

Contract Requests

This Quick Reference Guide (QRG) is designed to walk the department user through submitting a Contract Request.

1) When should I use this form?

A Contract Request should be submitted when:

- You need a contract reviewed and signed by Procurement & Supplier Diversity Services (PSDS)
AND
- You do not need a Purchase Order (PO) issued to a supplier: you are either paying using a T&E card or there is no cost associated with the contract.

2) How will PSDS follow-up on this request?

Once submitted, a PSDS team member will action your request, and follow up with you and the vendor via email. If you have a question regarding the status of your submission, please reach out to askfinance@virginia.edu.

Table of Contents

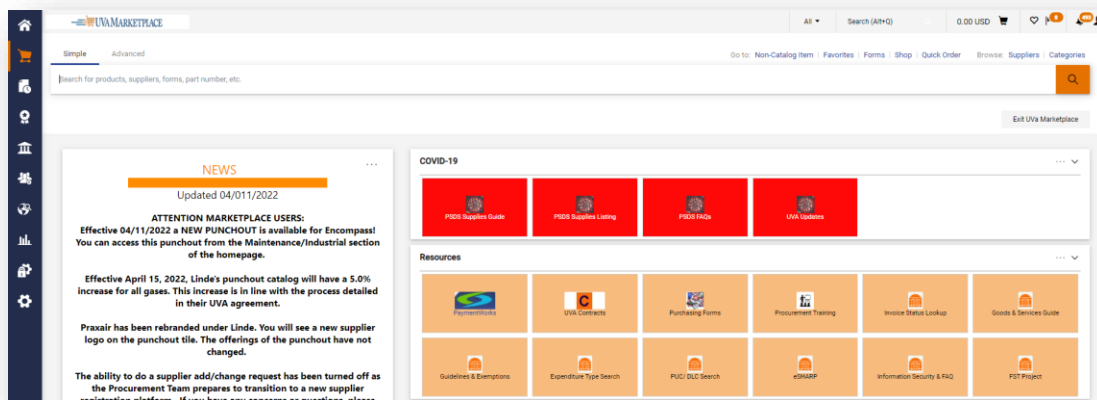
Creating a Contract Request..... 1

Table of Contents 1

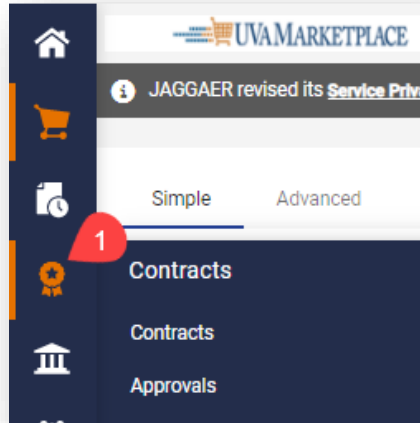
Procedure..... 1

Procedure

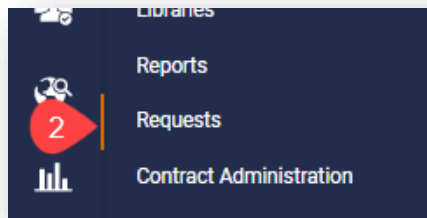
1. Log in to the UVA Marketplace



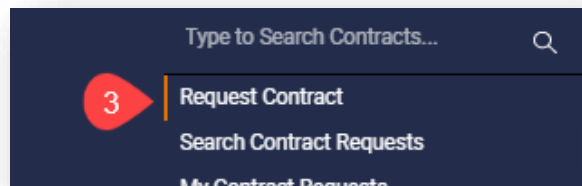
- 2. Navigate to Request Contract
 - a. Option 1:
 - i. Contracts



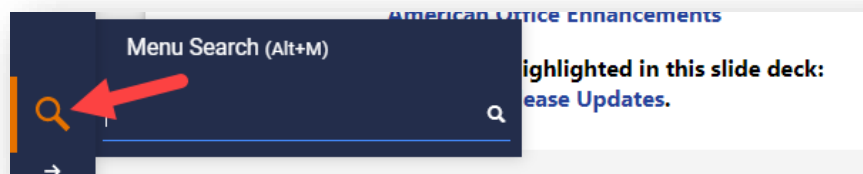
- ii. Requests



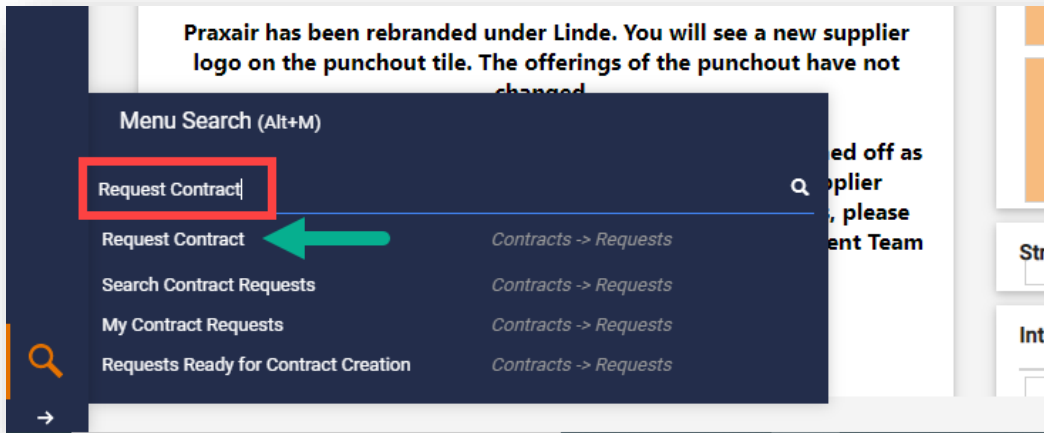
- iii. Request Contract



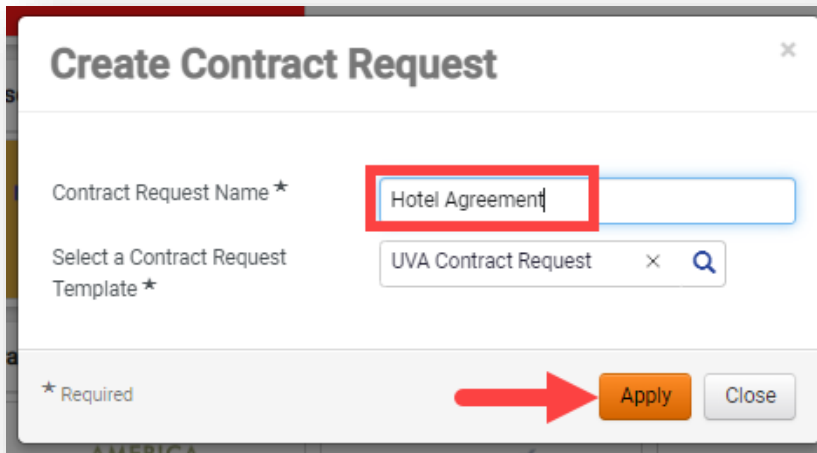
- b. Option 2:
 - i. In the bottom left of the Marketplace homepage, click on the magnifying glass



ii. Type in 'Request Contract' and click on the Request Contract option that displays



3. When prompted, enter a name for your Contract Request and hit Apply



4. Read through the Contract Request Instructions and click on **Next** on each page to navigate through the request and complete the required questions.

← Back to My Contract Requests

Hotel Agreement Print Request | History | ?

Form Number: 681783
Request Status: Incomplete

Instructions

1. Add attachments as applicable, including:

- Current document for review & signature
- Other applicable docs (competing quotes, historical POs, previous agreement, etc.)

2. Do you need a PO to accompany this request? If yes, the proper procedure is to submit a requisition in Workday. **Completion of this form will not result in the issuance of a PO.**

3. If you need assistance with this request, please contact askfinance@virginia.edu, and include the subject line 'Contract Request Form'

Next >

a. **Details:** Displays the name on your Contract Request, which can be updated if needed.

Hotel Agreement Print Request | History | ?

Form Number: 681783
Request Status: Incomplete

Details

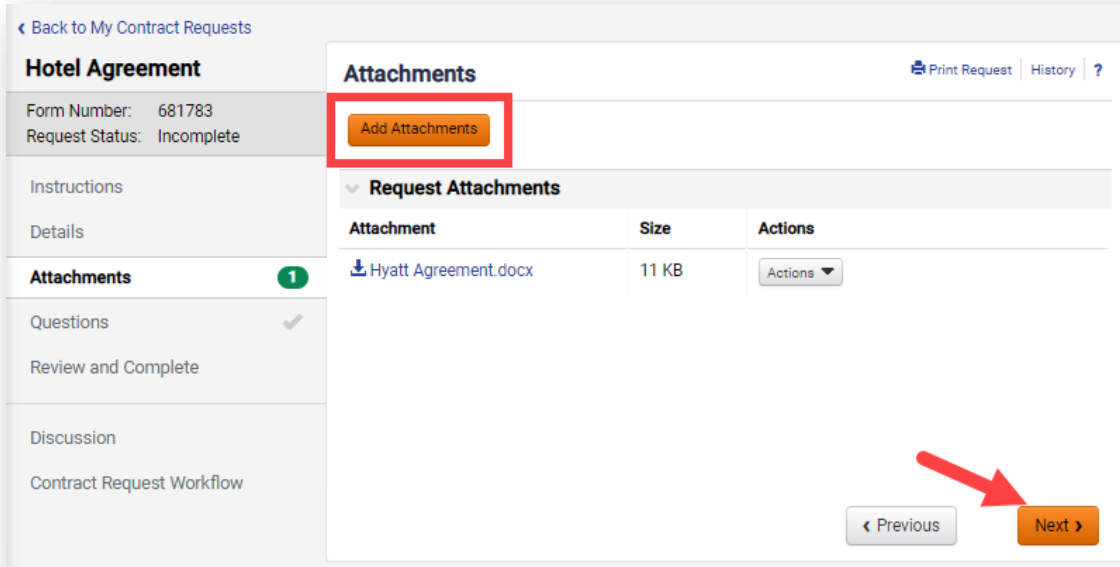
Contract Request Name *

Template: UVA Contract Request

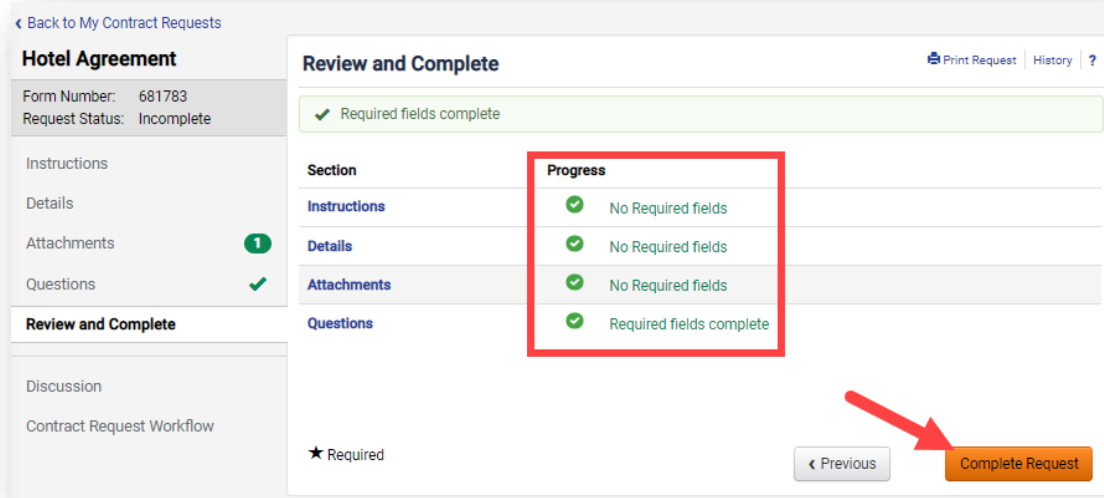
Contract Type: UVA Agreement

Description: Contract Request Form – No PO

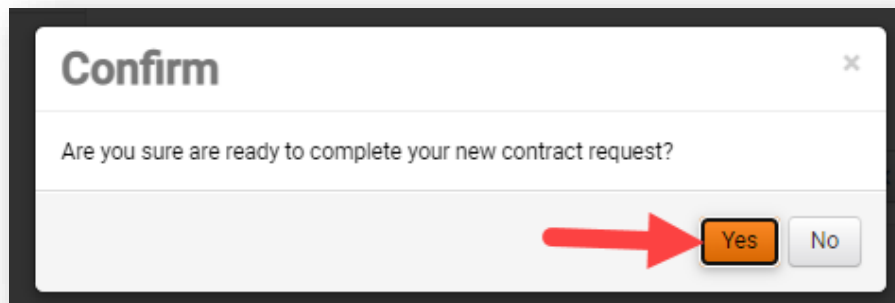
b. **Attachments:** Attach any necessary documents, including the contract/document needing a signature, or any other quotes, previous agreements, etc.



- c. **Questions:** Read through and complete the questions.
 - i. **Payment Method:** Confirm if this contract will be paid using a Travel & Expense Card, or if this type of request does not require a payment
 - 1. **Reminder:** If a PO is required, please cancel this request and submit a Non-Catalog Order Form instead.
 - ii. **Supplier Name:** If applicable, enter the supplier’s name as it is displayed in Marketplace. If the supplier is not registered, enter the name as displayed on the contract, or enter “N/A” if a supplier is not needed for the request.
 - iii. **Supplier Contact/Email Address/Phone Number:** Provide the name, email address, and phone number of the supplier or party that the contract is with that is best to be listed on the contract.
 - iv. **UVA User ID/Email Address:** Provide the user ID of the UVA person that is the best contact to be listed on the contract for the buyer and supplier.
 - v. **Type of Purchase:** Select the type of contract being requested.
 - vi. **Description of Request:** Provide a short description of the contract being requested.
 - vii. **Total Projected Cost of Contract:** Indicate the dollar amount range you expect the contract to be. If a contract amount is not applicable, select \$0 - \$10,000
 - viii. **Attachment Confirmation:** Review and confirm that you attached any necessary documents on the Attachments tab.
- d. **Review and Complete:** When all the sections have a green check mark, you can proceed with submitting your request for approval



e. Confirm you would like to submit the contract request



5. Once submitted, you will be taken to the **My Contract Requests** screen showing a list of all your Contract Requests created and/or submitted by you. A green success message will also appear at the top for your most recent Contract Request.

