



ICONTRACTS JOB AID ATTACHING A DOCUMENT TO AN EXISTING CONTRACT CONTAINER

- 1. Navigate to the existing contract container.
- 2. Review the information in the "Summary" tab to ensure it is still accurate—price, company contact, etc. Some of this may change if you have a renewal contract (price, etc.). To edit information, click the pencil icon. *Be sure to enter the full budget account number.*
- 3. Click the "Attachment(s)" tab.

 Summary
 1 Attachment(s)
 Notes
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- 4. Click the icon that looks like a page with a blue arrow pointing upward (located on the right side of your screen).



5. Name the document, select the appropriate category from the drop-down menu, and select "Draft" for document state. Browse out to attach your file or drag and drop into the file box. There is no need to provide a document description or to check the "Make this the Primary Document" box. Click "Save." NOTE: If uploading multiple documents, click "Verify" after uploading.

Upload Attachment			
Document Title:		*	
Document Category:	Select Category V		
Document State:	Select State V		
File:	Drop file here and click upload button Select File Please select file to upload.	* Remove	
Document Description:	Make this the Primary Document Save Cancel		No need to fill in this information

6. After you've uploaded your document(s), move the contract into "Preliminary Review" in the workflow by clicking the dropdown menu in the upper right-hand corner. This will alert the Contracts team that there is a new document in the container that needs to be reviewed.

	Active •
	Contract Request
	Preliminary Review
	Department Review/Inquiry
	Business Review/Approval
	Legal Review/Approval
	Marketing Review/Approval
-	IT Review/Approval
_	Preparing for Vendor Review
_	Out for Vendor Review
s	Preparing for Signature
D	
	Active
	On Hold
	Archive Agreement

- PLEASE NOTE: ICONTRACTS DOES <u>NOT</u> INTEGRATE WITH BEARTRAX. AFTER COMPLETING A CONTRACT IN ICONTRACTS, YOU WILL STILL NEED TO SUBMIT A PURCHASE ORDER THROUGH BEARTRAX TO INITIATE PAYMENT.
- PLEASE ALLOW SUFFICIENT TIME FOR CONTRACT REVIEW TO AVOID ANY DISRUPTION IN SERVICES. A REQUEST TO EXPEDITE A CONTRACT REVIEW SHOULD BE A RARE OCCURRENCE RESERVED FOR UNUSUAL CIRCUMSTANCES.