

MODULE 1



Submitting and Executing an Expense Contract at UAMS

Module 1: Expense Contract Essential Information

Introduction

Learning Objectives:

- Identifying expense contracts
- Roles and responsibilities
- Tasks involved in contract execution

Contract Types and Managing Departments

There are two main types of contracts: expense and revenue.

Expense Contract	Revenue Contract
UAMS purchases and receives goods or services.	UAMS receives payment for providing goods or services.
Managed by the Contract Services department in Supply Chain	Managed by the Contracts Administration department in Finance & Administration
Office of General Counsel (OGC or “Legal”)	
Office of General Counsel attorneys review legal terms for both expense and revenue contracts.	
<ul style="list-style-type: none">• Exclusively reviews and approves <i>legal terms</i> of a contract.• Does not negotiate, review, or approve any other components of a contract.• OGC receives expense and revenue contracts for review via Ntracts; do not email contracts directly to OGC for review.	

This training covers expense contracts.

Ntracts Requirements for Expense Contracts

Expense contracts must be submitted in Ntracts if they cover:

- Leases
- Service agreements
- Software
- Cost \geq \$25,000 and term >1 year

Ntracts



What is Ntracts?

- Ntracts is a company that offers a workflow platform

What does Ntracts do?

- Ntracts guides contracts along a “workflow” (i.e., steps that must be completed in a certain sequential order)
- Ntracts is where a contract is viewed, processed, signed, and stored

Why do I need Ntracts access?

- UAMS requires that expense contracts be submitted in Ntracts

Tasks Involved in Getting an Expense Contract Reviewed and Executed

Pre-Submission Tasks

1. Source selection worksheet*
2. Vendor set up and review
 1. Conflict of Interest disclosure
 2. Foreign supplier review
 3. Determine if Business Associate Agreement (BAA) is required
3. IT approval*

Submission/Post-Submission Tasks

1. Ntracts submission
2. Review processes
 1. Contract Services
 2. Creative Services*
 3. Office of General Counsel*
 4. HIPAA Compliance*
3. Execution
4. Contract maintenance

*If applicable

Who is involved with Expense Contract submissions?

Role	Responsibilities
Initiator	<ul style="list-style-type: none">- Does pre-submission work- Enters contract and supporting documents in Ntracts- Responsible for initiating contract termination, renewal, or amendments- Responsible for monitoring and managing their departmental expense contracts to ensure obligations are met
Ntracts	<ul style="list-style-type: none">- Platform used to<ul style="list-style-type: none">- Submit contracts/contract documents- Route contracts to appropriate departments for review/approval- Execute contracts- Store contracts
Contract Services	<ul style="list-style-type: none">- Ensures contract aligns with applicable laws and regulations- Negotiates terms of contract- Routes contract for review and execution
Vendor	<ul style="list-style-type: none">- Accepts contract terms- Signs contract- Provides goods/services
Signatory	<ul style="list-style-type: none">- Signs contract on behalf of UAMS

Contract Reviewers After Submission in Ntracts

Reviewer	Responsibilities
Contract Services	<ul style="list-style-type: none">- Ensures all contract components align with applicable laws and regulations- Negotiates contract terms- Routes contract along workflow in Ntracts
Creative Services	<p>If vendor will use/incorporate/print UAMS logo or UAMS name (including name for departments, clinics, institutes, and other entities)</p> <ul style="list-style-type: none">- Reviews design to ensure it aligns with branding guidelines
Office of General Counsel	<p>If contract term >1 year and contract value is >\$25,000</p> <ul style="list-style-type: none">- Reviews and approves negotiated legal terms of contract
HIPAA Compliance	<p>If agreement implicates sharing or exchange of PHI</p> <ul style="list-style-type: none">- Ensures data-sharing protocols are HIPAA compliant

Special Considerations Before Initiating a Contract Submission

A Note About Competing Contracts

Current contracts for goods/services must be utilized whenever possible. Before doing any work to initiate a contract submission, ensure the good/service you are intending to purchase does not compete with a current contract.

The [Procurement Procedures](#) page has a very helpful page about utilizing current contracts. As a Contract Initiator, you should refer to and become familiar with the page.

Additionally, if it is the first time you are purchasing a good/service for your department, you would benefit from emailing Contract Services @ supplychaincontracting@uams.edu to describe your intended purchase and ask if a current contract or pricing agreement can be utilized.

A Note About Capital Equipment and Capital Projects

Funding for capital equipment and projects is allocated on an annual basis.

CAPITAL EQUIPMENT Only capital that has been approved and funded may be procured; similarly, expense contracts for capital may only be initiated and executed for capital that has been approved and funded.

CAPITAL PROJECTS All requests for project estimates and capital projects anticipated to cost over \$15,000 must be submitted to the Capital Budget Committee. For information about capital projects, refer to [UAMS Planning, Design, and Construction](#).

A Note About Approval for Medical Equipment and Disposables

IF the good/service you are intending to purchase is a new or replacement medical product or device,

OR IF the good/service you are intending to purchase is a new or replacement disposable clinical supply (“disposables”),

THEN the product **MUST** be presented to and approved by a specialized committee.

These types of products cannot be purchased/contracted and introduced into UAMS facilities without review and approval from the appropriate specialized committee.

The contract initiator needs to include approval documentation with their contract submission.

For medical equipment, MEMC approval documentation must be included with the contract submission.

For disposables, VAT approval documentation must be included with the contract submission.

These approvals are generally garnered by the department Director, Vice Chancellor, or other department leader.

Pre-Submission Tasks

Tasks that must be completed before submitting a contract in Ntracts.



Source Selection

IF the good/service being purchased has a cost \geq \$20,000,

THEN it may have to go through a process called source selection before it can be purchased.

Source Selection is a process by which multiple vendors are compared and the best vendor is chosen to be the supplier for the good/service being procured. How long source selection takes depends on which method of source selection must be used.

Tasks

1. Complete the [Source Selection Worksheet](#) available on the Procurement Services website.

The worksheet will help you determine (1) if source selection is required and (2) if it is required, which method of source selection must be used.



Vendor Set Up and/or Review

All vendors must be set up in PaymentWorks and Workday.

- Minimizes fraud
- Streamlines other vendor processes
(e.g., ordering, delivery, payment)
- Centralized vendor data accessible for reporting and audit purposes

Tasks

1. Check registration status of vendor in PaymentWorks and Workday.
2. Review vendor set up, ensuring vendor has all necessary documents and agreements.

How long vendor set up takes depends on vendor and contract characteristics.



IT Approval

- IF** Vendor will require IT support to install product,
- OR** Vendor product/service requires connection to UAMS network,
- OR** Vendor will install software on UAMS equipment,
- THEN** IT approval is required.

Tasks

1. Submit a help ticket.

Go to uams.service-now.com/it_services > Click on Request Something > Click on Submit a Help Ticket > Describe proposed vendor activity and indicate that you are seeking IT approval for the vendor activity.

NOTE: Save closed help ticket because it will be included as an attachment in your Ntracts submission as proof of IT approval.

Conclusion

- Certain expense contracts must be entered in Ntracts.
- Before submitting a contract in Ntracts, complete the pre-submission tasks to ensure the Ntracts submission will be acceptable.
- Proceed to Module Two to learn about Ntracts submission process.

MODULE 2



Submitting and Executing an Expense Contract at UAMS

**Module 2: Contract Submission,
Review, and Execution**

Expense Contract Workflow

Learning Objectives:

- The Expense Contract Workflow includes 12 steps that happen in four phases:
 1. Initiation
 2. Review
 3. Execution
 4. Maintenance

Contract Workflow in Ntracts

Phase 1: Initiation

Step 1a In Ntracts, Contract Initiator selects appropriate Supply Chain workflow and completes input data.

Step 1b Contract Initiator uploads Expense Contract.

Step 1c Contract Initiator uploads supporting documentation.

Steps 1a-1c are covered in detail during the Demonstration portion of this training.

Step 2 **Timeout** before submission.

Purpose of a Timeout

The “timeout” is a checkpoint to comprehensively review the entire contract record.

Simple errors can lead to severe consequences.

- Lengthy delays in contract execution
- Interruption of department services and operations
- Budget deficit
- Violation of state laws

By practicing a timeout before submission, you can prevent severe consequences and ensure a smooth, timely contract execution.

What to Review During Timeout

- **Cost**
 - Will there be an annual increase?
 - Do you have budget approval for this purchase?
- **Statement of Work (SOW)**
 - Does the SOW clearly define deliverables?
 - Does the SOW indicate how deliverables are evaluated and accepted?
- **HIPAA Compliance**
 - Does this contract involve the transfer of PHI? If so, was the Business Associate Agreement (BAA) checklist completed? Did IT Security determine a BAA is required?
 - If you do not have a BAA and you need one, reach out to IT Security.
- **Vendor Set up**
 - Is the correct vendor name selected?
 - If the vendor information did not auto-populate, this means the vendor is not set up in Workday. Refer to [Supply Chain Vendor Setup Information](#) for guidance on completing vendor set up.
- **Accuracy**
 - Are all the form fields filled out correctly and completely?
 - Check spelling, dates, dollar amounts, blank fields, field selections.

Contract Workflow in Ntracts

After the Timeout exercise, proceed to Step 3

Step 1a In Ntracts, Contract Initiator selects appropriate Supply Chain workflow and completes input data.

Step 1b Contract Initiator uploads Expense Contract.

Step 1c Contract Initiator uploads supporting documentation.

Step 2 Timeout before submission.



Step 3 Contract Initiator submits contract documents. **Ntracts saves the submission and generates a contract record number.**

From this point forward, the submission is referred to as a “contract record.”

Contract Workflow in Ntracts

Phase 2: Review

- Step 4** Contract Services (CS) receives contract record in their Ntracts workflow.
- Step 5** CS reviews contract for compliance with applicable rules and regulations (i.e., AR procurement laws, UAMS policy), and negotiates legal terms.
- Step 6a** **If** contract indicates the use of the UAMS logo or UAMS name, CS routes contract record to [Creative Services](#) for review.
- If** contract term >1 year and contract value is >\$25,000, CS routes contract record to [Office of General Counsel](#) (OGC or “Legal”) for review.
- If** contract terms indicate any sharing or exchange of PHI, CS routes contract record to [HIPAA Compliance](#) for review.
- Step 6b** Reviewers indicated may approve the contract as-is or make contract modifications (“redlines”).
- Step 6c** If contract was redlined by a reviewing party, contract record is routed to Vendor and Department for review and acceptance of the modifications.

Contract Workflow in Ntracts

Phase 3: Execution

Step 7 Once all redlines (if applicable) have been accepted by Vendor and Department, the contract is considered finalized. CS routes finalized contract record to appropriate UAMS signatory.

Step 8 Contract signed by appropriate UAMS signatory.

Contract Value	Signatory
≤ \$250,000	APO
≤ \$1M	CFO
≤ \$2.5M	Chancellor, UAMS
> \$2.5M	President, U of A System
Proposal/quote ≤ \$1M	APO/CFO

Note: contracts must be executed in UAMS' legal name:

The Board of Trustees of the University of Arkansas acting for and on behalf of the University of Arkansas for Medical Sciences.

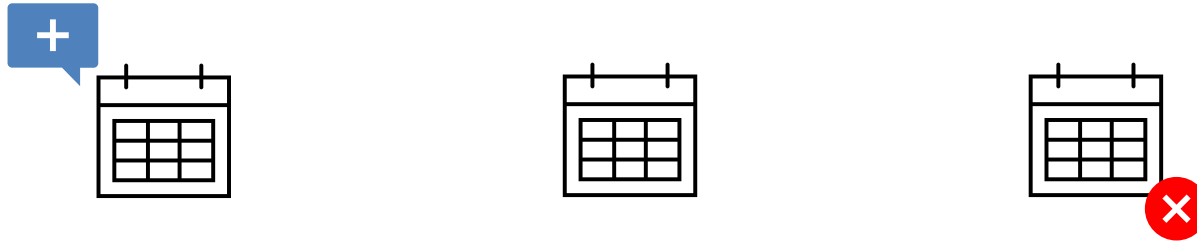
Step 9 Contract countersigned by vendor. The contract is now fully executed and is legally binding.

Step 10 The fully executed contract is accessed by the Contract Initiator using Ntracts. Fully executed contracts are stored in Ntracts for reporting, compliance, tracking, and audit purposes.

Contract Workflow in Ntracts

Phase 4: Maintenance

Step 11 Contract Initiator and Department Administrator indicated on contract record will receive an Ntracts notification at least 90 days prior to contract termination date.



Step 12 Contract Initiator indicates contract continuance decision.

End of Contract Term

- Contract Initiator and Department Administrator will receive an Ntracts notification at least 90 days prior to contract termination
- At this point, the Contract Initiator may **terminate, renew, or amend** the contract agreement

Termination	Renewal or Amendment
<ol style="list-style-type: none">1. Draft a Termination Letter (template available on CS website).2. Initiate Record Maintenance workflow in Ntracts, indicate Termination.	<ol style="list-style-type: none">1. Review fees and terms of contract with vendor. Renegotiate, if necessary.2. Initiate Record Maintenance workflow in Ntracts, indicate Renew or Amendment.

If no action is taken by the contract termination date, the contract will automatically be terminated on the termination date.

Conclusion

- Once a contract is submitted in Ntracts, it goes through various review processes before getting executed.
- Proceed to Module Three for an Ntracts demonstration.

MODULE 3



Submitting and Executing an Expense Contract at UAMS

Module 3: Ntracts Demonstration

Signing In On Ntracts

- Single Sign On (SSO)
 - Ntracts utilizes UAMS' SSO process for login
 - A username and password is not required
 - Your UAMS login credentials will be used to gain access to Ntracts
 - Only employees who have gone through all Ntracts training receive Ntracts access

Supply Chain Workflows in Ntracts

Ntracts has two expense contract workflows to choose from:

New Record workflow

Used for a new contract (first time purchasing a commodity and/or service from a vendor).

Record Maintenance workflow

Used for amendments, renewals and/or termination of an existing contract record.

Ntracts Demonstration of New Record Workflow

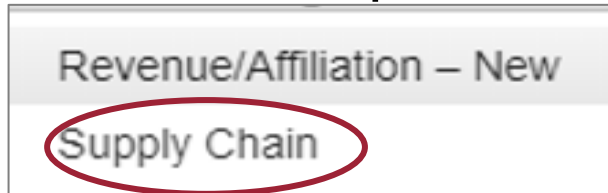
Screen-by-screen guide to accurately complete
Ntracts submission.

New Record

To create a new contract record, click **Start** from the Ntracts dashboard.



From the drop down, select **Contract**, then **Supply Chain**.



Your selection will populate the **Record Details** and **Contract Details** forms.

Items with a red asterisk (*) are required fields that must be completed. Do not delete (*) items

The information on the **Record Details** and **Contract Details** forms directly affects how the Contract Specialist processes and routes your record.

Selecting the Appropriate Category

Record Details

Category *

- Building/Space Leases
- Capital Equipment
- Information Technology
- Purchased Services
- Supplies/Commodities

Building/Space Leases

For UAMS Building Authority leases only (**no** hotel or rental space agreements).

Capital Equipment

Equipment that exceeds \$5,000 in cost.

Information Technology

All IT-related requests for computer hardware/software, including maintenance, support and license agreement for hardware/software, subscriptions, renewals, network and telecommunication systems, Internet and web-based technologies, etc.

Purchased Services

Services/labor provided by a vendor.

E.g., technical, professional/consultant agreements, pest control, maintenance, independent contractors, rental/leases, advertising and conference contracts

Supplies/Commodities

Products/commodities that are needed to conduct UAMS operations.

E.g., medical/surgical/clinical/academic supplies, promotional items, and non-asset equipment/furniture.

Selecting a Sub-Category

Select Categories also require a Sub-category. See below.

Category	Capital Equipment	Purchased Services	Supplies/Commodities
Subcategories	Lease Equipment Placement Equipment Purchase Equipment	Administrative Services Engineering & Operations Environmental Services	CV/IR Cath Products General Medicine Products Laboratory Products Orthopedic Products Research Surgical Products

In this demonstration, Purchased Services is selected as the Category and Administrative Services is selected as the Sub-category.

Record Details

Category *

Purchased Services

Sub-category *

Administrative Services

Please select the Administrative Services *

Miscellaneous Purchase Services

Contract Description *

Brief description of the services to be provided by the vendor.

Please include the name and description of the supply, commodity, and/or requested equipment.

Internal Legal Entity

UAMS Supply Chain

Department *

The department that is responsible for the budgeted expense purchase

Contract Details

Commencement Date *

The start or effective date the service begins or the commodity purchase date.



Termination Date

The end date of the contract/agreement. A quote will be 30 days unless otherwise noted.



Agreement will continue for a period of how many years.

the "Term"

Note: For non-exempt commodities or services, the term may not exceed 7 years.

Termination Notification Days This field dictates when the Contract Initiator will receive a notification reminding them the contract termination date is approaching. MINIMUM 90 days.

Automatically Renew

Not Automatically Renewing

UAMS does not accept autorenewal ("evergreen") contracts.

HIPAA BAA Required? *

Yes

Mark **Yes** if the contract indicates sharing or other exchange of PHI.

No

Be advised: Sharing/exchanging PHI before a BAA is executed is a **HIPAA violation** that may lead to substantial fines to UAMS.

No Cause Termination *

Yes

No

This will be found in the Terms section of the contract document, if applicable.

Total Contract Value *

\$ (contract term years) * (contract amount)

Example: (3 years) * (\$500) = \$1,500.00

UAMS Supply Chain

Is this a contract request from a Foreign Vendor? *

- Yes This is to ensure that UAMS does not do business with an entity that is listed on a barred list for foreign vendors, in accordance with Arkansas Procurement Law
- No

In accordance with Act 1020, I (we) hereby certify, to the best of my (our) knowledge and belief, that entering into this contract/grant does not threaten:

- (1) The integrity of the UAMS' research, instruction, or operations;
(2) UAMS' intellectual property rights;
(3) The protection of confidential information; or
(4) The safety and security of:

- (A) UAMS;
(B) UAMS' personnel and students;
(C) The State of Arkansas; or
(D) The United States.

Is UAMS procuring an information technology? *

- Yes Information technology includes computer hardware, computer software, computer or software maintenance, support and license agreements for computers or software, network and telecommunication systems, Internet and web-based technologies, etc.
- No

What is the requested date of need or desired start date? *



Name of the Vendor Contact. *

 Please give the name of your vendor contact The point of contact for the vendor; the Contract Specialist will communicate with this person.

Vendor Contact Email Address *

Is there an immediate risk to patient care or a serious risk to the organization within 7 calendar days? *

- Yes This pertains to requests that are **critical to UAMS patient care** or that will cause an **interruption to UAMS daily operations**.
- No

Vendor Fields

Primary Parties

Primary Party *

Primary Party Type *



Primary Party Address

+ Add Another

If the vendor information does not auto-populate, that means the vendor is not set up in Workday.

- Save the record and complete vendor setup before continuing in Ntracts.
- Supply Chain Informatics manages vendor setup.

Unacceptable Form Field Responses

Response	Reason Response is Unacceptable
“Vendor in Progress”	UAMS does not enter into a binding agreement with a vendor prior to vendor set up in Workday.
Manually entering the information for a vendor that is not set up in Workday	UAMS does not enter into a binding agreement with a vendor prior to vendor set up in Workday.
Entering your own name or the name of another UAMS employee/supervisor/manager	Pursuant to ACA §19-11-709, a UAMS employee identifying themselves as or otherwise acting as a vendor party would be considered contemporaneous employment and a breach of ethical standards prohibited by Arkansas Law.

Contract Records submitted with a non-established vendor will be immediately closed by the Contract Specialist and the initiator will be asked to create a new submission with a valid vendor.

Purchased Services

Where will these services be rendered? Provide the physical address.

Department physical address

What is the desired frequency of your request?

Click the drop down

Weekly

Bi-weekly

Monthly

Annual

One Time

Comments and Documents

State the reasoning for this request along with any pertinent information that will be beneficial for the processing of this request. *

Additional information that may be beneficial to prevent delays in the processing of the request. For example, deadlines or time-sensitive dates not stated in the contractual document. These comments follow the life of the contract record and are visible for all parties involved.

Documents

File Name	Document Type * <small>Select document type you are attaching (e.g., Addendum)</small>	Show on Summary	No	Size
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Attach documents related to this submission  Drop files to attach, or browse.

Please ensure to use the naming convention shown below for supporting documentation.

Vendor Name - Document Title

- Any document supporting the contract needs to be uploaded here.
- Include documents from pre-submission tasks such as:
 - Source selection documents (e.g., RFP, award notice)
 - IT approval documents
 - Vendor documents from vendor set up
- Include any other documentation created for or because of the contract.
- Supporting documentation is a key factor in how long the contract review/execution process will take.
- Missing documentation results in delays.

Documents

File Name	Document Type *	Show on Summary	Size
 Drop files to attach, or browse .			


- Uploading documents is the final item in the Ntracts form.
- Before clicking Finish, remember to go through the Timeout exercise (Step 2, as explained in Module 2)

When you have completed the **Timeout**, select **Finish**.

Finish (mark complete)

Submission is complete and the contract will be assigned a contract record number (#).

If you do not want to submit yet, you can **Save Changes** and finish the record later.

 Save Changes (finish later)

If you decide the request is no longer needed, you may **Stop Workflow** and enter a comment as to why the record is no longer needed.

Stop Workflow

Contract Completion

- Once contract is submitted in Ntracts, it goes through various reviews and approvals before execution.
- When contract is fully executed, initiator will receive an Ntracts notification of completion.
 - Sender: noreply@Ntracts.net
 - Subject line: Contract #, Fully Executed
- Notification will include instructions to access the fully executed contract document(s).
- The fully executed contract needs to be attached to the Requisition for the good/service in Workday.

Ntracts Demonstration of Record Maintenance Workflow

Screen-by-screen guide to accurately complete
Ntracts submission.

Initiating the Record Maintenance Workflow

Record Maintenance is the workflow used to renew, amend, or terminate a contract that already exists. This demonstration will cover renew, amend, and terminate options.

The screenshot shows the NTRACTS dashboard. The 'Apps' menu is circled in red. The 'Contracts' tab is selected. The 'Search Contract Records' section is active, with the search field containing '11497' and the dropdown set to 'Contains'. The search results show one record with the 'Record Maintenance' option circled in red. A dropdown menu is open, showing 'Record Maintenance' as the selected option.

1. From the Dashboard, select **Apps**, then **Contracts**. You will be directed to the Search Contract Records tab.
2. Enter Contract # in the search field. The record will appear in the Search Results section.
3. Click on the gear icon and select Record Maintenance.
4. A pop-up window labeled Confirm will appear.
5. Click **OK**. The screen will return to the **record maintenance form**.

Confirm Start

This action will Start a new Record Maintenance workflow for Contract Record ID 11497. Do you want to continue?

Ok Cancel

Input Details

Maintenance for this contract record has been started. Please make your Recommendation and update the survey accordingly. Once Recommendation is complete, it will be sent to the Decision Controller for any additional tasks and approval.

Contract Record

Contract Record 11497

Documents from the original submission are listed in the Document Summary section.

Ensure all contract documents, including previous amendments/renewals, are included in the contract record with the current submission.

Document Summary

Document Name	Document Type	Date Added
VendorName-DocumtType-ContractRecord#.pdf	Agreement/Proposal - Draft	May 11, 2023 12:29:06 PM

Amend/Renew/Term Decision

Recommendation *

- Amend - Used to make changes to the original contract (e.g., term, cost)
- Renew - Used to renew an existing contract.
- Terminate - Used to end an existing contract.

Amend / Renew

Amend/Renew/Term Decision

Recommendation *

Amend
 Renew
 Terminate

Please ensure to use the naming convention shown below for supporting documentation.

Datasheet Name *

Vendor Name - Document Type – Renewal/Amendment #

The previous record details auto-populate. Complete required (*) fields and fields related to the Amendment.

Record Details

Contract Name *

Carolyn Murphy - Purchased Services / Administrative Services

Contract Description

TEST - USED FOR TRAINING PURPOSES ONLY

Internal Legal Entity *

UAMS Supply Chain

Department *

/Department/Supply Chain

Contract Record Status *

In-Process

Category *

Purchased Services

Sub-category

Administrative Services

Do you need to auto-generate an agreement template? *

Yes
 No

Contract Details

Commencement Date

05-11-2023



Termination Date *

05-31-2023 This field is populated from original submission. Update accordingly.



Termination Notification Days

This field dictates when the Contract Initiator will receive a reminder the contract termination date is approaching. Minimum 90 days.

Automatically Renew

Not Automatically Renewing UAMS does not accept autorenewal ("evergreen") contracts.



Renew/Non-Renew Notice Days

This field dictates when the Contract Initiator will receive a notification about contract renewal. Minimum 90 days.

Renew Comment

State the reason for amendment or renewal.

HIPAA BAA Required? Mark **Yes** if the contract indicates sharing or other exchange of PHI.

Yes

No

Be advised: Sharing/exchanging PHI before a BAA is in place is a **HIPAA violation** that may lead to substantial fines to UAMS.

No Cause Termination

Yes

No

Total Contract Value

\$ 0.01

The cost should reflect the amount noted in the contract.

Vendor Fields

Primary Party Information

Primary Parties

Primary Party *	Vendor Name	Primary Party Type *	Vendor	
Primary Party *	UAMS Supply Chain Auto-populates	Primary Party Type *	UAMS Entity Auto-populates	

Document Uploading

Documents

File Name	Document Type * <small>Select the document type you are attaching (e.g., Addendum)</small>	Show on Summary	No	Size
Drop files to attach, or browse.				

Attach documents related to current maintenance request along with any supplemental documents required.

Comments *

Enter comments related to the amend/renew record. Comments may inform processing of the request and are visible throughout the record for all parties to view.

- Uploading documents is the final item in the Ntracts form. Before clicking Finish, remember to go through the Timeout exercise (Step 2, as explained in Module 2)
 - Review form for accuracy and completion
 - Ensure all supporting documents are attached.
- When ready, select **Finish (mark complete)**

Finish (mark complete)

Terminate

Amend/Renew/Term Decision

Recommendation *

Amend

Renew

Terminate

Closed Comment *

Provide reason the contract is being terminated and/or why the service/commodity is no longer desirable for UAMS.

Select Closed Date *

On Termination Date On Termination Date: date indicated on original contract

Specify Date Specify Date: select a specific date (e.g., 30 days from the termination letter date)

Attach the **Termination Letter** in the Documents section.

A **Termination Letter template** can be found on the Supply Chain Contract Services website.

Review form data to ensure accuracy and completion.

When ready, select **Finish (mark complete)**.

Finish (mark complete)

Ntracts Navigation

Contract Apps Tabs



- 1. Search Contract Records** Search for contract records by contract record # or vendor name.
- 2. Search Documents** Search for documents that are attached in the contract record by document name or title.
- 3. Recently Opened** See a list of the ten (10) most recently accessed contract records.
- 4. Favorites** See a list of contract records that have been designated as Favorites.
- 5. My Responsibility** See a list of contract records for which the Contract Initiator is designated as the Responsible Party.

Conclusion

- Files to save
- Help and support
- How to get Ntracts login and access

Contract Management Resources

As an Ntracts user, you should save or bookmark the following documents for easy access and reference:

- **Expense Contracts and Ntracts Training**(this presentation)
- **Expense Contract Reference Guide**

These documents can be found on the Contract Services [Ntracts Resources](#) page.

Additionally, you can email questions to SupplyChainContracting@uams.edu.

Please allow 1-2 business days for a response.

Contract Services Resources

Website: supplychain.uams.edu/contract-services

- Staff directory
- Policies and procedures
- Approved templates
- Ntracts User Guides
- Forms

Note: Procurement forms are on Procurement Services website:
supplychain.uams.edu/procurement

Thank you

