

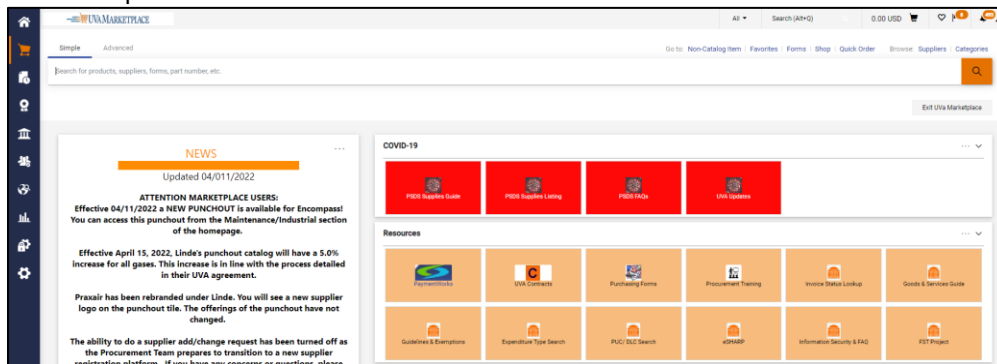
**Contract Requests**

This Quick Reference Guide (QRG) is designed to walk department users through submitting a Contract Request. A Contract Request should be submitted when you need a contract reviewed and signed by Procurement & Supplier Diversity Services (PSDS) and you do not need a Purchase Order (PO) issued to a supplier. This happens if you are either paying using a T&E card or there is no cost associated with the contract.

Once submitted, a PSDS team member will action your request, and follow up with you and the vendor via email. If you have a question regarding the status of your submission, please reach out to [askfinance@virginia.edu](mailto:askfinance@virginia.edu).

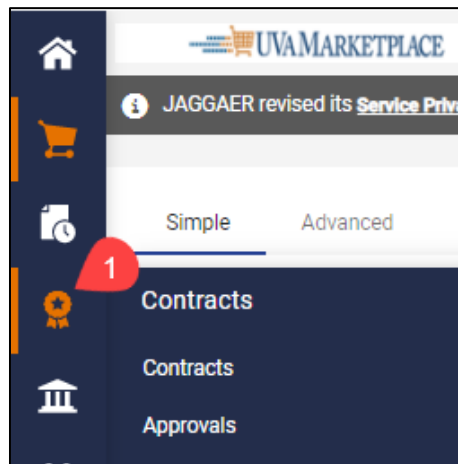
**Procedure**

1. Log in to UVA Marketplace.



Navigate to Request Contract from the UVA Market Place Home screen by:

2. Navigate through Contracts:
  - a. Select the **Contracts** icon.



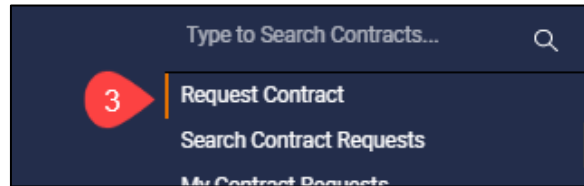
## Contract Requests – Quick Reference Guide

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- b. Select **Requests** from the dropdown menu.

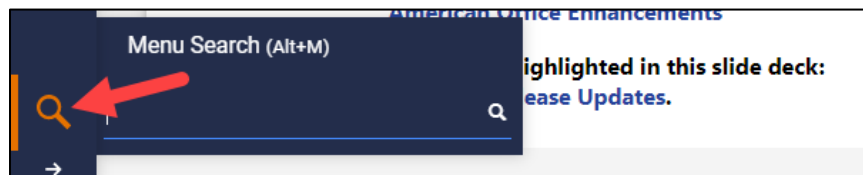


- c. Select **Request Contract**.

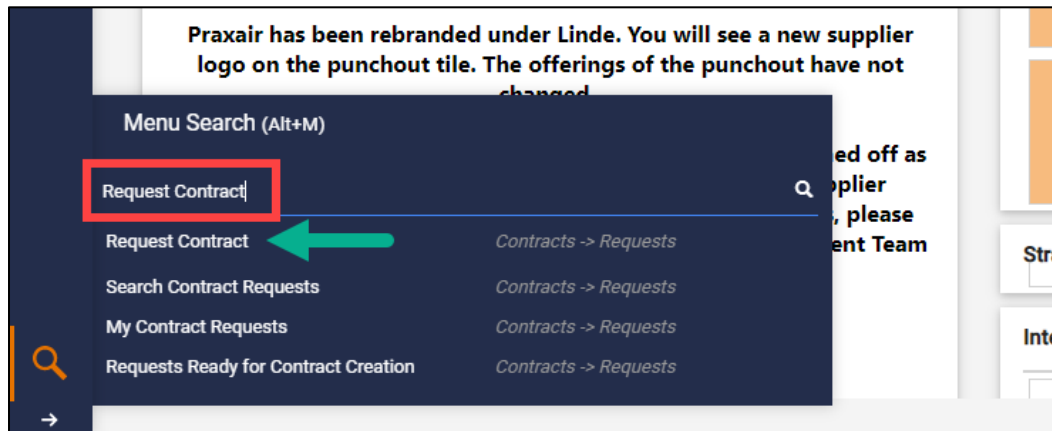


3. Navigate by Search bar:

- a. Click on the **Magnifying Glass** icon on the bottom left of the Marketplace Home screen.



- b. Enter in **Request Contract** and select the **Request Contract** option.



- c. Enter in a name for your Contract Request.  
d. Select **Apply**.

## Contract Requests – Quick Reference Guide

**Create Contract Request**

Contract Request Name \*

Select a Contract Request Template \*

\* Required

[Apply](#) [Close](#)

On your **Contract Request** screen:

4. Read through the Contract Request Instructions.
5. Select **Next**.

[Back to My Contract Requests](#)

**Hotel Agreement**

Form Number: 681783  
Request Status: Incomplete

**Instructions**

1. Add attachments as applicable, including:  
o Current document for review & signature  
o Other applicable docs (competing quotes, historical POs, previous agreement, etc.)

2. Do you need a PO to accompany this request? If yes, the proper procedure is to submit a requisition in Workday. **Completion of this form will not result in the issuance of a PO.**

3. If you need assistance with this request, please contact [askfinance@virginia.edu](mailto:askfinance@virginia.edu), and include the subject line "Contract Request Form"

[Print Request](#) | [History](#) | ?

[Next >](#)

On the **Details** screen:

6. **Contract Request Name** – Auto-populates with the name on your Contract Request. Update the name as needed.
7. Select **Next**.

## Contract Requests – Quick Reference Guide

**Hotel Agreement** Print Request | History | ?

Form Number: 681783  
Request Status: Incomplete

Instructions

**Details**

Attachments 0  
Questions ✓  
Review and Complete  
Discussion  
Contract Request Workflow

Contract Request Name \*

Template UVA Contract Request

Contract Type UVA Agreement

Description Contract Request Form - No PO

◀ Previous **Save Progress** Next ▶

On the **Attachments** screen:

8. Attach any necessary documents, including the contract/document needing a signature, or any other quotes, previous agreements, etc.
9. Select **Next**.

◀ Back to My Contract Requests

**Hotel Agreement** Print Request | History | ?

Form Number: 681783  
Request Status: Incomplete

Instructions

Details

**Attachments** 1  
Questions ✓  
Review and Complete  
Discussion  
Contract Request Workflow

**Attachments**

**Add Attachments**

Request Attachments

Attachment	Size	Actions
<a href="#">Hyatt Agreement.docx</a>	11 KB	Actions ▼

◀ Previous **Next** ▶

On the **Questions** screen:

10. Complete the following fields:
  - a. **Payment Method** – Confirm if this contract will be paid using a Travel & Expense Card, or if this type of request does not require a payment



If a PO is required, please cancel this request and submit a Non-Catalog Form Request instead.

## Contract Requests – Quick Reference Guide

- b. **Supplier Name** – Enter the supplier’s name as it is displayed in Marketplace, if applicable. If the supplier is not registered, enter the name as displayed on the contract, or enter “N/A” if a supplier is not needed for the request.
- c. **Supplier Contact/Email Address/Phone Number** – Enter in the name, email address, and phone number of the supplier or party that the contract is with that is best to be listed on the contract.
- d. **UVA User ID/Email Address** – Enter in the user ID of the UVA person that is the best contact to be listed on the contract for the buyer and supplier.
- e. **Type of Purchase** – Select the type of contract being requested.
- f. **Description of Request** – Provide a short description of the contract being requested.
- g. **Total Projected Cost of Contract** – Enter in the dollar amount range you expect the contract to be. If a contract amount is not applicable, select \$0 - \$10,000.
- h. **Attachment Confirmation** – Review and confirm that you attached any necessary documents on the Attachments tab.

11. Select **Next**.

On the **Review and Complete** screen:

- a. Select **Complete Request** when all the sections have a green check mark. This will submit your request for approval!

Back to My Contract Requests

### Hotel Agreement

Form Number: 681783  
Request Status: Incomplete

Instructions  
Details  
Attachments **1**  
Questions ✓

#### Review and Complete

Discussion  
Contract Request Workflow

#### Review and Complete

Print Request | History | ?

✓ Required fields complete

Section	Progress
Instructions	✓ No Required fields
Details	✓ No Required fields
Attachments	✓ No Required fields
Questions	✓ Required fields complete

★ Required

Previous Complete Request

On the **Confirm** screen:

- b. Select **Yes** to confirm you would like to submit the contract request.

## Confirm

Are you sure are ready to complete your new contract request?

Yes No

## Contract Requests – Quick Reference Guide

Once submitted, you will be taken to the **My Contract Requests** screen showing a list of all your Contract Requests created and/or submitted by you. A green success message will also appear at the top for your most recent Contract Request.

### NOTE

The screenshot shows the UVA Marketplace interface. At the top, a green success message reads "Success Contract Request Submitted". Below this is a table titled "My Contract Requests" with the following data:

Contract Request Name	Template	Requested By	Request Status	Workflow Step	Workflow Assignee	Status Last Updated	Created	Actions
Hotel Agreement	A Contract Request	Erika Szewczyk (local)	Under Review	Contract Request Approval	-	5/16/2022 3:58 PM	5/16/2022 3:07 PM	Actions