

Volume

1

UNIVERSITY OF ALABAMA AT BIRMINGHAM

UAB Contracts & Vendor Compliance

Contract End-User Training Manual

UAB CONTRACTS & VENDOR COMPLIANCE

Contract End-User Training Manual

UAB Contracts & Vendor Compliance

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Chapter One: Contract Overview

The UAB Contracts & Vendor Compliance office facilitates the contract review process, maintains the contract database, and serves as the central repository for UAB's contracts. Departments should enter the contract in the End-User Dashboard, attach the contract routing form, and obtain the appropriate departmental signatures as indicated on the form. The contract is then ready to route to UAB Contracts & Vendor Compliance. UAB Contracts & Vendor Compliance will coordinate the central review of the contract and obtain the appropriate Board Signature.

When is an Agreement Required?

The following guide should be used to assist in determining when a formal contract is required:

- **Advertising/Advertisements-** regardless of the amount, a contract is required.
 - This does not apply to departments that report to Office of VP Development, Alumni & Ext Relations.
- **Branding/Logo-** Any services related to UAB branding/logo requires a contract, regardless of the amount.
- **Consulting** - Any agreement equal to or exceeding \$2,500 annually.
- **Credit Applications** - Any agreement to establish a new account or credit in the University's name.
- **Equipment** - Any agreement equal to or in excess of \$15,000 annually.
- **Facility/Space rental-** Any off campus facility/space rental requires a contract, regardless of the amount.
- **Lease** - Any agreement equal to or in excess of \$15,000 over the life of the lease.
- **Maintenance Agreements** - Any agreement equal to or in excess of \$15,000 annually.
- **Non-Professional Services** - Any agreement equal to or in excess of \$15,000 annually.
- **Professional Services** -Any agreement equal to or exceeding \$2,500 annually.
 - A contract must be routed for services related to outdoor stage and/or sound equipment being setup on UAB property, regardless of the amount.
- **Public Works** - Title 39 Agreements processed in excess of \$50,000.
- **Rental** - Any agreement equal to or in excess of \$15,000 annually.
- **Software-** Any agreement regardless of the amount:
 - downloading software, subscriptions, or services,
 - hosting/processing/transmission of UAB data external to UAB,
 - PCI (Payment Card Industry) acceptance/processing of credit card transactions,
 - Design, creation, maintenance, support, and/or hosing of any website/webpage,
 - Personally identifiable information (PII) or personal health information,
 - Audit Language,
 - Custom software development, and/or
 - Hardware purchase with embedded software with any of the above.
- **Supplies-** Any agreement equal to or in excess of \$15,000 annually.

A General Rule of Thumb

If any agreement or quote requires one of the following, it will need to be routed through UAB Contracts & Vendor Compliance:

- A Signature,
- Terms and Conditions, and/or
- A Pre-Payment, a Deposit, or a Down Payment.

Contract Templates and Forms:

If the vendor does not supply you with a contract and you are unsure about which UAB template to use, a Fee for Services should be used. This is our most basic contract and should cover many of the terms you will need for contract. Additional contract templates can be found online at: <http://financialaffairs.uab.edu/content.asp?id=1456771>.

1. **Addendum Agreement**- is the additional UAB terms that are required to be added to contracts from outside vendor.
2. **Addendum to Agreement for Clinical Affiliations** - adds UAB terms to an outside vendor's agreement.
3. **Affiliation Agreement for Clinical Education or Preceptorship Education** - are agreements that provide clinical education and training for UAB students.
4. **Amendment to Fully Executed Agreement** – allows for departments to amend or add terms to an agreement that has already been signed by both UAB and the vendor.
5. **Business Associate Agreement (BAA)** – is used in addition to a contract when personal identifiable information (PII) or personal health information is being passed between UAB and the vendor.
6. **Car/Van Rental Form** – is generally used when UAB is renting a vehicle for work related trips.
7. **Consulting Services from a Company** – is used when UAB purchases consulting services from an outside vendor. A W-9 should be processed with this agreement and it must be approved through Tax.
8. **Consulting Services from an Individual** – is used when UAB is purchasing consulting services from an outside individual. A Personal Services Form (PSF) should to be processed with this agreement and it must be approved through Tax.
9. **Child Protection Addendum** –should to be added to any agreement that allows any UAB employee or students to work with children.
10. **Credit and Vendor Applications** – these types of agreements are generally provided from an outside vendor. The UAB sales tax exemption certificate and the list of credit information may be required with these applications.
11. **Fee for Service Agreement UAB Providing Services** - is used when UAB is providing services to an outside vendor.
12. **Fee for Service Agreement UAB Purchasing Services from a Company** - is used when UAB is purchasing services from an outside vendor.

13. **Fee for Service Agreement UAB Purchasing Services from an Individual** - is used when UAB is purchasing services from an individual.
14. **Guest Speaker Agreement** - is used when UAB is receiving/providing speaking services from an individual.

Additional Forms:

These forms can be found online at: <http://financialaffairs.uab.edu/forms.asp>.

1. Personal Services Form (PSF) - Used to apply for an individual or employee to be paid as an Independent Contractor per UAB's Personal Services Policy.
2. W-9 Forms - This form is required to set up US-based individuals or companies as a supplier in Oracle.
3. W-8 Ben Forms - This form is required to set up non-US individuals as suppliers in Oracle.

Contract Quick Tips for New Agreements:

When submitting a new contract for review, please ensure the following items are included in order to route your document quickly:

1. Provide the names of the parties involved.
 - a. The legal name for UAB is The Board of Trustees for the University of Alabama for the University of Alabama at Birmingham. The legal name should be on all contracts for UAB.
 - b. The legal name for the vendor should be in the opening paragraph of the agreement or on the signatures page.
2. Make sure there is a start date, and if applicable, an end date for all agreements.
 - a. To find the start date, look for these key phrases: the agreement is entered into on this date; this agreement shall become effective on this date; upon the date of the last signature date, etc.
3. The total amount or anticipated amount is provided.
 - a. Any payment of \$10,000.00 or more should be broken into multiple payments. I.E.: weekly, monthly, quarterly, annually, upon completion of tasks, etc.
 - b. Total compensation should not be paid up front. UAB will only pay 90% up front, and will withhold 10% until the services are rendered.
 - c. There should always be a fee schedule and a scope of work.
4. If additional forms are required, such as a PFS or BAA, please make sure that these forms are approved and included before routing the agreement through your departmental routing process.
 - a. Personal Services Forms (PSF) are valid for a one year term.
 - b. Business Associate Agreements (BAA) last for the life of the contract. I.E. - if the agreement is for a term of three years, then the BAA will last for three years.

Contract Quick Tips for Amending Agreements:

When you are submitting an amendment, an addendum, or a revision to a contract for review, please ensure the following items are included in order to route your document quickly:

1. Provide the original document number or the original document with the names of the parties involved.
2. Make sure the **original** start date is shown in the amendment.
 - a. If the original agreement term was for October 1, 2012 through September 30, 2013; and we need to extend the agreement to May 31, 2014, then the amendment dates should read from October 1, 2012 through May 31, 2014.
3. The total amount or anticipated amount should be provided, including with the original amount from the original agreement.
 - a. Any payment of \$10,000.00 or more should be broken into multiple payments. I.E.: weekly, monthly, quarterly, annually, upon completion of tasks, etc.
 - b. Total compensation should not be paid up front. UAB will only pay 90% up front and will withhold 10% until the services are rendered.
4. If you are revising/amending/adding to a contract, the changes need to be stated in the summary section of the Dashboard.
 - a. Acceptable Example: Amendment to Doc 12345 by increasing the price by 20% and extending the period of performance.
 - b. If a red-line is provided for a revised agreement, ***both*** the red-line and a clean copy of the agreement should be provided for legal and board approval.
5. All agreements have a five year limit. You can amend or add to an agreement for up to five years. I.E.: if an agreement begins on 01/01/2015, then it will reach its five year limit on 12/31/2019.
 - a. An agreement is more than five years old, please route a new agreement.
 - b. If there is a significant reason for UAB to continue an agreement with a specific vendor, the contract can be submitted to an additional review to extend the contract into its sixth year. I.E. - if we enter into a new agreement and the prices are going to rise exponentially.
 - i. With this option, the agreement will have to be reviewed annually to make sure the agreement is still up to date and in compliance with UAB guidelines.

Cancelling Agreements:

1. If the vendor wishes to cancel an agreement, a letter on company letter head stating that the contract has been cancelled is required.
2. If the department wishes to cancel an agreement, a letter (e-mail) stating that the contract has been cancelled is required.

Some Helpful Tips:

- Grant agreements should provide the approved budget from the account that will disburse the funds. UAB Contracts & Vendor Compliance will check to see if these services are funded/approved to be paid by the grant.
- All Shred-It agreements must have a BAA included.
- Fully Executed Agreements are signed by both parties.
- Executed Agreements are only signed by UAB.
- An Amendment means to change or edit an agreement ***after*** it has been fully executed.
- An Addendum means to add additional information to an agreement ***after*** it has been fully executed.
- A Revision means to change or edit an agreement ***before*** it is fully executed.
- If anything is affixed to the building, the agreement will need to originate from the Facilities office.
- If leasing property, the agreement will need to originate from the Real Estate Office.
- Only Board Signatories have the authority to sign on behalf of UAB.

For the listing of the UAB Signatories please visit:

<http://financialaffairs.uab.edu/content.asp?id=196482>

Chapter Two: Using the End-User Dashboard

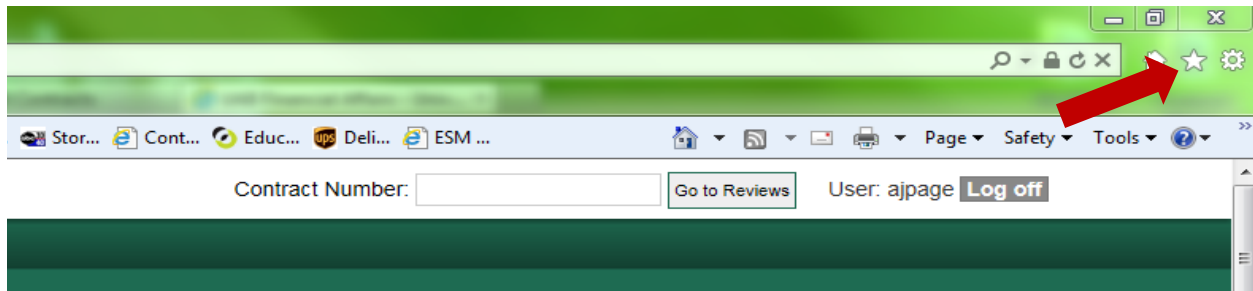
UAB Contracts & Vendor Compliance has created an End-User Dashboard to help departments track their contract submissions. Please keep in mind this is a work in progress. New features will be added to this site over time. The following instructions will walk you through the basic submission contracts and modifications.

Click the following link:

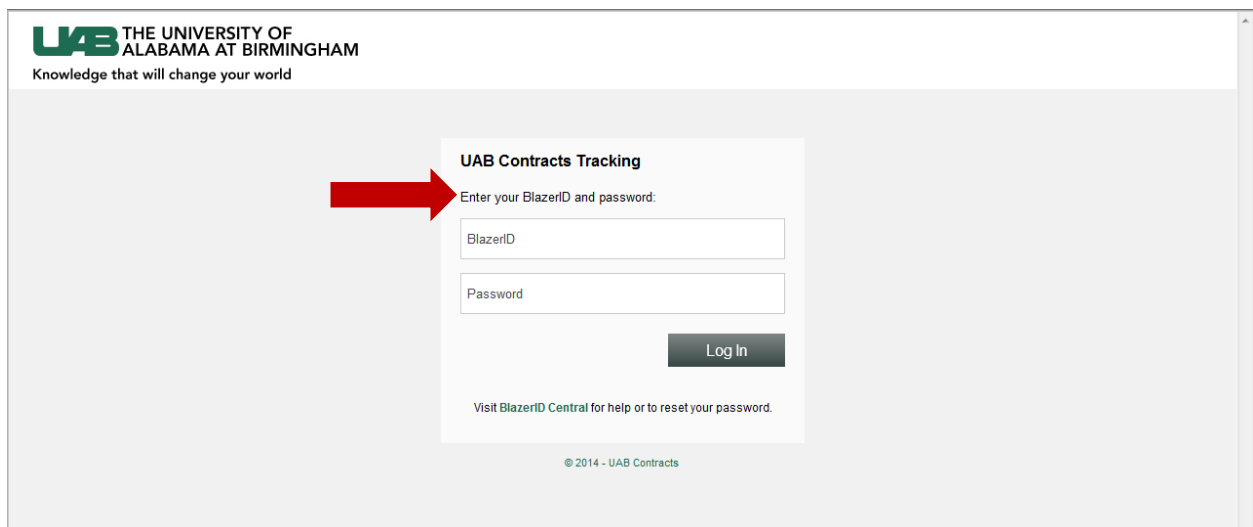
<https://acsapps.ad.uab.edu/UABContracts/Account/Login>

Helpful Tip:

Save the link to your favorites bar or favorites list.



Log into the End-User dashboard with your Blazer ID and strong password.



If you are unable to log in and are denied access, please send an e-mail to UABContracts@uab.edu with your name, BlazerID, and organization numbers you have access to enter contracts for in your department.

Once you log into the Dashboard, your home page should look like this.

UAB Contracts Contract Number: User: aipage

Home Add New Contract Search Admin

Your Recent Contracts
Showing Contracts submitted by you in the past five years

Show entries Search:

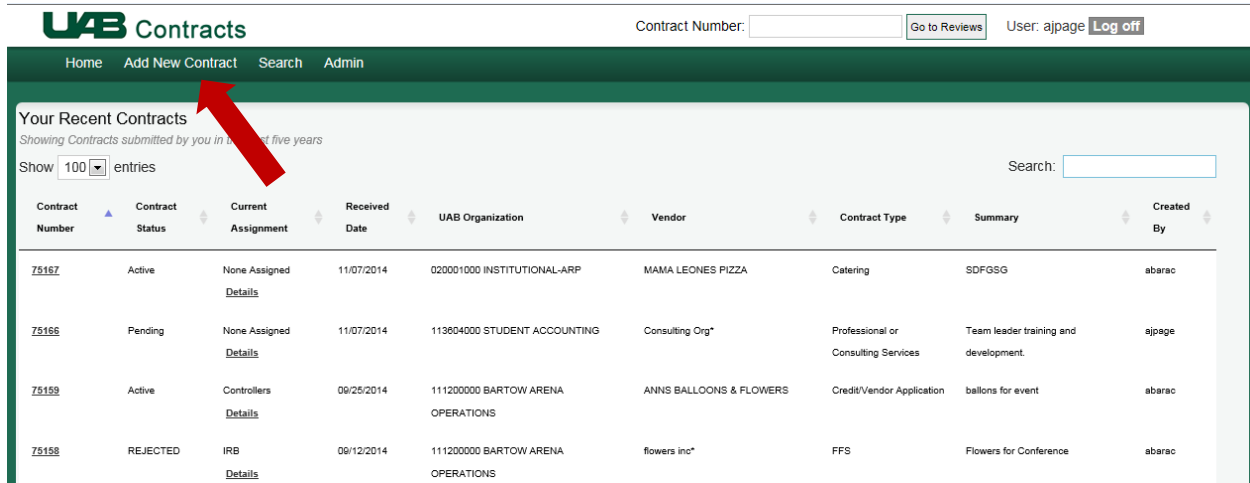
Contract Number	Contract Status	Current Assignment	Received Date	UAB Organization	Vendor	Contract Type	Summary	Created By
75167	Active	None Assigned Details	11/07/2014	020001000 INSTITUTIONAL-ARP	MAMA LEONES PIZZA	Catering	SDFGSG	abarac
75166	Pending	None Assigned Details	11/07/2014	113604000 STUDENT ACCOUNTING	Consulting Orig*	Professional or Consulting Services	Team leader training and development.	ajpage
75159	Active	Controllers Details	09/25/2014	111200000 BARTOW ARENA OPERATIONS	ANNS BALLOONS & FLOWERS	Credit/Vendor Application	ballons for event	abarac
75158	REJECTED	IRB Details	09/12/2014	111200000 BARTOW ARENA OPERATIONS	flowers inc*	FFS	Flowers for Conference	abarac
75157	Completed - OSP	Tax Details	09/09/2014	111200000 BARTOW ARENA OPERATIONS	flowers inc*	Catering/Lodging	Flowers for Conference	abarac
75155	Pending	None Assigned Details	09/05/2014	113000010 FINANCIAL AFFAIRS TRAINING	DOMINOS PIZZA-02	Catering/Lodging	asdfaf	abarac
75154	Active	None Assigned Details	09/02/2014	113000000 OFFICE OF ASSOC VP FINANCIAL AFFAIRS	PAESANOS PIZZA & SUBS	Facilities Rental/Catering	asdfaf	abarac
75153	Pending	None Assigned Details	08/14/2014	113000000 OFFICE OF ASSOC VP FINANCIAL AFFAIRS	AMBROSIA CATERING	Catering/Lodging	I am hungry and want something good for lunch.	abarac

Please note the agreements are in descending order, based on the contract number and/or received date.

When searching for a specific contract, the contract number, contract status, received date, vendor, and contract type can be changed from ascending to descending order by simply clicking on the gray arrows or on the name of the field.

Type in the contract number or vendor name in the Search box to locate a specific agreement.

Adding a New Contract to the Dashboard:



UAB Contracts Contract Number: [Go to Reviews](#) User: ajpage [Log off](#)

Home **Add New Contract** Search Admin

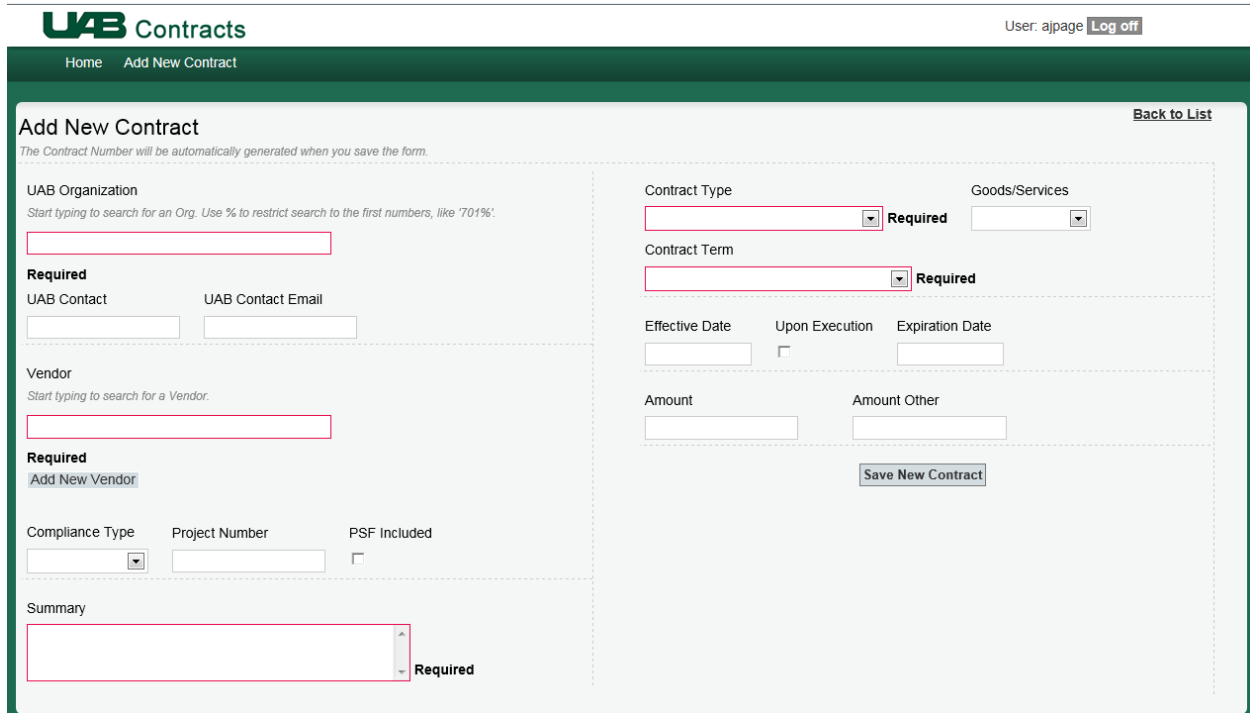
Your Recent Contracts
Showing Contracts submitted by you in the last five years

Show entries Search:

Contract Number	Contract Status	Current Assignment	Received Date	UAB Organization	Vendor	Contract Type	Summary	Created By
75167	Active	None Assigned Details	11/07/2014	020001000 INSTITUTIONAL-ARP	MAMA LEONES PIZZA	Catering	SDFGSG	abarac
75166	Pending	None Assigned Details	11/07/2014	113004000 STUDENT ACCOUNTING	Consulting Org*	Professional or Consulting Services	Team leader training and development.	ajpage
75159	Active	Controllers Details	09/25/2014	111200000 BARTOW ARENA OPERATIONS	ANNS BALLOONS & FLOWERS	Credit/Vendor Application	ballons for event	abarac
75158	REJECTED	IRB Details	09/12/2014	111200000 BARTOW ARENA OPERATIONS	flowers inc*	FFS	Flowers for Conference	abarac

When you are ready to create a new contract in the Dashboard, click on the “Add New Contract”.

Once this page opens, the following fields are required:



UAB Contracts User: ajpage [Log off](#)

Home **Add New Contract** [Back to List](#)

Add New Contract
The Contract Number will be automatically generated when you save the form.

UAB Organization
Start typing to search for an Org. Use % to restrict search to the first numbers, like '701%'.

Required

UAB Contact UAB Contact Email

Vendor
Start typing to search for a Vendor.

Required
[Add New Vendor](#)

Compliance Type Project Number PSF Included

Summary
 Required

Contract Type **Required** Goods/Services

Contract Term **Required**

Effective Date Upon Execution Expiration Date

Amount Amount Other

[Save New Contract](#)

You will not be able to save this agreement if the above highlighted fields are not filled in. Incomplete fields will be highlighted in red.

To begin, start by entering in the UAB Organization. This may be the Org's name or the Org Number.

The screenshot shows the 'Add New Contract' form. The 'UAB Organization' field is active, displaying a dropdown menu with the following options: 'VP', '110000000 OFFICE OF VP FIN AFF & ADMIN', '110100000 OFFICE OF ASSOC VPFAA', '111000000 OFFICE OF ASSOC VP BUSINESS SERVICES', '112000000 OFFICE OF ASSOC VP FACILITIES', '112300000 OFFICE OF ASST VP FACILITIES MANAGEMENT', '112400000 OFFICE OF ASST VP FACIL PL, DESIGN & CONST', '112500000 OFFICE OF ASST VP OCC HLTH & SAFETY', and '113000000 OFFICE OF ASSOC VP FINANCIAL AFFAIRS'. A red arrow points to the 'VP' option. Other fields include 'Contract Type', 'Goods/Services', 'Contract Term', 'Effective Date', 'Upon Execution', 'Expiration Date', 'Amount', and 'Amount Other'. A 'Save New Contract' button is at the bottom right.

Next, enter your name in the UAB Contact and your email in the UAB Contact Email.

The screenshot shows the 'Add New Contract' form. The 'UAB Contact' field contains 'Amanda Gray' and the 'UAB Contact Email' field contains 'ajpage@uab.edu'. A red arrow points to the 'UAB Contact Email' field. The 'UAB Organization' field now shows '113000000 OFFICE OF ASSOC VP FINANCIAL AF'. Other fields include 'Contract Type', 'Goods/Services', 'Contract Term', 'Effective Date', 'Upon Execution', 'Expiration Date', 'Amount', and 'Amount Other'. A 'Save New Contract' button is at the bottom right.

UAB Contracts User: ajpage [Log off](#)

Home [Add New Contract](#)

Add New Contract

[Back to List](#)

The Contract Number will be automatically generated when you save the form.

UAB Organization
Start typing to search for an Org. Use % to restrict search to the first numbers, like '701%':
113000000 OFFICE OF ASSOC VP FINANCIAL AF

UAB Contact **UAB Contact Email**
Amanda Gray ajpage@uab.edu

Vendor
Start typing to search for a Vendor.
Shred
CK SHREDDERS LLC
EVIRO SHRED INC
EXCALIBUR SHREDDING SYS
POWER SHRED
SHRED IT
SHREDDERS INC
TIGER SHREDDING
ENVIRO SHRED INC USE 139454
SHRED FIRST LLC
PREMIERE SHREDDING INC
SHRED AUTHORITY
A SHRED AHEAD

Contract Type **Goods/Services**

Contract Term

Effective Date **Upon Execution** **Expiration Date**

Amount **Amount Other**

When adding a vendor, type in the first few letters of the company's name. A drop down should start to populate vendors with the example of "SHRED" in the title.

If your vendor does not show up in the vendor drop down, you can add a new vendor by clicking the "Add New Vendor" button.

UAB Contracts User: ajpage [Log off](#)

Home [Add New Contract](#)

Add New Contract

[Back to List](#)

The Contract Number will be automatically generated when you save the form.

UAB Organization
Start typing to search for an Org. Use % to restrict search to the first numbers, like '701%':
113000000 OFFICE OF ASSOC VP FINANCIAL AF

UAB Contact **UAB Contact Email**
Amanda Gray ajpage@uab.edu

Vendor
Start typing to search for a Vendor.

[Add New Vendor](#)

Contract Type **Goods/Services**

Contract Term

Effective Date **Upon Execution** **Expiration Date**

Amount **Amount Other**

Compliance Type **Project Number** **PSF Included**

Summary

Add a New Vendor ✕

Vendor Name:

Once the “Add New Vendor” button has been clicked, this box should appear. Type in the new vendor name and click “Save”. After saving the vendor, Shredding Express will appear in the Vendor box. The asterisk (*) behind it denotes that the save was successful.

The screenshot shows the 'Add New Contract' form in the UAB Contracts system. The form is divided into several sections:

- UAB Organization:** A search field containing '113000000 OFFICE OF ASSOC VP FINANCIAL Af'.
- UAB Contact:** Fields for 'UAB Contact' (Amanda Gray) and 'UAB Contact Email' (ajpage@uab.edu).
- Vendor:** A search field containing 'Shredding Express*' with an asterisk. Below it is a button labeled 'Add New Vendor' which is highlighted with a red arrow.
- Contract Details:** Fields for 'Contract Type' (Goods/Services), 'Contract Term', 'Effective Date', 'Upon Execution' (checkbox), and 'Expiration Date'.
- Amount:** Fields for 'Amount' and 'Amount Other'.
- Compliance:** Fields for 'Compliance Type', 'Project Number', and 'PSF Included' (checkbox).
- Summary:** A large text area for a summary.
- Buttons:** 'Save New Contract' and 'Back to List'.

Helpful Tip: Many agreements will have abbreviated names or are listed based upon their Oracle vendor name.

For example: if the contract is with another University type in Univ and this should pull up many of the universities. For instance, The University of Alabama is listed under Univ of AL.

For our example, we are going to use Shred It as our vendor.

The “Compliance Type” must be **completed**. Many contracts will not have a compliance type and “None” will need to be selected.

The “Project Number” box is generally used for agreements that originate from the Facilities Administration or the Real Estate Office.

The “PSF Included” check box is for agreements with individuals that are doing business with UAB. The PSF form needs to be completed before routing the agreement to the UAB Contracts & Vendor Compliance office.

The screenshot shows the 'Add New Contract' form in the UAB Contracts system. The 'Compliance Type' dropdown menu is open, displaying a list of options: HIPPPAA, FERPPAA, BAA, Export Controls, and None. Three red arrows point to the 'Compliance Type' dropdown, the 'Project Number' text box, and the 'PSF Included' checkbox.

However, if your compliance type is a “BAA” the following information will need to be supplied.

The screenshot shows the 'Add New Contract' form with 'Compliance Type' set to 'BAA'. A red arrow points to the 'Vendor Address' text box.

Note: This section is for agreements that require a BAA a part of the agreement. The “Vendor Address” and “Vendor Phone” will need to be supplied. The “Vendor Secondary Phone” is for an additional phone number or an extension if one is supplied.

The screenshot shows the 'Add New Contract' form in the UAB Contracts system. The form is titled 'Add New Contract' and includes a 'Back to List' link. The form is divided into several sections:

- UAB Organization:** Includes a search field for the organization name, with '11300000 OFFICE OF ASSOC VP FINANCIAL AF' entered.
- Vendor:** Includes a search field for the vendor name, with 'SHRED IT' entered. There is an 'Add New Vendor' link.
- Compliance Type:** Includes a dropdown menu for 'Compliance Type' (set to 'BAA'), a text field for 'Project Number', and a checkbox for 'PSF Included'.
- Vendor Address:** Includes a text area for the vendor address, with '123 Applewood Drive Atlanta, Georgia 1235' entered.
- Vendor Phone:** Includes text fields for 'Vendor Phone' (123-456-7890) and 'Vendor Secondary Phone' (ext 123).
- Summary:** Includes a text area for the summary, with 'Shredding services for confidential documents.' entered.
- Contract Type:** Includes a dropdown menu for 'Contract Type' (set to 'Fee For Service or Consulting Services'). The dropdown menu is open, showing a list of options including 'Affiliation Agreement', 'Athletic Competition', 'Catering', 'Catering/Lodging', 'Construction', 'Credit/Vendor Application', 'Employee Lease', 'Equipment Lease/Rental', 'Facilities Rental', 'Facilities Rental/Catering', 'Facilities Rental/Catering/Lodging', 'Fee For Service or Consulting Services', 'Guest Speaker', 'Lodging', 'Memo of Understanding', 'Other', 'Pricing Agreement', 'Property Lease/Purchase', 'Software or Equipment Maintenance', 'Software or Equipment Purchase', 'Supplies', and 'Vehicle Rental'.
- Goods/Services:** Includes a dropdown menu for 'Goods/Services'.
- Expiration Date:** Includes a text field for the expiration date.
- Other:** Includes a text area for other information.

Two red arrows are present: one pointing to the 'Contract Type' dropdown menu and another pointing to the 'Summary' text area.

Once you have completed the Vendor information section, fill in the summary and select the type of service that best fits the agreement. To select a “Contract Type”, click on the arrow to display the drop down menu. Since this agreement is for shredding services, a “Fee for Service or Consulting Services” is the best choice.

UAB Contracts User: apage [Log out](#)

Home [Add New Contract](#)

Add New Contract [Back to List](#)

The Contract Number will be automatically generated when you save the form.

<p>UAB Organization Start typing to search for an Org. Use % to restrict search to the first numbers, like "701%". 11300000 OFFICE OF ASSOC VP FINANCIAL AJ</p> <p>UAB Contact UAB Contact Email Amanda Gray apage@uab.edu</p> <p>Vendor Start typing to search for a Vendor. SHRED IT Add New Vendor</p> <p>Compliance Type Project Number PSF Included BAA <input type="checkbox"/></p> <p>Vendor Address 123 Applewood Drive Atlanta, Georgia 1235</p> <p>Vendor Phone Vendor Secondary Phone 123-456-7890 ext 123</p> <p>Summary Shredding services for confidential documents.</p>	<p>Contract Type Goods/Services One Time Purchase: Goods or Services UAB Receiving</p> <p>Contract Term Expiration Date A year or more with automatic renewal <input type="text"/> A year or less without automatic renewal A year or more with automatic renewal Limited term of more than a year Unlimited term One time Purchase</p> <p>Amount Amount Other <input type="text"/> <input type="text"/></p> <p style="text-align: right;">Save New Contract</p>
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After selecting your contract type, indicate if the “Goods/Services” are having “UAB Receiving” or “UAB Providing”. To do this, click the arrow to display the drop down.

After selecting the “Goods/Services,” click on the arrow to drop down the “Contract Term” choices.

Please review the contract term from the paper copy of the agreement to determine the correct choice from the drop down menu.

Home Add New Contract

Add New Contract [Back to List](#)

The Contract Number will be automatically generated when you save the form.

UAB Organization <small>Start typing to search for an Org. Use % to restrict search to the first numbers, like "101%".</small> 113000000 OFFICE OF ASSOC VP FINANCIAL AI	Contract Type Fee For Service or Consulting Services	Goods/Services UAB Receiving
UAB Contact Amanda Gray	UAB Contact Email apage@uab.edu	Contract Term A year or less without automatic renewal
Vendor <small>Start typing to search for a Vendor.</small> ShRED IT Add New Vendor	Effective Date 01/01/2015	Upon Execution <input type="checkbox"/>
Compliance Type BAA	Project Number [Empty]	PSF Included <input type="checkbox"/>
Vendor Address 123 Applewood Drive Atlanta, Georgia 1235	Amount 1200.00	Amount Other [Empty]
Vendor Phone 123-456-7890	Vendor Secondary Phone ext 123	Expiration Date 12/31/2015
Summary Shredding services for confidential documents.	<input type="button" value="Save New Contract"/>	

To review the contract for the start date, fill in the “Effective Date” field. In correspondence with the “Contract Term”, the end date will be need to be filled in the “Expiration Date” field.

Once the date fields have been filled in, please fill in the “Amount” field with the total amount for the agreement. For example: if there is not a total amount but a monthly amount, fill in the “Amount” field with the monthly amount and in the “Amount Other” fill in with monthly.

Once this is completed, click “Save New Contract.”

Contract Created

Please print the departmental routing sheet to route with your contract.
This contract will not be processed without this form. Once you have printed this form,route through your departmental routing process as normal.
Sign out sheets will be printed in the University Contracts Office.

[Click here to view and print the Departmental Routing Form](#)



After you have saved your agreement, this page should appear prompting you to print your departmental routing form.

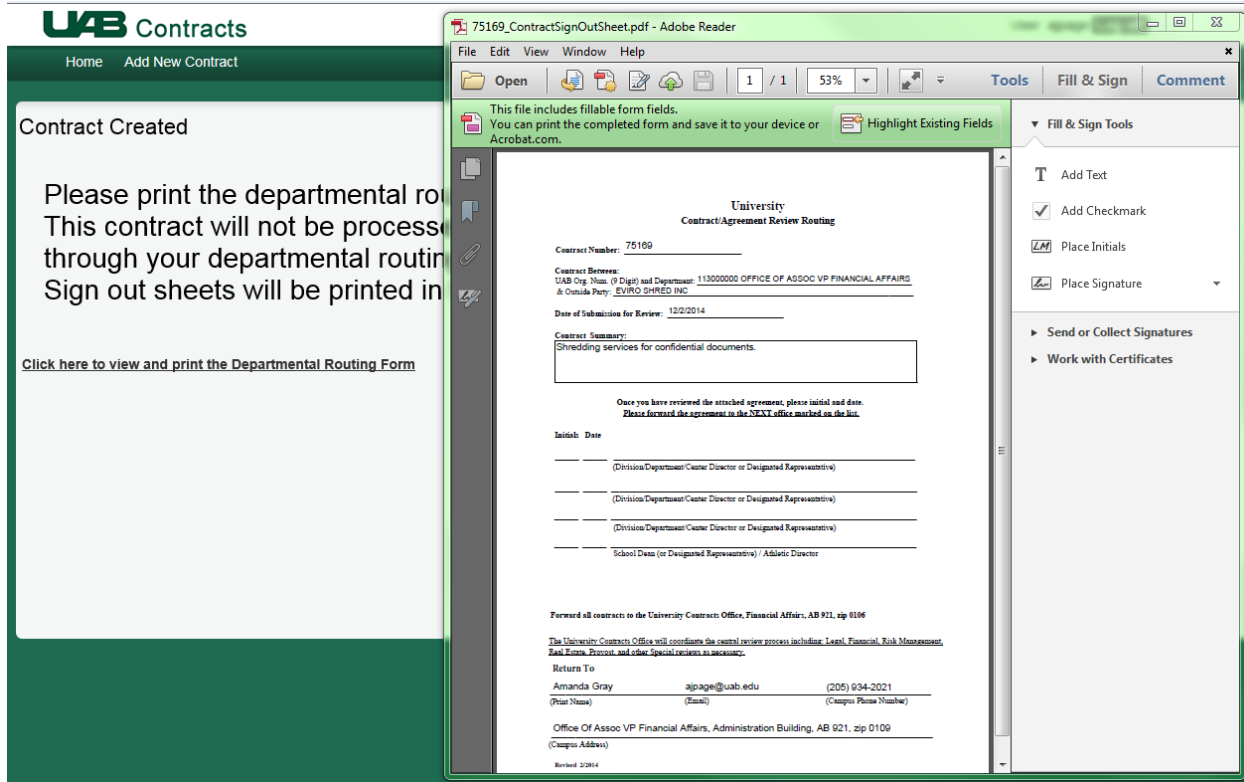
Contract Created

Please print the departmental routing sheet to route with your contract.
This contract will not be processed without this form. Once you have printed this form,route through your departmental routing process as normal.
Sign out sheets will be printed in the University Contracts Office.

[Click here to view and print the Departmental Routing Form](#)

Do you want to open or save 75169_ContractSignOutSheet.pdf (170 KB) from tucc-dc-ws2.ad.uab.edu?

Please notice that a pop up will appear to allow you to print the routing page. Click “Open” to print the document.



Once you have opened the PDF file from the bottom of the page, this form should appear. Note that this is an editable form in which you can add the appropriate manager/department head and Dean/Director for initial approval. After you have received their approval for your agreement, route the electronic copy to UAB Contracts & Vendor Compliance at UABContracts@uab.edu.

Emails from the Dashboard

Once an agreement has been received and has begun the Central Review Routing Process, you will receive an email updating you on the agreements progress.

In addition to the received email, you will receive a completed/pick up email when your agreement has been approved and signed.

If your agreement has been cancelled, you will receive an email updating you on the status of the contract. After the agreement has been scanned, you will receive the email for pick up.

If your agreement has been Completed-OSP or Cancelled-OSP, you will receive an email updating you to the status of the contract. After the agreement has been scanned, UAB Contracts & Vendor Compliance will send the agreement to the Office of Sponsored Programs for their handling.

Searching for Agreements in the Dashboard

When searching for agreements in the Dashboard, use the Search Field located at the top right corner of the page.

UAB Contracts User: ajpage [Log off](#)

[Home](#) [Add New Contract](#)

Your Recent Contracts

Showing Contracts submitted by you in the past five years

Show entries Search:

Contract Number	Contract Status	Current Assignment	Received Date	UAB Organization	Vendor	Contract Type	Summary	Created By
75169-1	Pending	None Assigned Details	12/08/2014	113000000 OFFICE OF ASSOC VP FINANCIAL AFFAIRS	SHRED IT	Fee For Service or Consulting Services	Contract extension and payment increase by \$50.00 a month for shredding services.	ajpage
75169	Complete	None Assigned Details : Scanned: 12/08/2014	12/03/2014	113000000 OFFICE OF ASSOC VP FINANCIAL AFFAIRS	SHRED IT	Fee For Service or Consulting Services	Shredding services for confidential documents.	ajpage
75167	Active	None Assigned Details	11/07/2014	020001000 INSTITUTIONAL-ARP	MAMA LEONES PIZZA	Catering	SDFGSSG	abarac
75166	Pending	None Assigned Details	11/07/2014	113004000 STUDENT ACCOUNTING	Consulting Org*	Fee For Service or Consulting Services	Team leader training and development.	ajpage
75159	Active	Controllers Details	09/25/2014	111200000 BARTOW ARENA OPERATIONS	ANNS BALLOONS & FLOWERS	Credit/Vendor Application	ballons for event	abarac
75158	REJECTED	IRB Details	09/12/2014	111200000 BARTOW ARENA OPERATIONS	flowers inc*	Fee For Service or Consulting Services	Flowers for Conference	abarac
75157	Completed - OSP	Tax Details	09/09/2014	111200000 BARTOW ARENA OPERATIONS	flowers inc*	Catering/Lodging	Flowers for Conference	abarac
75155	Pending	None Assigned Details	09/05/2014	113000010 FINANCIAL AFFAIRS TRAINING	DOMINOS PIZZA-02	Catering/Lodging	asdfsdf	abarac
75154	Active	None Assigned Details	09/02/2014	113000000 OFFICE OF ASSOC VP FINANCIAL AFFAIRS	PAESANOS PIZZA & SUBS	Facilities Rental/Catering	asdfsdf	abarac

The Search Field will allow you to search for agreements by Contract Number, UAB Organization, and Vendor.

You can also customize the columns to go from ascending to descending order by contract number, received date and UAB organization; active to rejected for the current assignment; and alphabetical order for vendors and contract type.

Reading the Review Status for Agreements

UAB Contracts User: ajpage [Log off](#)

Home [Add New Contract](#)

Your Recent Contracts
Showing Contracts submitted by you in the past five years

Show entries Search:

Contract Number	Contract Status	Current Assignment	Received Date	UAB Organization	Vendor	Contract Type	Summary	Created By
75115	Complete	None Assigned Details : Scanned: 02/24/2014	02/25/2014	113704000 UNIVERSITY CONTRACTS	XEROX CORP	Software or Equipment Maintenance	Maintenance on a copier	ajpage
75113	Active	CFOUAB Details	02/25/2014	111701000 ONE CARD OPERATIONS	MAGGIANOS LITTLE ITALY	Fee For Service or Consulting Services	Request to take BlazerBucks for services.	ajpage
75111-1	Complete	Purchasing Details	02/20/2014	090001000 MEN'S BASEBALL	COCA COLA PROPERTIES	Catering	lalala	bgsharp
75111	Complete	None Assigned Details	02/20/2014	090001000 MEN'S BASEBALL	COCA COLA PROPERTIES	Credit/Vendor Application	lkdfn	bgsharp

Showing 1 to 4 of 4 entries First Previous Next Last

Please note that we have searched for all agreements with 7511 in them in the Search field.

Select the agreement you wish to review. Here, we are going to select document 75113.

Contract Number	Contract Status	Current Assignment	Received Date	UAB Organization	Vendor	Contract Type
75115	Complete	None Assigned Details : Scanned: 02/24/2014	02/25/2014	113704000 UNIVERSITY CONTRACTS	XEROX CORP	Software or Equipment Maintenance
75113	Active	CFOUAB Details	02/25/2014	111701000 ONE CARD OPERATIONS	MAGGIANOS LITTLE ITALY	Fee For Service or Consulting Services
75111-1	Complete	Purchasing Details	02/20/2014	090001000 MEN'S BASEBALL	COCA COLA PROPERTIES	Catering
75111	Complete	None Assigned Details	02/20/2014	090001000 MEN'S BASEBALL	COCA COLA PROPERTIES	Credit/Vendor Application

Please note that document 75113's contract Status is listed as Active and the Current Assignment is CFOUAB. This means that the contract is currently routing through the Central Review Process and is awaiting the CFOUAB's review and approval.

Your Recent Contracts

Showing Contracts submitted by you in the past five years

Show 100 entries

Search: 75113

Contract Number	Contract Status	Current Assignment	Received Date	UAB Organization	Vendor	Contract Type	Summary	Created By
75113	Active	CFOUAB	02/25/2014	111701000 ONE CARD OPERATIONS	MAGGIANOS LITTLE ITALY	Fee For Service or Consulting Services	Request to take BlazerBucks for services.	ajpage



Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Please note that if the Details button is clicked it will open the following pop-up window.

The pop-up window displays the following review data:

Reviewer	Status	Assign Date	Result/Action	Review Date	Board Signature
Legal	Complete	2/20/2014	Approved	2/25/2014	
CFOUAB	Assigned	2/25/2014			

Note in the Reviewers for contract 75113, the agreement has completed the legal review and is awaiting the CFOUAB's review and approval. They Board Signature should have a 'Yes' beside the name of the appropriate Reviewer.

You may also click on the document number and open up the main page of the agreement.

UAB Contracts User: ajpage [Log off](#)

Home Add New Contract

View Contract

Created by ajpage at 2/25/2014 12:41:20 PM
 This contract can no longer be edited because it is under review.

Actions

UAB Organization
 111701000 ONE CARD OPERATIONS

UAB Contact **UAB Contact Email**
 Amanda Page ajpage@uab.edu

Vendor
 MAGGIANOS LITTLE ITALY

Compliance Type **Project Number** **PSF Included**
 HIPPA

Status
 Active

Contract Type **Goods/Services**
 Fee For Service or Consulting Services UAB Receiving

Contract Term
 A year or more with automatic renewal

Upon Execution
 Effective Date Expiration Date

Amount **Amount Other**
 15000.0000

Summary
 Request to take BlazerBucks for services.

Comments

Reviews

Reviewer	Status	Assign Date	Result/Action	Review Date	Board Signature
Legal	Complete	2/20/2014	Approved	2/25/2014	
CFOUAB	Assigned	2/25/2014			

Opening the main page will show the Reviewers at the bottom of the contracts page. This is the same as clicking the Details button on the home page.

Notice that the fields have now been greyed out since the contract has gone active. The Submitter will not be able to edit the agreement or create a revision, amendment, or addendum until the agreement has been completed.

The Contract Status types are:

Pending- the agreement has not reached UAB Contracts & Vendor Compliance to begin the Central Review Routing Process.

Active- the agreement has reached UAB Contracts & Vendor Compliance and has begun the Central Review Routing Process.

On Hold- the agreement has reached UAB Contracts & Vendor Compliance, but is missing some information before it can begin the Central Review Routing Process. University Contract will email the UAB Contact listed in the agreement.

Cancelled/Rejected- the agreement has reached UAB Contracts & Vendor Compliance and begun the Central Review Routing Process. However, one of the approvers in the routing process found issue with the agreement and stopped the agreement from moving forward to Board Signature.

Complete- the agreement has finished the Central Review Routing Process and was approved by a Board Signatory.

Completed-OSP- the agreement has finished the Central Review Routing Process and was approved by a Board Signatory, but has additional routing through the Office of Sponsored Programs. UAB Contracts & Vendor Compliance will forward the agreement to the Office of Sponsored Programs to continue the proper processing.

Cancelled-OSP- the agreement does not require the Central Review Routing Process and will be routed to the Office of Sponsored Programs for their review and approval.

Adding Amendment, Addendums, and Revisions in the Dashboard

Note:

An Amendment means to change or edit an agreement ***after*** it has been fully executed.

An Addendum means to add additional information to an agreement ***after*** it has been fully executed.

A Revision means to change or edit an agreement ***before*** it is fully executed.

Any agreements that were routed prior to September 23, 2013 or have document numbers within the range of 0 through 69999; **will not be able to be amended** through the Submitter's Dashboard. These agreements will need to be routed through the departmental routing process with the original document number provided and with the University Routing form found at: <http://financialaffairs.uab.edu/content.asp?id=1460997>. Once the agreement reaches UAB Contracts & Vendor Compliance, we will add the agreement to the Dashboard and route the agreement for approval. After the amendment has been added to the Dashboard, the Submitter should be able to view the agreements review process.

After logging into the Dashboard, you should be able to locate the approved document you wish to amend by typing in the document number "Search" field.

The screenshot shows the UAB Contracts Dashboard interface. At the top, there is a navigation bar with "UAB Contracts" and "User: apage Log off". Below the navigation bar, there are links for "Home" and "Add New Contract". The main content area is titled "Your Recent Contracts" and includes a search bar and a "Show 100 entries" dropdown. The table below lists various contracts with the following columns: Contract Number, Contract Status, Current Assignment, Received Date, UAB Organization, Vendor, Contract Type, Summary, and Created By.

Contract Number	Contract Status	Current Assignment	Received Date	UAB Organization	Vendor	Contract Type	Summary	Created By
75159	Complete	None Assigned Details Scanned: 12/08/2014	12/03/2014	11300000 OFFICE OF ASSOC VP FINANCIAL AFFAIRS	SHRED IT	Fee For Service or Consulting Services	Shredding services for confidential documents.	apage
75152	Active	None Assigned Details	11/07/2014	02000100 INSTITUTIONAL-ARP	MAMA LEONES PIZZA	Catering	SDFOSS	abarc
75156	Pending	None Assigned Details	11/07/2014	11360400 STUDENT ACCOUNTING	Consulting Org*	Fee For Service or Consulting Services	Team leader training and development.	apage
75159	Active	Controlled Details	08/25/2014	111200000 BARTOW ARENA OPERATIONS	ANNIS BALLOONS & FLOWERS	Credit/Vendor Application	balloons for event	abarc
75158	REJECTED	IRB Details	09/12/2014	111200000 BARTOW ARENA OPERATIONS	flowers inc*	Fee For Service or Consulting Services	Flowers for Conference	abarc
75152	Completed - OSP	Tax Details	05/09/2014	111200000 BARTOW ARENA OPERATIONS	flowers inc*	Catering/Lodging	Flowers for Conference	abarc
75155	Pending	None Assigned Details	08/05/2014	113000010 FINANCIAL AFFAIRS TRAINING	DOMINOS PIZZA-02	Catering/Lodging	asfjoff	abarc
75154	Active	None Assigned Details	08/02/2014	113000000 OFFICE OF ASSOC VP FINANCIAL AFFAIRS	PAESANOS PIZZA & SUBS	Facilities Rental/Catering	asfjoff	abarc
75153	Pending	None Assigned Details	08/14/2014	113000000 OFFICE OF ASSOC VP FINANCIAL AFFAIRS	AMBROSEA CATERING	Catering/Lodging	I am hungry and want something good for lunch.	abarc
75152	Active	None Assigned	07/16/2014	113000000 OFFICE OF ASSOC VP	Olinda the Good Witch of the North*	Fee For Service or	Placing the Ruby Slippers on	apage

Note that your agreement has now been updated to the “Complete” status. Click on the document number you wish to amend. The agreement should appear like this in your Dashboard.

UAB Contracts User: ajpage [Log off](#)

Home Add New Contract

View Contract

Created by ajpage at 12/2/2014 10:08:25 AM
This contract can no longer be edited because it is under review.

Actions

UAB Organization		Status	
11300000 OFFICE OF ASSOC VP FINANCIAL A		Complete	
UAB Contact	UAB Contact Email	Contract Type	Goods/Services
Armanda Gray	ajpage@uab.edu	Fee For Service or Consulting Services	UAB Receiving
Vendor		Contract Term	
SHRED IT		A year or less without automatic renewal	
Compliance Type	Project Number	Effective Date	Upon Execution <input type="checkbox"/>
BAA		01/01/2015	
Summary		Expiration Date	Amount
Shredding services for confidential documents.		12/31/2015	1200.0000
Comments		Amount Other	
		Picked Up By	Picked Up Date

Reviews

Reviewer	Status	Assign Date	Result/Action	Review Date	Board Signature
Legal	Complete	12/4/2014	Approved	12/5/2014	
CFOUAB	Complete	12/5/2014	Approved	12/8/2014	Yes

To extend the agreement’s time period and increase the price, we will need to amend the agreement. To create an amendment in the Dashboard, click on the “Actions” button to produce the create selection. Scroll over it to have the drop down menu appear.

UAB Contracts User: ajpage [Log off](#)

Home Add New Contract

View Contract

Created by ajpage at 12/2/2014 10:08:25 AM
This contract can no longer be edited because it is under review.

Actions

- Create
- Addendum
- Amendment
- Revision

UAB Organization		Status	
11300000 OFFICE OF ASSOC VP FINANCIAL A		Complete	
UAB Contact	UAB Contact Email	Contract Type	Goods/Services
Armanda Gray	ajpage@uab.edu	Fee For Service or Consulting Services	UAB Receiving
Vendor		Contract Term	
SHRED IT		A year or less without automatic renewal	
Compliance Type	Project Number	Effective Date	Upon Execution <input type="checkbox"/>
BAA		01/01/2015	
Summary		Expiration Date	Amount
Shredding services for confidential documents.		12/31/2015	1200.0000
Comments		Amount Other	
		Picked Up By	Picked Up Date

Reviews

Reviewer	Status	Assign Date	Result/Action	Review Date	Board Signature
Legal	Complete	12/4/2014	Approved	12/5/2014	
CFOUAB	Complete	12/5/2014	Approved	12/8/2014	Yes

Once you click on to the “Amendment,” this page should appear.

UAB Contracts User: ajpage [Log off](#)

Home Add New Contract

Create Contract Amendment

Generated Contract Number: 75169-1 [Back to List](#)

UAB Organization
Start typing to search for an Org. Use % to restrict search to the first numbers, like %701%:
113000000 OFFICE OF ASSOC VP FINANCIAL A

UAB Contact **UAB Contact Email**
Amanda Gray ajpage@uab.edu

Vendor
Start typing to search for a Vendor:
SHRED IT
[Add New Vendor](#)

Compliance Type **Project Number** **PSF Included**
BAA

Vendor Address
123 Applewood Drive
Atlanta, Georgia 12345

Vendor Phone **Vendor Secondary Phone**
123-456-7890 ext 123

Summary

Contract Type **Goods/Services**
Fee For Service or Consulting Services UAB Receiving

Contract Term

Effective Date **Upon Execution** **Expiration Date**

Amount **Amount Other**

[Save New Contract](#)

Please note that much of the information from the previous agreement has been carried over to the Amendment, with the exception of the “Summary,” the “Contract Term,” the “Effective Date,” the “Expiration Date,” and the “Amount.”

Please fill in the appropriate fields to route the Amendment.

UAB Contracts User: ajpage [Log off](#)

Home Add New Contract

Create Contract Amendment

Generated Contract Number: 75169-1 [Back to List](#)

UAB Organization
Start typing to search for an Org. Use % to restrict search to the first numbers, like %701%:
113000000 OFFICE OF ASSOC VP FINANCIAL A

UAB Contact **UAB Contact Email**
Amanda Gray ajpage@uab.edu

Vendor
Start typing to search for a Vendor:
SHRED IT
[Add New Vendor](#)

Compliance Type **Project Number** **PSF Included**
BAA

Vendor Address
123 Applewood Drive
Atlanta, Georgia 12345

Vendor Phone **Vendor Secondary Phone**
123-456-7890 ext 123

Summary
Contract extension and payment increase by \$50.00 a month for shredding services.

Contract Type **Goods/Services**
Fee For Service or Consulting Services UAB Receiving

Contract Term
A year or more with automatic renewal

Effective Date **Upon Execution** **Expiration Date**
01/01/2015 12/31/2016

Amount **Amount Other**
1800.00

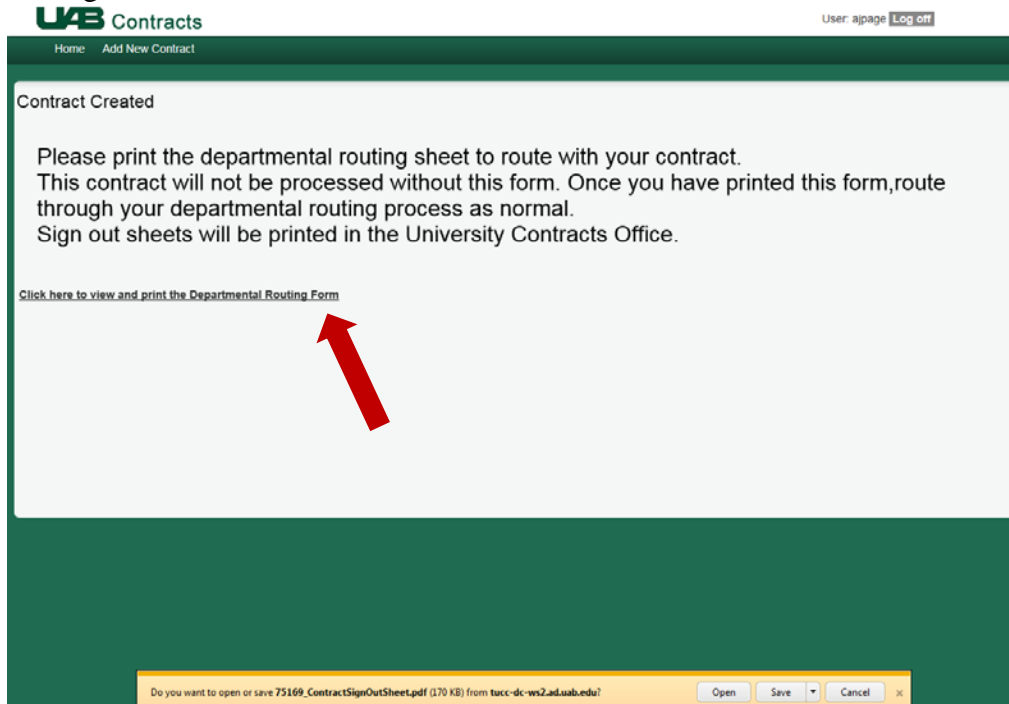
[Save New Contract](#)

Please note that the “Contract Term” should change from “A year or less without automatic renewal” to “A year or more with automatic renewal.”

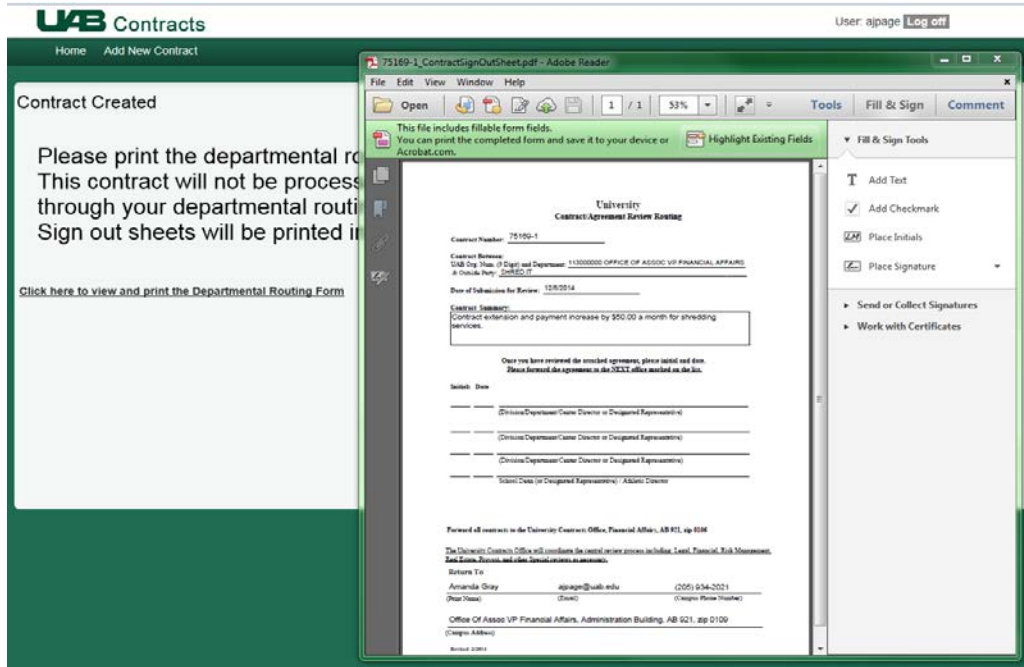
The “Effective Date” is the original date of the previous agreement and the “Expiration Date” is the end date of the extension.

The “Amount” of \$1800.00, includes the original amount from the previous agreement and the additional \$600.00 from the amendment. If there is not a change to the amount, note this on the amendment form.

After saving the agreement, this page should appear prompting you to print your departmental routing form.



Notice that a pop up will appear to allow you to print the routing page after you press “Click here to view and print the Departmental Routing Form.” Click “Open” to print the document.



Once you have opened the PDF file from the bottom of the page, this form should appear. Note that this is an editable form in which you can add the appropriate manager/department head and Dean/Director for initial approval. After you have received their approval for your agreement, route the electronic copy to UAB Contracts & Vendor Compliance at UABContracts@uab.edu.

Emails from the Dashboard

Once an agreement has been received and has begun the Central Review Routing Process, you will receive an email updating you on the agreements progress.

In addition to the received email, you will receive a completed/pick up email when your agreement has been approved and signed.

If your agreement has been cancelled, you will receive an email updating you on the status of the contract. After the agreement has been scanned, you will receive the email for pick up.

If your agreement has been Completed-OSP or Cancelled-OSP, you will receive an email updating you to the status of the contract. After the agreement has been scanned, UAB Contracts & Vendor Compliance will send the agreement to the Office of Sponsored Programs for their handling.

What happens after the agreement has completed the Central Review Process?

1. Obtain the counter signature (if UAB signed the agreement before the vendor).
2. Return a copy of the fully executed agreement to UAB Contracts & Vendor Compliance.
 - a. Include the document number and the entire contract.
 - b. Send a copy via email to UABContracts@uab.edu.
3. Receive the deliverables as outlined in the contract.
4. Process a payment request, if payment is required.