Secure Source to Pay (SS2P)

Contracts

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Contents

Accessing Contract Database

The purpose of this document is to provide an initial overview of the **Contracts Management Database** with reference to its operation from an end user's perspective.

To access the **Contract Management** application:

1. Click the **Applications** menu at the top of the screen.
2. Select the **Contract Management** option.

Application Layout

Most screens share a consistent set of controls and features.

Application Bar

- **Application**: Allows seamless navigation between different system modules.
- **Language**: Select the language you want the system displayed in.
- **Home**: Return to the main homepage.
- **Sign Out**: To log out and return back to the **Login** page.

Vertical Navigation Bar

- Contains a list of links to each of the main tasks the application is designed to perform.

Content

- Contains the information and controls that make up a particular page of the application.

Dashboard

The default dashboard shows all contracts by type, supplier, owner, and those approaching expiry along with the management alerts in different widget tables. The widgets are user configurable to allow a personalized dashboard view.

Search by supplier

To search for a contract by supplier:

1. Type the supplier name you wish to look up in the search box. Click **Search**.
2. Click **Supplier** name link to view contracts related to this supplier.
3. Click the **Clear Search Results** button to clear the results.

Search by contract

To search by contract:

1. Type the contract name in the search box. Click **Search**.
2. Click the **View** button to navigate to and view contract details.
3. Click the **Clear Search Results** button to clear the search results.

Advanced Search

The advanced search means you can carry the search out on metadata fields:

1. Select one or several options in the advanced search you wish the system to search for.
2. Click the **Search** button to search on selected criteria.
3. Click the **Basic Search** button to return to general search options.

View Contract

To view all details of all contracts:

1. Click the **View** button to view the contract record.
2. Click the column headings to toggle order based on the column content.
3. Click the **Create Contract** button to create a new contract record.

Create Contracts

The purpose of this section is to describe in detail how to create a contract from an end user's perspective.

View Contract

If the **Contract Management** module contains a number of initially uploaded, existing contracts, it is possible to navigate to the contract and supplier details from the dashboard.

1. Click the **View** button to view the supplier and contract related details.
2. Click column headings to toggle order based on the column content.
3. Click the **Create Contract** button to create a new contract.

Create New Contract

To create a new contract:

1. Click **Create Contract** from the options available on the left-hand menu.

2. Type in contract details in the fields provided (Items marked with an asterisk * are mandatory):
    a. Entity Name
    b. Supplier
    c. Title
    d. Contract Reference No
    e. Description
    f. Contract Type: Supply, Framework, Sales, Consultancy, Employment, and Legal Services
    g. Owner
    h. Legal Contact
    i. Currency
    j. Estimated Contract Value
    k. Start Date
    l. Effective Date
    m. Contract Duration
    n. Review Date

   o. Extension Type: No extension, Auto Extension, Full, or Monthly
   p. Notice Period
   q. Category

3. Once you complete all fields, click **Save** to proceed to the next screen.

Note: Contract fields are configurable to meet client specific business requirements. Also, the contract is not yet live at this stage. The status is **Initial Creation**.

Contract Details

Once you save initial contract details, users have access to additional tabs that a contract record will be comprised of.

- **Contract Metadata:** Shows all metadata recorded against the contract record at initial contract creation stage.
- **Contract Actions:** Shows available options you can perform while the contract is in its initial creation stage.
- **Click other tabs to view**: Documentation, Notes, Alerts, Linked Contracts, Project Plan, and Audit.

Documentation Tab

The purpose of the documentation tab is to store any documents relating to the contract.

To include a file related to the contract:

1. Click the **Add Document** button.
2. Type the **Title** and **Description** of the contract.
3. Select the **Document Type** from the dropdown.
4. Select the **Attachment Access** from the dropdown:
   a. **All** (view access)
   b. **Owners & Editors** (edit access)
5. Select the **Attachment Type**:
   a. File
   b. URL
6. Click the **Browse** button to find the document on your local drive.
7. Click the **Save** button.

Note: Fields and drop down list options are configurable to meet client specific business requirements.

You have the following options for attached documents:

- Click **History** button to check all the history about the document.
- Click **Edit** button to amend any of the document fields.

If you are editing the documentation, you have the option to either keep the history of previous document versions or overwrite earlier documentation.

1. Click the **Browse** button to upload a new document.
2. Select version:
    a. Keep History
    b. Overwrite
3. Click the **Save** button, **Delete** button, or **Cancel** button.
4. Check the history of the attached documents by clicking the file name.

Contract Notes Tab

The **Notes** tab allows you to store text notes relating to the contract record. Click the **Add Note** button.

Note: You cannot delete any notes you add to the contract and the notes are data/time stamped.

Contract Alerts Tab

The **Alerts** tab is one of the key features within the **Contract Management** module. It allows you to create and manage automated contract alerts and reminders, in order to ensure efficient and effective management of contracts and minimize risk exposure.

To add an alert:

1. Click the **Add Alert** button.
2. Choose either existing metadata fields or a custom date alert. Click **Next**.
3. Select from the **Subscriber** dropdown, in how many days to **Fire Alert**, **Reminder**, and type in the message you want a particular alert to send with.
4. Click **Save**.

To edit and existing alert:

1. Click **Edit**.
2. Amend any necessary fields.
3. Click the **Save** button, **Delete** button, or the **Cancel** button.

Linked Contracts Tab

The **Linked Contracts** tab allows you to link related contracts. To link a contract to another related contract:

1. Click the **Link Contract** button.
2. Click the contract link to view the linked contract.
3. Click the **Remove** button to remove the linked contract.

Project Plan Tab

The **Project Plan** tab offers the project management functionality within the application.

To create a plan from a template:

1. Click the **Template** button.
2. Click the **Import** button to import a template, or the **Edit** button to edit from **Template Library**.
3. Select the **Start Date** field for your project.
4. Click the **Import** button.

Note: You can also create a plan from scratch by clicking the **Create Project Plan** button.

Once you successfully import your plan, you have the following options:

- Click the **Edit** button to edit the activity.
- Click the **+** button to insert a new activity below the item.
- Click the **^** or **v** buttons to move the item up or down.
- Click the **Add Activity** button to add an activity.
- Click the **Export** button to download to MS Project or MS Excel.
- Select the project view required: **List View**, **Flow View** or **Gantt Chart**.

Audit Tab

The **Audit** tab stores the audit trail of all activity recorded against a contract to drive transparency and manage compliance.

The system allows to search for the records by **User**, **Title**, **Message**, or **Dates**.

You can export the **Audit Journal** to Excel by clicking the **Export Journal** button.

Contract Reports

There are a number of standard reports included in the Contract Management module.
Select the **Contract Management** option from the dropdown menu located at the top right of the screen:

The following standard reports are available:

- **Default Report**: Contains all fields captured on the contract header form. All saved contracts regardless of their status will be shown on this form.
- **Charts & KPI**: Displays some key metrics of the contract records in a graphical format. Some charts and KPI's such as *contracts by currency*, all contracts expiring in the next 30 days, and all suspended contracts.
- **Contract Types:** Shows the metadata with all related contracts grouped by Contract Type, Status Name, and Entity.
- **Contracts Expiring Within 90 days:** Displays all contract records held in the system that will expire in the next 90 days.
- **Expired Contracts:** Displays all contracts in the system with an expired/ended status.

To access reports:

1. Select the **Contract Management** application.
2. Click the **Contract Reports** menu option.
3. From the dropdown list, select the report you want to generate.

NOTE: You can export Reports in the following formats: xml, csv, pdf, html, excel, tiff, and Word.

Document Search

The document search functionality can be accessed from the left-hand menu within the contract management application. It provides the ability to search across all contracts within the system. Not only does this feature search for file names, but for any text within the attached documents.

Note: To search within the document, files must be text based, i.e. .doc, .xls, .ppt, text-based .pdf, etc.

Contract and Supplier Search

The standard, or free text search allows users to search across all metadata fields held against all contracts.

In addition to the standard search, there is also the Advanced Search functionality that allows to search within a specific attribute or set of attributes.

Approvals

The purpose of this document is to describe in detail how to manage the approvals of the Contracts Management Database with reference to its operation from an end user's perspective.

Send to Approval

To send a contract to approval:

1. Navigate to **Contact Actions** under the **Contract Details** tab.
2. Click the **Send** button to trigger the approval process.

How to Approve or Reject

To approve or reject a contract:

1. Click on a contract reference you want to approve or reject within the pending approvals section.
2. Navigate between the tabs to check details of the contract, then click **Approve** or **Reject**.

The system supports email approvals for ease of use and time efficiency which means a contract can be approved or rejected without having to log in to the system. However, accessing the system is required should you need to check the full details of the contract.

Out of Office – Delegate Approval

To delegate an approval:

1. Click the **Approvals** menu option.
2. To delegate your approvals, select the relevant name from the **Delegate your Approvals to** drop down.

Navigating Approvals Section

To view and manage the main areas of the approvals process:

1. To view and manage all contracts pending your approval, click the **Pending Approval** tab.
2. Click the **Raised by You** tab to check all approvals you initiated.
3. Click the **Failed Approval Documents** tab to view all contracts that failed the approval process.