

# Create an IT Contract Request

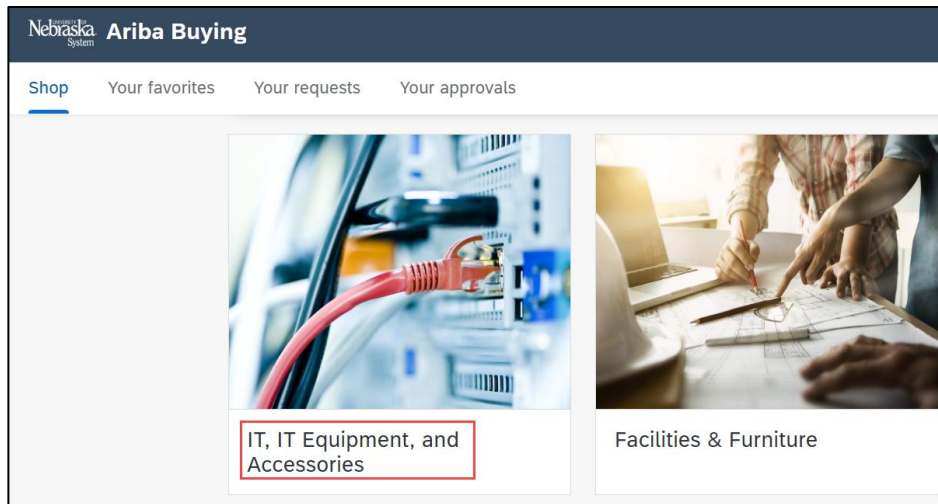
Updated March 2, 2026

## Purpose

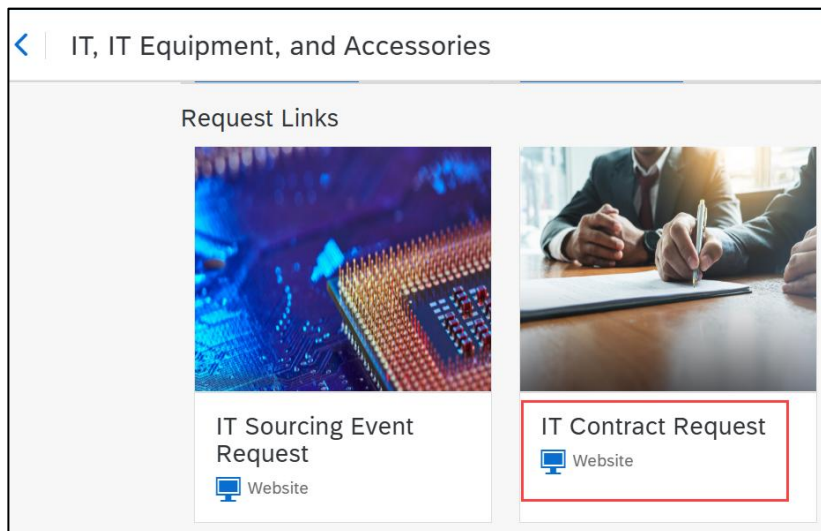
This document demonstrates how to create an IT contract request in SAP Ariba.

## Procedure

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



Select **IT Contract Request**.



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Enter the following information:

The screenshot shows the 'Create Contract Request (Procurement)' form. It includes the following fields and their corresponding numbered callouts:

- 1. Name: \* [Untitled Contract Request (Procurement)]
- 2. Description: [Empty text area]
- 3. Supplier: \* [no value]
- 4. Department & Supplier Contact Name & Email: \* [Empty text area]
- 5. Current Contract Amount: \* [Empty field with USD dropdown]
- 6. Commodity: \* [no value]
- 7. Regions: \* [no value]
- 8. Campus: \* [no value]
- 9. Effective Date: \* [Empty date field]
- 10. Expiration Date: \* [Empty date field]
- 11. Funding for this contract is available and approved? \* [Yes/No radio buttons]

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.

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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

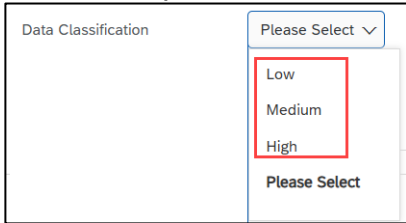
No

Please Select

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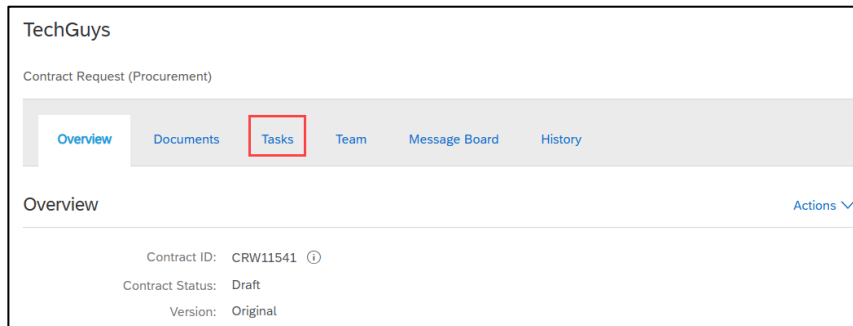
5. Select an option from the **Data Classification** dropdown menu.



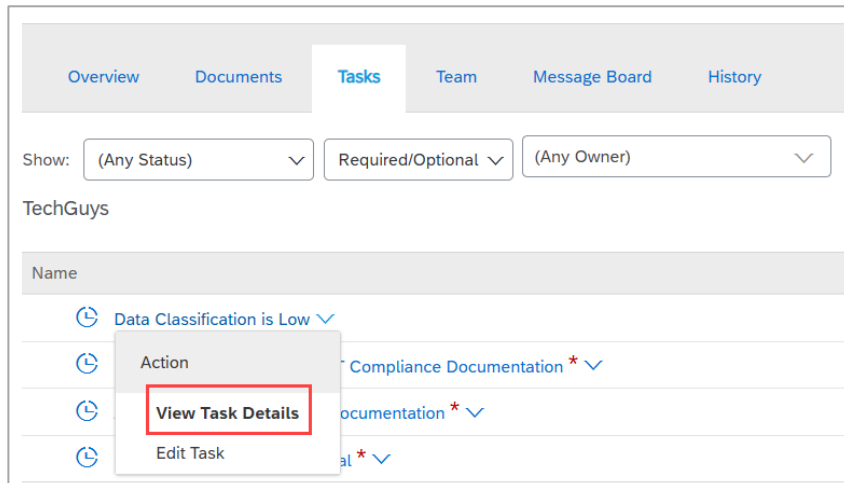
At the bottom right of the screen, click **Create**.



Select the **Tasks** tab.



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



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

Notification Task Cancel

This notification task can be Started once its Subject and Description have been edited, Recipients have been entered, a n [More](#)

TechGuys / [Data Classification is Low](#)

TSK1844578355 Data Classification is Low Round 1: Not Started ⓘ

If Data Classification is Low, required attachments are:

- HECVAT Lite. ↔

Optional docs:

- List of Subprocessors
- Contracts and/or Addendums
- Scope of Work (SOW)

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

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**.

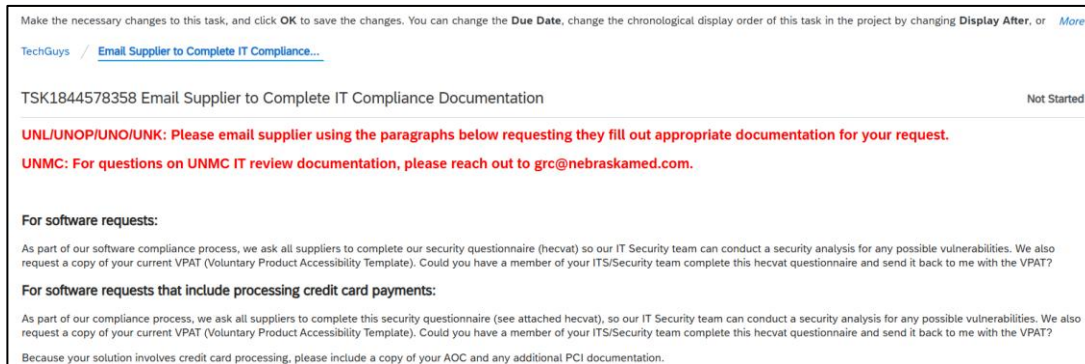
Name
Data Classification is Low
Email Supplier to Complete IT Compliance Documentation *
Action
View Task Details
Edit Task
Open Document
Mark Started
Mark Complete

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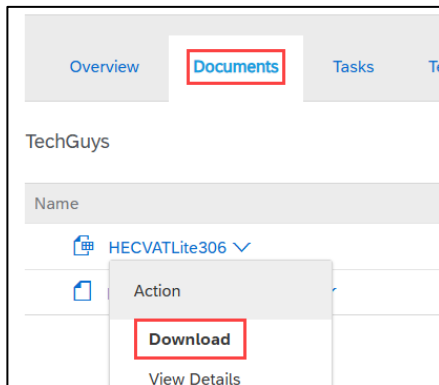
UNL/UNOP/UNO/UNK: Email supplier using the paragraphs below requesting they fill out appropriate documentation for the request. Review information below to obtain the HECVATLite 306 document to include with the email to the supplier.

UNMC: For questions on UNMC IT review documentation, please reach out to [grc@nebraskamed.com](mailto:grc@nebraskamed.com).



Click .

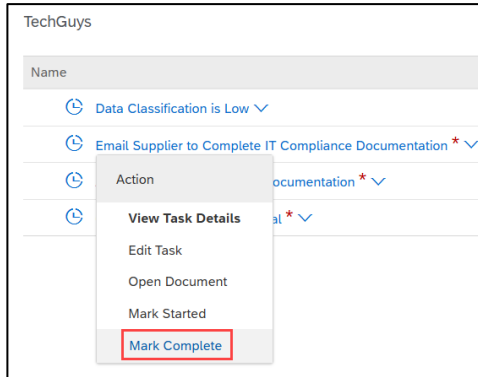
From the **Documents** tab, select **HECVATELite306** and select **Download** to save a blank HECVATLite360 to send to supplier with the email.



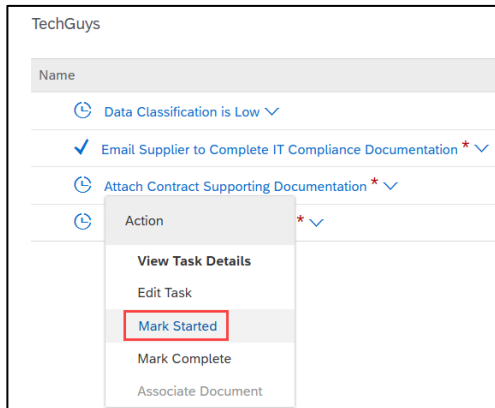
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From the **Tasks** tab, click **Email Supplier to Complete IT Compliance Documentation** and select **Mark Complete** from the dropdown menu.



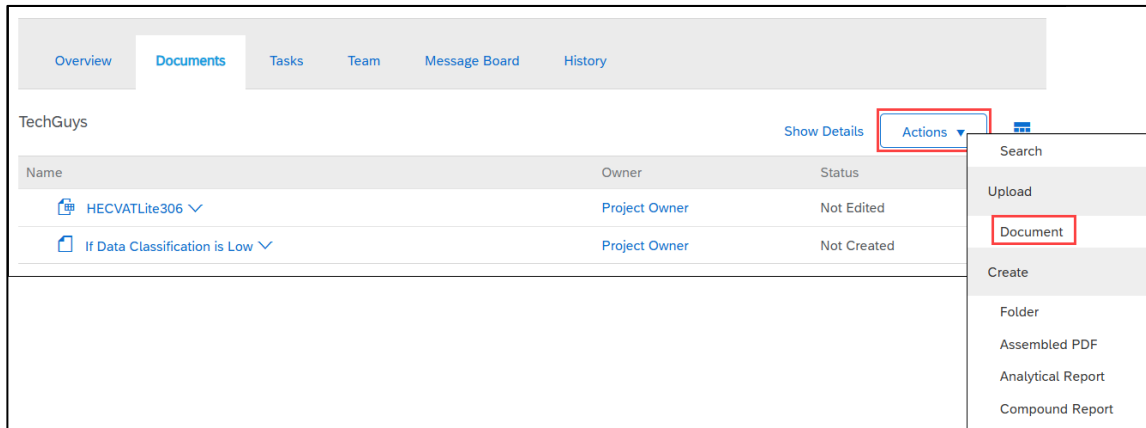
From the **Attach Contract Supporting Documentation**, select **Mark Started** from the dropdown menu.



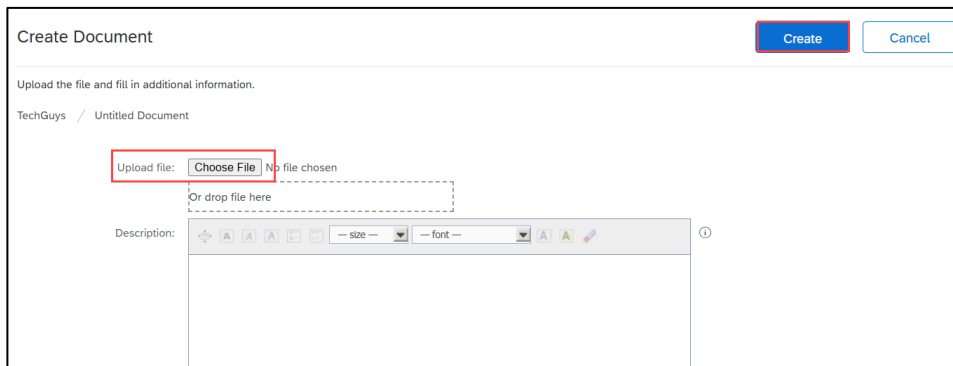
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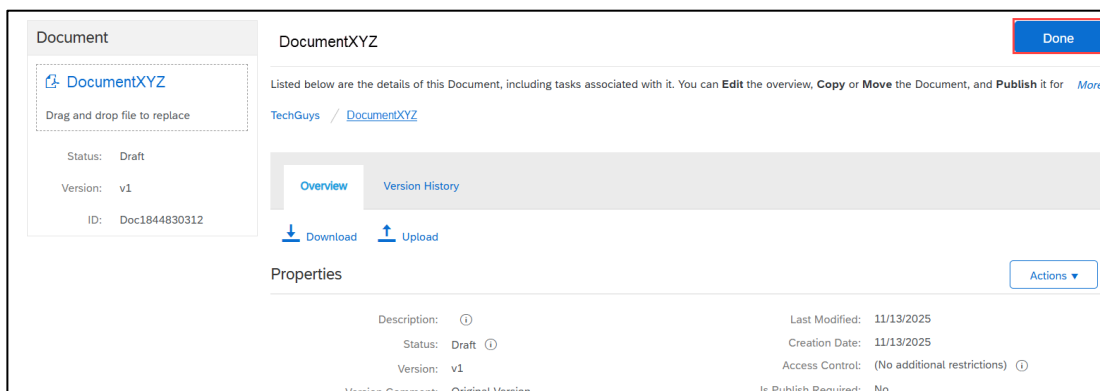
From the **Documents** tab, click **Actions** and select **Document** from the **Upload** section.



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**.



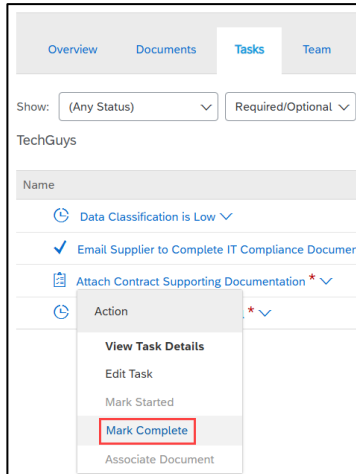
Click **Done**. Repeat the steps for each document. Please attach the completed HECVAT, VPAT, SOW, and all other required documents.



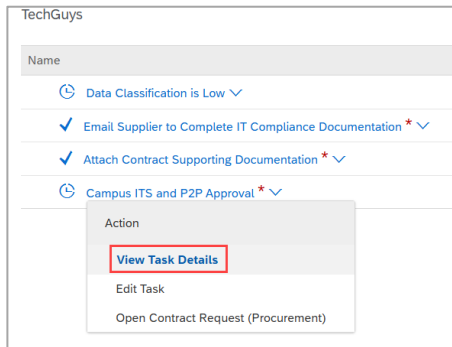
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From the **Tasks** tab, click **Attach Contract Supporting Documentation** and from the drop-down menu, select **Mark Complete**.



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



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

