

Ntracts – UAMS Reference Guide



1

Record Types: Contracts, Files, & External Parties

2

Workflow

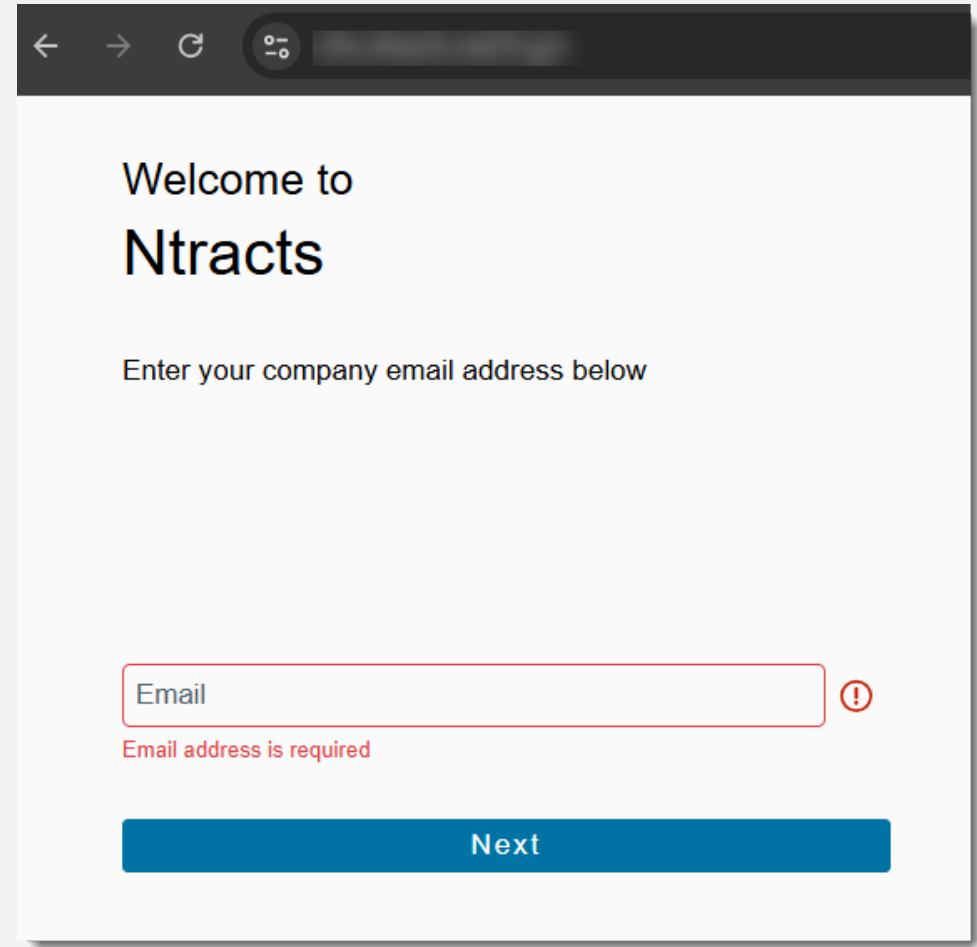
What is it and how will it make your job easier?

3

Navigation, Searching, & Interacting with Records


Accessing the Application

- CLM.Ntracts.net
- Preferred browser is Chrome, but Edge is fine.
- For questions following the training, please reach out to Contract Administration.



Welcome to
Ntracts

Enter your company email address below

Email 

Email address is required

Next

3 Record Types

- ▶ **Contracts-** a record with an agreement's metadata organized into contract information fields
- ▶ **Files-** a record with file metadata, available versions, and ability to download the actual file for viewing purposes
- ▶ **External/Other Parties-** a record containing information about a vendor that UAMS is contracting with

The screenshot displays the user interface for the 'External/Other Parties' record. The left sidebar contains navigation options: Contracts, Files, External/Other Parties (highlighted with an orange box), Reports, Notifications (374), Task Center, Workflow Center, and eSign Center. The main content area shows the record details for '42: Sandra Young MD' with a 'Delete' button. A table lists the record's attributes: Party Record Number (42), Type (Physician), Specialties (Anesthesia), and Status (Active). Below this, there are sections for 'Associated Contract Records (1)' and 'Associated File Records (1)'. The 'Associated Contract Records' section shows a link to '63: Sandra Young MD: Physician: Independent Contractor' with an expiration date of 09/30/2026. The 'Associated File Records' section shows a PDF icon and a link to 'Young, Sandra, MD - Independent Contractor Agreement' with an expiration date of 09/30/2026. On the right, the 'Information' tab is active, showing 'Associations (0)'. The 'Party Details' section lists: Party Record Number (42), Status (Active), Party Type (Physician), Prefix (-), First Name (Sandra), Middle Initial (-), Last Name (Young), Suffix (-), and Degree(s) (MD -).

Party Record Number	Type	Specialties	Status
42	Physician	Anesthesia	Active

Associated Contract Records (1)

- [63: Sandra Young MD: Physician: Independent Contractor](#)
Expires: 09/30/2026

Associated File Records (1)

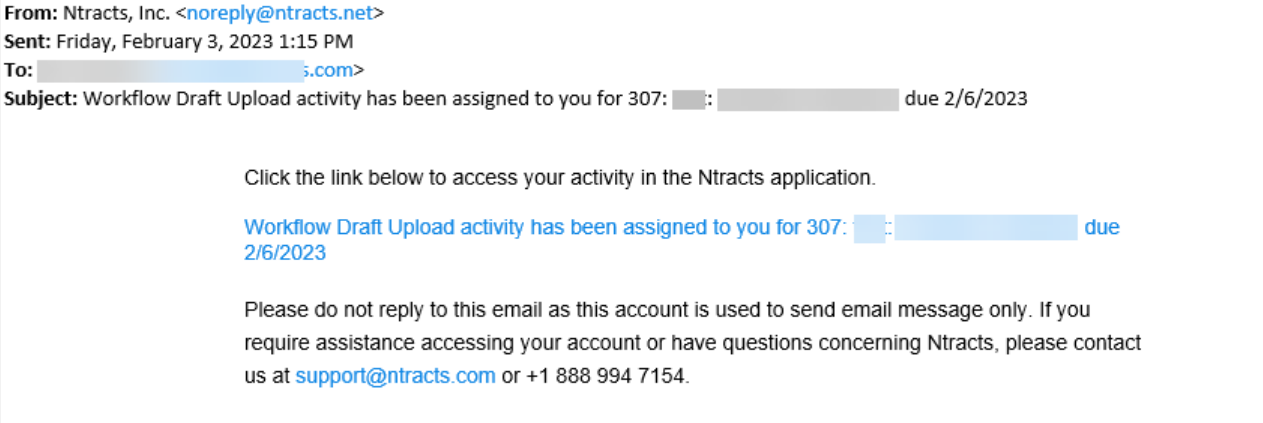
- [Young, Sandra, MD - Independent Contractor Agreement](#)
Expires: 09/30/2026

Party Details

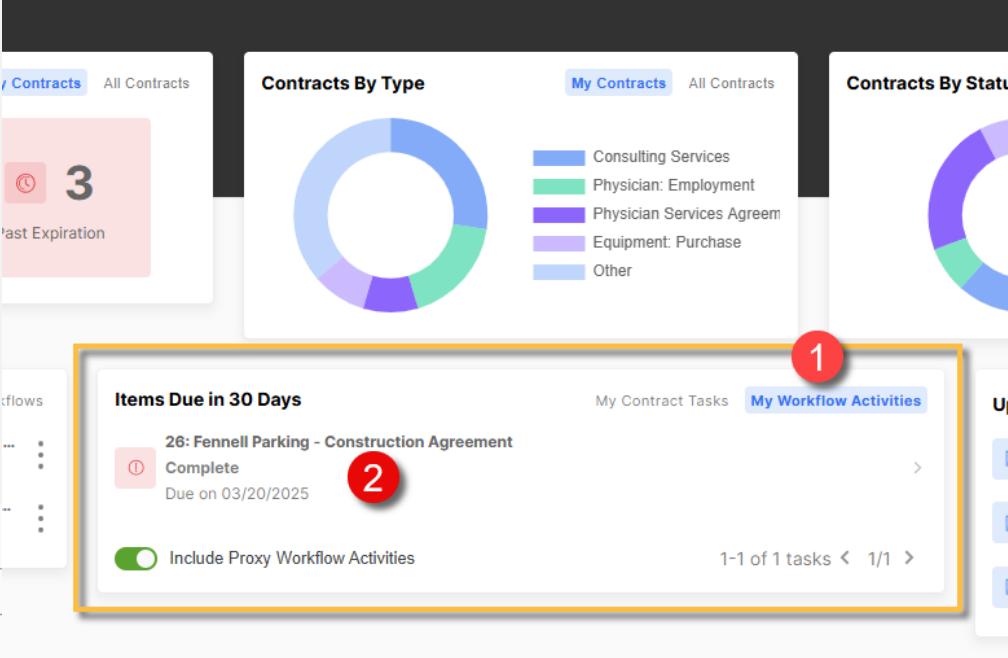
Party Record Number	42
Status	Active
Party Type	Physician
Prefix	-
First Name	Sandra
Middle Initial	-
Last Name	Young
Suffix	-
Degree(s)	MD -

How will I know when I have a workflow activity?

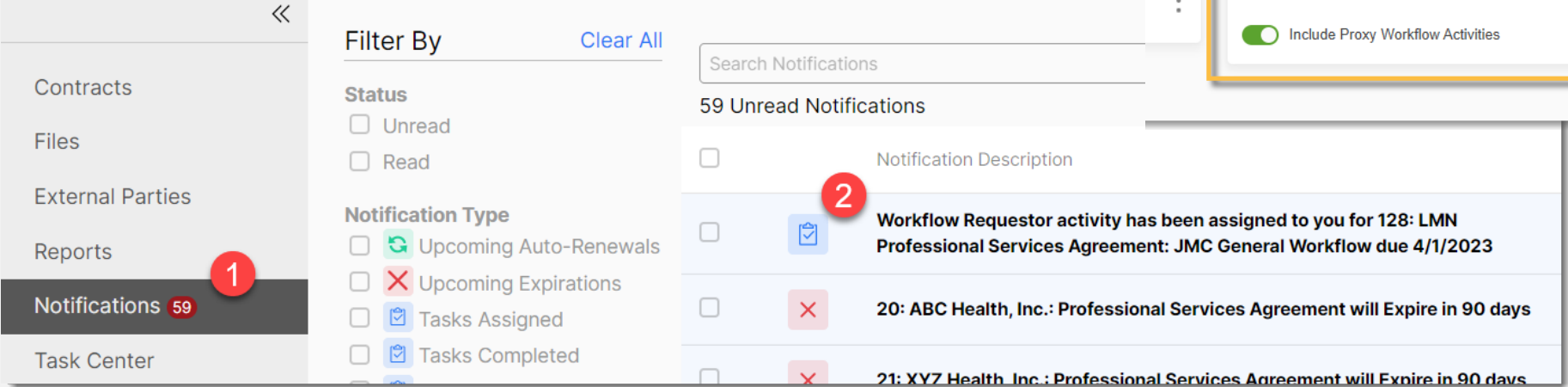
Email Workflow Activity Notification



Home Page: Dashboard Items Due in 30 Days



Notifications List



Where can I see a request's activities, data, & documents?

The Workflow Record

The screenshot displays a workflow record for a 'New Contract Request' under the heading '23 : Legal Group, Inc. - Consulting Services Agreement'. The interface is divided into several sections:

- Workflow Navigation Panel (2):** A vertical sidebar on the left showing the progress of the request through various stages: Request, Contract Request (Completed), Initiate, Contract Details (Completed), Draft (Draft Upload - Active), Draft Review, Approval, Signature, and Complete.
- Workflow Status (6):** Located in the top right corner, it indicates the current status as 'In Progress'.
- Information Pane (3):** The main central area containing instructions for document uploads and a checkbox labeled 'I have completed the necessary document uploads'.
- Documents Grid (4):** A table at the bottom showing a list of documents. The first entry is 'Group, Inc. Consulting Services Agree' with a checkmark in the 'File Record' column.
- Comments Pane (5):** A sidebar on the right showing a comment from 'Madeleine' dated '10/17/2024' with the text 'Please review.' and a 'Tagged: Robert' label.

Red numbered callouts (1-6) are placed on the screenshot to identify these key components.

1 Workflow Record Number & Name
2 Workflow Navigation Panel with phases & activities
3 Information Pane containing a form to complete
4 Documents grid
5 Comments pane
6 Workflow Status

Name	File Record	Purpose	Type	Added By	Date Added
Group, Inc. Consulting Services Agree	✓	Actionable	Primary Agreement	Madeleine	10/17/2024

What features are available on a workflow record?

75 : ABC Vendor - Equipment Lease Agreement : New Contract Request ✎ 👁 Cancel Workflow Workflow Status: In Progress

Draft Review
Due Date: 12/12/2025

Request
Contract Request
Jessica Adams Completed

Request Gatekeeper
Betty Jimenez Approved

Initiate
Contract Details
Raegan Moss Completed

Draft
Add Reviewer

Draft Upload
Raegan Moss Completed

Draft Review
Robert Smith Active

Draft Gatekeeper
Jessica Adams

Approval
Add Approver

Instructions
Use the document grid to view, edit and/or upload any necessary documents for this review. When finished, click the checkbox below and submit your response.

I have completed the necessary review of documents

Documents

Name	File Record	Purpose	Type	Added By	Date Added
ABC Vendor - Equipment Lease Agreement	✓	Actionable	Primary Agreement	Raegan Moss	

Comments

Raegan Moss 12/09/2025
Please review.
Tagged: Betty Jimenez

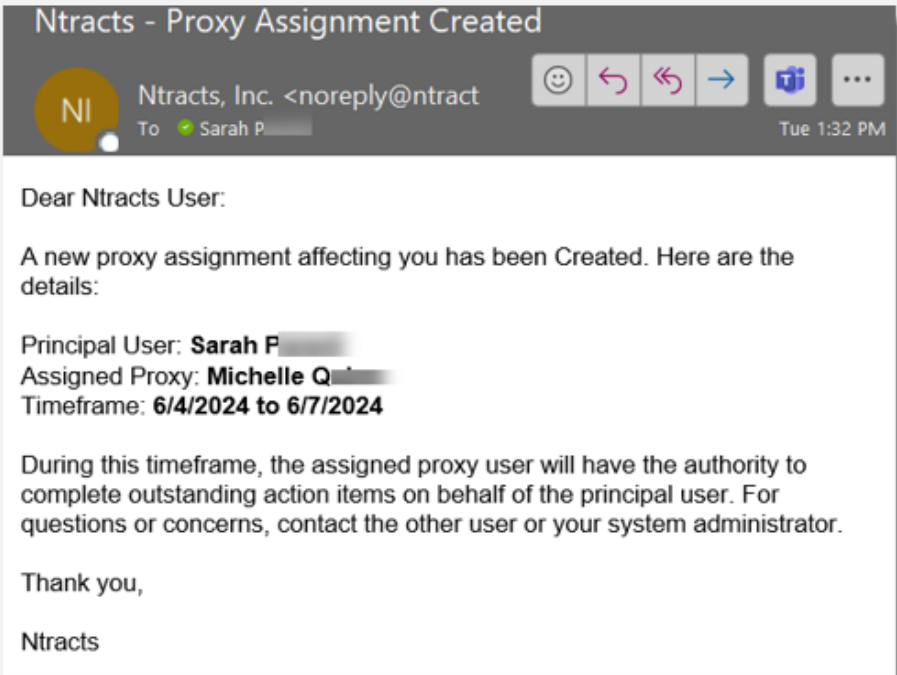
Buttons: Reassign, Cancel, Submit

Annotations:
- Edit the name of the workflow (points to pencil icon)
- Permanently cancel the workflow (points to Cancel Workflow button)
- "Follow" a workflow & have it appear on your dashboard (points to eye icon)
- View history of a reassignment (points to Reassign button)
- Can reassign the activity (points to Reassign button)
- Delete documents (points to context menu)
- Add reviewers or approvers on the fly (points to Add Reviewer button)
- In app editing for redlining of .docx files (points to Edit button)
- If needed, make a comment. Ability to tag a user is available. (points to comment icon and user tag)

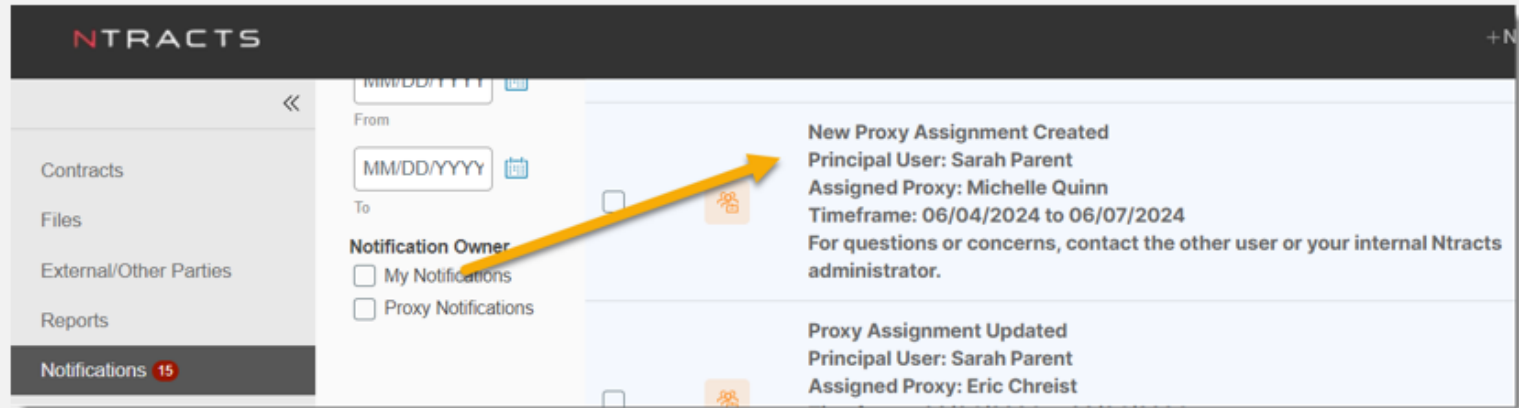
Can another user respond to a workflow activity on my behalf?

Yes, if a proxy is set up through your system administrator.

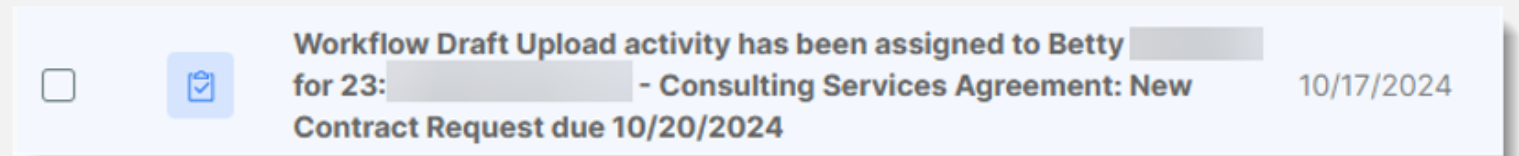
Email Notification of Created Proxy Assignment



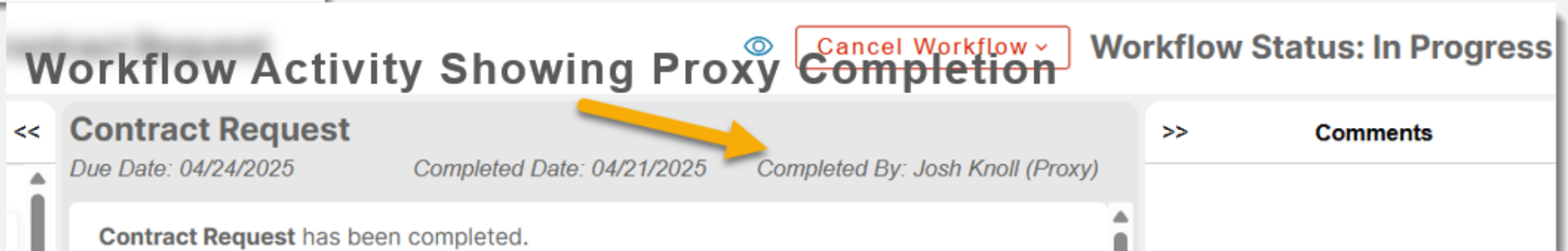
In App Notification of Created Proxy Assignment



In App Notification of a Proxy's Workflow Assignment



Workflow Activity Showing Proxy Completion



Supply Chain Expense Contracts

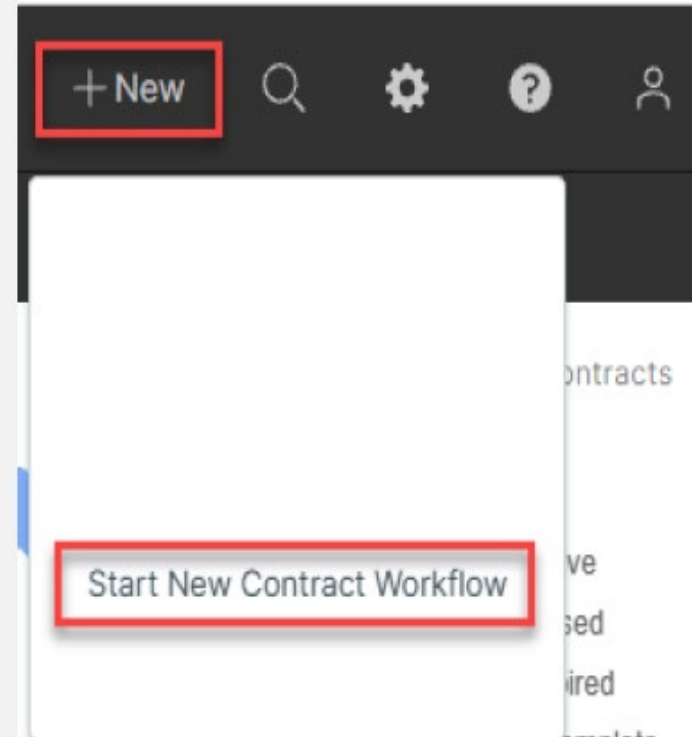
New Workflow



Start New Contract Workflow



Start Workflow – Only complete the required fields



****Please note if you select the wrong “Internal Contracting Entity” or “Primary Contract Type”, the workflow will be stopped and new entry required**

Start Workflow

Start Workflow

Workflow-Name *

Vendor Name_Contract Name_Commodity/Service (50 characters limit)

Primary Internal Contracting Entity *

Revenue/Affiliation – UAMS Contracts Administration Expense Contract – UAMS Supply Chain

Additional Internal Contracting Entities

DO NOT USE THIS FIELD

Department *

The department responsible for the expense purchase.

Primary Contract Type *

Click the drop down to select the category (see Contract Types & Sub-Categories on next slide)

Additional Contract Types

DO NOT USE THIS FIELD

Justification of Services Needed

DO NOT USE THIS FIELD

Primary Contract Types	Details
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, including hardware/software purchases, software licenses, subscriptions, and renewals.
Purchased Services	<p>Services/labor provided by a vendor.</p> <p>E.g., technical, professional/consultant agreements, pest control, maintenance, independent contractors, rental/leases, advertising and conference contracts.</p>
Supplies/Commodities	<p>Products/commodities that are needed to conduct UAMS operations.</p> <p>E.g., medical/surgical/clinical/academic supplies, promotional items, and non-asset equipment/furniture.</p>

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



New Workflow

- Select “New Document” to upload additional or supporting documents.
- Supporting documents includes, (e.g., method of procurement forms, MEP approvals, and proof of external funding.
- Missing documentation will pause the contract processing and lead to delays.

New Document Upload

Name *
Will auto populate with name of file. Can be edited if needed !
A name is required.

Purpose *
Actionable-needs review/signature Supporting ▼
A purpose is required.

Type *
Depends on type of document uploading ▼
A file type is required.

Associate to contract record *
 Yes No Always select "Yes"

External/Other Party(s)
Select external/other parties ▼

Effective Date
MM/DD/YYYY 📅

Expiration Date
MM/DD/YYYY 📅

File Owner
Select a file owner Initiator's name ▼

File Description
Words or phrases to aid in document searches

0 / 4000 characters ▼

Submit

Confirm that
you have
selected the
correct
workflow.

Confirm New Test Workflow Request ×

Based on your selections, you are initiating the Supply Chain workflow. Would you like to continue?

Cancel

Continue

New Workflow



Contract Initiator (Requester)

Complete any required (*) fields:

Justification of Services Needed *

Why should UAMS provide the service, or why should UAMS purchase the good or service?

External Party(s) *

Contracting Party: Customer or Supplier/Vendor

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.

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.

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.

New Workflow



Contract Initiator (Requester)

Complete any required (*) fields:

Contract Description *

The contract description offers a clear summary of its content and scope of what it is.

Effective Date *



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

Expiration Date *



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

Agreement will continue for a period of how many years.

the "term" of the agreement

Auto Renewal Provision *

Clear

No

If yes, three (3) additional fields are required.

Yes

Auto Renewal Type *

Evergreen

Limited

Always select, "Limited," UAMS does not accept autorenewal ("evergreen") contracts.

Auto Renewal Term (in months) *

of months in each renewal period

New Workflow



Contract Initiator (Requester)

Complete any required (*) fields:

HIPAA BAA Required? *

- No Select "Yes" if contract indicates sharing or other exchange of PHI.
- Yes **Be advised:** Sharing/exchanging PHI before a BAA is executed is a **HIPPA violation** that may lead to substantial fines to UAMS.

Termination Without Cause *

- No This will be found in the Terms sections of the contract document, if applicable.
- Yes

Total Contract Value *

Contract terms * contract amount

UAMS Supply Chain

Is this a contract request from a Foreign Vendor? *

- No 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
- Yes Procurement Law.

Is UAMS procuring an information technology? *

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

New Workflow



Contract Initiator (Requester)

Complete any required (*) fields:

Name of the Vendor Contact. *

The **Vendor Contact** is the person the Contract Analyst will be in communication with from initiation to execution.

Vendor Contact Email Address *

The email address of the Vendor Contact.

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

No

Yes

This pertains to requests that are **critical to UAMS patient care** or that will cause an **interruption to UAMS daily operations**.

What is the emergent status? *

If yes, this emergent status box auto populates, place the nature of the request in this comment box. And you may place any prominent information in the Comment Pane and tag your analyst, if need. This pertains to Emergent Request **ONLY!**

New Workflow



Contract Initiator (Requester)

Complete any required (*) fields:

UAMS Supply Chain

Is this a contract request from a Foreign Vendor? *

- No 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
 Yes Procurement Law. The email address of the Vendor Contact.

Is UAMS procuring an information technology? *

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

Name of the Vendor Contact. *

Vendor Contact Email Address *

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

- No
 Yes

What is the emergent status? *

If yes, this emergent status box auto populates, place the nature of the request in this comment box. And you may place any prominent information in the Comment Pane and tag your analyst, as well. This pertains to Emergent Request **ONLY!**

Go to **Options** and **Save to Draft** to ensure that all entries are saved properly.

Review your entries and confirm your submissions are correct, and a message will auto populated that says you have **successfully created your record**.

Click **Submit**.

Amend Workflow

From Contract Record

Modify ▾

- Amend
- Renew
- Terminate
- Evaluation

Amend Contract

Primary Internal Contracting Entity *

UAMS Supply Chain Will auto populate

This will initiate the Supply Chain_Amendment workflow.

Workflow Name *

Vendor Name_Contract Name_Service_FY Amendment Enter the fiscal year (i.e. FY27)

Reason for Amendment *

Brief description why the contract needs to be amended during the current contract terms.



Used to start an Amendment and Renewal workflow

Contract Initiator

Due Date: 02/09/2026

Contract Details

Is this for an amendment or renewal? *

- Amend **Change terms, conditions, services during the current term**
- Renewal **Extending terms dates beyond the current terms dates**

- Complete all **unpopulated** required fields
- Complete / Update other fields (as needed)
- Upload Amendment or Renewal document (Word doc preferred)

Terminate Workflow

From Contract Record

Modify ▾
Amend
Renew
Terminate

Terminate Contract

Primary Internal Contracting Entity *

UAMS Supply Chain

This will initiate the Supply Chain_Termination workflow.

Workflow Name *

Vendor Name_Contract Name_Commodity/Service

Reason for Termination *

This is a **required** field and must align with the termination clause of the contract.



Use to start a Termination workflow

Note: The Primary Internal Contracting Entity (*) will auto populate.

- Ensure entries are correct, **Submit**.
- Enter the **Termination Details**

Termination Details

Proposed Termination Date *

MM/DD/YYYY

Proposed Termination Date is required.

will be the actual Termination Date that should align with the terms of the contract termination language.

Complete upload and **Submit**.

Name *

Workflow name auto populates, but can be edited, if needed.

A name is required.

Purpose *

Actionable (needs review / signature or Supporting)

Type *

Depends on the uploaded document

Associate to contract record *

Yes
 No

Always select "Yes"

Effective Date

MM/DD/YYYY

Expiration Date

MM/DD/YYYY

File Owner

Select a file owner Initiator's name

File Description

Keyword of phrase to aid in search of a document

Need to restart a service for a Closed record?

Initiator:

- Note the Closed contract record number
- Start a New Workflow
- Before clicking Submit in the Initiate Phase, enter a comment and note the contract record the new contract should be related
- The Contracting offices will associate the records at the end of the workflow.

**To see the related contract records, see the Associations tab in the contract record

< **18247: Arkansas Department of Health: Building/Space Leases**

Contract Record Number 18247	Effective Date 12/01/2025	Expiration Date 12/31/2026	Status Active	Primary Contract Type Building/Space Leases
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Upcoming Modifications (1)

- Amendment effective 03/01/2026 - Scheduled

Information History **Associations (1)** Tasks (0) Workflows (2)

Associated Party Records (2)

- [1119: Party Undefined: Clinical Programs - Ctr for HC Enhancement and Dev: Revenue](#)
Expires on December 31, 2025

Thank you!



Questions? Concerns?

Please email

ContractsAdministrationDepartment@uams.edu