

This Quick Reference Guide (QRG) supports employees who have the authority to create a new Supplier Contract for copiers in Workday.

To create a new Supplier Contract and invoice schedule, complete the following steps.

## CREATE A SUPPLIER CONTRACT

1. Search 'Create Supplier Contract' in the search bar and select the task. The *Create Supplier Contract* screen displays.
2. Fill in **Company** (type Med and hit enter in this field as a shortcut), **Supplier** as Standard Business Systems Inc., and the **Contract Type** as Financial Lease– Scheduled Invoice

The screenshot shows the 'Create Supplier Contract' form. It has three dropdown menus: 'Company' with 'University of Arkansas for Medical Sciences', 'Supplier' with 'Standard Business Systems Inc', and 'Contract Type' with 'Financial Lease - Scheduled Invoice'. Below these are two radio buttons: 'Create Blank Supplier Contract' (selected) and 'Copy Details from Existing Supplier Contract'. At the bottom are 'OK' and 'Cancel' buttons.

3. Click **OK**.

The *Create Supplier Contract* screen displays.

4. At the header level, enter **required fields (\*)** and additional data such as **Order-from Connection** and **Contract Name**. Name your contract with any identifying information that may be useful to your department for tracking purposes. Leave your name in both the Contract Specialist and Buyer fields. The buyer will put their name in that field when they review and approve the contract.

The screenshot shows the 'Contract Information' form. It has several fields: 'Company' (University of Arkansas for Medical Sciences), 'Supplier' (Standard Business Systems Inc), 'Default Order-From Connection' (empty), 'Contract Specialist' (empty), 'Buyer' (empty), 'Contract Type' (Financial Lease - Scheduled Invoice), 'Contract Name' (SBS Contract 36 Months IT Admin), 'Contract Reference' (empty), and 'On Hold' (checkbox).

# Supplier Contracts: Create a Copier Lease Contract and Invoice Schedule

5. In the Supplier Invoice Defaults section choose a UAMS Remit-To Connection.
6. The **Payment Terms** should be set to Immediate.
7. Leave the **Supplier Invoice Reference Number** blank. The buyer will add the SPC-XXXXXX contract number into this field when they are reviewing the contract.
8. In the **Contract Overview** section, you will need to add detailed information surrounding this copier lease, including department contact information.
  - Department Contact Name, Email and Phone Number
  - Delivery location
  - Copier model
  - # of copies/month listed in quote
  - Any additional accessories you may be leasing
  - If the contract is for a new copier that will be replacing an existing copier, include the control number it is replacing.

9. Under Terms and Amounts, give the contract a **Start Date** and an **End Date**. The **Total Contract Amount** will need to be filled in prior to submitting the contract. This will need to match the Line Extended Amount.

The screenshot shows two sections of a form. The top section, 'Supplier Invoice Defaults', includes fields for Company (University of Arkansas for Medical Sciences), Pay To Supplier (Standard Business Systems Inc), Remit-To Connection (UAMS\_13293\_PO\_BOX\_2541\_1\_LITTLEROCK-AR(13293)), Payment Terms (Immediate), Default Payment Type (ACH | CTX Format), Override Payment Type, and Supplier Invoice Reference Number (SPC-005791). The bottom section, 'Contract Overview', contains a text area with instructions: 1. Department Contact Name, Email and Phone Number (Example: Susie Smith; SSmith33@uams.edu; 501-686-5555), 2. Delivery location (Example: Shorey S8/16), 3. Copier model (Example: Toshiba e-studio 4518A), 4. # of copies/month listed in quote (Example: 3,000 color copies and 10,000 B/W copies per month), and 5. Any additional accessories you may be leasing (Example: Printer cart).

The screenshot shows the 'Terms and Amounts' section of a form. It includes fields for Start Date (09/01/2022), Contract Signed Date (MM/DD/YYYY), End Date (08/31/2025), Total Contract Amount (8,100.00), Line Extended Amount (0.00), Line Tax Amount (0.00), Currency (USD), Default Tax Code, and Credit Card (empty). There is an 'Update Tax' button and a red box highlighting the date and amount fields.

10. Click on the + sign under the Goods Line tab. Add a line and fill in required (\*) and other fields as needed.

The screenshot shows a table with columns for Goods Lines, Service Lines, Project-Based Service Lines, Tax, Attachments, and Notes. The 'Goods Lines' tab is active, showing a table with 0 items. A red box highlights a '+' sign in the first column of the table.

11. Set a **Line Number** for every line under the Goods Lines tab.
12. Enter a Description on the line and choose the **Spend Category** of **SC0469 Lease | Equipment**.
13. Set the **Quantity** as 1 and put your total of all lease payments for the entirety of the contract in the **Unit Cost** field. In the example below the quote was for a 36-month lease, and we are to pay \$225 per month for the copier.  $\$225 \times 36 \text{ months} = \$8100$ . So, the Quantity is 1 and the Unit Cost is \$8100. (See note below re: split costs/lines)
14. Give your line a Start Date and End Date to match the contract header.

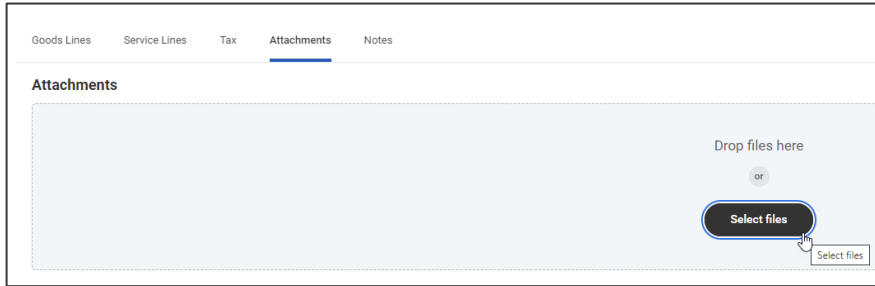
15. Add in all financial worktag information, including fund and cost center as well as any additional needed worktags, such as Grant.



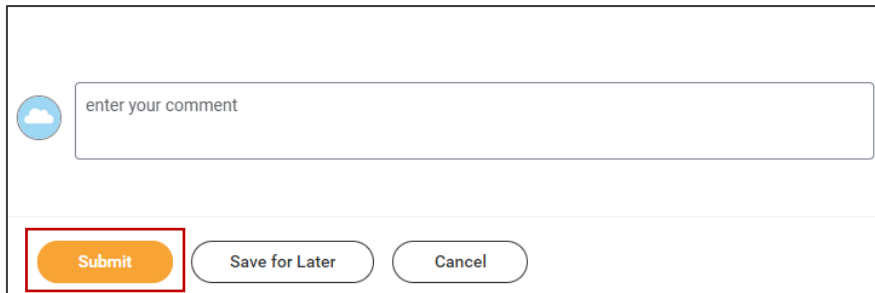
**Note:** In the event a copier needs to be split among two or more cost centers, add a line for each cost center needing to be used and split the Quantity between the lines. The total quantity of the lines combined should equal 1.

For example, if one cost center needs to pay 60% and another cost center pay 40% of the monthly payment, then you would put .6 as the Quantity on line 1 and .4 as the Quantity on line 2. The unit cost for both lines would be the payment amount for the full contract term. See pg. 5 for an example.

16. Upload your supporting documentation such as your SBS Quote under the **Attachments** tab.



17. Once all required and relevant information and attachments has been added to the supplier contract, click Submit to begin the approval process.



## NEXT STEPS

The process to create a Supplier Contract is now complete.

By clicking **Details and Process**, you can view the actions taken to date. Any changes made to the Supplier Contract are tracked in the **Process History** table. Click on **Remaining Process** to view the outstanding workflow steps.

An approver receives a Workday Inbox notification to approve, deny, or send back the Supplier Contract. An approver must provide a reason if the Send Back action is used.

Once your contract is approved by the Buyer, they will then be the ones to create the Invoice Schedule for your automatic payments. There is a **Schedules** tab in the supplier contract that will appear once the schedules are in place. If your contract is Approved but missing Schedules, please reach out to your Buyer listed on the supplier contract.



If you expect any **copier overages** throughout your contract term, you will also need to create a **Framework/Blanket requisition** for those overages. You will reference your copier contract number (SPC-xxxxx) on the requisition.

**See pg. 6 for an example.**

## Split Costs

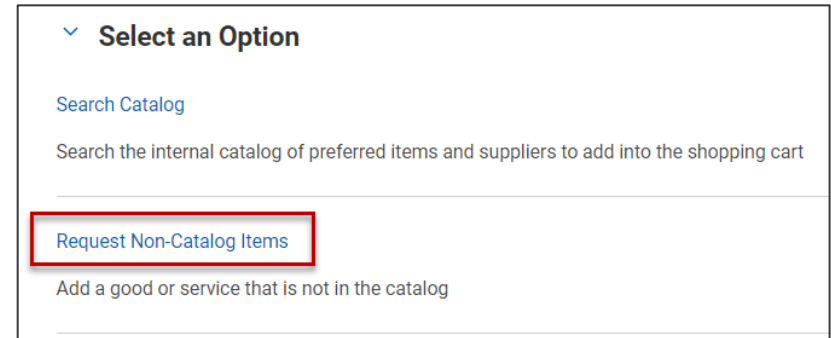
1. Click on the + sign under the Goods Line tab. Add 2 or more lines depending on the cost split and fill in the required (\*) and other fields as needed.
2. Give the goods lines each a Line Number (1, 2, etc.) under the Goods Lines tab.
3. Enter a line Description and choose the Spend Category of SC0469 Equipment | Lease.
4. Setting the Quantity: In the example below there is a 60/40 split. The total of all lease payments for the entirety of the contract will be the Unit Cost on each line. We will let the system do the math. The quote was for a 36-month lease, and we are to pay \$225 per month for the copier.  $\$225 \times 36 \text{ months} = \$8100$ . So, the Unit Cost is \$8100 on each line and the quantities are set as 0.6 on line 1 and 0.4 on line 2.
5. Give all lines a Start Date and End Date to match the contract header as well as financial worktags such as fund and cost center for each line.

Goods Lines										
2 Items										
+	*Line Number	Contract Line	*Item and Category	Tax	Tax Recoverability	Quantity	Cost	Renewal	Dates	In S Date
-	1	Company for Invoices × University of Arkansas for Medical Sciences	Item Description Toshiba e-studio 4518A @ \$225/month (60% of payment on line 1) Spend Category * × SC0469 Lease   Equipment	Tax Applicability Tax Code		0.6	Unit of Measure Conversion Factor 0 Unit Cost 8,100.00 Extended Amount * 4,860.00	Do Not Auto-Renew Renewal Amount 0.00 Renewal Quantity 0	Start Date 09/01/2022 End Date 08/31/2025	
-	2	Company for Invoices × University of Arkansas for Medical Sciences	Item Description Toshiba e-studio 4518A @ \$225/month (40% of payment on line 2) Spend Category * × SC0469 Lease   Equipment	Tax Applicability Tax Code		0.4	Unit of Measure Conversion Factor 0 Unit Cost 8,100.00 Extended Amount * 3,240.00	Do Not Auto-Renew Renewal Amount 0.00 Renewal Quantity 0	Start Date 09/01/2022 End Date 08/31/2025	

## Create Requisition

1. Type and select the **Create Requisition** task in the search bar.  
*The Create Requisition screen will display.*
2. Select Framework/Blanket as the **Requisition Type**.
3. Validate that the Deliver-To and Ship-To addresses are correct. Select different values, if needed. (For this copier overage requisition, ship-to/deliver-to selections aren't as critical. Copier location delivery information should be included in the Comments on your supplier contract.)
4. Add in all financial worktag information, including Fund and Cost Center as well as any additional needed worktags, such as Grant, Project, Designated, etc. Click **OK**.

5. Select Request Non-Catalog Items



▼ **Select an Option**

[Search Catalog](#)

Search the internal catalog of preferred items and suppliers to add into the shopping cart

**Request Non-Catalog Items**

Add a good or service that is not in the catalog

6. Click the radio button **Request Service**.



Company: University of Arkansas for Medical Sciences | Requester: Erin Quimby

Requisition Currency \* x USD ...

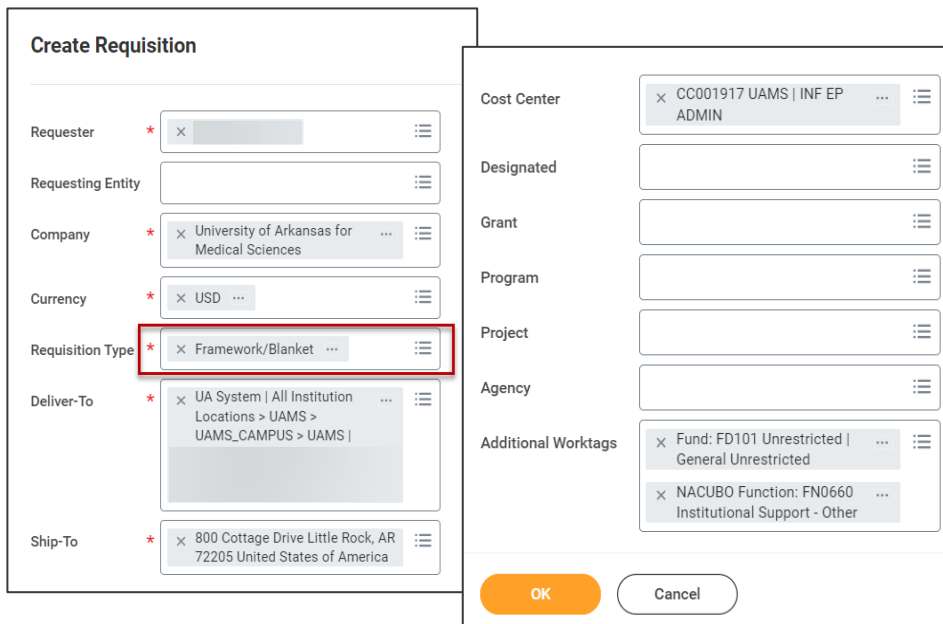
**Non-Catalog Request Type**

Request Goods

Request Service

7. Enter in the required service line information for the copier overage.

*Continue to the next page for specific instructions*



**Create Requisition**

Requester \* x [Redacted] ...

Requesting Entity [Redacted] ...

Company \* x University of Arkansas for Medical Sciences ...

Currency \* x USD ...

Requisition Type \* x Framework/Blanket ...

Deliver-To \* x UA System | All Institution Locations > UAMS > UAMS\_CAMPUS > UAMS | ...

Ship-To \* x 800 Cottage Drive Little Rock, AR 72205 United States of America ...

Cost Center x CC001917 UAMS | INF EP ADMIN ...

Designated [Redacted] ...

Grant [Redacted] ...

Program [Redacted] ...

Project [Redacted] ...

Agency [Redacted] ...

Additional Worktags x Fund: FD101 Unrestricted | General Unrestricted ...  
x NACUBO Function: FN0660 Institutional Support - Other ...

**OK** **Cancel**

# Requisition: Blanket Requisition for Copier Overages

- 8. Add a **Description** for your service line.
- 9. Select the **Spend Category** of SC0476 Copier/Printer Overages.
- 10. Choose Standard Business Systems Inc as the **Supplier**.
- 11. Give your line a **Start Date** and **End Date** to match your contract dates.
- 12. Put the total dollar amount that you would like to allocate towards the copier overages in the **Extended Amount** field. This figure can be increased later, if needed.
- 13. Select Add to Cart.

**Service Request Details**

Description \* Copier overages for SPC-99887, Toshiba e-studio 4518A

Spend Category \* SC0476 Copier/Printer Overages

Supplier \* Standard Business Systems Inc

Supplier Contract

Start Date 09/01/2022

End Date 08/31/2025

Extended Amount 1,000.00

Memo

**Add to Cart** Continue Shopping Cancel

- 14. Click on the Cart icon in the top righthand corner of the page and select **Checkout**.



- 15. In the requisition header, indicate Kenneth Martin as the **Sourcing Buyer** for these requisitions.
- 16. You must include your supplier contract number for the copier that goes along with this overage purchase order in the **Memo to Suppliers** field.

**Requisition Information**

Request Date \* 10/19/2022

Currency \* USD

Requisition Type \* Framework/Blanket

High Priority

Sourcing Buyer \* Kenneth R Martin

Submitted by Erin Quimby

Freight Amount 0.00

Other Charges 0.00

Memo to Suppliers Copier overages for SPC-99887, Toshiba e-studio 4518A

Internal Memo

- 17. Choose a UAMS Order-From Connection in the Supplier column. Note: A supplier must be selected in order for the Order-From Connection field to become visible..

Supplier

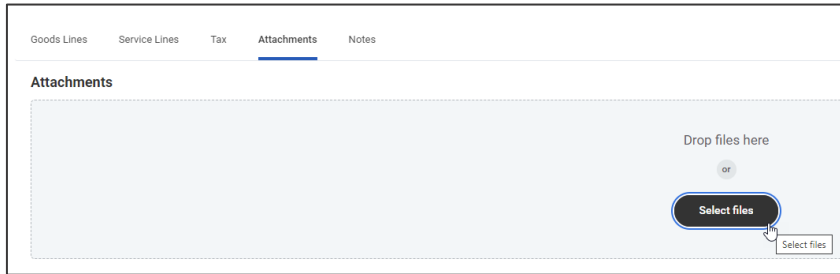
Supplier

Standard Business Systems Inc

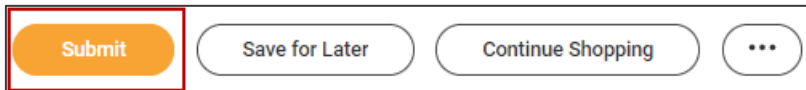
Order-From Connection

UAMS\_13291-STANDARD\_BUSINESS\_SYST EMS-ORDERSDIR-LITTLEROCK-AR

- 18. Review the line to ensure that all information, including financial worktags, has been filled in correctly.
- 19. Upload your supporting documentation such as your SBS Quote under the Attachments tab.



- 20. Once all required and relevant information and attachments has been added to the supplier contract, click **Submit** to begin the approval process.



## Next Steps

The requisitioner's role is complete in creating a purchase requisition. By clicking **Details and Process**, requisitioners can view the steps thus far completed. Any changes made to the purchase requisition are tracked in the **Process History** table.

An approver receives a Workday Inbox task to approve, deny or send back the purchase requisition. An approver must provide a reason if sending the requisition back.

The initiator or the requester will receive a notification that the requisition was approved, corrected, or denied.

Once your contract and purchase order for overages are both complete, the buyer will issue these to SBS together.