

Strategic Sourcing Contracts

Overview

This job aid is intended for those who need to submit non-procurement contracts (those unrelated to a purchase related to a supply event).

If questioning which process is correct for a given scenario, consider if Procurement involvement is required. Will the contract be related to a purchase that will undergo the typical supply event RQ-PO-SI-RC process or is the contract related to a department expense card purchase? If the latter, the below contract request process should be followed. If Procurement involvement, the contract will be handled within the RQ process. If completely unrelated to a purchase, the below process should be followed.

Initiation Process

1. Within the Workday search, enter and select **Create Contract Request** report.



2. Select the **General Contract Request** link. Workday Strategic Sourcing will be opened in a new tab.



3. Under the **Contract Summary** tab, complete all request form questions. Depending on responses, additional questions may be asked.

The screenshot shows the 'Contract Job Aid' page with the 'GENERAL CONTRACT (GEN)' tab selected. The 'Contract Summary' tab is active. The page includes fields for 'TITLE' (Contract Job Aid), 'CONTRACT DESCRIPTION' (Contract Job Aid Job Aid), 'CONTRACT START DATE' (1/1/2026), 'CONTRACT END DATE' (12/31/2026), 'DEPARTMENT' (SocSci), 'CONTACT NAME/EMAIL ADDRESS (OTHER)' (John.Doe@fau.edu), 'CONTACT EMAIL ADDRESS (OTHER)' (jdoe@fau.edu), and 'ENTER REQUEST FOR A FLORIDA STATE CONTRACT' (Select). A note at the top states: 'This is a draft. To submit your request, click on the "Submit Request" button.' The 'SUBMIT REQUEST' button is located in the top right corner.

4. Under the **Attachments** tab, add contract document.

Contract Job Aid GENERAL CONTRACT (GEN)

CONTRACT

Contract Summary

Attachments ATTACH DOCUMENTS

Stakeholders Attach any files here that are relevant to your contract.

FILE NAME VERSION UPLOAD DATE uploaded BY FILE TYPE FILE SIZE

No attachments

BROWSE FILES ← NO DOCUMENT SELECTED

DELETE DOWNLOAD EDIT ATTACHMENT

SIGNED DOCUMENTS DocuSign

After selecting and sending your documents to DocuSign, an envelope will be created here. It will contain all the documents and information you sent for signature. More information can be found on DocuSign.

5. Under the **Stakeholders** tab, add any additional users who may need to be involved.

Contract Job Aid GENERAL CONTRACT (GEN)

CONTRACT

Contract Summary

Attachments STAKEHOLDERS

Stakeholders Invite internal team members to collaborate.

NAME DATE ADDED ROLE PERMISSION EMAIL NOTIFICATIONS

Armon Kermani 10/7/2025 at 10:31 AM Requester Read/Write Receive Email Notifications

OPEN STAKEHOLDER DIRECTORY ←

Armon Kermani 10/7/2025 at 10:31 AM Requester Read/Write Receive Email Notifications

Thomas Couperthwaite 7/17/2025 at 1:50 PM Stakeholder Read Only Receive Email Notifications

OPEN STAKEHOLDER DIRECTORY

DELETE

ITEMS PER PAGE: 10

6. Select **Submit Request**. You will receive information regarding a point of contact and may now close this tab.

Contract Job Aid GENERAL CONTRACT (GEN)

CONTRACT

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OPEN STAKEHOLDER DIRECTORY

DELETE

ITEMS PER PAGE: 10

SUBMIT REQUEST

REQUEST SENT!



Your request

#2077 – CONTRACT JOB AID

has been successfully sent to sourcing!

You will receive a confirmation email.

Armon Kermani will review your contract.

[VIEW MY DASHBOARD](#)