Nebraska Contract System

INFORMATION RELATED TO CONTRACT ENTRY FOR UNL
DEPARTMENTS REQUIRED FOR LB429 REPORTING
UPDATED: 11/28/2016

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 Procurement Services;
- contract will be uploaded by *Procurement Services*.

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 http://www.procurement.unl.edu/all-about-nebraska-contract-system - csm-login

   > Access Nebraska Contract System

2. Click on

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.

UNIVERSITY OF NEBRASKA-LINCOLN

Logout

Nebraska Contract System

UNL ▸ Business & Finance ▸ University Services ▸ **Nebraska Contract System** ▾

| Home | Contract List | Add Contract | Logout |

Nebraska Contract System

This application allows you to save to the database information about contracts as well as contract documents themselves. These contracts will then be published to the State of Nebraska contract system, to appear on the public-facing web site mandated by LB 429.

Contracts you save here will be published to the state under the following parameters:

Agency	Division
University of Nebraska	Procurement

To add a contract to the system, click the Add Contract link above.

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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. **REQ Vendor Name** - Name of the vendor providing goods or services to the university.

   b. **REQ 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. **REQ 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:

Contract Details

Division	UNL
Submitted By	99446179
Contract Document Number	2
Document Type	CN
Vendor Name	Yellow Stone
Amount	$30,000.00
Contract Begin Date	2/1/2014
Contract End Date	1/31/2015
Last Sent	
Originally Sent	
Excluded From Upload	☐
Document Count	0

Edit | Documents | Back to 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 the Contract Details.
   b. Click **Add New** to upload a new contract.
   c. **REQ 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.

Contract List

This list includes all the contracts submitted for your division. To modify an existing entry, click the Edit button on the right. To add additional documents, click Documents.

Doc # ▼	Vendor Name	Amount	Begin Date ▼	End Date ▼	Submitted By	Excl. Docu

   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

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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.

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 ▼ 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.