



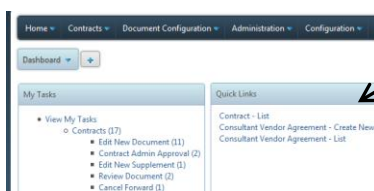
Contract Director: Creating a Vendor Paper and Standard Rider

CREATING A PACE STANDARD CONTRACT

Once logged on to the system, you can start creating a contract.

- From the home page, Select **CONTRACTS, PACE UNIVERSITY CONTRACT TYPES, CHOOSE A TYPE** (Ex. Catering Agreement Offsite), **CREATE NEW**

Or use **QUICK LINKS**



- When the **NEW VENDOR AGREEMENT** appears, fill out as much info as possible.

Note: The fields with star ★ above it are required.

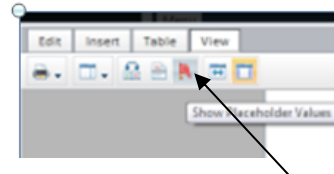
- For **Primary Template**, an example to select is:

Primary Template
T-CER - Catering/Event Rider

- For whose contract example:

Whose Contract Are You Using ★
Vendor's Contract w/ Pace rider

- Click **SAVE**
- Select **MAIN DOCUMENT** (The contract is automatically checked out by you)

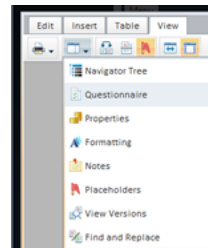


- Go to the **VIEW TAB, PLACEHOLDERS**

Note: This enters the predetermined information from the headers. Fill-out the wording in red if any.

- View Tab, **PANEL ,QUESTIONNAIRE**

- Answer questions if any



- SAVE CHANGES, OK**

- In View Tab, select **PRINTER,ADVANCED PRINT PREVIEW OPTIONS**

- Select **PREPARE DOCUMENT**

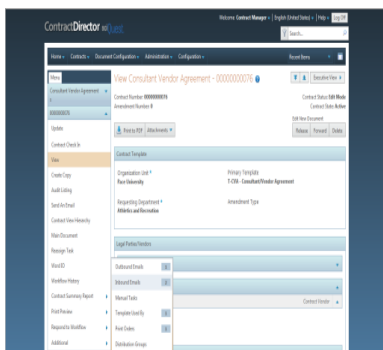
Note: Opens the PDF document you would be sending Vendor (check if everything is as you would like to the vendor to see).

11. **CLOSE** the PDF document, and click **CLOSE**

SEND AN EMAIL

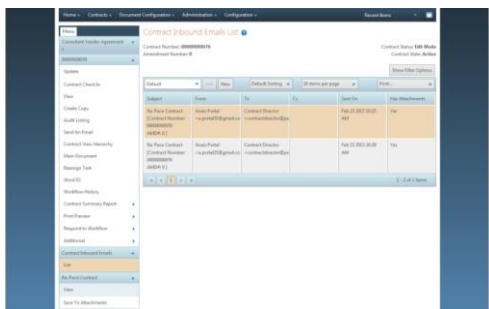
- Provide vendor's email, Subject, Message (instructing to just click Reply when sending the signed document)

1. Select **ATTACH MAIN DOCUMENT AS PDF**
2. **SEND EMAIL**

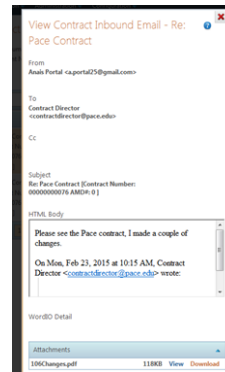


Note: To check if the vendor responded: Select Additional , Inbound Emails .

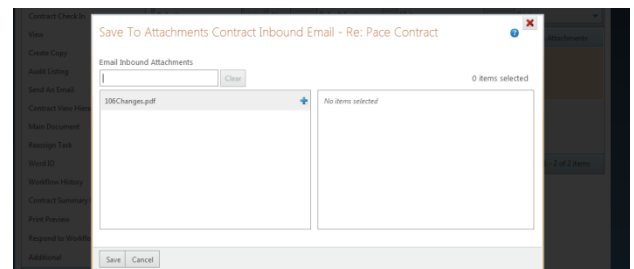
ATTACH THE DOCUMENT THE VENDOR REPLIED



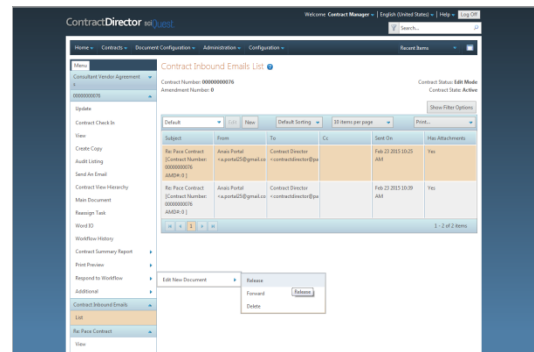
1. Select **VIEW**



2. **DOWNLOAD**
3. Check the contract the vendor provided, **CLOSE** the PDF, **SELECT** red **X**
4. **SAVE TO ATTACHMENTS**



5. Click on **BLUE PLUS + SIGN**
6. Save Prepared Document
7. Respond to Workflow, Edit New Document, **RELEASE**



8. Include Notes , **Confirm**