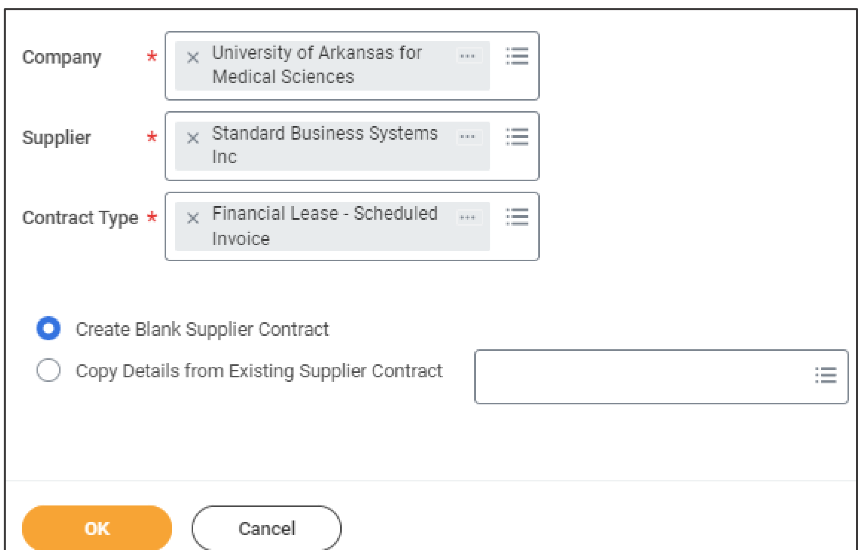
Supplier Contracts: Create a Copier Lease Contract and Invoice Schedule

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

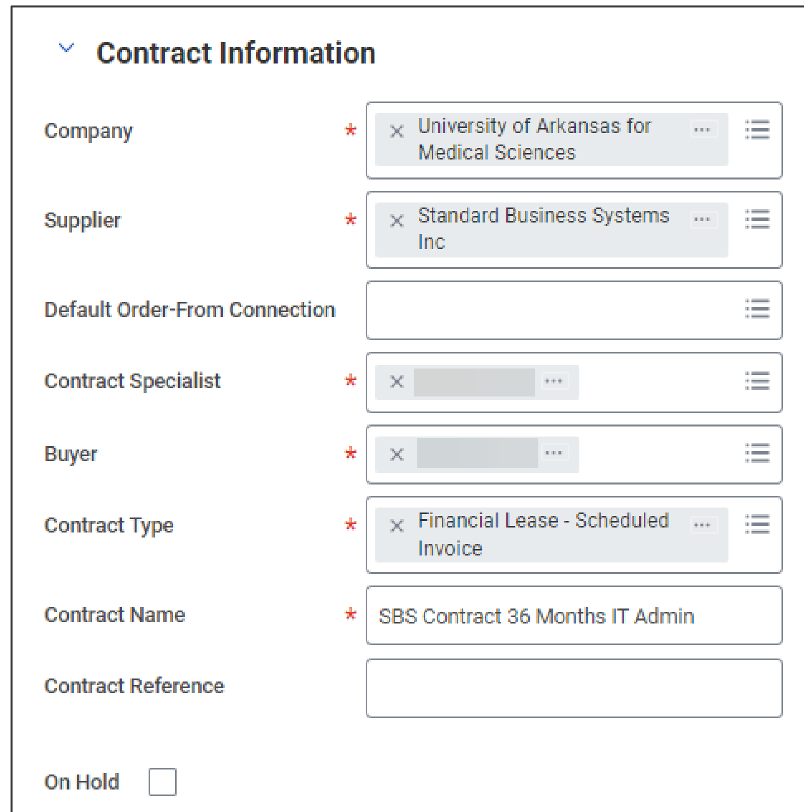
1. Search ‘Create Supplier Contract’ in the search bar and select the task. The *Create Supplier Contract* screen displays.
2. Fill in **Company** (type Med and hit enter in this field as a shortcut), **Supplier** as Standard Business Systems Inc., and the **Contract Type** as Financial Lease– Scheduled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



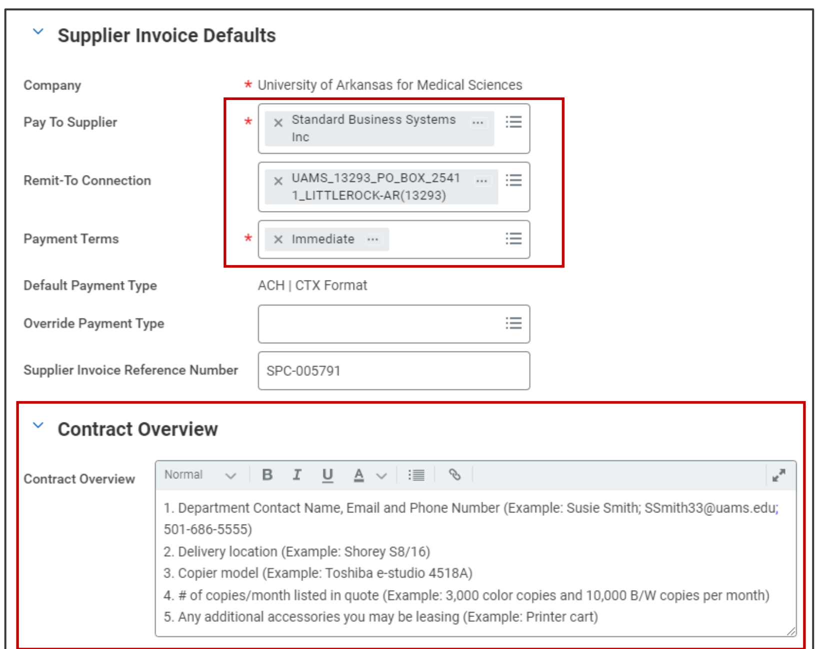
3. Click **OK**.

The *Create Supplier Contract* screen displays.

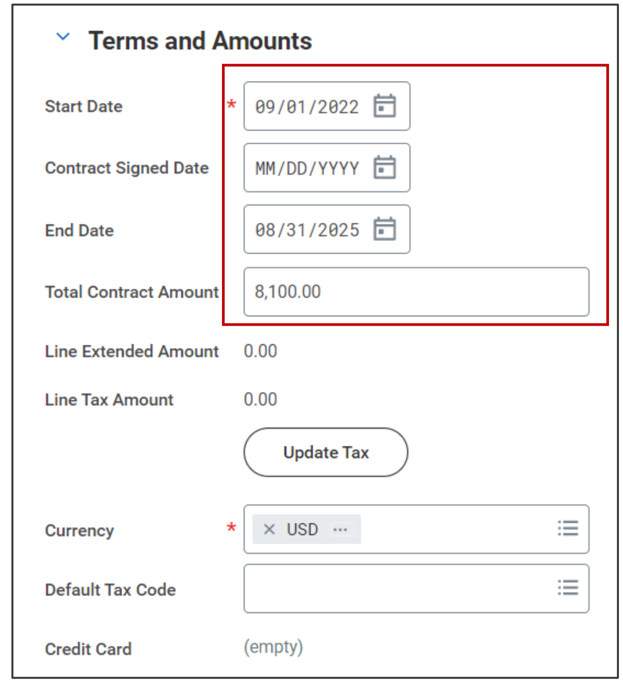
4. At the header level, enter **required fields (*)** and additional data such as **Order-from Connection** and **Contract Name**. Name your contract with any identifying information that may be useful to your department for tracking purposes. Leave your name in both the Contract Specialist and Buyer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



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.

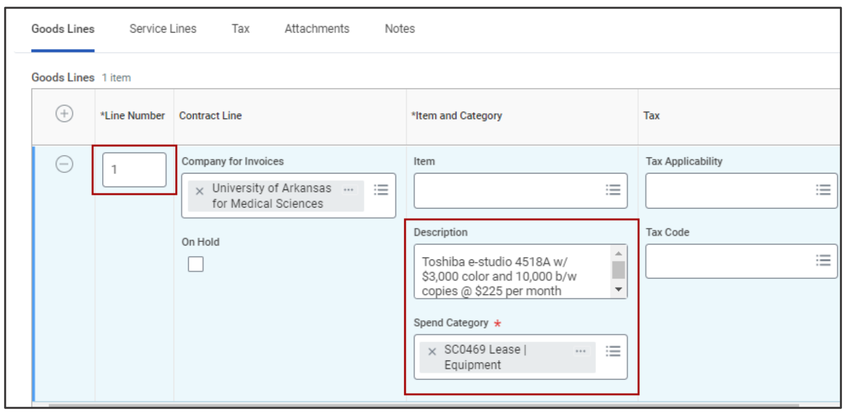


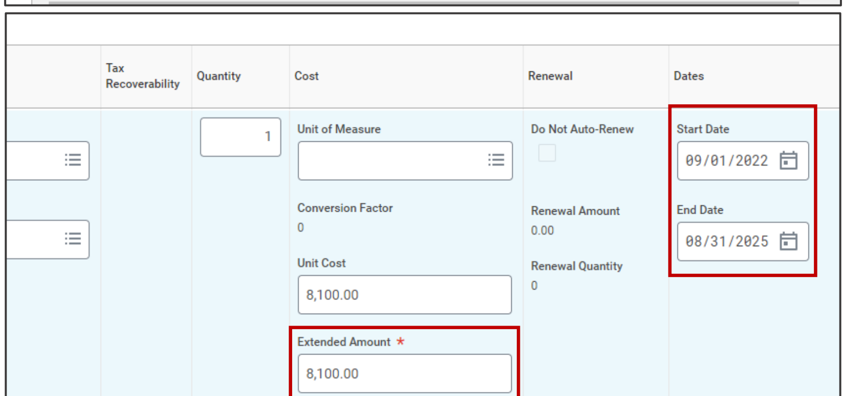
9. Under Terms and Amounts, give the contract a **Start Date** and an **End Date**. The **Total Contract Amount** will need to be filled in prior to submitting the contract. This will need to match the Line Extended Amount.



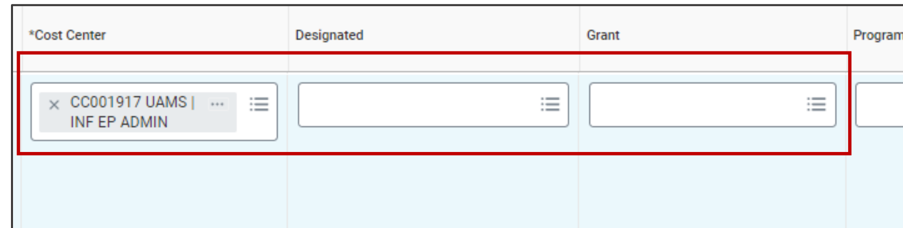
10. Click on the + sign under the Goods Line tab. Add a line and fill in required (*) and other fields as needed.

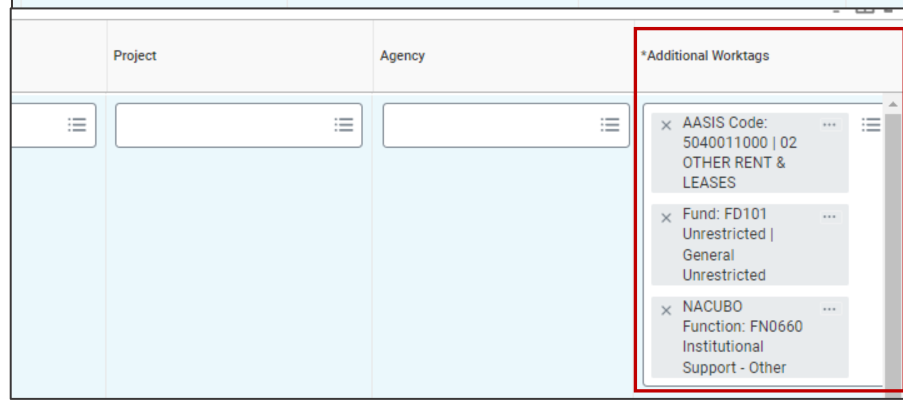
11. Set a **Line Number** for every line under the Goods Lines tab.
12. Enter a Description on the line and choose the **Spend Category** of SC0469 Lease | Equipment.
13. Set the **Quantity** as 1 and put your total of all lease payments for the entirety of the contract in the **Unit Cost** field. In the example below the quote was for a 36-month lease, and we are to pay $225 per month for the copier. $225 x 36 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.

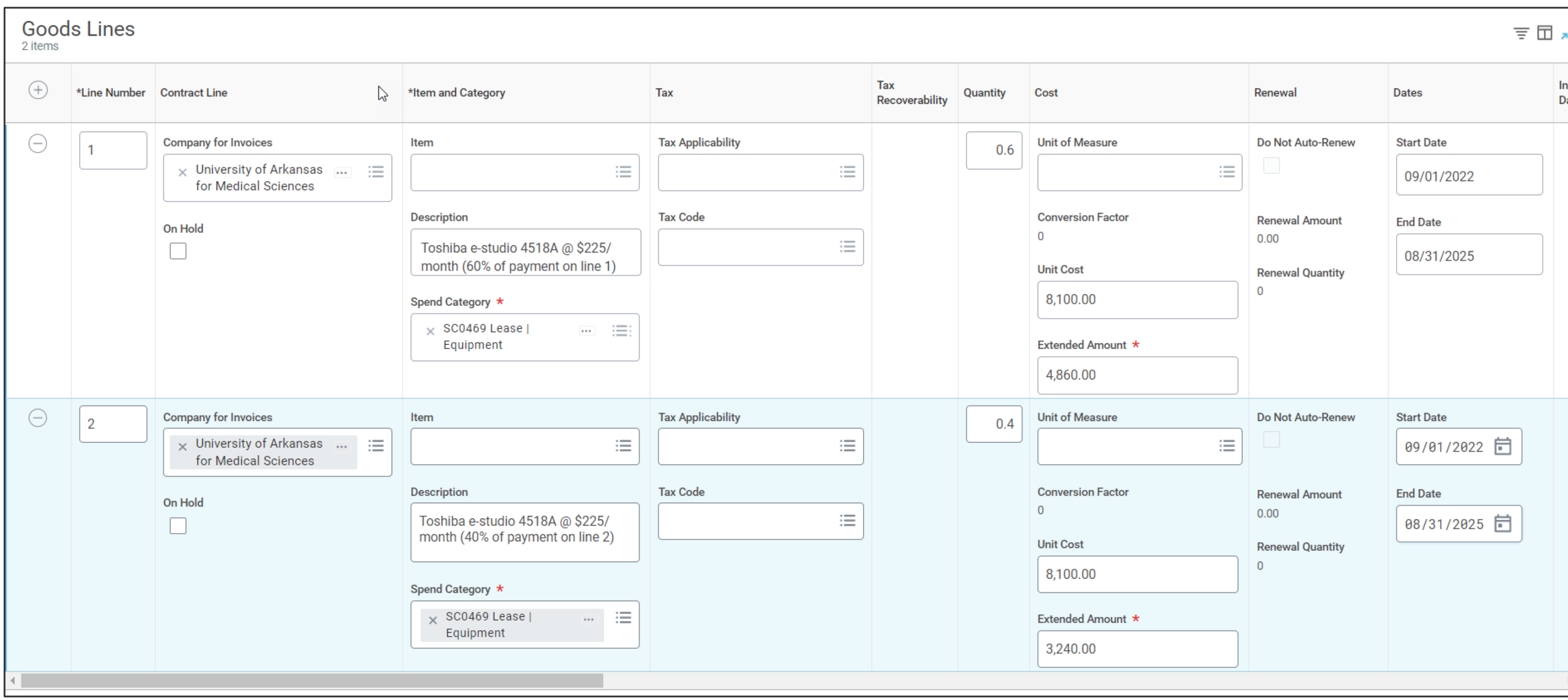
Once your contract is approved by the Buyer, they will then be the ones to create the Invoice Schedule for your automatic payments. There is a **Schedules** tab in the supplier contract that will appear once the schedules are in place. If your contract is Approved but missing Schedules, please reach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

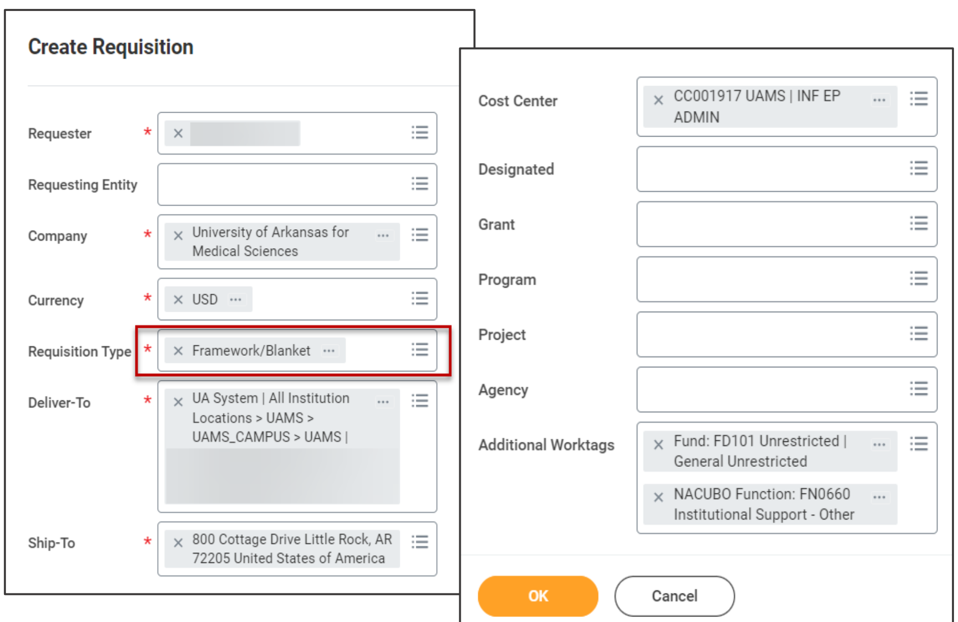
Split Costs

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 x 36 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.

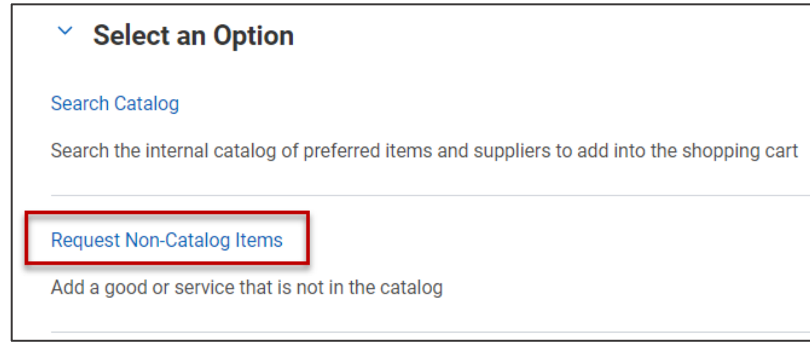


Create Requisition

1. Type and select the **Create Requisition** task in the search bar.
   The Create Requisition screen will display.
2. Select <u>Framework/Blanket</u> 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



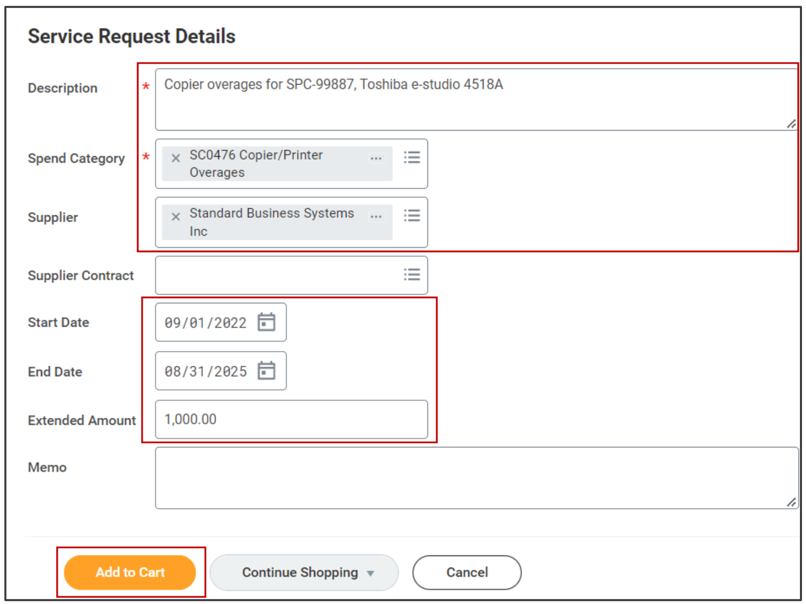
6. Click the radio button **Request Service.**

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

Continue to the next page for specific instructions

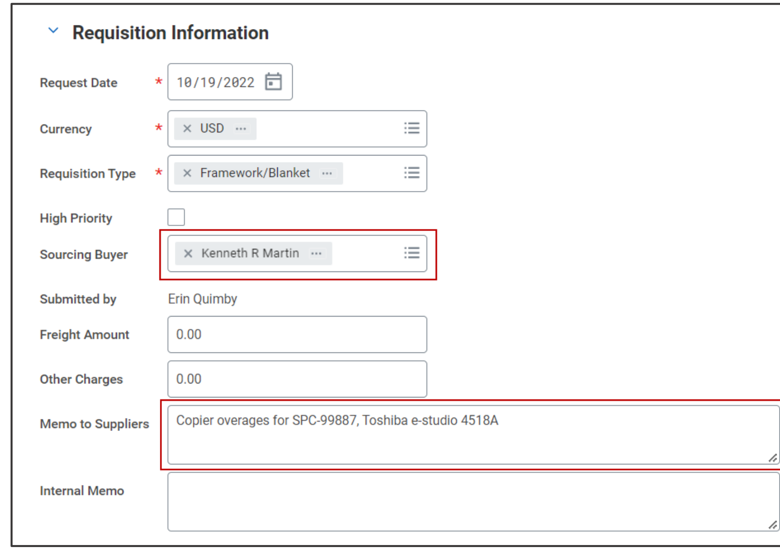
Requisition: Blanket Requisition for Copier Overages

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.

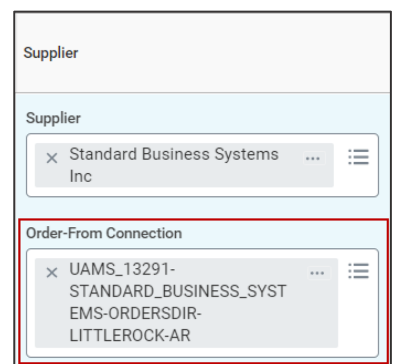


14. Click on the Cart icon in the top righthand corner of the page and select **Checkout**.

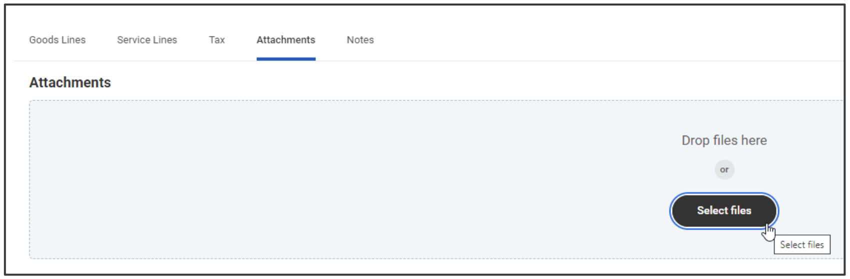
15. In the requisition header, indicate Kenneth Martin as the **Sourcing Buyer** for these requisitions.
16. You must include your supplier contract number for the copier that goes along with this overage purchase order in the **Memo to Suppliers** field.



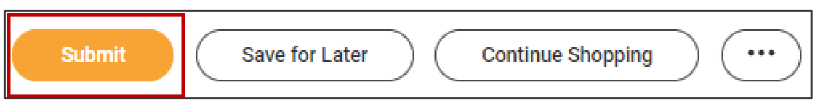
17. Choose a UAMS Order-From Connection in the Supplier column. Note: A supplier must be selected in order for the Order-From Connection field to become visible..



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.