Requesting a Contract in TCM

1. Login to the SAP Portal
2. Click on TSUS Marketplace
3. On left side in the blue menu bar, click the Contracts icon/word.
4. Slide your cursor over to the right and down to hover over “Requests”
5. Next slide your cursor from Request to the right and click on Request Contract
6. In the “Contract Request Name” field, Name the contract with any naming convention that you find useful
7. In the “Contract Request Template” field, click on the magnifying glass. This will show a list of the available contracts. Select the contract that best fits for your request. If you select the
incorrect type or are unsure, Procurement can change the type of Contract when converting it from the “Contract Request” to a contract.

8. Click Submit

9. By clicking submit, a Contract Request (Contract Request) is created for this specific Contract. The page will default to the Instructions Tab on the form request. This Tab lists all the documents that you may need to attach on your request.

10. To move through the multiple tabs, you can click the blue “Next” button or click on the subsequent tab.

11. The Details Tab will allow you to change your Contract Request Name (If you want to)

12. The Attachments Tab is where you will attach any documents needed for the completion of this contract. Any items listed on the Instructions page as well as a Scope of Work, or any supporting attachments or exhibits that are required. (Note that the buyer will forward the Vendor Maintenance form, FS-06, and/or Justification for approval)

13. The Questions Tab is where the end user will convey to the Buyer what they will be contracting for. (Note: All fields with a star next to them are required fields)
   a. Contract Name – Make same as Contract Request Name
   b. Second Party – Active Search Field, type the vendor you are contracting with, if they come up, then select them, if now, the Buyer will fill in this field after they are added to the System
   c. Project – This is your Department. It is an Active Search Field, so begin typing and your department should fill in, if it does not, then click on the magnifying icon and drill down to your specific department
   d. Click whether it is a Foreign Vendor or not
e. Input the Start Date
f. Select the Expires on under End Date and then input the End Date of the Contract
g. In the Statement of Work, you may have it all written out or if you are attaching a
   statement of work, type per attached Statement of Work. (Attached Statement of Work
   needs to look professional)
h. Fill in the Contract Value
i. Fill in the Not to Exceed Amount
j. Under Payment Schedule, Select Single or Multiple. If multiple, then fill out the Multiple
   Payment Details field
k. The Department Contact field is who the Buyer in Procurement will contact if there are
   any questions or if more documentation is needed.
l. Select if it is grant related or not. (This will route it through OSP)
m. In the Accounting fields, enter in the account codes that will be used for the contract.
   There are two sections for Multiple accounts.
n. Click Save Progress, and then click next

14. The Review and Complete Tab will identify if any areas were missed on the Questions section.
    When all sections are green, click Complete request and that will send this request to
    Procurement for review and to turn into a contract.

15. The Buyer will then create a contract using the information provided and route the contract
    through approvals (may take up to 2 days for approvals). When the contract receives approvals
    to move forward, it will be sent to the End User to receive the signature from the vendor. After
    the Vendor signs it, the End User will send it back to purchasing to get the final signature of the
    contract.
16. The Contract with both signatures on it (Fully Executed) will be uploaded into TCM and forwarded to the contact person’s email.

The above instructions were curtailed toward the Personal Service Agreement fields, but any Contract Request will have similar fields and can be filled out to the best of one’s ability. If any questions or concerns arise, please contact purchasing at 512-245-2521.