EPIC Contract Request Form Updates

With a focus on simplifying steps and clarifying tasks that are required in the contract request process, updates have been made to the EPIC Contract Request form!

What's New?

Click Less

When the required information is always the same, then why not have the system do it for us?
Well that's exactly what has happened, the following fields now default to the required selection:

- **Test Project field**
  - This field now defaults to NO. This ensures Purchasing Services can see the request.
- **What type of Request is this field?**
  - This form is now only used for requests related to contract agreements. You no longer need to select the request type as this field will default to the required information of *Contract*.
- **Removal of Approval Questions**
  - At the bottom of the initial request form there were 3 questions which could add approvals to your request. These approvals are not required so all 3 questions have been removed.

Redefined Contract Types

Contract types capture the kind of agreement you are requesting while supporting the management of contracts. The new options focus on clarifying the type of contract agreement you have and removes the "industry jargon".

- Your new Contract Type** options include:
  - Independent Contract Agreement (ICA) - Signed Agreement
  - Secondment Agreement
  - Supplier Agreement (Supplier's Document)
  - Construction Related Agreement
  - Informal Agreement (No Official Contract Document)
  - University-wide Supply/Service Agreement

  Definitions of each contract type are included in the NEW **How to Create a Contract Request guide for you!

Updated Tasks

Once you have completed the initial request form, there are tasks that require your action to complete the request process. Knowing exactly what each requires makes the job that much easier!

- **Expanded 'How To' instructions to complete each task**. Getting stuck on a request task can be frustrating! We have updated each task with improved instructions to help you through the process.
  - View these while you are in your request by clicking the *Task Title* & selecting *View Task Details*.
- **Revised wording on Final Task!** The last task in your request is an approval task that requires you to submit the request to Purchasing Services for review/approval. The previous wording on this task, *Approval of Contract Request- Purchasing Services*, was confusing and has changed to say exactly what needs to happen.
  - This has been revised to ***Submit Request*** and includes the instructions as mentioned above.

Updated Contract Request Guide

When changes occur we need to make sure that supports are in place for you!
Get step by step instructions on this process in the **How to Create a Contract Request Guide available** on the
Aurora Finance Manuals and Resources website