Submitting a Contract for Review

This documentation is meant to be used by University departments to (1) submit a contract to the Office of the Vice President & General Counsel (OVPGC) for review and execution or (2) make a request to OVPGC to help draft a contract.

If you are unsure of what contract template to use for your arrangement, please review the contract templates available on OVPGC’s website here: OVPGC’s forms and templates.

Note: If the arrangement involves the purchase of goods or services, please use the Purchasing Review Office Contract Request Form instead. If the arrangement involves sponsored research, please submit it to the Office of Research Administration (ORA) instead.

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Search for a Second Party/Supplier

Log in to BUY.IU using your IU Login credentials by visiting https://buy.iu.edu. The Search for Suppliers form is located in the Suppliers module in the left-hand menu. Navigate to Manage Suppliers then select Search for a Supplier.

Insert the Second Party/Supplier you wish to search for in the Supplier field. Click on Search.

TIP: If you have trouble finding the Supplier click Advanced search and be certain the Relationship and the Shopping/AP Status fields say All.

If the correct Second Party/Supplier comes back as a search result, proceed to the Submit a Contract Request section of the instructions.
Add a New Second Party/Supplier

If the correct Second Party/Supplier does not come back as a search result, you will need to add them as a new Second Party/Supplier. The Request New Supplier form is located in the Suppliers module in the left-hand menu. Navigate to Requests then select Request New Supplier.

A new window opens. Select the IU Legal Contract Party Creation Form and fill out the Supplier name field with the Second Party information from the contract. Click Submit.
The Instructions page will appear. Click **Next**.

Fill out the **Doing Business as (DBA)** field, if applicable. The remaining fields are optional. Click **Save Progress** and then **Next**.
Ensure that all required fields are complete and certify that the statements and information in the request are true and correct to the best of your knowledge and belief. Click on Complete Request.

A new window opens. Complete the new supplier request.

Your request is automatically approved and the second party is now ready to use on the Contract Request Form. You can now proceed with submitting a contract for review.
Submit a Contract Request

Log in to BUY.IU using your IU Login credentials by visiting [https://buy.iu.edu](https://buy.iu.edu). The Contract Request Form is located in the **Contracts** module located in the left-hand menu. Navigate to **Requests** then select **Request Contract**.

A new window opens. Enter the name of the contract request in the **Contract Request Name** field using the following naming convention:

*Your IU organization’s abbreviation_the second party’s name or initials_the type of agreement*

[i.e., the requesting IU department (e.g., OVPIA); underscore; name of other party or parties to the contract or their initials; underscore; the type of agreement, if known (e.g., NDA, Services Agmt, etc.).]

If the agreement is a “**RUSH**,” you may add this to the name and/or contact our office by phone or email.
For example, the contract titled OVPIA_ACU_Exchange Agmt, used in this example, represents an Exchange Agreement requested by the Office of the Vice President for International Affairs (OVPIA), involving Australian Catholic University (ACU).

Next, choose **Contract Request for General Counsel’s Office (OVPGC)** in the **Select a Contract Request Template** field and click **Submit** to access the form.

**Instructions**

Review the Instructions and click **Next** to proceed.
Details

The Details page allows you to update the contract request name, if desired. Click Next.

Attachments

On the Attachments page, upload a completed IU contract template or second party-provided contract (as a Word document in .docx format). Upload any appendices or exhibits referenced in the contract if not already included in the contract document itself and any additional background documents that may be useful to the attorney or paralegal reviewing the contract. If assistance is needed to create a contract and no helpful background documents can be uploaded, then no attachment needs to be uploaded.

Note: Please upload the contract as a WORD (.docx) document with changes tracked.

To upload a document, click Add Attachment.
Click **Select files**... to search for the document on your machine. The radio button “File” should be selected.

Click **Save Changes** to upload the document and return to the Attachments main page. Repeat these steps until all documents are attached.

To delete an attachment, select **Delete** from the **Actions menu** next to the attachment. Once all documents are attached, click **Next** to proceed to the Questions page.
Questions

Basic information about the “Second Party,” or counterparty to the contract, and the contract itself, need to be filled out on this page.

First, enter the date by which you need to have the contract reviewed or created in the **Needed by** field or use the calendar widget to select a date.

Search for the second party in the **Second Party** field.

- **Needed by:**

  - mm/dd/yyyy

- **Second Party:**
  - Australian
  - Australian Catholic University
  - Australian National University
  - The Australian National University
  - Request New Supplier
After selecting the appropriate Second Party/Parties, indicate whether the contract needs to be physically signed in hard copy. If “Yes” is selected, OVPGC will route hard copies for signature. If “No” is selected, the contract will route electronically for signature through AdobeSign, which is integrated into BUY.IU.

If “No” is selected, please enter the name and email address of the individual who will sign on behalf of the Second Party. If the Second Party will have multiple signatories, please add any additional signatories and their email addresses in the “Additional Information” box at the bottom of the form.

Next, enter the start date of the contract in the Start Date field or use the calendar widget to select a start date. If desired, check the Update Start Date Upon Execution box to indicate that the start date should be updated to the date of execution.
Select “Expires On” and enter the date on which the contract should end. If you do not want the contract to have an end date, select “No Expiration.” Most contracts should have a set end date. Leave the “Auto-Renew” radio button unchecked. If the contract has a specific renewal term, indicate that renewal term and the number of times the agreement can review in the appropriate fields. If the renewal terms are unlimited, enter a high number, such as 100, in the “Renewals Remaining” field.

If your request is specifically for the renewal or amendment of an existing contract, select “Yes” to the relevant question and enter the existing contract document number in the Previous Contract Number field.
Next, complete the fields in the OVPGC Specific Questions section.

Choose your chart code from the Campus/Chart drop-down. The table below defines each campus/chart abbreviation.

<table>
<thead>
<tr>
<th>Campus/Chart</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>UA</td>
<td>University Administration</td>
</tr>
<tr>
<td>BL</td>
<td>Bloomington campus</td>
</tr>
<tr>
<td>EA</td>
<td>East campus</td>
</tr>
<tr>
<td>FW</td>
<td>Fort Wayne campus</td>
</tr>
<tr>
<td>IN</td>
<td>IUPUI campus</td>
</tr>
<tr>
<td>KO</td>
<td>Kokomo campus</td>
</tr>
<tr>
<td>NW</td>
<td>Northwest/Gary campus</td>
</tr>
<tr>
<td>SB</td>
<td>South Bend campus</td>
</tr>
<tr>
<td>SE</td>
<td>Southeast campus</td>
</tr>
</tbody>
</table>

If Bloomington, Indianapolis, or University Administration is selected, an additional field, University Unit, will appear. Enter the organizational abbreviation of the requesting university unit or department. You may use the organization code or a standard abbreviation such as “OVPIA” or “OVPIT”, but be consistent when submitting future contracts.

If you are already working with a specific attorney or paralegal in OVPGC’s office, answer “Yes” to that question, then select that attorney or paralegal from the drop-down menu that appears. Once submitted, the contract request will route to that attorney or paralegal for review.
Choose an option from the next drop-down menu that corresponds to the action you took in the Attachments page of the request form. For example, if you uploaded a completed OVPGC template, select the “I have attached a contract using an OVPGC template” option.

Selecting this option populates a new question about whether the template has been modified in any substantive way. Select “Yes” if the template has been modified beyond updating basic information like counterparty name, effective date, signatories, etc.
Finally, enter any additional background information that might be helpful into the Additional Information box. Such information may include:

- Additional background information not in the attachments (e.g., text from relevant emails).
- Additional signatory names and email addresses.
- Contract numbers for related contracts or similar contracts that are already executed.
- Any relevant internal approvals.

Review the information entered, select **Save Progress**, and click **Next**.
Review and Complete

Green checkmarks appear next to completed sections of the form. Make changes to a section by selecting it in the left-hand menu. When you have reviewed your information and are ready to submit your request, click Complete Request.

BUY.IU prompts you to confirm your choice. Click Yes to submit the form.

Your request has been submitted and routed to OVPGC for review.
Contract Request Status

Check the status of Contract Request Forms you have submitted by navigating to **My Contract Requests** within the **Contracts** module.

Here, you can review every Contract Request Form you have initiated or submitted. The name of the OVPGC staff member reviewing your request is reflected in the **Workflow Assignee** field once review has begun.
Click **Filter Contract Requests** to specify the types of requests you wish to view. The table below describes each Request Status.

<table>
<thead>
<tr>
<th>Request Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete</td>
<td>A draft Contract Request form which requires additional information from the requestor (for example, the request was started but not submitted). Select <strong>Edit</strong> from the Actions drop-down menu to continue working on the form.</td>
</tr>
<tr>
<td>Under Review</td>
<td>The request has been submitted.</td>
</tr>
<tr>
<td>Approved</td>
<td>Approved indicates that OVPGC agrees that this is a valid request and the request form has been appropriately filled out.</td>
</tr>
<tr>
<td>Completed</td>
<td>Attorney/paralegal has moved the approved request into the contract review stage of the process where negotiations, if applicable, are done and signatures are obtained.</td>
</tr>
<tr>
<td>Returned</td>
<td>A Request that was returned to the initiator by OVPGC staff for additional information or other edits.</td>
</tr>
<tr>
<td>Rejected</td>
<td>A request rejected by OVPGC staff. This is rarely done and typically used when the request is in the wrong office or there is already a contract in place.</td>
</tr>
</tbody>
</table>

**Contract Status**

After the Contract Request Form has been completed, you can check the status of a Contract by navigating to **My Contract Requests** within the **Contracts** module.
Select the request that corresponds to the contract you wish to know status on. Click on the **Contract Number** to navigate to the Contract Summary.

The status of the contract shows in the left-hand corner of the Contract Summary page.
The table below describes each Contract Status.

<table>
<thead>
<tr>
<th>Request Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td>The contract is being worked on by our office. It is either being reviewed for edits or we are waiting for additional information.</td>
</tr>
<tr>
<td>Internal or External Review</td>
<td>The contract has been sent for review to another party prior to being sent out for signature.</td>
</tr>
<tr>
<td>Out for Signature</td>
<td>The contract has been sent out for signature.</td>
</tr>
<tr>
<td>Executed: In Effect</td>
<td>The contract has been signed by all parties and is currently in effect.</td>
</tr>
<tr>
<td>Executed: Future</td>
<td>The contract has been signed by all parties and will be in effect on the start date.</td>
</tr>
<tr>
<td>Expired</td>
<td>The contract is no longer in effect and expired on the End Date shown in Buy.IU.</td>
</tr>
<tr>
<td>Superseded</td>
<td>The contract entry you are reviewing is not the most recent entry. This could mean that the contract has been renewed or an amendment has been done to the contract.</td>
</tr>
<tr>
<td>Terminated</td>
<td>The contract has been terminated by either party to the contract.</td>
</tr>
</tbody>
</table>