

This job aid supports employees who have the authority to create a new Supplier Contract for a supplier in Workday.

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

CREATE A SUPPLIER CONTRACT

From the homepage:

1. Search 'Create Supplier Contract' in the search bar and select the task. The *Create Supplier Contract* screen displays.
2. Select **Company**, **Supplier**, and the appropriate **Contract Type**.

Create Supplier Contract

Always confirm you are working with the correct Supplier Contract. Workday functionality allows for multiple Supplier Contracts to have any questions on what Supplier Contract to use, the "RPT - Find Supplier Contracts" can be useful in identifying which Supplier Contract to use.

Use this task to enter a supplier contract. Please determine if you would like to create a new supplier contract or copy from an existing contract. You save a start and end date that does not overlap the existing contract. You may also need to amend the existing contract to get the correct start and end date.

Company *

Supplier *

Contract Type *

Create Blank Supplier Contract

Copy Details from Existing Supplier Contract

3. Click the **OK** button.

The *Create Supplier Contract* screen displays.

4. At the Contract Information header level, enter required fields. You will leave your name in both the Contract Specialist and Buyer fields. When the buyers pick up the contract to approve and schedule the payments, they will change what is in that field to their own name.

Contract Information

Company *

Supplier *

Default Order-From Connection

Contract Specialist *

Buyer *

Contract Type *

Contract Name *

Contract Reference

On Hold

- At the Terms and Amounts header level, enter a Contract Start Date, End Date, and Total Contract Amount. The Line Amounts will automatically calculate based on the information you will enter at the line level.

Terms and Amounts

Start Date * 07/01/2022

Contract Signed Date MM/DD/YYYY

End Date 06/30/2023

Total Contract Amount 3,600.00

Line Extended Amount 0.00

Line Tax Amount 0.00

[Update Tax](#)

Currency * x USD ...

Default Tax Code

Credit Card (empty)

and set the amount of time prior to the expiration date that you would like to be notified. You can use Contract Overview as a place to make notes, provide further contract descriptions, makes notes to the buyer, etc.

Renewal Terms

Automatically Renew

Send Expiration Notification

Notice Period 31

Notice Period Frequency Days

Renewal Term 0

Renewal Term Frequency Months

Contract Overview

Contract Overview

Curry's Quote #564987 attached

Continue to next page

- Under Renewal Terms, do not check Automatically Renew. If you would like to be notified prior to the contract end date, you can select the checkbox for Send Expiration Notification

7. For Supplier Invoice Defaults, make sure to select a UAMS Remit-To Connection. The Payment Terms will default in from the supplier record. Please do not change and override the default payment terms. In the Supplier Invoice Reference Number field, this is where you will put the account number (or quote number, contract number, document number, etc., whatever the supplier needs to identify which account they are applying the payment towards. This field will be sent in the remittance advice to the supplier when the payment is sent.

Supplier Invoice Defaults

Company * University of Arkansas for Medical Sciences

Pay To Supplier * CURRY'S TERMITE PEST & ANIMAL CONTR

Remit-To Connection UAMS_60475_202_BISHOP_ST_LITTLEROCK-AR

Payment Terms * Immediate

Default Payment Type Check

Override Payment Type

Supplier Invoice Reference Number 1035642

8. Click on the Service Line tab. Add line and fill in required (*) fields and other fields as needed.

Description and Spend Category:

Goods Lines Service Lines Tax Attachments Notes

Service Lines 1 Item

*Line Number	Contract Line	*Description and Category
	Company for Invoices University of Arkansas for Medical Sciences On Hold <input type="checkbox"/>	Item Description * FY23 Pest Control Spend Category * SC0035 Pest Control Services

Extended amount (for one-line service contracts, your line Extended Amount should match the header Total Contract Amount)

Tax	Tax Recoverability	Cost
Tax Applicability		Extended Amount * 3,600.00
Tax Code		

For one-line service contracts, Start and End Dates on the line should match the Start and End Dates on the header.

The screenshot shows a form with three main sections: 'Renewal', 'Dates', and 'Ship-To Address'. Under 'Renewal', there is a checkbox for 'Do Not Auto-Renew' and a 'Renewal Amount' field containing '0.00'. Under 'Dates', there are 'Start Date' and 'End Date' fields, both with calendar icons. The 'Start Date' is set to '07/01/2022' and the 'End Date' is set to '06/30/2023'. The 'Ship-To Address' field is currently empty.

Enter cost center, grant, program, or project, and additional worktags, including Fund which is always required. Just like on a requisition, if you use a project then a budget category will also be required.

The screenshot shows the 'Service Lines' section with a table header: '*Cost Center', 'Designated', 'Grant', and 'Program'. Below the header, there is a dropdown menu for the '*Cost Center' field, which is currently open and showing 'CC009869 UAMS | MUS ORTHO COLONEL GL'. The other fields are currently empty.

The screenshot shows the 'Additional Worktags' section of the contract form. It features a dropdown menu with the following items: 'AASIS Code: 5030005100 | 02 PEST CONTROL', 'Fund: FD101 Unrestricted | General Unrestricted', and 'NACUBO Function: FN1120 Building Maintenance'. The 'Project' and 'Agency' fields are also visible above this section.

9. Upload an attachment showing the total contract amount, start and end dates, and what the desired payment schedule should be. Attachments are required on all contract types that UAMS requisitioners can create.

The screenshot shows the 'Attachments' section of the contract form. It has tabs for 'Goods Lines', 'Service Lines', 'Tax', 'Attachments', and 'Notes'. The 'Attachments' tab is selected. Below the tabs, there is a section titled 'Attachments' with a PDF icon and the text 'Pest Control Service_UAMS Quote 557986.pdf'. A green checkmark indicates 'Successfully Uploaded!'. There is a 'Comment' text area and an 'Upload' button.

10. Click the **Submit** button to start 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. These supplier contracts will route through our normal cost center requisition approval process. Once the final cost center approval is complete, it will route to a buyer to set up the contract installments and scheduled invoices.