

PROCUREMENT-RELATED CONTRACTS

ACRONYMS

OGC – Office of General Counsel

OPC – Office of Procurement and Contracting

RAS – Research Administrative Services

WSS – Workday Strategic Sourcing System (formerly known as Scout RFP)

DEFINITIONS

Authorized Signatory – Individual that is authorized by Howard University to sign contracts

Contract Admin – (OPC Buyer) Is assigned the Sourcing Owner role for the WSS tasks. Throughout this job aid, they will be referred to as **Contract Admin**

Sourcing Owner – The role in WSS that represents the person that owns and is responsible for this particular contract. This role is referenced as the **Contract Admin** in this job aid

Stakeholder – A WSS user who has been assigned access to view the contract data

CONTRACT STATUS

In Progress: OPC Review – Contract is under review by OPC

In Progress: Pending Authorized Signatory Milestone Approval – Request has been sent to Authorized Signatory to approve contract

In Progress: RAS Review – Contract is under review by RAS

In Progress: Supplier Review – Contract has been sent to Supplier to review

Out for Approval – Contract is under review by OGC

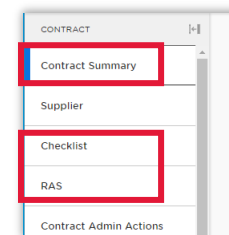
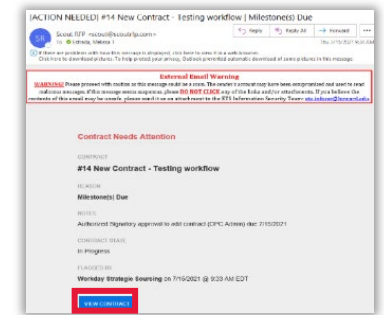
Active – Contract is signed and fully approved

OPC REVIEW PROCESS PRIOR TO AUTHORIZED SIGNATORY STEPS

- A requisition created in Workday completes electronic approvals and routes to Contract Admin
- Contract Admin sends a link to the WSS contract intake form if contract is necessary
- Requester fills in contract data on the intake form (which replaces OGC Checklist and Term Sheet) and then submits
- Intake form request is routed to Contracts Manager who verifies contract type, procurement usage, RAS applicability, and assigns Contract Admin as Sourcing Owner
- Contract Admin verifies contract data, prepares contract for review, adds Milestone for Authorized Signatory review

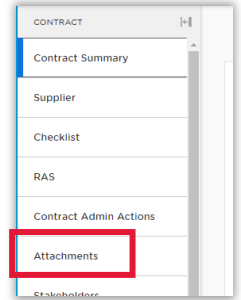
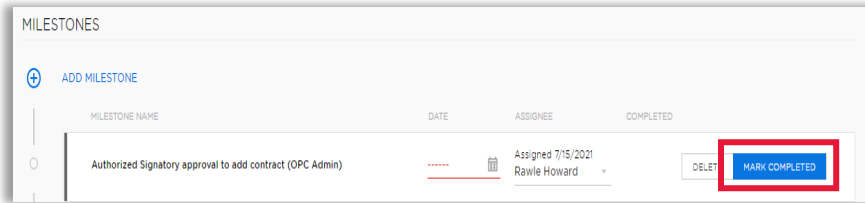
AUTHORIZED SIGNATORY

1. WSS sends email to Authorized Signatory to complete milestone
2. Click **View Contract** link in email
3. Login to WSS
4. Click on the tabs on the left-hand side of the screen (**Contract Summary, Checklist, RAS**) to view the contract metadata



5. Go to the **Attachments** tab to view the contract documents

7. Find the “**Authorized Signatory approval to add contract**” milestone **assigned to you**, and click **Mark Completed**



6. If you agree to move forward with the agreement, click on the **Milestones** tab

8. If you do **NOT** agree or need more information regarding the contract, click the **TEAM CHAT** box in the upper right-hand corner. All stakeholders assigned to this contract will be able to see and respond to the chat. You can click “@” to respond directly to a specific stakeholder.

