

Supply Chain Expense Contracts Q & A

1. **Expense vs. Revenue Contract?**

A: **Expense contracts** involve UAMS purchasing goods or services and making payment to a supplier or vendor. Expense-only contracts must be submitted through the Supply Chain workflow in Ntracts. Any Revenue contract mistakenly submitted through the Supply Chain (Expense) workflow will be closed, and the requester will be asked to resubmit the contract using the correct Revenue workflow.

2. **What is my role as a Contact Initiator in Ntracts?**

A: A **Contract Initiator** is responsible for starting the contract request process in Ntracts. This includes entering key information, selecting the appropriate workflow, and submitting the request for routing and review.

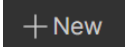
3. **Who do I contact if I'm unsure which Contract Analyst to select?**

A: You may contact a Supply Chain Contracting Team member directly or at SupplyChainContracting@uams.edu or visit Contract Services website page at <https://supplychain.uams.edu/contract-services/>.

4. **What is the required contract description naming convention?**

A: **Vendor Name_Document Name_Product/Service** (i.e. 50 characters maximum limit)

5. **How can I start a new Supply Chain Expense contract request?**

A: Select  **+ New**, then **Start New Contract Workflow** in Ntracts (e.g., new agreement). Complete the Contract Request Form to begin the Start of the Workflow, upload the contract and any supporting documentation, **save the request**, and submit it to route to the assigned Supply Chain Contract Analyst.

6. **What is the difference between the contract Justification of Services needed and the Contract Description?**

A: **Justification** explains ***why the contract is needed***. (e.g., business need, best or only solution, consequences of not entering the contract, alignment with organization goals, cost-benefit.).

Contract description summarizes what the contract covers, scope, goods/services, and overall purpose.

7. **What happens after I submit a contract request?**

A: Once submitted, the contract request enters an automated workflow which may include:

- (a) Internal reviews and approvals (legal, compliance, marketing, IT);
- (b) negotiations;
- (c) Routing for approvals; and
- (d) Optional sharing with external parties for review/signature.

8. **How long does the contracting process take?**

A: It is best practice to start work for an expense contract two to three months before the good/service being procured is needed.

Process	Turnaround Range
Source Selection	1 business day – 2 months
Payment Works/Vendor Setup	3 – 21 business days
IT setup	5 – 20 days
Contract processing after Ntracts submission	3 – 14 business days (can be longer depending on the negotiation stage)

HINT: Start the process 2 – 3 months before the service/product is needed.

9. How will I receive my executed documents in Ntracts v3 upgrade?

A: Ntracts stores the fully executed document(s). Contract Initiator receives a Notification of Completion, which links directly to the Contract Record where the executed documents are available under Associated File Records.

10. When can I submit a contractual document for a purchase requisition in Workday?

A: Only after the contractual document has been fully executed in Ntracts. You must attach the fully executed document to your Workday requisition for purchase order.

11. When do I submit an amendment, renewal or termination?

A: Submit an ***amendment*** when:

- (a) Contract pricing changes,
- (b) Terms (scope, deliverables, dates only if Amendment specifies) change, or
- (c) Additional goods/services are added.
- (d) A new document (e.g., amendment or addendum) must be signed.

Submit a ***renewal***:

- (a) To extend the overall validity and term of the contract beyond its original expiration date.
- (b) Both parties agree to continue the relationship after the initial term ends.
- (c) Creates a new contract period. A renewal extends the *entire* contract’s duration for a new term period.

Submit a ***termination*** when your department no longer needs the goods/services or wants to end a contract early within contractual terms.

12. How do I create an amendment, renewal or termination request?

A: From the Workflow Center, search by Workflow or Contract Record number, select the View Contract Record, and use Modify drop-down, and select the workflow request of your choice; (e.g., amend, renew, terminate).

13. Will I receive notifications if action is needed on my contract request?

A: Yes. Ntracts v3 sends automated notifications when action is required from the Contract Initiator, such as when a workflow is returned, approved, or completed. Users should regularly monitor their notifications and workflow status to avoid delays.

14. What does not require Ntracts submission?

A: Ntracts submission is **not** required for:

- New vendor forms (e.g., account setup forms, credit applications)
- Research Contracts
- A single method of Procurement form without a governing agreement or signature line.
- Small orders that do not include governing terms and conditions or a signature line, with a total cost of approximately \$20,000 or less.
- Purchase of a P-Card (please see travel department*- [Page](#))

15. What supporting documents are required with my Ntracts submission?

A: Any contractual document that is externally funded or supported by an outside funding source (e.g., foundation or grant funding) must include either a justification of funding or the applicable Workday fund and account center documented in the contract record comments, or proof of funding uploaded as a supporting document type within the contract record.

16. What if I transfer to another department?

A: Your department manager should email the Ntracts Administrators at ContractAdministrationDepartment@uams.edu, to have you reassigned as a user for your new department.

17. How can I check the status of my contract request?

A: You can track the status of your contract request in Ntracts by searching for the workflow or contract number in the Workflow Center and reviewing the current workflow step and comments.

18. . What happens if my contract request is returned or rejected?

A: If a contract request is returned, review the comments in Ntracts, make the requested updates or changes, and resubmit the workflow for continued processing.

- A **returned workflow** requires updates or clarification and can be corrected and resubmitted.
- A **rejected workflow** indicates the request cannot move forward as submitted (e.g., incorrect contract type, inappropriate procurement method, or policy restrictions). A new workflow may be required depending on the reason for rejection.

18. Can I make changes after I submit a contract request?

A: Once submitted, changes typically require the workflow to be returned to the initiator. Contact your assigned Contract Analyst if updates are needed after submission.

For additional information and detailed step-by-step procedures, please refer to the **Expense Contract Reference Guide available under **Ntracts Resources** on the Supply Chain [Webpage](#).