

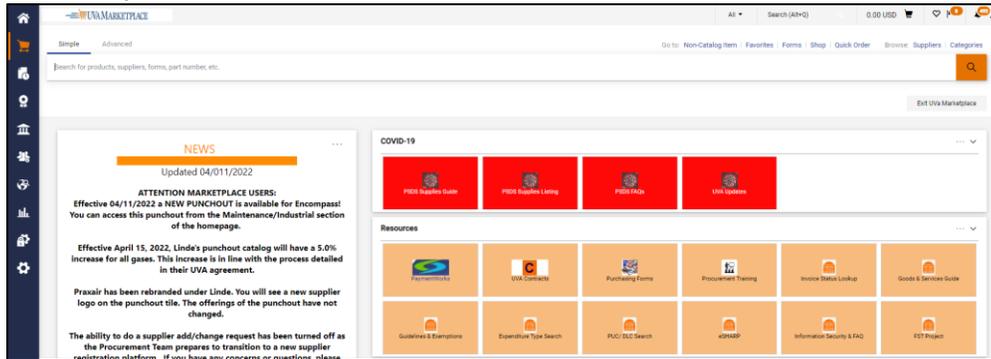
Contract Requests

This Quick Reference Guide (QRG) is designed to walk department users through submitting a Non-PO Contract Request. A Non-PO Contract Request should be submitted when you need a contract reviewed and signed by Procurement Services **and** you do not need a Purchase Order (PO) issued to a supplier. This happens if you are either paying using a T&E card or there is no cost associated with the contract.

Once submitted, a Procurement Services team member will act on 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.

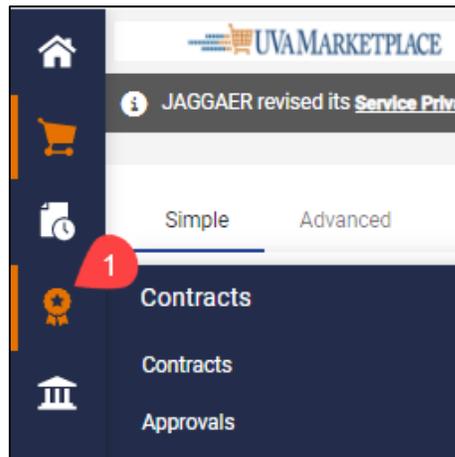
Procedure

1. Log in to UVA Marketplace.



Navigate to Request Contract from the UVA Market Place Home screen by:

2. Navigate through Contracts:
 - a. Select the **Contracts** icon.



- b. Select **Requests** from the dropdown menu.

Create Contract Request

Select a Contract Request Template

Contract Request Name

★ Required

Apply Close

On your **Contract Request** screen:

4. Read through the Contract Request Instructions.
5. Select **Next**.

Hotel Agreement

Form Number: 681783
Request Status: Incomplete

Instructions

1. Add attachments as applicable, including:
o Current document for review & signature
o 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 >

On the **Details** screen:

6. **Contract Request Name** – Auto-populates with the name on your Contract Request. Update the name as needed.
7. Select **Next**.

Non-PO Contract Requests – Quick Reference Guide

Hotel Agreement

Form Number: 681783
Request Status: Incomplete

Instructions

Details

Attachments 0

Questions ✓

Review and Complete

Discussion

Contract Request Workflow

Details

Contract Request Name * Hotel Agreement

Template UVA Contract Request

Contract Type UVA Agreement

Description Contract Request Form - No PO

< Previous Save Progress Next >

On the **Attachments** screen:

8. Attach any necessary documents, including the contract/document needing a signature, or any other quotes, previous agreements, etc.
9. Select **Next**.

< Back to My Contract Requests

Hotel Agreement

Form Number: 681783
Request Status: Incomplete

Instructions

Details

Attachments 1

Questions ✓

Review and Complete

Discussion

Contract Request Workflow

Attachments

Add Attachments

Request Attachments

Attachment	Size	Actions
Hyatt Agreement.docx	11 KB	Actions

< Previous Next >

On the **Questions** screen:

10. Complete the following fields:
 - a. **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



If a PO is required, please cancel this request and submit a Non-Catalog Form Request instead.

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- b. **Supplier Name** – Enter the supplier’s name as it is displayed in Marketplace, if applicable. 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.
- c. **Supplier Contact/Email Address/Phone Number** – Enter in 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.
- d. **UVA User ID/Email Address** – Enter in the user ID of the UVA person that is the best contact to be listed on the contract for the buyer and supplier.
- e. **Type of Purchase** – Select the type of contract being requested.
- f. **Description of Request** – Provide a short description of the contract being requested.
- g. **Total Projected Cost of Contract** – Enter in the dollar amount range you expect the contract to be. If a contract amount is not applicable, select \$0 - \$10,000.
- h. **Attachment Confirmation** – Review and confirm that you attached any necessary documents on the Attachments tab.

11. Select **Next**.

On the **Review and Complete** screen:

- a. Select **Complete Request** when all the sections have a green check mark. This will submit your request for approval!

Back to My Contract Requests

Hotel Agreement

Form Number: 681783
Request Status: Incomplete

Instructions
Details
Attachments **1**
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

On the **Confirm** screen:

- b. Select **Yes** to confirm you would like to submit the contract request.

Confirm

Are you sure are ready to complete your new contract request?

Yes No

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NOTE

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.

UVA MARKETPLACE

Contracts > Requests > My Contract Requests

Success
Contract Request Submitted

JAGGAER revised its [Service Privacy Policy](#) effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy.

My Contract Requests

> Filter Contract Requests Create New Contract Request

< > Page 1 of 2 1-10 of 14 Results 10 Per Page

Contract Request Name	Template	Requested By	Request Status	Workflow Step	Workflow Assignee	Status Last Updated	Created	Actions
Hotel Agreement	A Contract Request	Erika Szewczyk (local)	Under Review	Contract Request Approval	-	5/16/2022 3:58 PM	5/16/2022 3:07 PM	Actions