

Strategic Sourcing Contracts

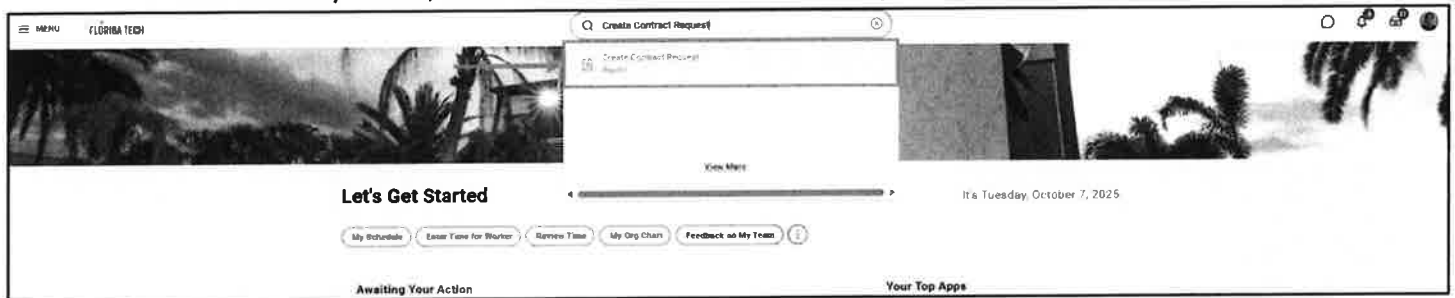
Overview

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

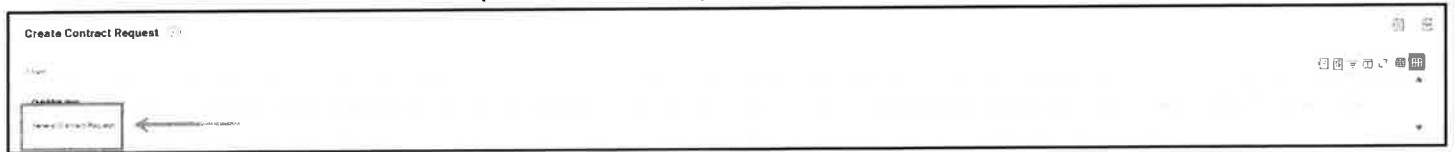
If questioning which process is correct for a given scenario, consider if Procurement involvement is required. Will the contract be related to a purchase that will undergo the typical supply event RQ-PO-SI-RC process or is the contract related to a department expense card purchase? If the latter, the 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 'General Contract Request' form in the 'Contract Summary' tab. The form includes the following fields:

- CONTRACT ID:** A text field with a red box around it.
- CONTRACT DESCRIPTION:** A text field with a red box around it.
- CONTRACT START DATE:** A date field with a red box around it, showing '10/1/2025'.
- CONTRACT END DATE:** A date field with a red box around it, showing '12/31/2025'.
- DEPARTMENT:** A dropdown menu with a red box around it, showing 'SCIENCE'.
- CONTRACT NAME (OTHER PARTS):** A text field with a red box around it, showing 'John Doe'.
- CONTRACT EMAIL ADDRESS (OTHER PARTS):** A text field with a red box around it, showing 'john.doe@floridatech.edu'.
- IS THIS REQUEST FOR A FORMAL REQUESTED SERVICE? (YES/NO):** A dropdown menu with a red box around it, showing 'NO'.

The form also includes a 'SUBMIT REQUEST' button in the top right corner.

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

Contract Job Aid GENERAL CONTRACT (GEN) SUBMIT REQUEST

CONTRACT + This is a draft. To submit your request, click on the "Submit Request" button.

Contract Summary

Attachments

ATTACH DOCUMENTS

Attach any files here that are relevant to your contract.

FILE NAME	VERSION	UPLOAD DATE	UPLOADED BY	FILE TYPE	FILE SIZE
No attachments					

DRAG/DROP DOCUMENTS OR BROWSE FILES

NO DOCUMENT SELECTED

DELETE EDITOR OUT DOCUMENT SIGNATURE SIGN

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) SUBMIT REQUEST

CONTRACT + This is a draft. To submit your request, click on the "Submit Request" button.

Contract Summary

Stakeholders

STAKEHOLDERS

Invite internal team members to collaborate.

NAME	DATE ADDED	ROLE	PERMISSIONS	EMAIL NOTIFICATIONS
Armon Kermani armon.k@flotech.edu	10/7/2025 at 10:31 AM	Requester	Read/Write	<input type="checkbox"/> Receive Email Notifications

OPEN STAKEHOLDER DIRECTORY

DELETE

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) SUBMIT REQUEST

CONTRACT + This is a draft. To submit your request, click on the "Submit Request" button.

Contract Summary

Stakeholders

STAKEHOLDERS

Invite internal team members to collaborate.

NAME	DATE ADDED	ROLE	PERMISSIONS	EMAIL NOTIFICATIONS
Armon Kermani armon.k@flotech.edu	10/7/2025 at 10:31 AM	Requester	Read/Write	<input checked="" type="checkbox"/> Receive Email Notifications
Thomas Couperthwaite tcouperth@flotech.edu	7/17/2025 at 1:50 PM	Stakeholder	Read Only	<input checked="" type="checkbox"/> Receive Email Notifications

DELETE

PER PAGE 10

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](#)