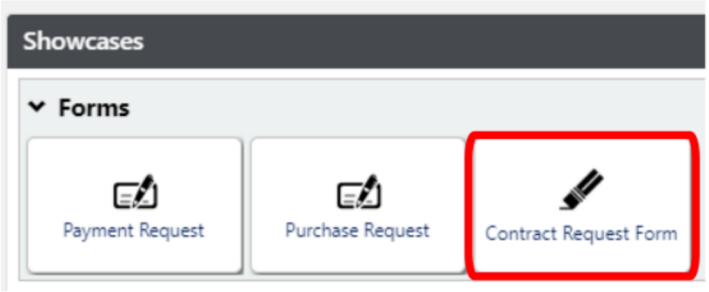
Submitting a Contract Request Form

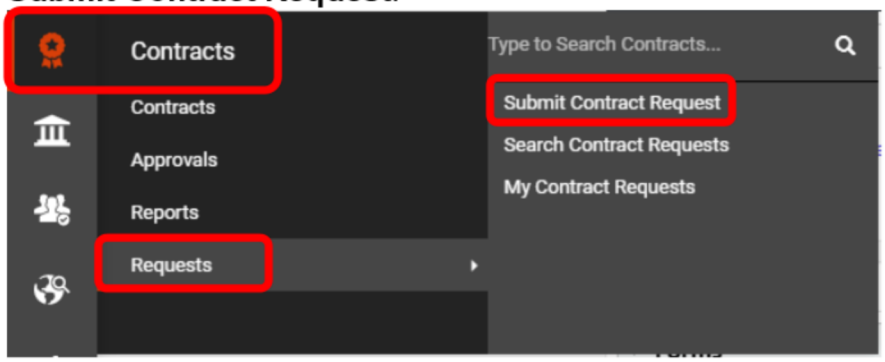
The Contract Request Form is used to send a request for a new contract to Procurement, Contracts or Construction Contracts groups.

Creating a Contract Request

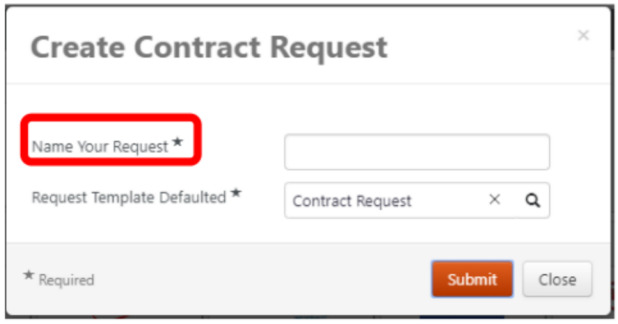
1. Login to BennyBuy using your ONID ID and password.
2. From the BennyBuy home page, the link to the **Contract Request Form** can be found within Showcases and then under Forms.



Or, from the left hand side menu, go to **Contracts** and select **Requests** and click **Submit Contract Request**.



3. The Create Contract Request box will open and prompt the user to **Name Your Request.** Request name will be an available search field, so the name should be something easily searchable. Click **Submit** to continue.



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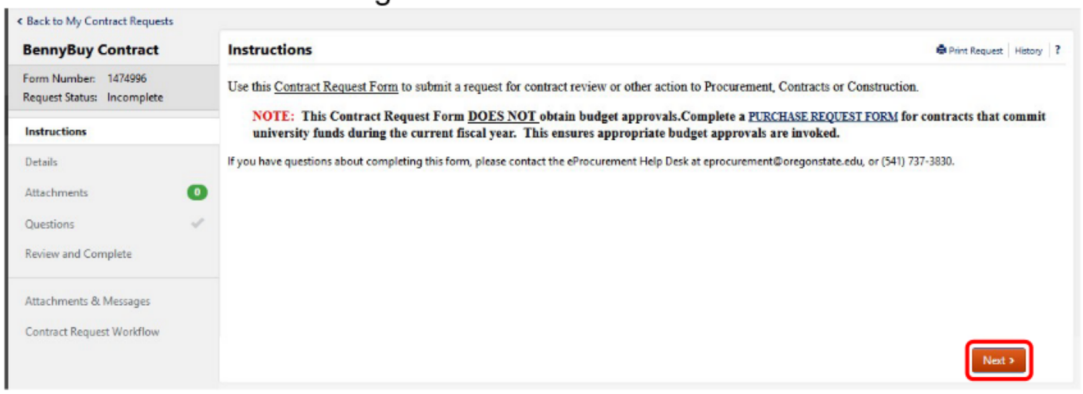
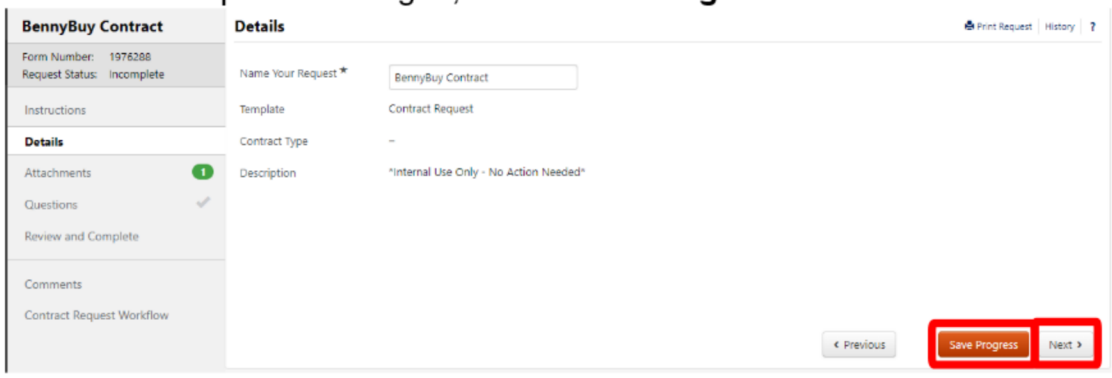
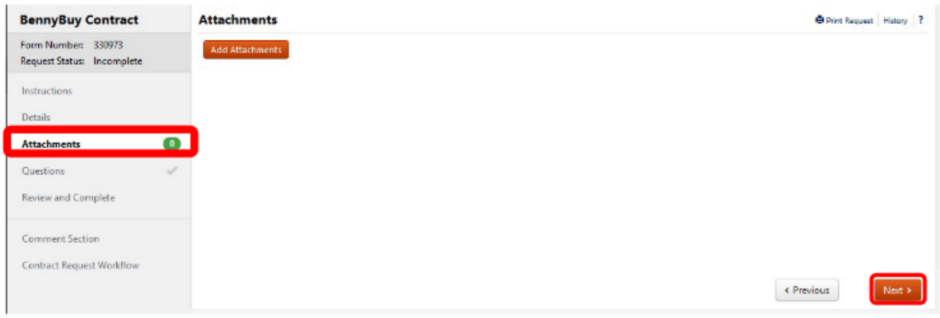
4. Review the Instructions Page and select **Next** to continue.



5. The Details page brings in the name of the contract request as entered in the Create Contract Request step. The name can be changed here if needed. If the name of the request is changed, select **Save Progress**. Click **Next** to continue.



6. The **Attachments** page allows attachments to be added to the request. Click **Next** to continue.



❖ *Note: See Tip Sheet Adding Attachments for step-by-step instructions.*

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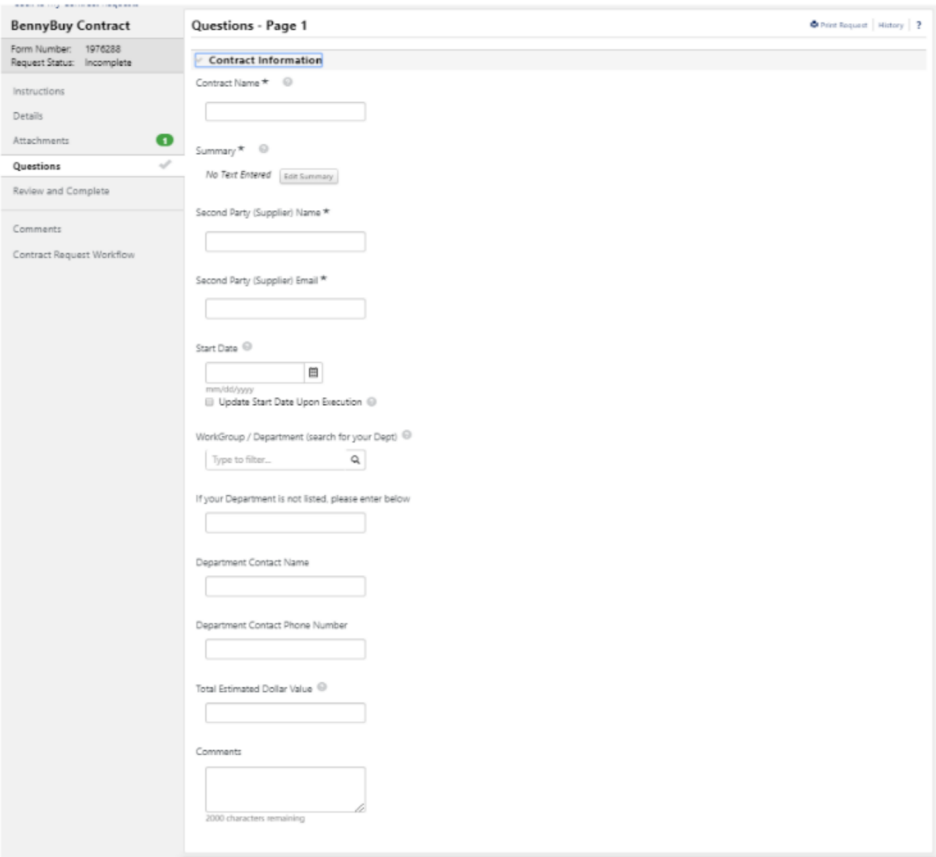
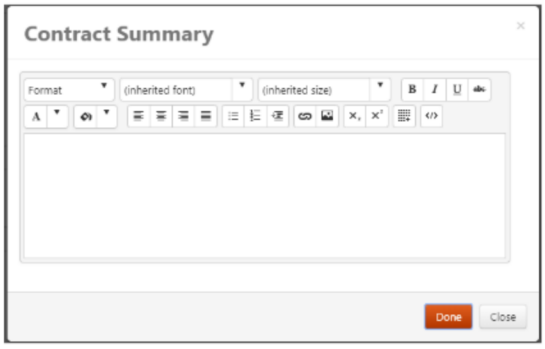
7. Complete the **Questions** page below and select **Save Progress,** click **Next** to continue. Please note that any field that has the Star icon indicates it's a required field.



- **Contract Name** – Add a Contract name; this is a required field. It can be up to 100 characters long. This will be used by PaCS for creating the contract and may not be the same as the Contract Request name.
- **Summary** – Click **Edit Summary** and provide a brief summary or statement about the contract request. Click **Done** when complete.



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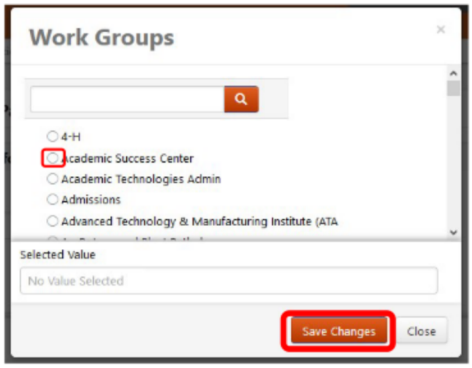
- **Second Party (Supplier) Name** - Enter the name of the other party to the contract. (Not OSU but the company the contract will be with)
- **Second Party (Supplier) Email** - Enter an email contact for the other party who the contract is with. This is who PaCS will reach out if they have external questions about the contract.
- **Start Date** – This is an optional field. If you know it, enter the proposed start date of the contract in MM/DD/YY format, or use the calendar function to select a date.
- **Update Start Date Upon Execution checkbox** – Check this box if the start date should be updated to the contract execution date.
- **Work Group/Department** – If the department name is known, it can be typed into the search box. Alternatively the search icon can be selected to open the work group search box. Select the **Radio Button** next to the name that best matches the department to select it. Only one department can be chosen. When done, click **Save Changes**.



- **If your Department is not listed, please enter below** - If the department is not listed in the dropdown, manually enter the Department Name.
- **Department Contact Name** – Enter a contact name for the department. It can be the person creating the contract request or someone who should answer questions about the request.
- **Department Contact Phone Number** – Enter the phone number for the department contact listed.
- **Total Estimated Dollar Value** – If applicable, enter the total estimated dollar value of the contract including all renewal terms and anything else that would cost money and raise the dollar value.
- **Comments** - If additional comments are needed, they can be entered here.

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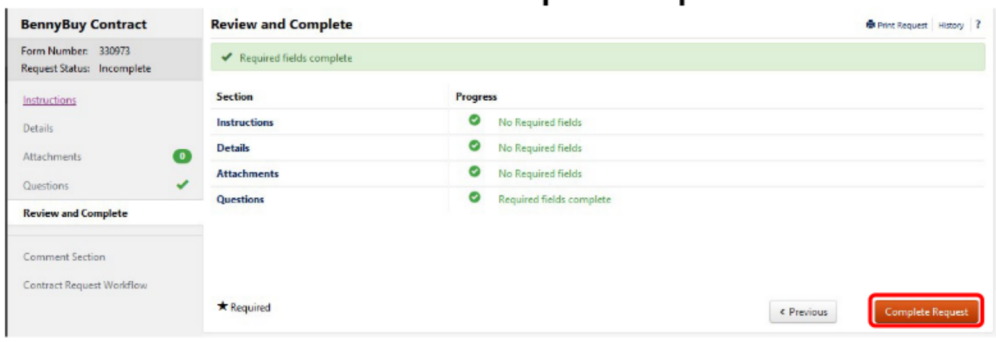
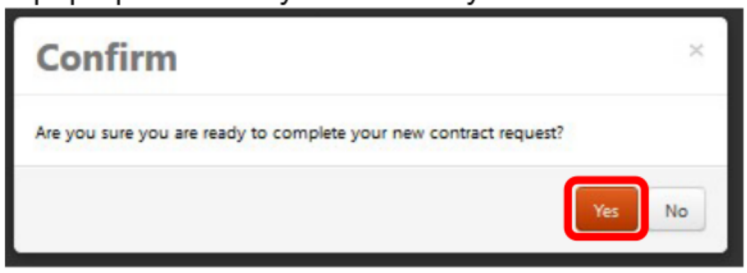
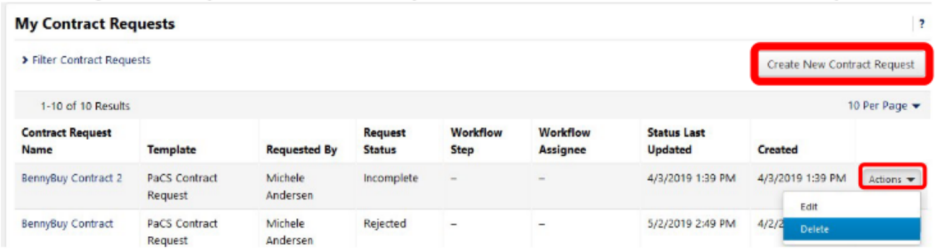
8. Review the information and click **Complete Request**.



9. A pop-up will ask if you are sure you want to continue. Click **Yes** to Continue.



10. You will then be taken to My Contract Requests. Selecting **Create New Contract Request** will allow you to start another from here .Under **Actions** you can edit or delete your request if the Request Status is listed as Incomplete.



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