


Contract Requestor Guide

The Contract Request consists of completing some preliminary questions and information and attaching supporting documents and/or a supplier contract. Once submitted, the Contract Request will be forwarded to the Contracts Team for review and approval. They will review the request, approve or reject the request, create the contract record, submit the contract to the appropriate parties for review & approval, and send the contract for e-signature.

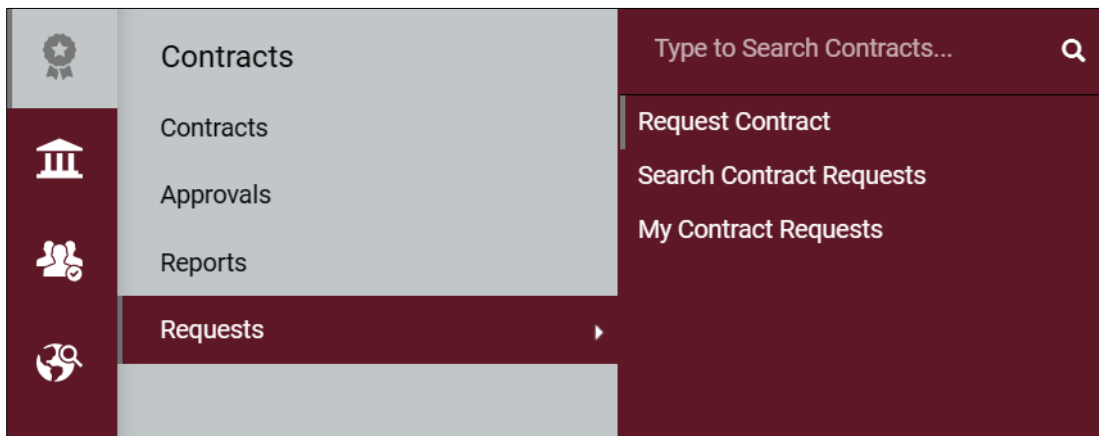
HELPFUL HINTS

Based on the selections you make in certain contract request fields, other fields may or may not be visible. Some contract request fields may contain help text indicated by this icon .

CREATE CONTRACT REQUEST FORM

After a contract request is submitted and approved, the contract request can be transitioned into a contract record, transferring the information collected on the contract request to the contract record.

1. Navigate to Contracts > expand “Requests” then select “Request Contract.”



- In Create Contract Request dialog box, put the name of contract in “Contract Request Name” and there is only one template which will default to “Contract Request” select that, then click on “Submit” button.

Create Contract Request

Contract Request Type ★
 Create Contract
 Amend Contract
 Renew Contract

Contract Request Name ★
New Contract Request for MSU

Select a Contract Request Template ★
Contract Request

★ Required

Submit Close

- Instructions - Please review the instructions for completing the contract request. The information on the instructions page has been provided by the user who created the contract request template.

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Contracts > Requests > My Contract Requests

Back to My Contract Requests

New Contract Request for MSU

Form Number: 924133
Request Status: Incomplete

Instructions

Details
Attachments
Questions
Review and Complete
Discussion
Contract Request Workflow

Instructions

Welcome to Contracts+, MSU's new contract drafting and management system. Contracts+ integrates contract approvals and routing, and it serves as a single contract repository for all MSU contracts.

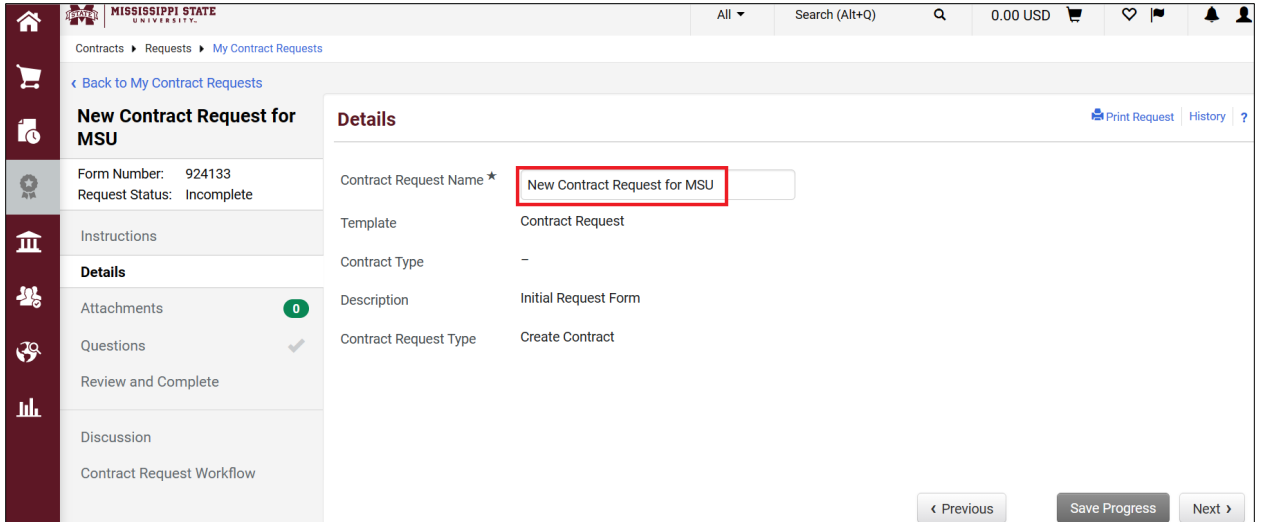
Contracts+ allows users to communicate about an existing contract or request that a contract be created. It allows businesses and vendors to communicate directly with the contract team about their contract requirements. Contracts+ training is available at _____

As a Contract Requestor, please complete fields and answer questions on the Contract Request form and submit it for approval. Once the request is approved, a Contract Administrator will begin processing the contract.

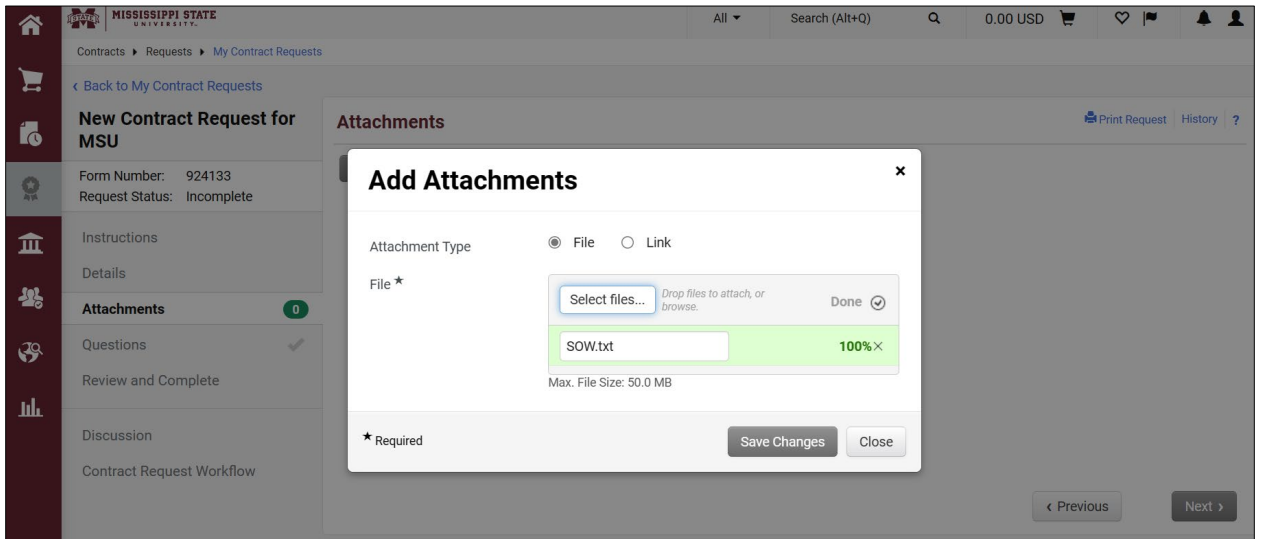
When Help Text is available for a field, there is a question mark icon that can be clicked for more details.
For questions about Contracts+, please contact us at 662-325-2550 or email at bbhelp@procurement.msstate.edu.

Next >

- Details - The details page allows the requester to provide or change a contract request name. Information is also provided about the Request Template, Contract Type, Description.



5. Attachments - Click on the Attachments tab on the left side of the screen. Attach the proposed contract to the request, and any other preliminary forms or information that should be submitted, by clicking Add Attachments, then select files to upload and click Save Changes.



6. Questions - The Questions page contains questions that must be answered to complete the contract request. Every question with an Asterix (*) next to it is required. Complete the required questions.

The screenshot shows the 'New Contract Request for MSU' page. The left sidebar contains a navigation menu with the following items: Home, Shopping Cart, My Contract Requests, Instructions, Details, Attachments (with a green badge '0'), Questions (highlighted with a red box and a checkmark), Review and Complete, Discussion, and Contract Request Workflow. The main content area is titled 'Questions - Page 1' and includes a 'On This Page' section with links for 'Contract Information (31)', 'Funding Information (5)', and 'Other Contract Party Information (5)'. Below this is the 'Contract Information' section, which contains a 'Contract Type' dropdown menu and a 'Total Contract Value' field with a spinner control and a 'Field Validation' link.


7. Complete below sections by answering questions-


- Contract Information

This is a close-up of the 'Contract Information' section. It features three required fields, each marked with an asterisk (*):
1. 'Contract Type' with a dropdown menu.
2. 'Total Contract Value' with a spinner control and a 'Field Validation' link below it.
3. 'Is this contract with an individual or company?' with a dropdown menu.


- Funding Information

▼ Funding Information

Choose Your Division [★] 




Please enter your org number (T) [★]


 [Field Validation](#)


- Other Contract Party Information


*Note - Other Contracting Party = Supplier

▼ Other Contract Party Information

Other Contracting Party 



Additional Contracting Parties 



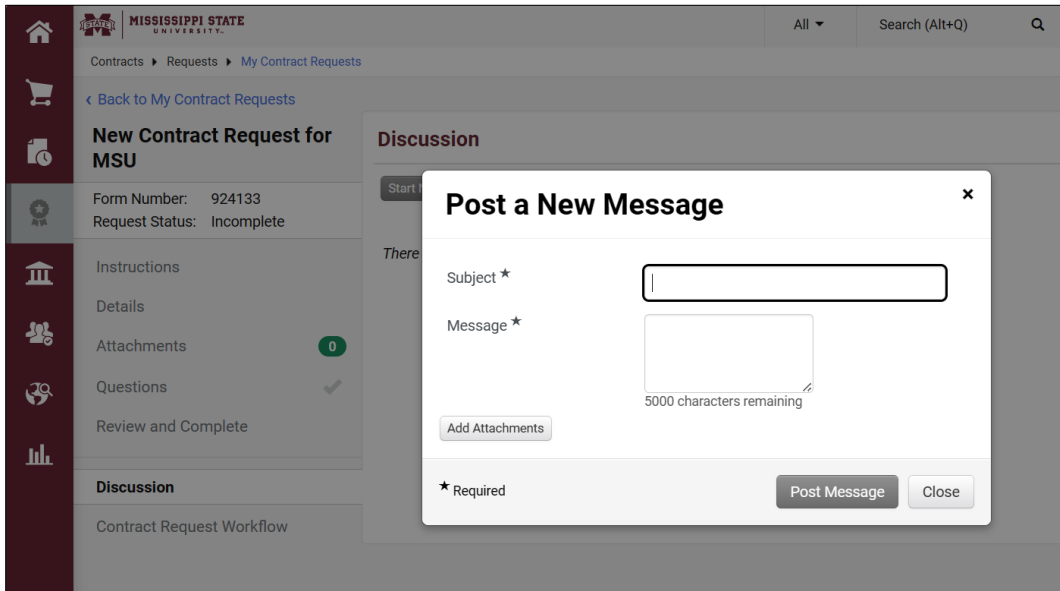
Was Other Party Found Previous Search? [★]

Yes No

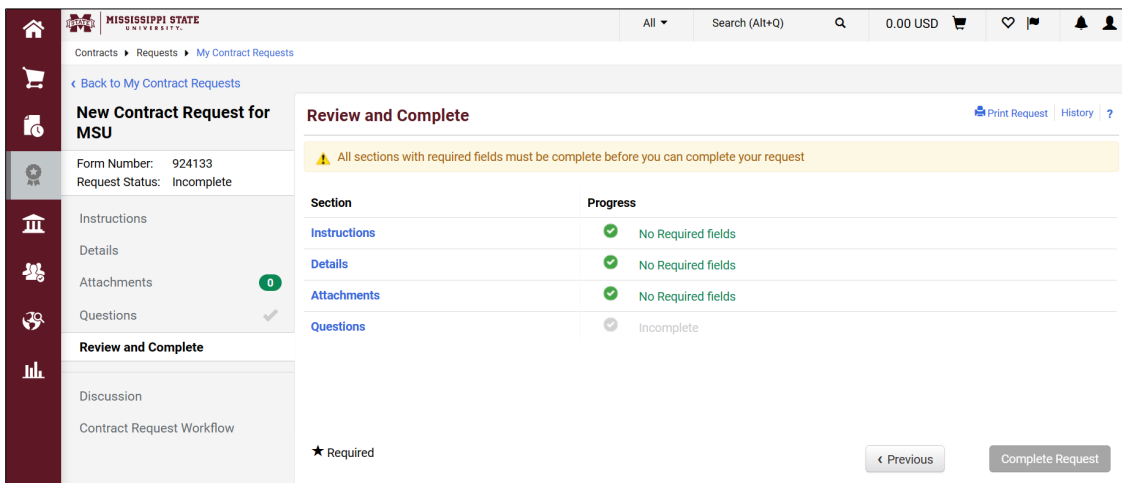
Is the Other Party a resident of another country? [★]

Yes No

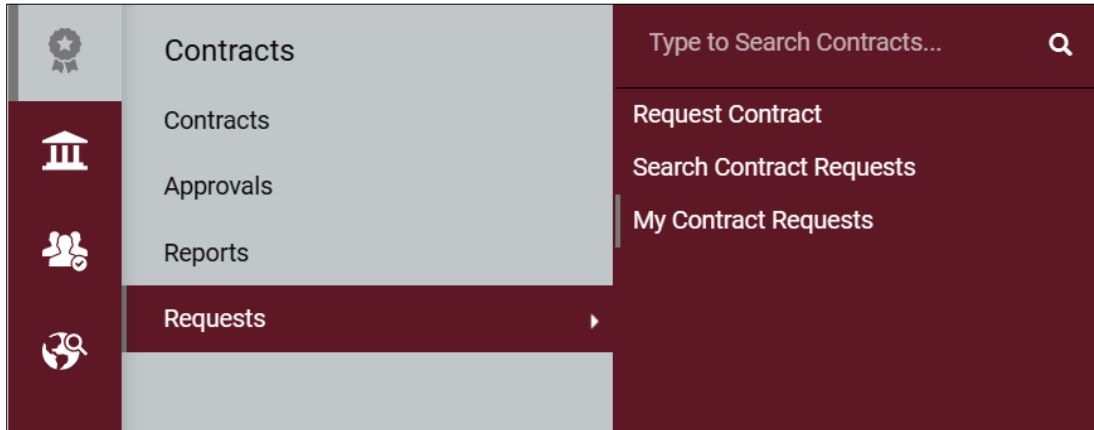
- Discussions - Click on the Discussions tab on the left side of the screen to add a message to the Contract Team regarding the contract.



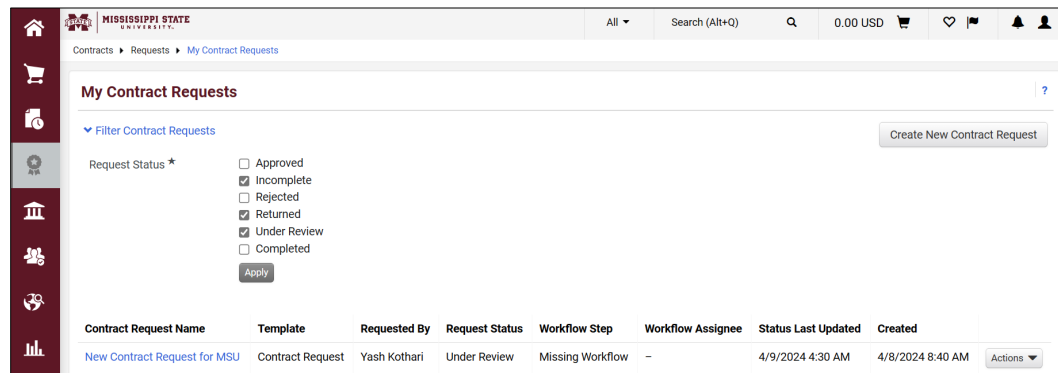
- Review and Complete - If any of the required Fields (Questions with an asterisk beside them) are not completed, the page will be shown as grey and say Incomplete. Once all required Fields are completed, the Review and Complete page will show green check marks and will say No required Fields or required Fields Complete.



10. Submit Request. Click Complete Request to submit the Contract Request. The Contract Request will be submitted and shown as “Under Review”.
11. Check Status of your Request - After submitting a Contract Request, check the status of your Request from any screen, by clicking Contracts > Requests > My Contract Requests.



- a) This will return the list of all Contract Requests you created. Select the request you wish to open by clicking on it. There are filters available to apply and find requests with a particular status-



- B) Now go to “Contract Request Workflow” tab from the left panel and there you will be able to see the approval status and can view the approvers for that step by clicking "View approvers".

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Contracts > Requests > My Contract Requests

0.00 USD

Back to My Contract Requests

New Contract Request for MSU

Form Number: 924133
Request Status: Under Review

Submitted 4/9/2024 4:30 AM

Contract Request Workflow

Missing Workflow (Active) View approvers

Contract Administrator Review (Future) View approvers

Finish

Contract Request Workfl...

Workflow Step Approvers (Missing Workflow)

Approver Group : Missing Workflow

Workflow Approver (DO NOT DEACTIVATE) noreply@msstate.edu

Close

★ Required