

**DATE:** 10.12.2020

**SUBJECT:** Reminder: Contracts+ Info Sessions

RealSource Shoppers and Requesters,

Please be reminded to sign up for one of Procurement Services' Contracts Info-Sessions. They include (1) a brief walk-through of the new Manage Contracts website and (2) new functionality in RealSource Contracts+, deployed in production on October 8th, that all Shoppers and Requesters will be required to utilize no later than October 26, 2020. On this date, RealSource Shoppers and Requesters will be required to:

- \* Link requisitions in their shopping carts to a Contracts+ record for all "on-contract purchases," including eCatalog orders,
- \* Conduct certain post-award contract administration tasks in Contracts+, and
- \* Submit requests to review contracts <= \$10k using the Contract Request Form in Contracts+.

There are only 4 remaining Info-Sessions scheduled for October 12, 13, 20 and 21. To register, visit [training@vcu.edu](mailto:training@vcu.edu) or the RealSource News/Events webpage at <https://realsource.vcu.edu/news--events/>

If you have questions about the new Manage Contracts website or Contracts+, please contact Procurement Services at:

Email - [RealSource@vcu.edu](mailto:RealSource@vcu.edu)

Phone - 8-1077, Option 6