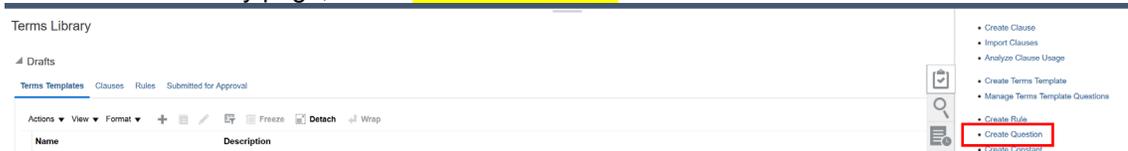


Create Contract Expert Questions

Audience: Buyers, Procurement Contract Administrator, Procurement Managers

Purpose: This job aid will assist you with creating contract expert questions.

Step	Action
1	<p>Navigate to the Terms Library. Contract Management > Terms Library > Task Menu</p> 
2	<p>On the Terms Library page, select Create Question.</p> 
3	<p>Enter information for the following:</p> <p>Name = Example: 'Industry Experience'</p> <p>Prompt = Example: 'How many years of industry experience does the supplier have?'</p> <p>Intent = Buy</p> <p>Type = Numeric</p> 
4	<p>Click Save and Close.</p>