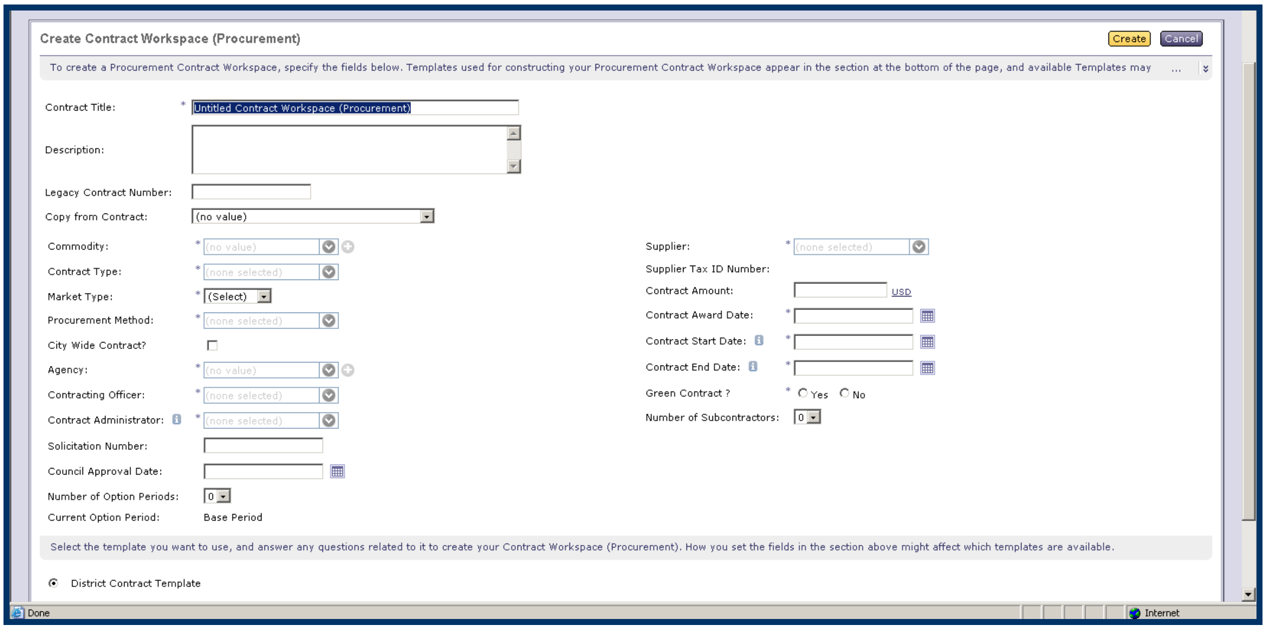
Last Revised: 6/9/2010

Creating a Contract

1. From your Dashboard, click on **Create Contract Workspace (Procurement)** under your list of Common Actions on the left side of the screen



2. The Create Contract Workspace screen will appear; fill in all required (*) fields.
3. Click the yellow **Create** button at top right of screen. (If something is incorrect the system will let you know what fields need to be corrected or filled in.
4. Once you have clicked the Create button, you will see the Contract Workspace screen. In the Documents section, click on **Pricing Terms** and select **Open** from the dropdown picklist.
5. Review the Mandatory Data and click **Ok**.

6. You are now in the Definitions Page. On the left hand side of the screen you will see the Wizard page links to guide you through the document. You can click **Next**.
7. You are at the Limits Page. All fields are optional (note: Not to Exceed should be populated with the contract value). Click **Next**.
8. You are at the Pricing Terms Page. Click on **Add Items**, then click the yellow **Create Item** button at the right side of the page.
9. Add a Full Description, Commodity Code, and Negotiated Price, then click **Ok**
10. Add additional Items as required, then click **Done**. Review the Item(s) created, then click **Next**.
11. You are at the Milestones Page. All fields are optional (Note: this is where you should enter your Supplier Insurance Type and Expiration). Click **Next**.
12. You are now at the Summary Page. The Summary Page contains all the contract details that you configured on the previous pages. Review all your data and click **Save**.
13. From the Contract Workspace, click on **Actions** under the Contract Attributes section, and then select **Publish**.
14. You will see a summary of the Pricing Terms you entered; review and click **Submit** to send the contract to your Contracting Officer for approval.