DATE: 10.23.2020

SUBJECT: Contract+ InfoSessions

Good Morning,

Thanks to all who attended the InfoSessions on Contracts+. We appreciated both your time and feedback. As a reminder, starting **Monday, October 26th**…

- Requests to review purchase agreements/contracts “<= $10k” must be submitted using the new Contracts+ Request form.
- When purchasing goods or services that are “on contract,” shoppers/requesters are required to “link” the appropriate Contracts+ record to their requisition lines. This includes eCatalog purchases. If you are unable to find the appropriate contract record, please contact the RealSource Help-Desk for prompt guidance and assistance.

If you were unable to attend an InfoSession or need additional help, the following aids are available:

- Contracts+ Video Training Series,
- RealSource Help-Guide (Section M),
- RealSource Website (Departments Only Tab),
- InfoSession PowerPoint Slides, and
- RealSource Help-Desk.

Please take some time to review Procurement Services’ new “Manage Contracts” website for general information about contracts. Hyperlinks to all of the above are provided in the Quick Links section of the RealSource homepage.

Best regards,

Procurement Services