DOCUSIGN – CONTRACT REQUESTS

Launch Date: November 13, 2023

PROCEDURE FOR CONTRACT APPROVER

STEP ONE CLICK THE LINK IN THE EMAIL NOTIFICATION

When a requestor for your department completes a contract request, the department approver will receive an email notification (Figure 1). Click the "review document" button. The department approver will be prompted to enter login credentials.

Figure 1



<u>Step 2</u> After step 1 is complete, this will open the document to be reviewed. Click the "Continue" button (Figure 2).

This will bring the contract request document up for review. Please review the details in their entirety. If there are any discrepancies, contact the requestor who submitted the contract request.

Figure 2



<u>Step 3</u> After reviewing the contract request, click the "sign button" on the bottom right of the screen and click "Finish" (Figure 3).

Once the "Finish" button is clicked, DocuSign will automatically send a notification to the next approver.

Figure 3

Please review the documents below.		FINISH	OTHER ACTIONS
Den.6	In Envelope ID: 00C4C844-894E-48C8-A0E0-113AA930A2C6		
START	Professional Services Agreement Request		
	Pequestor Contact Information		
	Name Ashley Adler		
	Department Procurement		
	Phone/Extension 219 - 989 - 2450 ext.		
	PNW email aaadler@pnw.edu		
	Internal Order Number (Account Number) 3700009999		
	Business Manager Cindy Christ		
	VenderInformation		
	Name All in one Cleaning, LLC		
	Authorized Signer(s) Brandi Fitting		
	Address (Address, City, State, Zip Code) 13 South Kenton Griffith, IN 43704		
	Phone Number (###-#####) 219 - 999 - 9999 ext.		
	Email Address allin1clean8gmail.com		
	Fax Number		
	Agreement's Detailed Information		
	Start Date of Services 09/13/2023		
	End Date of Services 09/12/2025		
	Total Compensation for entire length of Agreement \$ 790000		
	Annual Compensation (if multi year agreement) \$ 395000 00		
	Scope of Work (Details of Service &/or Material to be provided)		
	To provide cleaning services for the entire campus complex.		
	Vendor Contract - Supporting Documentation for caviour		
	APPROVALS:		
	approved contract processing time is 15 business days from Requester 0/15/2023		
	Department Approval		
	are payments and payment processes associated with this contract. are the responsibility of the department requesting the contract. Grants		
	Business Manager		
DocuSig	Professional Services Agreement Request.doox	_	
L L L L L L L L L L L L L L L L L L L			
	Click Second Click First		
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<u>Step 4</u> (Optional) – if the contract request needs to be declined for any reason, click the "other action" button on the top right and click "Decline to Sign" (Figure 4)

Figure 4

Please review the documents below.		FINISH	OTHER ACTIONS +
	Q Q 🛂 🖶 🔞		Finish Later
			Assign to Someone Else
START	DocuSign Envelope ID: 16714BD7-DD70-44C3-8E2A-AE02C9C32413		Decline to Sign
	Professional Services Agreement Request		Help & Support
	Requestor Contact Information		About DocuSign 🗹
	Name Requester's Name		View Certificate (PDF)
	Department Requester's Department's Name		Consign Information

Note: DocuSign sends email notifications as the request moves through the system. Please watch your email for DocuSign notifications. The notifications can be filtered to "other" inbox or "junk email".

If you need assistance, please email PNW Contracts at <u>contracts@pnw.edu</u>.