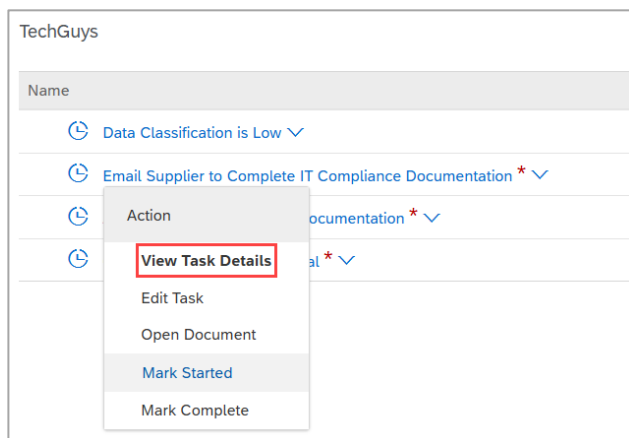
Data Classification is Low ▾

Email Supplier to Complete IT Compliance Documentation * ▾

Action ▾

- View Task Details
- Edit Task
- Open Document
- Mark Started
- Mark Complete

Click the same line again and select *View Task Details*.



TechGuys

Name

Data Classification is Low ▾

Email Supplier to Complete IT Compliance Documentation * ▾

Action ▾

- View Task Details
- Edit Task
- Open Document
- Mark Started
- Mark Complete

UNL/UNOP/UNO/UNK: Email supplier using the paragraphs below requesting they fill out appropriate documentation for the request. Review information below to obtain the HECVATLite 306 document to include with the email to the supplier.

UNMC: For questions on UNMC IT review documentation, please reach out to grc@nebraskamed.com.

Make the necessary changes to this task, and click **OK** to save the changes. You can change the **Due Date**, change the chronological display order of this task in the project by changing **Display After**, or [More](#)

TechGuys / [Email Supplier to Complete IT Compliance...](#)

TSK1844578358 Email Supplier to Complete IT Compliance Documentation Not Started

UNL/UNOP/UNO/UNK: Please email supplier using the paragraphs below requesting they fill out appropriate documentation for your request.

UNMC: For questions on UNMC IT review documentation, please reach out to grc@nebraskamed.com.

For software requests:

As part of our software compliance process, we ask all suppliers to complete our security questionnaire (hecvat) so our IT Security team can conduct a security analysis for any possible vulnerabilities. We also request a copy of your current VPAT (Voluntary Product Accessibility Template). Could you have a member of your ITS/Security team complete this hecvat questionnaire and send it back to me with the VPAT?

For software requests that include processing credit card payments:

As part of our compliance process, we ask all suppliers to complete this security questionnaire (see attached hecvat), so our IT Security team can conduct a security analysis for any possible vulnerabilities. We also request a copy of your current VPAT (Voluntary Product Accessibility Template). Could you have a member of your ITS/Security team complete this hecvat questionnaire and send it back to me with the VPAT?

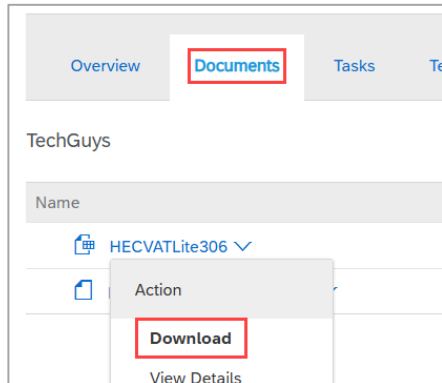
Because your solution involves credit card processing, please include a copy of your AOC and any additional PCI documentation.

Create an IT Contract Request

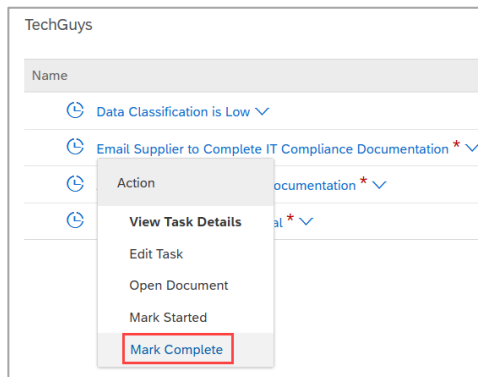
Created November 13, 2025

Click .

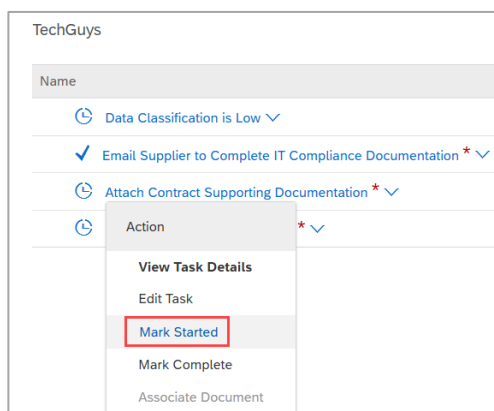
From the *Documents* tab, select *HECVATELite306* and select *Download* to save a blank HECVATLite360 to send to supplier with the email.



From the *Tasks* tab, click *Email Supplier to Complete IT Compliance Documentation* and select *Mark Complete* from the dropdown menu.



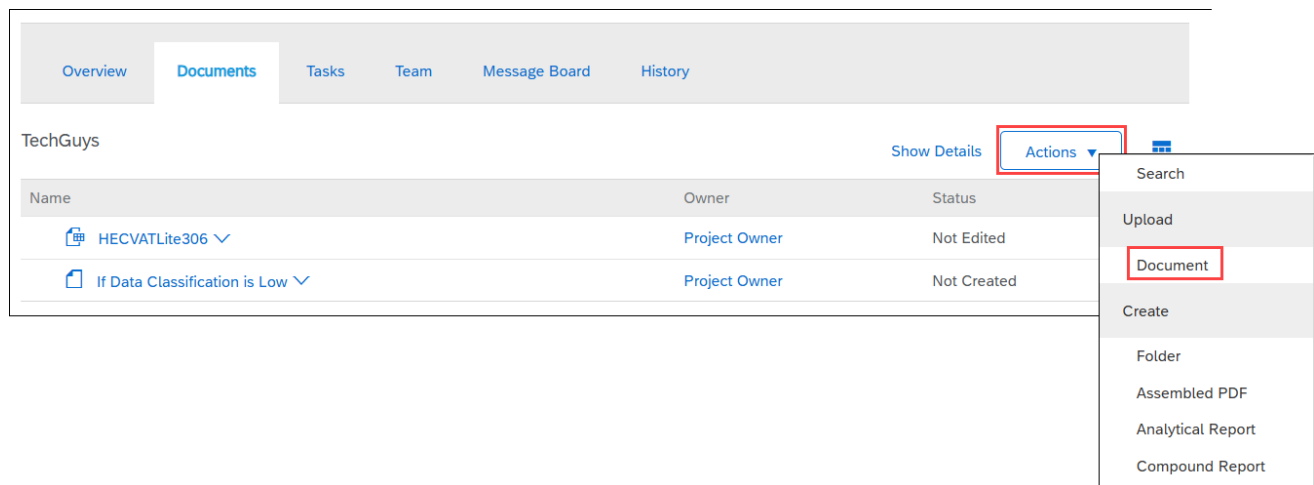
From the *Attach Contract Supporting Documentation*, select *Mark Started* from the dropdown menu.



Create an IT Contract Request

Created November 13, 2025

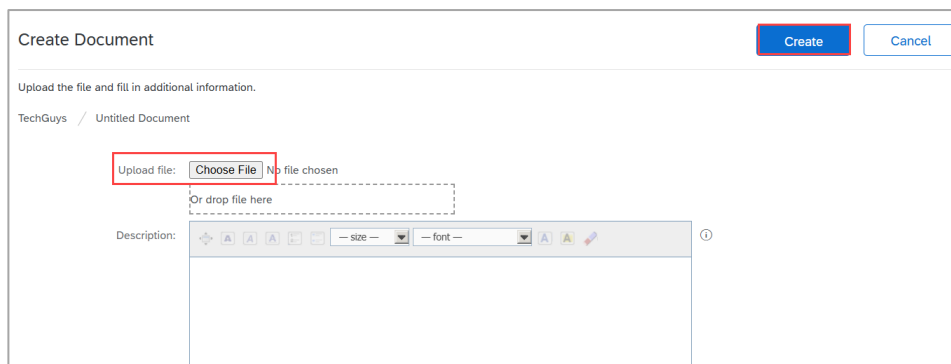
From the *Documents* tab, click *Actions* and select *Document* from the *Upload* section.



The screenshot shows the TechGuys interface with the **Documents** tab selected. A table lists documents with columns for Name, Owner, and Status. The **Actions** dropdown menu is open, showing options like Search, Upload, Document (highlighted), Create, Folder, Assembled PDF, Analytical Report, and Compound Report.

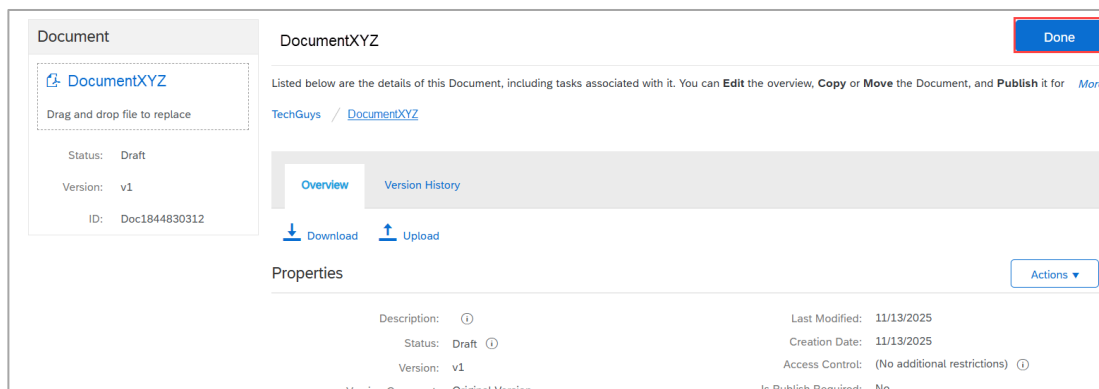
Name	Owner	Status
HECVATLite306	Project Owner	Not Edited
If Data Classification is Low	Project Owner	Not Created

The *Create Document* screen appears. Search for and select the file to be uploaded as supporting documentation for the Contract Request. Only one document can be added at a time. After uploading the document, click *Create*.



The screenshot shows the **Create Document** screen. It includes a **Choose File** button, a text area for the description, and a **Create** button. The interface prompts the user to upload a file and fill in additional information.

Click *Done*. Repeat the steps for each document. Please attach the completed HECVAT, VPAT, SOW, and all other required documents.



The screenshot shows the **DocumentXYZ** screen. It displays the document's status (Draft), version (v1), and ID (Doc1844830312). The **Done** button is highlighted. The screen also shows a list of tasks associated with the document and a **Properties** section with details like Description, Status, Version, Last Modified, Creation Date, Access Control, and Is Publish Required.

Create an IT Contract Request

Created November 13, 2025

From the *Tasks* tab, click *Attach Contract Supporting Documentation* and from the drop-down menu, select *Mark Complete*.

Select the *Campus ITS and P2P Approval* line and click *View Task Details*.

Click *Submit* to submit the contract request for review/approval.