

Creating a Contract Request

1.	Navigate to the Folder, within the Personal Tab, where you would like the contract request to be stored
2.	Click the New Document icon
3.	Within the New Document: Template Selection window, select: <ul style="list-style-type: none"> • Template Type: Contract Request • Template Category: No Selections Available • Template Name: Select Appropriate Contract Request (based on campus)
4.	Click the Next command button
5.	Enter information in <i>ALL</i> applicable fields on the Enter Info tab
	<p>IMPORTANT: The fields on this tab populate the resulting contract request form. A Buyer or Coordinator will use this information to create the contract. Use complete sentences, correct spelling, grammar, etc. Although not all fields are required, missing or incomplete information may cause a delay in the processing of your contract. Be as complete and detailed as possible.</p>
6.	Click the Next command button
7.	Enter information in <i>ALL</i> applicable fields on the Set Properties tab
	<p>IMPORTANT: The fields on this tab populate the contract request metadata. Fields marked with a red asterisk (*) are required. Use complete sentences, correct spelling, grammar, etc. Be as complete and detailed as possible.</p>
	<p>Note: There may be a time delay for iCS to refresh the screen (<i>e.g. Organization Code</i>).</p>
8.	Click the Next command button
9.	Click the Finish command button

Additional Information:

Entry Standards

- Use standard naming conventions
- Health Care Services section is primarily used by UIC
- Do *NOT* complete the sections for University Contract Records Office (UCRO) or Capital Programs
- For **Purchasing** – when creating a PO in Banner, enter the Contract number in the PO document text section.