iCS
Illinois Contract System

Creating a New Contract: Using a Contract Template

1.	Login to iCS (if necessary)
2.	Click the **Documents View** icon (if necessary)
3.	Click on the **Personal** tab (if necessary)
4.	Navigate to the folder, within the **Personal** tab, where the document will be stored while in development
5.	Click the **New Document** icon
6.	Within the **New Document: Template Selection** window, select the: • **Template Type** (Contract) • **Template Category** (Payable, Receivable, or No Fund) • **Template Name**
7.	Click the **Next** command button
8.	Review and verify selected **Clauses** (not applicable to every template)
9.	Click the **Next** command button
10.	Enter information in *ALL* applicable fields on the **Enter Info** tab
	IMPORTANT: The fields on this tab populate the resulting contract. An empty field will result in a blank field in the contract. If information truly does not apply, be sure to edit the resulting Word document to remove any blanks or document error messages. Use complete sentences, correct spelling, grammar, etc. Be as complete and detailed as possible.
11.	Click the **Next** command button
12.	Enter Information in *ALL* fields on the **Set Properties** tab
	IMPORTANT: The fields on this tab populate the contract metadata. Metadata is used in searching and reporting. These fields have all been determined to be critical in those functions.
	Note: There may be a time delay for some fields (e.g., Organization Code).
13.	Click the **Next** command button
14.	Click the **Finish** command button
	Note: The document appears in the folder within the **Personal** tab selected in Step 2.

Additional Information:

Entry Standards

- Use standard naming conventions
- Health Care Services section is primarily for UIC
- Do *NOT* complete the sections for University Contract Records Office (UCRO) or Capital Programs