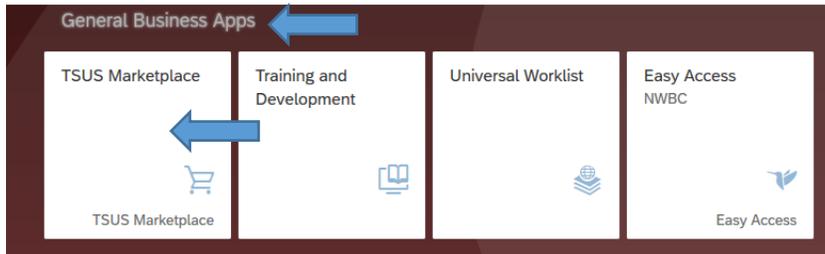
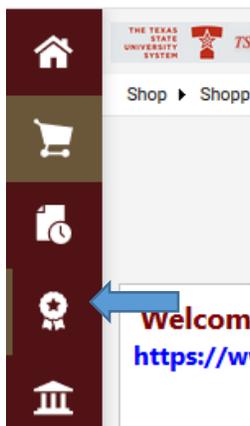


CREATING A CONTRACT REQUEST

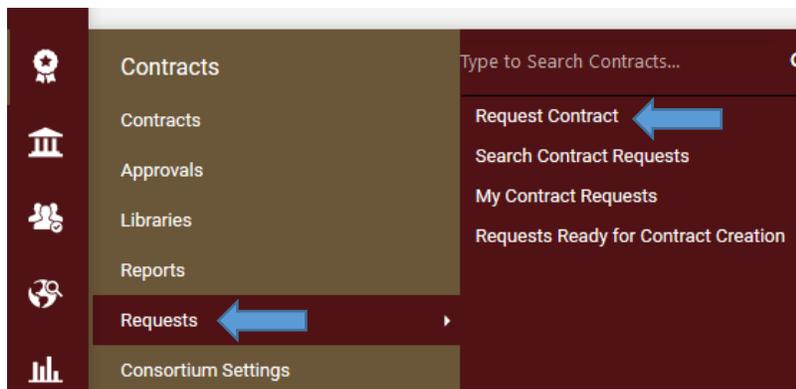
1. Login to the SAP Portal at <https://authentic.txstate.edu/idp/profile/SAML2/Redirect/SSO?execution=e1s1>
2. Click on TSUS Marketplace icon under the “General Business Apps”



3. On left side menu bar, click the Contracts icon.



4. Select the “Requests” option then select the “Request Contract” option.



5. A pop-up screen will appear. In the “Contract Request Name” field, enter a name that will allow you identify the contract.
6. 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. Click on the “Submit” button.

The screenshot shows the 'Create Contract Request' form. The 'Contract Request Name' field is empty. The 'Select a Contract Request Template' dropdown menu is open, showing a list of options: ALERRT, Consortium, Hotel/Conferences, Information Technology, Misc 3rd Party, Personal Services Agreement, and Real Estate. A blue arrow points to the search icon in the dropdown menu.

The screenshot shows the 'Create Contract Request' form with the 'Contract Request Name' field containing 'Test-JN' and the 'Select a Contract Request Template' dropdown menu set to 'Personal Services Agreement'. A blue arrow points to the 'Submit' button.

7. The next page will give you instructions for what is required based on the type of contract you chose. 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. Click on the “Next” button.

The screenshot shows the 'Test-JN' form with the 'Instructions' tab selected. The 'Instructions' section lists the following attachments if necessary: Sole Source/Proprietary >15K, FS06 Form, Vendor Maintenance (if new vendor), and Other attachments as needed for justification. A blue arrow points to the 'Next >' button.

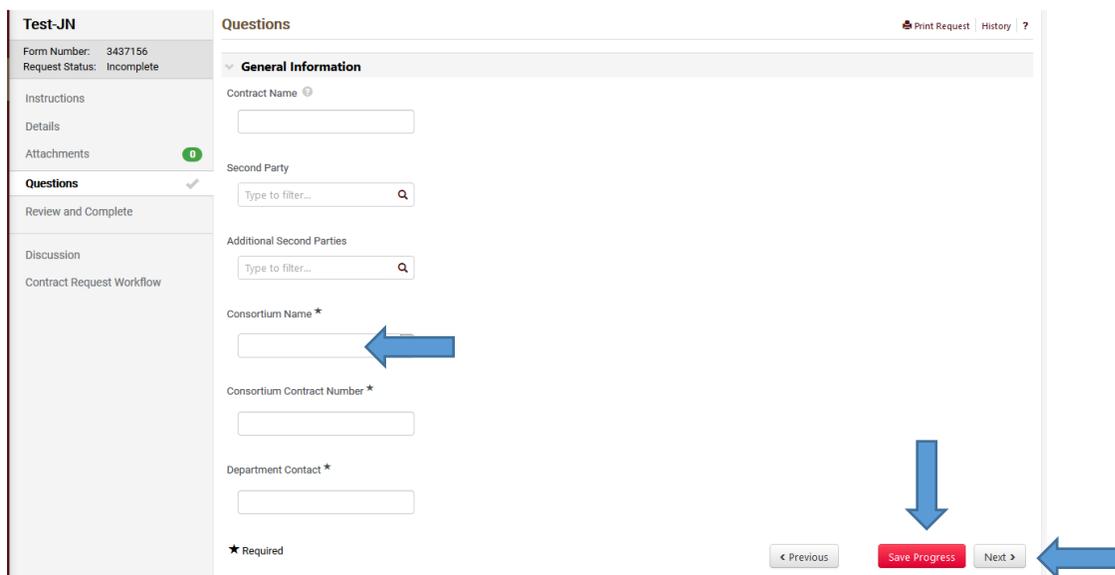
8. The “Details” page will allow you to change your “Contract Request Name” (If needed). Click on the “Save Progress” button and then the “Next” button.

The screenshot shows the 'Test-JN' form with the 'Details' tab selected. The 'Contract Request Name' field contains 'Test-JN'. The 'Template' is 'Personal Services Agreement', the 'Contract Type' is 'Personal Services Agreement', and the 'Description' is 'Personal Services Agreement Contract Request'. A blue arrow points to the 'Save Progress' button.

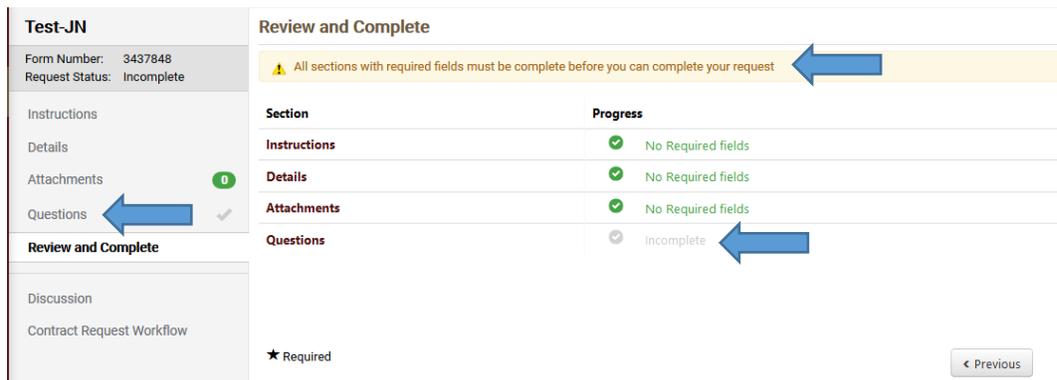
9. The “Attachments” page is where you will attach all documents needed for the completion of this Contract Request. Any items listed on the Instructions page as well as a Scope of Work, or any supporting attachments or exhibits that are required. (Note: the FS-06, and/or Proprietary Justification should be approved by P&SS before attaching). Click on the “Next” button.



10. On the “Questions” page, you will be asked to complete fields depending on the type of contract you selected. Only fields that pertain to the particular contract type will be shown. (Note: fields with an asterisk “*” next to them are required fields)



11. The “Review and Complete” page will identify if any areas are incomplete. In this instance, the “Questions” page is missing required information. Click on the “Questions” option on the left-hand menu bar. Click on the “Save Progress” button and then on the “Next” button until you return to the “Review and Complete” page. When all sections are green, click on the “Complete Request” button. The request will be sent to Procurement and Strategic Sources for review and creation of the contract.



Test-JN

Form Number: 3437156
Request Status: Incomplete

Instructions
Details
Attachments
Questions

Review and Complete

Discussion
Contract Request Workflow

Review and Complete

Print Request | History | ?

✓ Required fields complete

Section	Progress
Instructions	✓ No Required fields
Details	✓ No Required fields
Attachments	✓ No Required fields
Questions	✓ Required fields complete

★ Required

< Previous Complete Request

12. Procurement and Strategic Sourcing will route the contract request to other departments via a workflow (if established) that will need to be reviewed and approve the request.

13. Once the contract is generated, it will be routed for signatures.

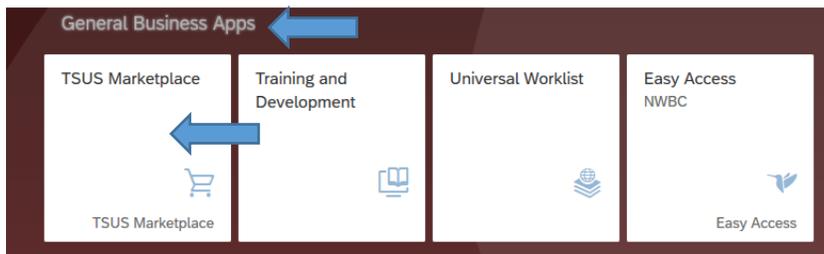
14. Once the contract is fully executed, Procurement and Strategic Sourcing will send an email informing you that the contract is executed. You can then go into the contract section in the TSUS Marketplace and view the contract.

***NOTE: Once the request has been submitted, you will be unable to edit or attach documents. Please contact P&SS at contracts@txstate.edu if you need to make any changes needed to submit additional documentation.

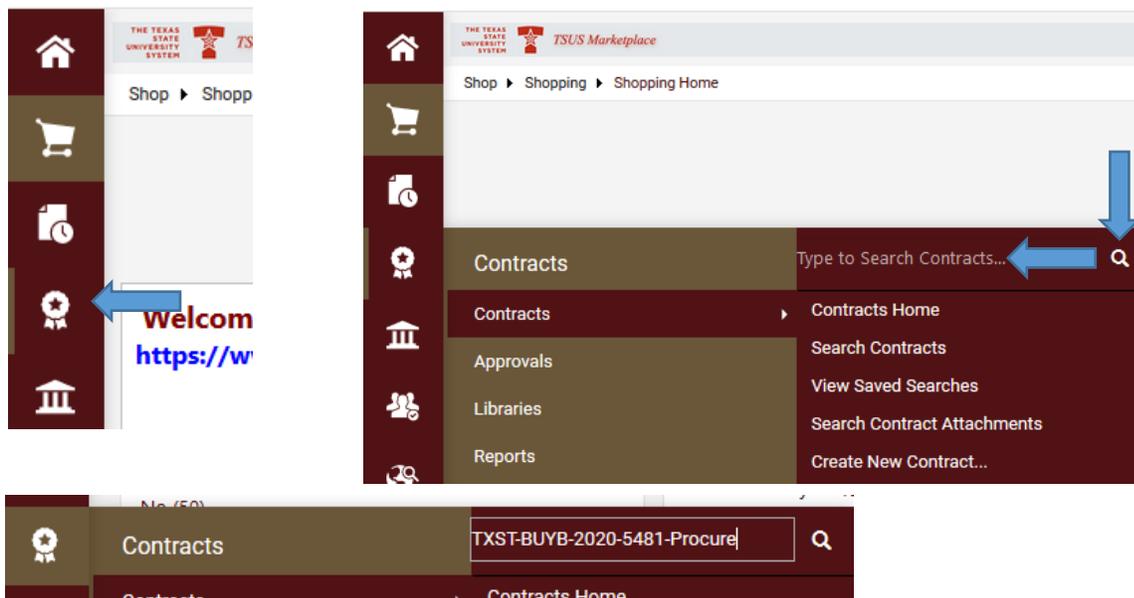
RETRIEIVING THE EXECUTED CONTRACT

When you are notified that the contract is fully executed, it will include the contract number. This is what you will use to search for your contract.

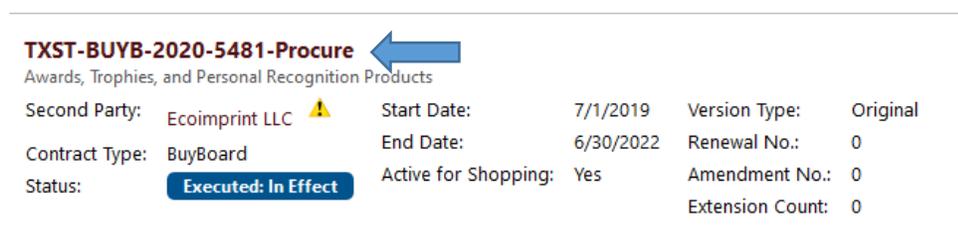
1. Login to the SAP Portal at <https://authentic.txstate.edu/idp/profile/SAML2/Redirect/SSO?execution=e1s1>
2. Click on TSUS Marketplace icon under the “General Business Apps”.



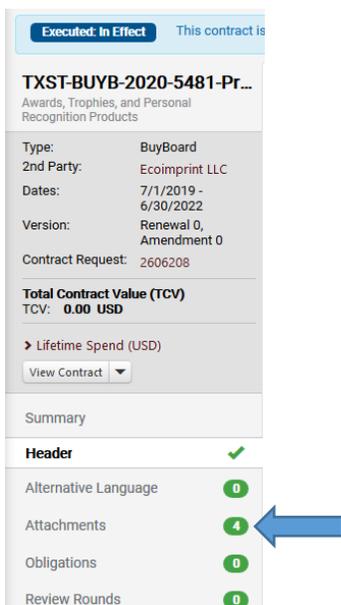
- On left side menu bar, click the Contracts icon. Enter the contract number from the email in the search field. Click on the magnifying glass.



- Click on the contract number.



- On the contract details page, click on the “Attachments” options on the left-hand menu bar.



6. On the attachments, click on the “Fully Executed Contract” option under the “Attachments” heading. This will bring up the fully executed contract.

The screenshot displays a contract management interface. On the left, a sidebar contains contract details: **TXST-BUYB-2020-5481-Pr...**, Awards, Trophies, and Personal Recognition Products, Type: BuyBoard, 2nd Party: Ecoimprint LLC, Dates: 7/1/2019 - 6/30/2022, Version: Renewal 0, Amendment 0, Contract Request: 2606208, and Total Contract Value (TCV): 0.00 USD. The main area is titled **Attachments** and shows a message: "Contract was fully executed on 6/10/2020 and uploaded on 6/10/2020." Below this message is a link labeled "Fully Executed Contract" with a download icon, which is highlighted by a blue arrow. Underneath, there are two tabs: "General (3)" and "Obligations (0)".

Should you have any questions, please contact purchasing at 512-245-2521 or email contracts@txstate.edu.