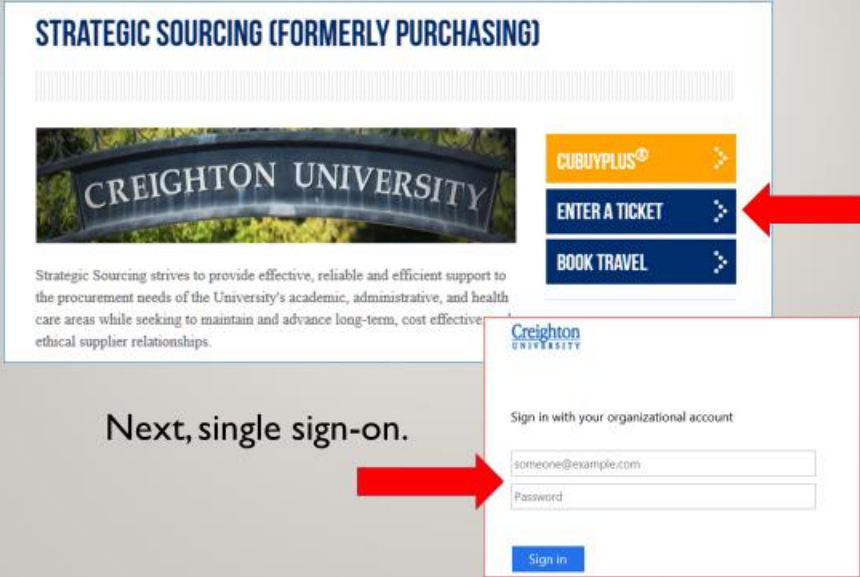


Quick Start Guide for New Contract Module

1. Begin on the Strategic Sourcing webpage at <http://www.creighton.edu/finance/strategicsourcing/>.
2. Click on “Enter a Ticket”.
3. Single sign on with your NETID@creighton.edu and Blue password.

New contract requests are submitted at the Strategic Sourcing webpage by clicking **“ENTER A TICKET”**.




The screenshot shows the Strategic Sourcing webpage with the following elements:

- Header: STRATEGIC SOURCING (FORMERLY PURCHASING)
- Image: Creighton University logo
- Text: Strategic Sourcing strives to provide effective, reliable and efficient support to the procurement needs of the University's academic, administrative, and health care areas while seeking to maintain and advance long-term, cost effective, ethical supplier relationships.
- Buttons: CUBUYPLUS®, ENTER A TICKET (highlighted with a red arrow), BOOK TRAVEL
- Sign-in form: Creighton UNIVERSITY, Sign in with your organizational account, Email field (someone@example.com), Password field, Sign in button

Next, single sign-on.

4. Click on “I NEED SOMETHING”.

Click on **“I NEED SOMETHING”**.

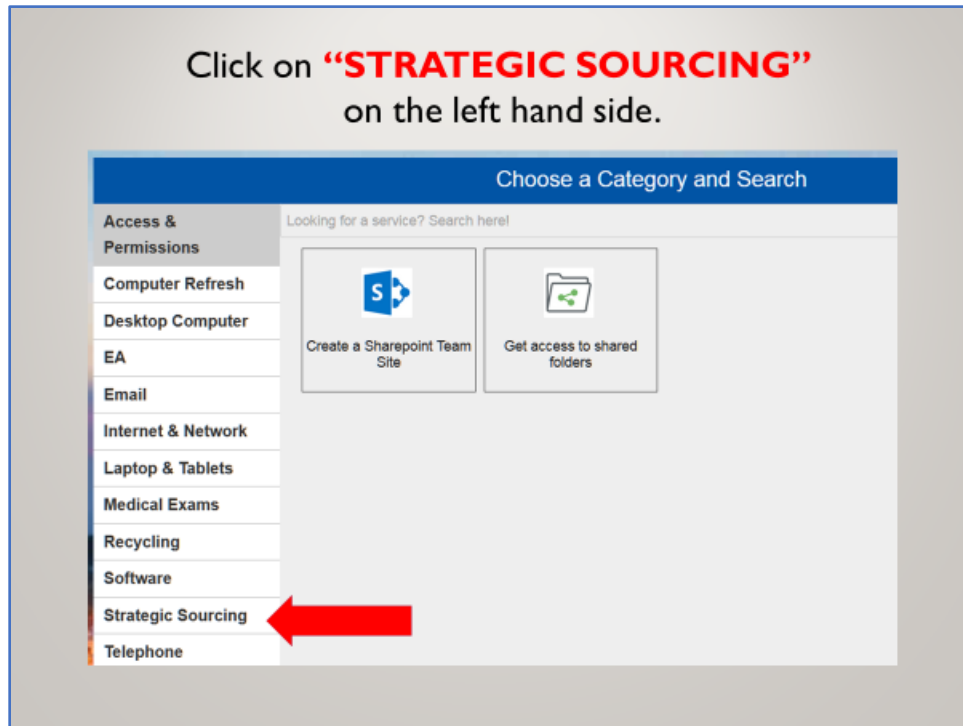


The screenshot shows the Creighton University website with the following elements:

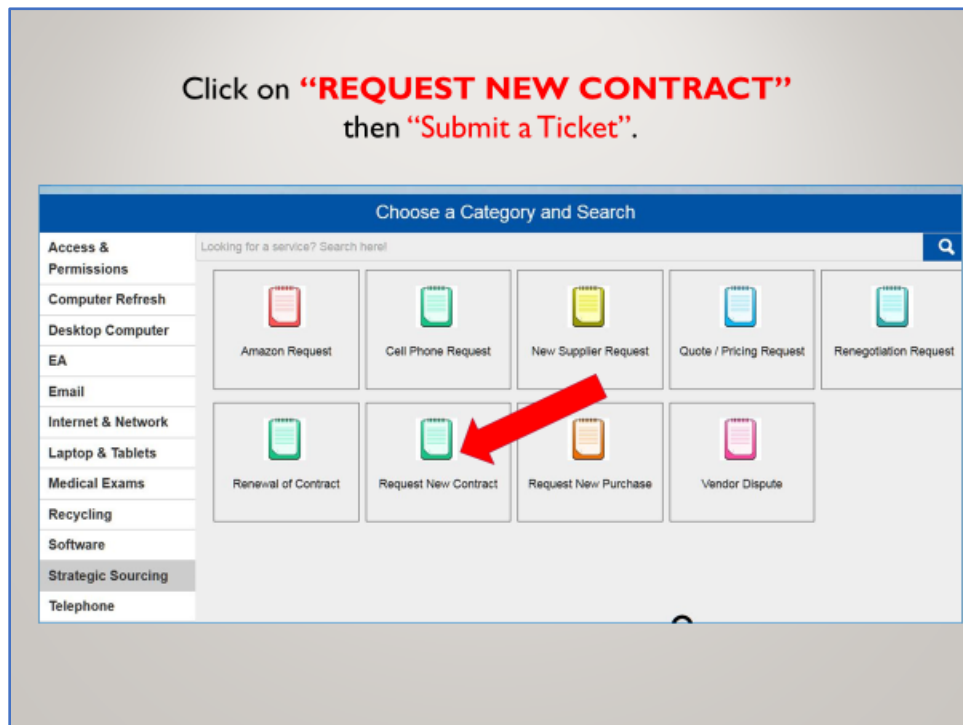
- Header: Creighton UNIVERSITY, My Approvals (0), Open Tickets (5), Closed Tickets (20), My Equipment (1)
- Buttons: SOMETHING IS BROKEN (X), I NEED SOMETHING (+) (highlighted with a red arrow), I HAVE AN IDEA (?)
- Text: Problems with your PC, printer, password, internet, or network access? We can help. Get software, request network access, order a laptop, phone or other device, and much more. We love ideas! Tell us about yours.

Quick Start Guide for New Contract Module

5. Click on “Strategic Sourcing” on the left-hand side.



6. Click on “Request a New Contract” and then “Submit a Ticket”.



Quick Start Guide for New Contract Module

7. Fill in all required fields, upload contract documents and click "OK".

Fill in all required fields, upload documents and click "OK".

Strategic Sourcing New Contract Form

Timeline for Contracts

- Contracts need to be submitted in a timely manner. Please note that the contract module cannot accommodate RUSH requests.
- Contract negotiation, legal review and signature phase takes an average of 3 weeks.
- Timelines can vary based upon current demand for service and contract complexity.

Special Instructions:

- For 3rd party contracts, governing law language must specify the State of Nebraska.
- No auto-renewals.

Contracts of a confidential nature initiate in the Office of General Counsel. Contact Lannette Chavez at LannetteChavez@creighton.edu or x5589 for instructions.

Is this an affiliation/articulation agreement?

Is this a revenue agreement?

Do you already have the contract document? *

Is this a new agreement or a renewal?

Supplier Information: Any supplier not registered in CUBuyplus will need to register before receiving payment.

Official business name: *

Product / Service Description:

8. If you do not know your BSC Specialist, Financial Liaison or department level approvers, consult the chart below.

Troublesome Fields in the New Contract Ticket

If you do not know your...

- **BSC Specialist:** Ask Jeff Klein, Director, Business Service Center
- **Financial Liaison:** Ask Laura Mann, Office of the VP Finance
- **Department level approvers:** Ask your dean or vice president/provost

Quick Start Guide for New Contract Module

9. After submitting a ticket, a “Confirmation of Your Request” email will be sent. The email will contain the information entered into the contract request ticket.

Once submitted, a Recipient Request Confirmation email will be received. The emails contains the information entered into the new contract request ticket.

