Getting Started

Before you go into EPIC to start a contract request for a Service Agreement

Get ready to start:

- Scan a copy of the required documents
  - Description of Services
  - HR Approval
  - All related documents
- Know the total amount of the agreement and of any additional expenses if applicable
- Know the Start and End dates of the agreement
- Get the FOAP that will be used
- Confirm who will be the signing authority, this is who will be authorizing the total amount to be charged to the Contract (EPIC access required)
- Define who the Department Contact/Contract Contact will be. This is the invoice approver which is equal to receiving and does not need to be an individual with signing authority.

Creating a Request for a Service Agreement

1. Click on the Create menu and choose Contract Request (Procurement).

2. Complete the following fields:
   a) Name: The Supplier and a brief explanation of the expected service.
   b) Description: Provide the full details of what will be included in the contract such as the type of services or goods to be provided by the supplier.
   c) What type of request is this? Click in the field and select Service Agreement from the drop down.
   d) Is this an Amendment? Select No.
   e) Supplier: Choose the supplier for the contract.
      i) Click in the Supplier field and select Search More.
      ii) Enter the Supplier name in the search bar and click Search.
      iii) Select the radio button to the left of the desired supplier to select.
      iv) Click OK to return to the form page.
   f) (Optional) Enter supplier email address: Provide the email of the supplier you have contact with so they will receive a copy of the final contract.
   g) Contract Amount: Enter the amount of the contract for the Fiscal year.
   h) Are additional expenses applicable to this agreement?: Click in the field and select Yes or No.
      - If you choose Yes:
        ◊ Upon receipt of invoice(s), enter the maximum dollar value of additional expenses that will be paid in connection with the Services: Enter the maximum amount to be paid.
        ◊ If there are expenses other than travel, accommodation and communication included in additional expenses, list them here: Enter the description of the additional expenses that are to be included.
   i) Commodity: Choose the category of services or goods this contract is to provide.

Search for a broad description first then refine your search narrow down results. You can also view the Commodity Code Quick list: http://umanitoba.ca/computing/renewal/aurora/finance/1341.html

j) FOAP: Enter the FOAP for your contract.
   i) Click the Fund field and select Search More.
   ii) Enter the Fund number or name in the search bar and click Search.
   iii) Locate the Fund in the search results and click Select.

Repeat the above steps (i-iii) for the Organization, Account and Program codes.

To do split accounting for a contract, define the allocation amongst the FOPs in the Payment Terms section.
2. **checklist.**

1. Complete your request and submit to Purchasing Services. In the Contract Request Workspace you must complete tasks to be completed by.

2. **k) Department Name:** Enter the name of your department.

3. **l) Department Address:** Enter your department address.

4. **m) City Provincial Postal Code:** Enter the city, province and postal code of your department. (e.g. Winnipeg MB R3T 2N2)

5. **n) Department Contact:** Select the individual from the department that the supplier can contact.

   i) Click Select.

   ii) Search for the person in the field provided.

   iii) Click on a the checkbox beside the name then click Done.

6. **o) Department Phone Number:** Enter the office phone number for the Department Contact.

7. **p) Date Fields:**

   i) **Start Date:** start date of the contract.

   ii) **Expiration Date:** (Optional): For internal billing purposes, Purchasing Services will enter a date that is one to two months past the end date to allow for invoice processing.

   iii) **End Date:** enter the date you expect the services to be completed by.

8. **3. Review all information.**

9. **4. Click Create** once all required fields are filled.

10. **5. Your Contract Request Workspace is created.**

### COMPLETING TASKS FOR A SERVICE AGREEMENT continued...

#### In the Contract Request Workspace you must complete tasks to complete your request and submit to Purchasing Services.

1. All the tasks required are listed on the Tasks tab. This is your checklist.

2. **2. Task 1—Add Signing Authority to Teams Tab**

   a) Select the Team tab.

   b) On the right side of the page, click Actions then select Edit.

   c) Click the Signing Authority field and select Search More.

   d) Enter the person’s name in the Search Bar and click Search.

   e) Locate the name in the listed results and select the checkbox beside the name then click Done.

   f) You will be returned to the Team tab, click OK.

   g) Return to the Tasks tab.

   h) Click on the task. A drop down menu will appear.

   i) Select Mark Complete.

3. **3. Task 2—Attach Description of Services in Documents Tab**

   a) In the Document column beside the task name click on the link “Contract Request Attaching Document Instructions—Description of Services Guide”

      i) A drop down menu will appear.

      ii) Select Replace Document.

   b) Select Browse to find the scanned documents you saved then choose Open to pull your document into EPIC.

   c) Select Replace.

   d) Ensure the radio button beside the option “Replace document by uploaded file” is selected and click OK.

      i. You will be prompted to update the name of the document and add comments optional). Click Save.

   e) You are returned to the Tasks tab.

   f) Click on the task. A drop down menu will appear.

   g) Select Mark Complete.

4. **4. Task 3—Attach HR Approval in Documents Tab**

   a) In the Document column beside the task name click on the link “Contract Request Attaching Documents Instructions - HR Approval”.

      i) A drop down menu will appear.

      ii) Select Replace Document.

   b) Select Browse to find the scanned documents you saved then choose Open to pull your document into EPIC.

   c) Select Replace.

   d) Ensure the radio button beside the option “Replace document by uploaded file” is selected and click OK.

      i. You will be prompted to update the name of the document and add comments optional). Click Save.

   e) You are returned to the Tasks tab.

   f) Click on the task. A drop down menu will appear.

   g) Select Mark Complete.

5. **5. Task 4—Attach Additional Relevant Documents**

This is an optional task if you need to add additional documents to your service agreement request. (If not needed, you can immediately select Mark Complete)

To add documents:

   a) Navigate to the Documents tab.

   b) Click Actions (located on the right side) and select Document.

   c) Select Browse to locate and select the document.

   d) Click Create then in the following page click Done.

   e) Your document is attached.

   f) Return to the Tasks tab, to finish task by selecting Mark Complete.
6. Task 4—Submit Request
The final task must occur for Purchasing Services to receive your request.
   a) Click on the task name and select View Task Details.
   b) In the following page, click Submit.
The contract request is now submitted to Purchasing Services for approval. If any additional information is required, you will be contacted directly.

AMENDING AN EXISTING SERVICE AGREEMENT
Changes can be made to existing service agreements. These are called amendments. This can include extending the term, increasing the amount, changing the scope of work or the FOAP. This can only be done by the original requestor of the contract. If the original requestor has left the department, contact Purchasing Services to have the contract transferred to another person.

To make an amendment to a contract, follow the steps below:
1. Click Create from the Home Dashboard and select Contract Request (Procurement).
2. When the form opens, populate the following fields:
   a) Copy from Contract
      i) Click the field for Copy from Contract and select Other.
      ii) Search for the original contract by ID (this begins with a CW) or name.
      iii) Locate the original contract in the results and click Select. You will be returned to the form page. This will populate part of the information in the form.
   b) Is this an Amendment?
      i) Click Yes.
      ii) The field Enter reasons for Amendment and C# in field below will appear. Enter what it is that you will be amending in the contract. E.g. Increasing amount or extending the term.
      iii) Contract Terms C#: Enter the C# in the field provided.
   c) Predecessor Project
      i) Click the field for Predecessor Project and select Other.
      ii) Search for the original contract by ID (the CW# of the contract) or name.
      iii) Locate the original contract and click Select. You will be returned to the request page. The remaining information will be populated in the form from the original contract request.
   d) Agreement Date:
      i) Add the date that the amendment starts in this field.

   e) Prompt to copy documents and team members from the previous project will appear at the bottom of the page.

If you choose Yes, in the Contract Request Workspace on the Team Tab you must replace the Contract Manager with Purchasing Services Receptionist.
4. Make your edits as required. Once complete, click Create.
5. You will be brought to the Contract Request Workspace of your contract request.
6. Complete the Tasks in the Tasks Tab to complete the amendment request. Note: You will need to obtain and upload HR approval for the amendment. (See section Completing Tasks for a Service Agreement for step by step instructions)

MANAGING CONTRACT REQUEST
You may edit information as well as withdraw or close a contract request before it is approved by Purchasing Services.

How to check if your request is still “In Approval”:
1. Click on the Tasks Tab.
2. View the status for “Submit Request”. If it has not yet been approval the status will state “In Approval”.

To Edit information:
1. Click on the Overview tab to edit FOAP, supplier, etc.
2. Locate the information that you would like to change. At the level of the section title, on the right side, click Actions then select Edit.
3. You can edit the information as required then click OK.

   Hint: To edit Contract Request Title, click Actions in the Overview section.

To Withdraw a request if not approved:
If you want to wait to proceed with a contract, you can withdraw the request and submit it again later.
1. Click the Tasks tab.
2. Click the task titled Submit Request then in the drop down menu choose View Task Details.
MANAGING CONTRACT REQUESTS continued...

3. In the following page, click Withdraw. This will withdraw your request from the Purchasing Services approval queue.

HINTS AND TIPS

To Close a request:
If you do not wish to go forward with your contract request and it is still in the approval queue for Purchasing Services, you can withdraw and close it so no further action can be taken.
1. Follow the instructions to Withdraw your request.
2. Once withdrawn, go to the Contract Attributes section on the Overview tab and click Actions then select Close.

APPROVING AN INVOICE ON A CONTRACT

Contract Invoices will appear in your To Do box with the action required of Approve.
Contract Invoices can only be approved within EPIC.
1. Locate the IR in the To Do box.
2. Click the action required Approve.
3. The IR will open. You can review the original invoice by selecting the uploaded pdf version.
4. After reviewing the invoice, click Approve.
   If there is an error on the invoice, do not approve. Contact the Supplier and request a credit. Ensure the credit is provided to Supplier Payment Services (SPS). Once the credit is applied, Approve the IR. If the work has not taken place, you can wait to approve until it has been completed. Add a comment in the IR for SPS to be aware of the situation.

REPORTS

There are a number of EPIC reports available to you, to keep track of the contracts in your department:
- **My Open Contracts**
  Provides information for contracts still open under your name, someone else’s or your entire department.
- **Contract Amount Left**
  Able to give you information on how much money is left on a contract.
- **Invoice Summary Report by Contract**
  Provides a list of invoices that have been applied to your Contract.

For further instructions on running reports, refer to the EPIC reporting guide available here:

OTHER RESOURCES

Additional resources to assist with contract requests and related tasks are available at:
http://umanitoba.ca/computing/renewal/aurora/finance/training/AFP_trainingresources.html

Need help navigating EPIC?
Contact Aurora Finance at 480-1001 Option 2 or email epic@umanitoba.ca.

Questions for Purchasing Services regarding your Contract?
They can be reached by email at Purchasing@umanitoba.ca or by phone at 474-8348.

MANAGING CONTRACT REQUESTS continued...

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HINTS AND TIPS

To search for a Contract Workspace (CW):
1. In the search bar, choose the document type **Contract Workspace (Procurement)**.
2. Enter the CW# or Title in the field provided and click the magnifying glass icon to execute the search.
3. Locate the contract in the search results and click the title of the contract then Open.

Purchasing Services Contact
Every contract is assigned to a Purchasing Services Consultant. This person can assist with changes or answer questions related to your contract.
To find out who is your Purchasing Services Consultant for your contract, navigate to the Contract Workspace and select the Team Tab. The Contract Manager listed will be your contact in Purchasing Services.

SEARCHING CONTRACTS

You can view any contract in EPIC, regardless if you or another person created it.
To search for a Contract if it is complete:
1. In the search bar, choose the document type **Contract**.
2. In the ID field, enter the **contract number (C#)**. The “C” must be capitalized. Click the magnifying glass icon to execute search.
3. Click on the Contract in the results list to view information.

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