

# BUYWAYS - Contract Request Form

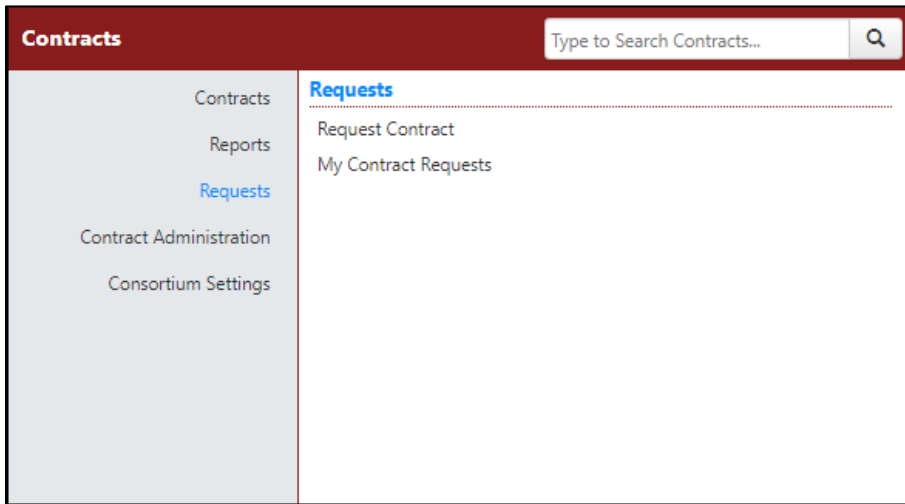
This would include but not limited to services over \$10,000, such as software licensing agreements, rentals, leases, performers, maintenance agreements, etc. This function replaces the contract form.

1. Before creating a contract request form, you **must** verify that the vendor is in BuyWays.

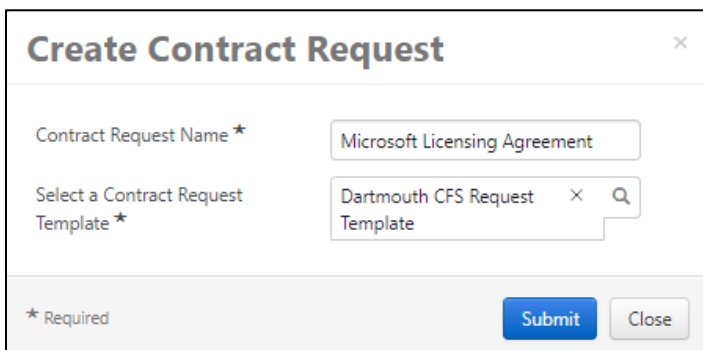
2. In BuyWays, begin **Request Contract**



by navigating to the tab and scroll to **Requests** and select



3. Next, in the box that appears, enter the name of the contract, ex. Microsoft Licensing Agreement. The **Contract Name** is the descriptive name value that a requestor gives to a particular contract. It is required and can be up to 100 characters long. User Upper and Lower case.
4. Then select the **Dartmouth CFS Request Template** and select **Submit**



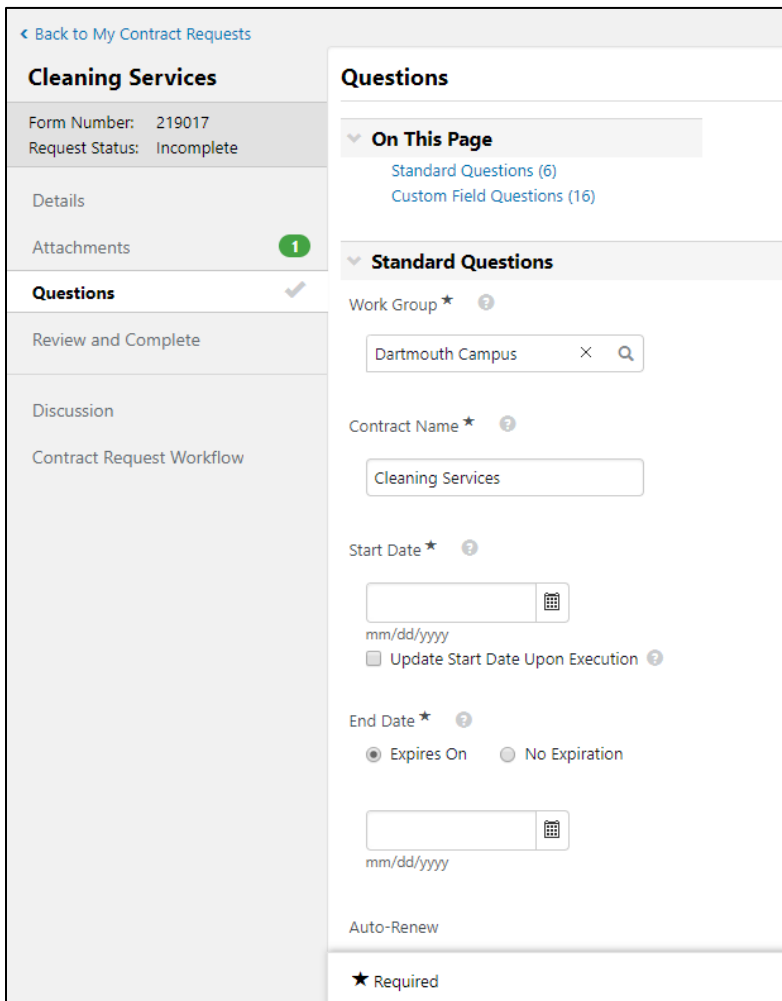
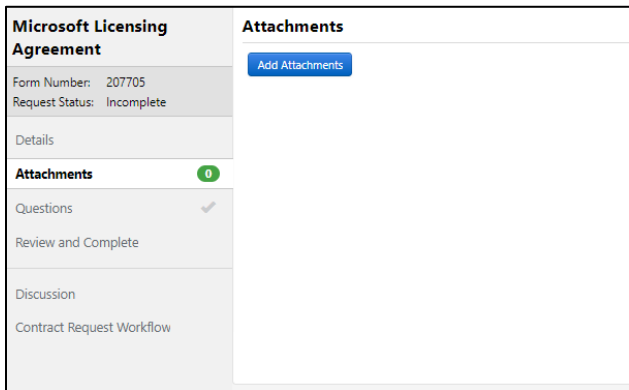
5. In the details page verify that the information is correct and select



6. Click **Next** to get to the **Attachments** tab and **Add Attachments**.

NOTE: Attachments are mandatory. Any request form without documentation will be returned to the requestor.


Upload the appropriate documentation for review such as the scope of services, agreement, proposal, quote, certificate of insurance, etc. and **Save Changes**. Once attachments have been uploaded, select **Next**.  
 Note: You may add multiple attachments. MS Word or workable PDF is preferred.



- **Working Group** – type in Dartmouth and select “Dartmouth Campus”.
- **Contract Name** – enter the contract name which is the descriptive name value that a requestor gives to a particular contract.
- **Start Date** – enter the start date. If the service will begin immediately check the box below next to *Update Start Date Upon Execution*. **(Date must be less than or equal to the requisition date)**
- **End Date** – enter the end date of the contract. NOTE: “No expiration” and “auto-renewal” contracts are not permissible. Every Agreement must have a termination date.

End Date ★ ⓘ

Expires On  No Expiration




06/30/2020 

mm/dd/yyyy



Auto-Renew

Yes  No


Renewal Term

0   Years 


Renewals Remaining

0  


First Party ★ ⓘ

Type to filter... 


Additional First Parties ⓘ

Type to filter... 

Second Party ★ ⓘ

Type to filter... 

Additional Second Parties ⓘ

Type to filter... 

★ Required

- **Renewal Term** – If the agreement has renewal options, enter the information here.
- **First Party** – this would be the owner of the contract, select or search “Dartmouth Campus”.
- **Additional First Party** - Not applicable.
- **Second Party** – this would be the individual or organization that the first party is entering into the agreement with. **(Supplier)**  
The supplier must be in the system.
- **Additional Second Party** - Not applicable.


- In order to verify that funding is available, a requisition number is required.  
*(Requisition needs to be submitted and department approved)*
- If applicable, enter the Bid number
- Enter the contract effective date.
- In the scope, briefly describe what services will be provided with this contract. A more detailed scope of services should be uploaded in the **Attachments**.
- If applicable, enter any amendment information. Amendments should be uploaded into the **Attachments**.
- **Responsible University Official would be the Name and Title** of either a department chair or the person responsible to oversee the services for the contract.
- **Notice to the University Line 1** is the name and title of the Procurement point of contact for the contract.

**Custom Field Questions**

Requisition Number \*

Bid Number

Contract Effective Date

mm/dd/yyyy

Scope

2000 characters remaining

Amendments

2000 characters remaining

Responsible University Official (Name and Title)

Notice to the University Line 1 (Name, Title)

Notice to the University Line 2 (Address, Email, Telephone)

Notice to the Contractor Line 1 (Name, Title)

Notice to the Contractor Line 2 (Address, Email, Telephone)

Rate

Rate Period

Pre-Approved Travel Amount

Reimbursed Expenses

Other Expenses Amount

Total Payments Not To Exceed

- **Notice to the University Line 2** is the address, email and telephone number of the University procurement point of contact for the contract.
- **Notice to the Contractor Line 1** is the name and title of the Contractor or Vendor point of contact for the contract.
- **Notice to the Contractor Line 2** is the address, email and telephone number of the Contractor or Vendor point of contact for the contract.
- **Rate** is the fixed hourly rate or monthly rate for the services. Enter the frequency (ex. Hourly, monthly) in the **Rate Period**.
- **Pre-Approved Travel Amount** if applicable, would be the amount, for example, that a consultant may charge to travel to the University for the services to be provided.
- **Reimbursed expenses** if applicable, any expenses incurred to provide the services required that are reimbursable to the contractor.
- **Other expenses amount** if applicable.
- **Total Payments not to exceed** should be the total amount for the services, travel, reimbursements and any other expenses included in the contract.

7. Once all of the appropriate fields have been completed, click **Save Progress** and **Next**. If everything required was entered, finalize the form by selecting **Complete Request** and confirm if it is ready to be submitted to Procurement.

**Review and Complete** [Print Request](#) | [History](#) | [?](#)

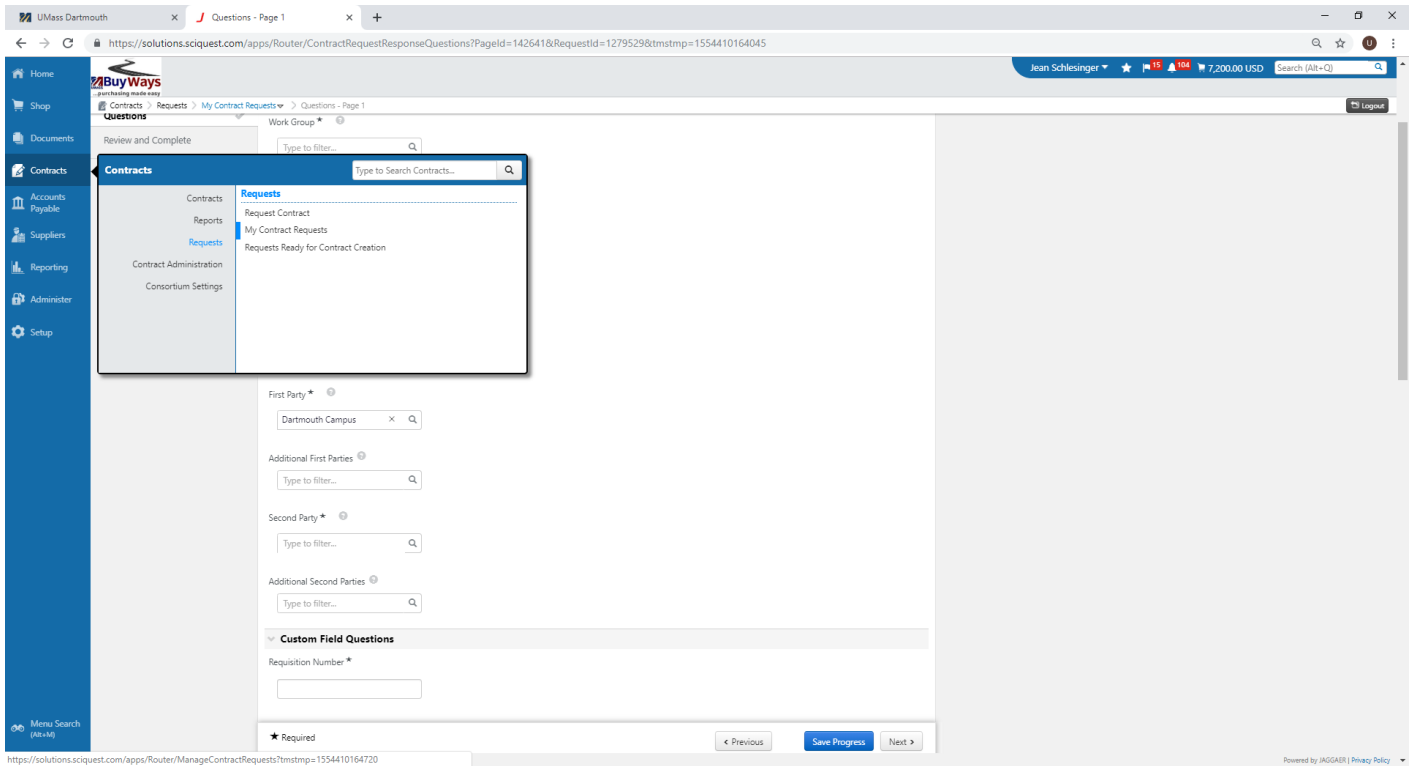
✓ Required fields complete

Section	Progress
<a href="#">Details</a>	✓ No Required fields
<a href="#">Attachments</a>	✓ No Required fields
<a href="#">Questions</a>	✓ Required fields complete

★ Required

## Searching for a Contract

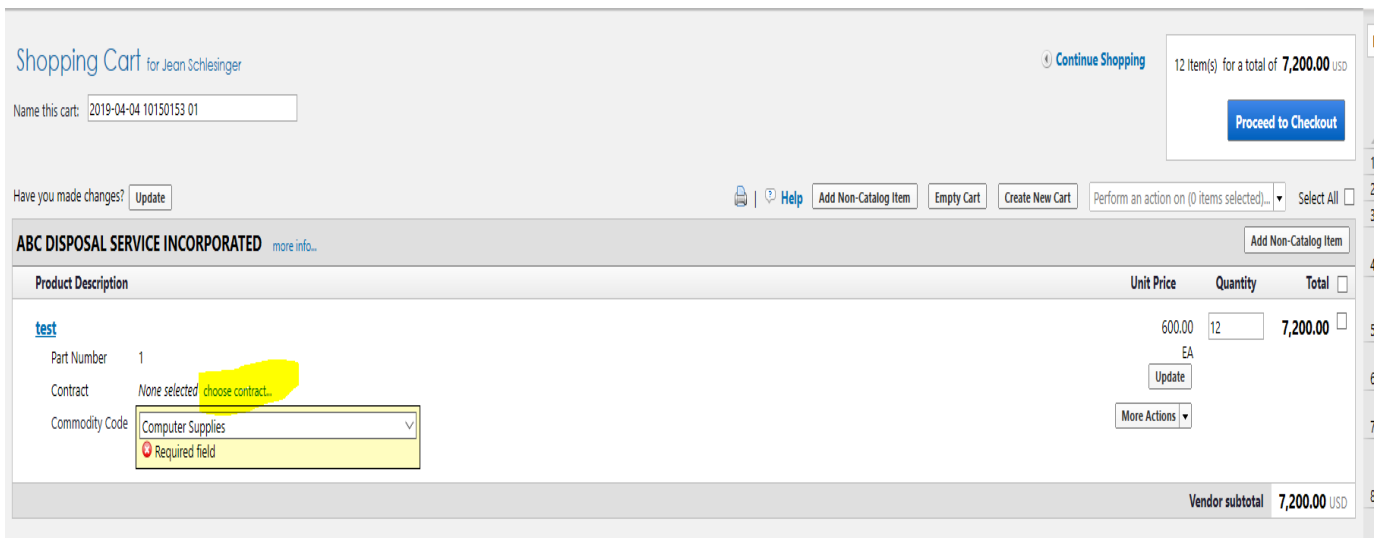
- Navigate to Contracts > Requests > My Contract Requests



## Attaching a Contract to a Requisition

The contract will be attached by procurement to the first requisition. The requisitioner should attach the contract to subsequent requisitions.

- In the Shopping Cart when you enter a commodity code you may select a contract.
- A contract must exist for the supplier for the link to appear.
- Click *Choose Contract*



- Turn on the Radio Button next to the contract.

<https://solutions.sciquest.com/apps/Router/SimpleCartPriceSelectPopup?DocumentId=116514651&LineId=434173267>

### Select a Price and Contract Here

#### Step 1: Select a Price

Price set currency USD  
 **600.00 USD**  
(Current price)

#### Step 2: Select a Contract

- No Contract  
 **DD15JD24 (Solid Waste & Recycling Contract)**

- Click OK