

Nebraska Contract System

INFORMATION RELATED TO CONTRACT ENTRY FOR UNL DEPARTMENTS REQUIRED FOR LB429 REPORTING

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WHAT IS A CONTRACT and WHO IS RESPONSIBLE?

A contract for purposes of LB429 is any document, accepted by both parties with TWO signatures, creating obligations enforceable by law, including amendments and documents incorporated by reference that will lead to the expenditure of state funds.

A contract:

- For 1 year or less and;
- less than \$5000;
- signed by the department head and the supplier;
- contract will be uploaded *by the department* using the Nebraska Contract System.

A contract:

- greater than 1 year and;
- greater than \$5000;
- must be reviewed and signed by Procure to Pay
- contract will be uploaded by Procure to Pay

WHAT ARE STATE FUNDS?

State funds are defined as any held and disbursed monies by the State Treasurer, regardless of the original source. In other words, contracts leading to expenditures funded from revolving, auxiliary, federal, private and trust funds are reportable under LB429.

ACCESSING THE CONTRACT MANAGEMENT TOOL

1. Go to the Procurement Website and click on <https://scsapps.unl.edu/ContractSystem/Default.aspx>

LOGGING INTO CONTRACT MANAGEMENT SYSTEM

Each user must be activated before they will be able to access and upload contracts into the system. All users must be active employees of the University of Nebraska.

User Name: NU ID #

Password: TRUE YOU Password (Firefly)

DIVISION

Upon logging into Nebraska Contract System you will land on the home page which provides general information about the system as well as your Division.

Your agency should appear as University of Nebraska. Your Division will appear as "UNL" if you have not been assigned to a college/subprogram. Each user will be able to see the contact person for contracts in their Division, whether contracts are entered by them or another user.

ENTERING A CONTRACT

1. Click on Add Contract in the top ribbon.
2. Enter the details for your Contract into the appropriate fields. Each of these fields must be submitted to the state for each contract.
 - a. Vendor Name- Name of the vendor providing goods or services to the university.
 - b. Amount - The dollar amount of this contract.

- i. If a specific dollar amount is not defined in the contract an estimate or Not to Exceed (NTE) amount should be entered here.
- c. Contract Begin Date- The start date of the contract.
 - i. NOTE: This date may be before January 1, 2014.
- d. Contract End Date - The end date of the contract.
 - i. This field is not required in the system, however nearly all contracts have a specified time frame/end date.
 - ii. Use the Contracts Current Term End date. For example, if the contract has renewal options that have not been executed then use the end date of the active term.
- e. Excluded From Upload - While not common, this field can be used to indicate a contract that should NOT be sent to the State of Nebraska.
 - i. *Why is this field available?* If you would like to enter and track all contracts in the system you may do so, even though the state does not require reporting of all contracts.
- f. Click Create when all data has been entered.
- g. The system will display all contract information previously entered. Please note that your Contract Details have been assigned a Contract Document Number which may be needed later to edit information or upload contracts
- h. Note the Edit link at the bottom will allow you to edit contract details. Once editing has been completed, click SAVE to update information.

ADDING A DOCUMENT TO A CONTRACT

1. To add a document to a contract immediately after entering the contract details:
 - a. Click on Documents link below Contract Details
 - b. Click Add New to upload a new contract.
 - c. Document Identifier - Provide a name for the document you are uploading.
 - i. Most common name is "Contract", but you can provide any descriptive name.
 - d. Is this a supporting document? - Check this box if the document you are uploading is not the actual contract, but a supporting document.
 - i. Examples of supporting documents can include, but are not limited to: Addendums, Renewal Letters, any document referenced in the contract, and exhibits.
 - e. Upload File – Click Browse to locate the file on your computer.
 - f. Once complete, click Create.
 - g. Your Document has not been associated with the Contract Details.

2. If you are accessing the system at a later time to upload the Contract:
 - a. Click on Contract List in the top ribbon.
 - b. Click on Documents link to the right of the appropriate contract.
 - a. Note that the documents column will highlight any contract with zero attachments. We are required to provide attachments for each contract detail.
 - c. Follow Steps 1.b – 1.g above

RENEWING, AMENDING, AND CHANGING CONTRACTS

If a contract has been updated, changed, amended, or renewed do not create a new record in the Contract System. Instead edit the existing contract details.

Below are some examples of changes that may occur to a contract and associated fields that could require updates. This is not a complete list and any information that is changed should be updated:

- Renewals
 - end date, total dollar amount, and upload the renewal document
- Amendments
 - update any appropriate fields and upload the amendment document

EDIT EXISTING CONTRACT DETAILS

1. Click on Contract List in the top ribbon.
2. Locate your contract.

- a. NOTE: You can sort any of the contract detail fields by clicking on the column's title.
3. Click Edit to the right of the contract.
4. Update the appropriate fields.
5. Click Save.

ADDING A NEW ATTACHMENT

1. Click on Contract List in the top ribbon.
2. Locate your contract.
 - a. NOTE: You can sort any of the contract detail fields by clicking on the column's title.
3. Click Documents to the right of the contract.
4. Click Add New
5. Update the appropriate fields.
6. Upload the new document.
7. Click Save.

DELETING

It is not possible to delete contract details or an attachment/document in the system. However, if you entered a contract or its attachments by mistake you can replace the existing information with a new contract and/or documents, which will override the data available on the state's website.

SEARCHING FOR A CONTRACT

There are multiple ways to search for a contract already entered in the system: Access current contracts by clicking on Contract List in the top ribbon.

1. Sorting: By clicking any of the column headers in the contract list once, it will sort ascending (A-Z), a second click will sort descending (Z-A).
2. Filtering: By clicking on funnel icon in the column header you will be able to enter text or information to filter the contract list.
 - a. Select a type: Equals, Contains, Starts with, Ends with
 - b. Enter your search criteria
 - c. Click Apply
 - d. To clear the filter click on Contract List in the top ribbon.

SIGNATURES

All signatures should be redacted from executed contracts prior to uploading them into the Contract System. However, a printed or typed name of the individual that signed the contract must be visible on the document.