

Process Name: Entering a Contract

STEP	DETAIL
1	Sign in to iContracts through <u>https://ucm.icontracts.com/</u> Click Company Single Sign-On Username: TCNJ login Password: your password
2	Click Add a New Contract
3	Enter the Contract Attributes in the available fields - Contract Type - Workflow (takes the place of Routing Form) - Contract Description - Responsible Parties: Budget Manager, Secondary & Tertiary Approver - Contract Folder $\frac{(Contract Folder)}{(Contract Minkude Beev 2500) - (Contract Attributes)} \\ Contract Beev 2500 - (Contract Attributes) \\ Contract States (Contract Minkude Beev 2500) - (Contract Attributes) \\ Contract States (Contract Minkude Beev 2500) - (Contract Minkude Beev 2$



	Choose your Contract Type	
		Contract Attributes
	Note : not all contract types will be available to all users	Contract Name: ICR Test *
		Contract Type:Select *
		Assign Workflow Template: AddendumSelect
		Initial Workflow Stage: Billing Agreement
		Construction Contract Contract Description: Goods and Services Contract
		Information Technology Agreement Performer Agreement
4		Statement of Work Owner: Student Activity (CUB) Contract *
		Vendor Consultant (Individual Below \$2500)
		Vendor Consultant Contract (Company)
		Folder Name:Select *
		Relate to an Existing Contract
		× Cancel → Continue to Data Entry
	Choose your required Workflow (this replaces the routing for	m)
		Contract
	Note: this may autopopulate depending on the Contract type	Attributes I Entry I Creation I Upload Container
	You can choose another workflow.	
		Return to Legacy Entry
		Contract Attributes
	To make sure the Workflow is correct,	Contract Name: ICR Test *
		Contract Type: Vendor Consultant (Individual Below \$2500)
	Workflaw Townlate Names ICD - Hadas \$2500	Assign Workflow Template:
	Stane Individual Users	Initial Workflow Stage: Budg Campus Construction
5	Budget Review Primary	Contract Description: Performer Workflow
	Ready For Signatures Owner	TCNJ w Secondary & HK Approver
	Active	Owner: Devo Vendor Consultant (Individual)
	Expired Terminated	Responsible Parties: Devon Manfredo 🗸 * Select Secondary 🗸 Select Tertiary 🗸
		Folder Name:\Institutional Support\Treasurer's Office 🗸 *
	Close	Relate to an Existing Contract
	X Cannel	
		★ Cancel ★ Continue to Data Entry



	Assign the Workflow Approvers
	Owner: Devon Manfredo
	Responsible Parties: Devon Manfredo 🗸 * Jamie Sirover 🗸 Select Tertiary 🗸
6	Folder Name:Institutional Supportureasurers Office V *
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	INOTE: Only the people in the Workflow with Secondary approval but assign Uf you do not choose a workflow with Secondary approval but assign Uf you do not choose a workflow with Secondary approval but assign Uf you do not choose a workflow with Secondary approval but assign Uf you do not choose a workflow with Secondary approval but assign Uf you do not choose a workflow with Secondary approval but assign Uf you do not choose a workflow with Secondary approval but assign Uf you do not choose a workflow with Secondary approval but assign Uf you do not choose a workflow with Secondary approval but assign Uf you do not choose a workflow with Secondary approval but assign Uf you do not choose a workflow with Secondary approval but assign Uf you do not choose a workflow with Secondary approval but assign Uf you do not choose a workflow with Secondary approval but assign Uf you do not choose a workflow with Secondary approval but assign Uf you do not choose a workflow with Secondary approval but assign Uf you do not choose a workflow with Secondary approval but assign Uf you do not choose a workflow with Secondary approval but assign Uf you do not choose a workflow with Secondary approval but assign Uf you do not choose a workflow with Secondary approval but assign Uf you do not choose a workflow with Secondary approval but assign Uf you do not choose a workflow with Secondary approval but assign Uf you do not choose a workflow with Secondary approval but assign Uf you do not choose a workflow with Secondary approval but assign Uf you do not choose a workflow with Secondary approval but assign Uf you do not choose a workflow with Secondary approval but assign Uf you do not choose a workflow with Secondary approval but assign Uf you do not choose a workflow with Secondary approval but assign Uf you do not choose a workflow with Secondary approval but assign Uf you do not choose a workflow with Secondary approval but assign Uf you do not choose a workflow with Secondary approval but assign Uf you do not choose a workfl
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	Click Continue to Date Entry
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	Return to Legacy Entry
	Contract Attributes
	Contract Type: Vendor Consultant (Individual Below \$2500)
7	Assign Workflow Template: ICR - Under \$2500 Preview Workflow Initial Workflow Stage: Budget Review
/	Contract Description: Guest Speaker for event
	Owner: Devon Manfredo
	Responsible Parties: Devon Manfredo V Select Tertiary V
	Folder Name:Institutional Support/Treasurer's Office
	Relate to an Existing Contract
	Cancel Continue to Data Entry
	Enter the Terms of the Contract
	Data Template A Document E Contract
	Term Type: Fixed Contract Name: ICR Test
8	Start Date 10/31/2022 Contract Type: Vendor Consultant (Individual Below \$2500) Duration 1 Dav(s) Assign Workflow Template: ICR - Under \$2500
	End Date 10/31/2022 Initial Workflow Stage: Budget Review
	Notify By Granceled On Date Canceled On Date Budget Manager : Devon Manfredo
	Secondary Approver : Jamie Strover Tertiary :
	Folder Name: TCNI/Contract Management System/Institutional Support/Treasurer's Office



Contract Information (Field Group)		*
Department:	Hold Ctrl to Select Multiple Items or CLICK HERE	
	2004 Einense Bunissen Camines	
	3601 - Finance Business Services	
	3603 - Payroll	
Contract Amount:	1500	
W-9 Uploaded:	Van	
Certificate of Insurance Uploaded:		
TCN.I Reference:		
Did Number	valver under i nresnoid	
Bid Number:		
Renewal-Termination Information:		
ICR Short Form (Field Group)		*
Independent Contractor Name:	loha Smith	
Address Line 1:		
	123 Main St	
Address Line 2:		
City:	Ewing	
State & Country:	NJ, USA	
State & Country: Zip:	NJ, USA 08628	
State & Country: Zip: Independent Contractor Work Phone:	NJ, USA 08628	
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Document Description: Guest Speaker for event			
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