Contracts Highlights

Create and Manage Contracts

Complete, electronic storage of contract documents

List of entity's contracts, including contract specific documents

Ability to record modifications, renewals and cancellations

Easily reassign the contract or add additional team members

Contract numbers populate for requisitions through eVA's P2P application

Track contract spend



Supports agency specific contracts and cooperative contracts

Set and receive renewal notifications

Listing of subcontractors for the contract and tracking of subcontractor payments

Report contract expenditures

Create parent and child contracts

Provides end users contract purchasing through shoppable contract line items

Contracts: Key Points

Contract Creation Process

Once the sourcing event completes and the solicitation is awarded, the next phase is adding the contract details in eVA. This must be done before the buyer starts placing an order. The contract creation process is as follows:

01 Create a new contract

02 Author the contract record

03 Submit the finalized contract record

04 Add contract expenditures

05 Update/Amend/ Cancel or Terminate contracts



Steps to Create a New Contract from Sourcing

01 From an existing sourcing project, click the **Contract** tab from the left-navigation pane and then click **Create/Update a contract**.

02 Contract option will be defaulted to **New contract**.

03 Fill out the mandatory fields under the **General Information** and **Scope of Application** sections, and click **Save & Close**.

Note: This creates a contract shell. Within this shell, a contract record is entered by filling in all the details and submitting it for approval.

04 Access this contract using the **Browse Contracts** tab under the **Contracts** menu.

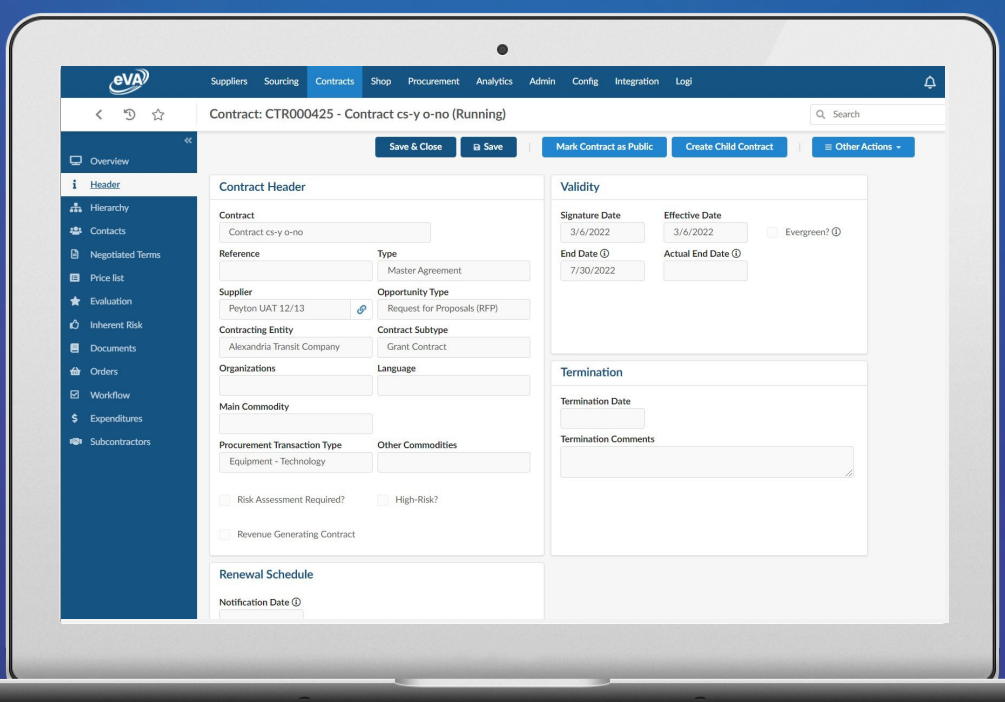
05 From the **Info** tab, select the **Opportunity Type**, **Procurement Transaction Type**, **Funding Sources**, **Effective Date**, **End Date** and **click Save.**

06 Select the **Documents t**ab then click the pencil icon to select the **Publication Type** and check **Visible to Supplier** box. Then select **Save** and **Approve.**
Note: The Document Status will update to **Approved.**

07 Navigate back to the D**ocuments** tab and repeat **steps 6** to review and approve additional documents.

08 Once all the details are confirmed the Approval Process begins, select **Submit for Review, Approve for Signature** and finally **Approve**.

09 To publish the contract select **Mark Contract as Public** and click **OK** to the confirmation question.



Additional Information

Once you have established a contract with a supplier, you can buy from this contract using the requisition process. At this stage, you need to maintain this contract in eVA by completing a few additional tasks. These include, but are not limited to:



Manage Subcontractor Reports

- eVA creates and sends a subcontractor report and a notification to the supplier.
- The supplier reports the payments made to its subcontractor and accordingly updates and submits the report to the buyer.
- The buyer or person in the Responsible role can manage the subcontractor payment report information for the contract record.
- Select **Suppliers > Subcontractor Reports**.



Amend Contract

- Reasons to amend a contract include renewals, modifications, and extensions.
- The amendment is reflected on the original contract. The amendment number is added to the end of the original contract number, and the existing information is populated to the amended contract.
- Select **Other Actions** > Create **Amendment**



Cancel or Terminate Contracts

- A contract can be terminated for various reasons.
- Select **Other Actions** > Create **Amendment** > Select the **Header** tab of the contract-> Select **Termination Date** under **Termination** section->Enter the reason for termination in the **Termination Comments**.



Contact your DPS Account Executive for more information