

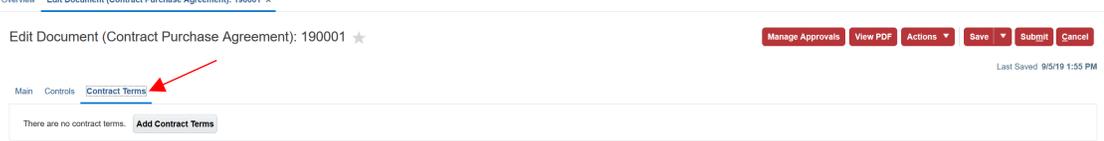
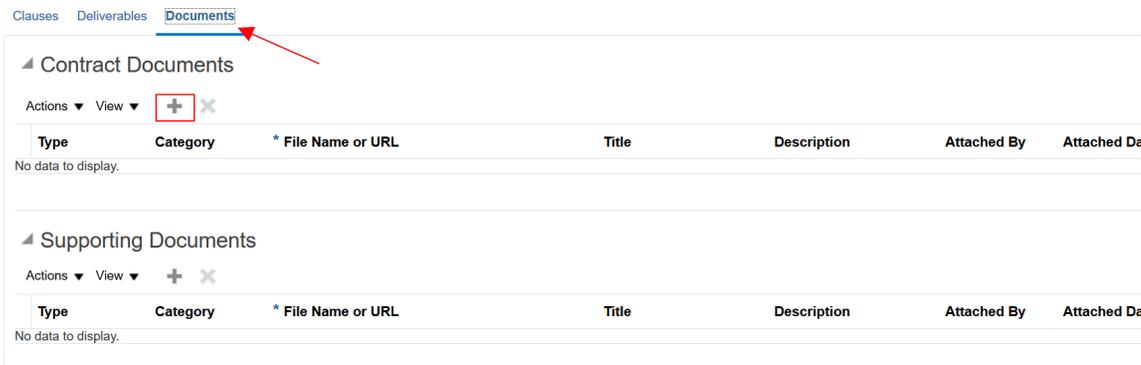
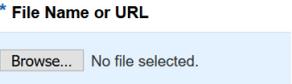
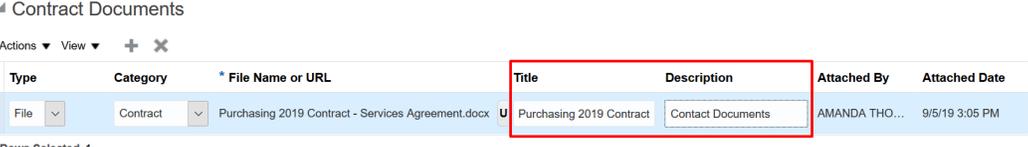
## Attach Externally Authored Contracts

**Audience:** Procurement Managers, Procurement Contract Administrators, Buyers

**Purpose:** This job aid will assist you with applying externally authored contracts to purchasing documents.

Step	Action
1	<p>Log into Oracle. <b>Home Page</b> -&gt; <b>Procurement</b></p> 
2	<p>Click the <b>Purchase Agreement</b> icon.</p>
3	<p>Click the <b>Create Agreement</b> under the <b>Tasks</b> icon.</p> 
4	<p>Click the <b>Style</b> list.</p>
5	<p>Click the <b>Contract Purchase Agreement</b> list item.</p> 
6	<p>Click in and enter information into the <b>Supplier</b> field. Click the <b>Supplier</b> from the list.</p>

9	Click in the <b>Supplier Site</b> field.
10	Select a <b>Supplier Site</b> from the drop down. 
11	Click the <b>Buyer</b> field. Accept the Default Buyer.
12	Click the <b>Create</b> button. 
13	Click the <b>Select Start Date</b> button. Enter appropriate start date.
14	Click the <b>Select End Date</b> button. Enter appropriate end date.
15	Click in and enter information into the <b>Agreement Amount</b> field.
17	Click in and enter information into the <b>Description</b> field.
19	Click the <b>Save</b> button. 

20	<p>Click the <b>Contract Terms</b> tab.</p> 														
21	<p>Select the <b>Documents</b> tab.</p> 														
22	<p>Click the <b>+</b> icon to Add Contract Documents. Select <b>Type: File</b> and click the <b>Browse</b> button under File Name or URL to select a file.</p> 														
	<p>Enter a <b>Title</b> and <b>Description</b> as applicable.</p>  <table border="1"> <thead> <tr> <th>Type</th> <th>Category</th> <th>* File Name or URL</th> <th>Title</th> <th>Description</th> <th>Attached By</th> <th>Attached Date</th> </tr> </thead> <tbody> <tr> <td>File</td> <td>Contract</td> <td>Purchasing 2019 Contract - Services Agreement.docx</td> <td>Purchasing 2019 Contract</td> <td>Contact Documents</td> <td>AMANDA THO...</td> <td>9/5/19 3:05 PM</td> </tr> </tbody> </table>	Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date	File	Contract	Purchasing 2019 Contract - Services Agreement.docx	Purchasing 2019 Contract	Contact Documents	AMANDA THO...	9/5/19 3:05 PM
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23	<p>Optionally add <b>Supporting Documents</b>.</p>  <table border="1"> <thead> <tr> <th>Type</th> <th>Category</th> <th>* File Name or URL</th> <th>Title</th> <th>Description</th> <th>Attached By</th> <th>Attached Date</th> </tr> </thead> <tbody> <tr> <td>File</td> <td>Supporting D</td> <td>Contracts and Negotiation Templates.xlsx</td> <td>Contracts and Negotiation</td> <td></td> <td>AMANDA THO...</td> <td>9/5/19 3:11 PM</td> </tr> </tbody> </table>	Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date	File	Supporting D	Contracts and Negotiation Templates.xlsx	Contracts and Negotiation		AMANDA THO...	9/5/19 3:11 PM
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24	<p>Click <b>Save</b>.</p>														
25	<p><b>Submit</b> for Approval.</p>														