

sContracts - New Vendors

MARS Vendors - Entering a new contract when vendor is not yet in MARS (and sContracts)

In sContracts, **Vendor means Primary Other Party**. When organizations and individuals are added in MARS as a vendor, they will be added to sContracts via an interface.

For a new vendor that has not yet been added to MARS, follow these steps:

1. Submit request and necessary documents to appropriate MARS support team members and follow their process to get the vendor added to MARS.
2. When you initiate a new workflow for a new contract, enter *New Vendor* in the field for **Primary Other Party**.

The screenshot shows a form titled "New - WF7bcfb". It contains several sections:

- PRIORITY**: A dropdown menu set to "Normal".
- IS THIS A NEW OR EXISTING CONTRACT?**: Two radio buttons, "New Contract" (selected) and "Existing Contract".
- CONTRACT LOCATION ***: A multi-select field containing four items: "Information Technology" (red circle), "Information Technology" (green circle), "Systemwide" (yellow circle), and "Corporate Systems/Business" (purple circle). A red box highlights this section.
- CONTRACT TYPE ***: A dropdown menu set to "Master Agreement". A "Filter by Contract Category" link is visible to the right.
- PRIMARY OTHER PARTY ***: A search field with the text "Select Primary Other Party". Below it is a list of suggestions: "*New Vendor", ".DECIMAL LLC", "100 BLACK MEN METROPOLITAN HOUSTON INC", "101 CONSTITUTION TRUST", "10x GENOMICS INC", "1960 AT ELLA SELF STORAGE", "1960 FAMILY PRACTICE P.A.", and "1960 PROFESSIONALS ANSWERING". A red box highlights the "Select Template" button below the list.

3. In the first phase of your workflow, you will see a field For **Contract Description**.

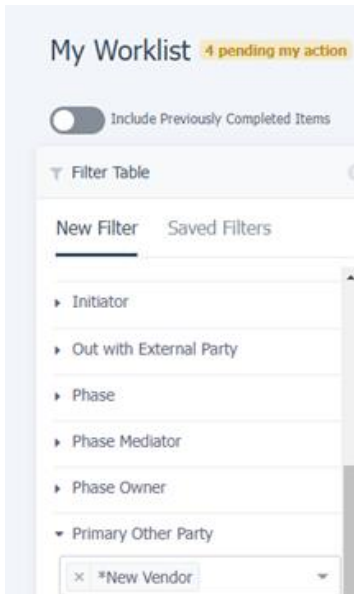
Organization	Information Technology
Contract Categories	
Contract Type	Master Agreement
Contract Description	+
Action	New

4. Click on the plus sign and enter the name of the Vendor in the box in addition to a description of the contract's product or services. This will assist to locate contracts with

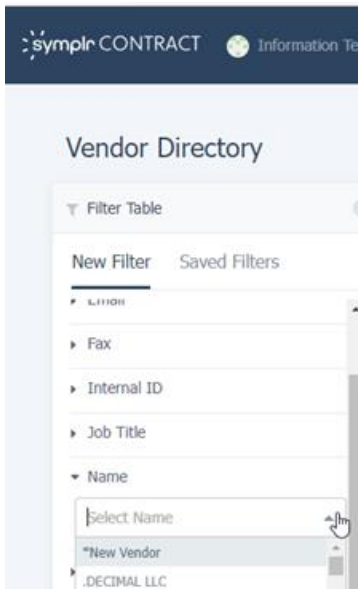
New Vendors when the vendor has been added to MARS and sContracts Vendor Library and now the name can be revised.

New - *New Vendor - WFd25e1 New Master Agreement BroadcastMed - Master - provide video content marketing

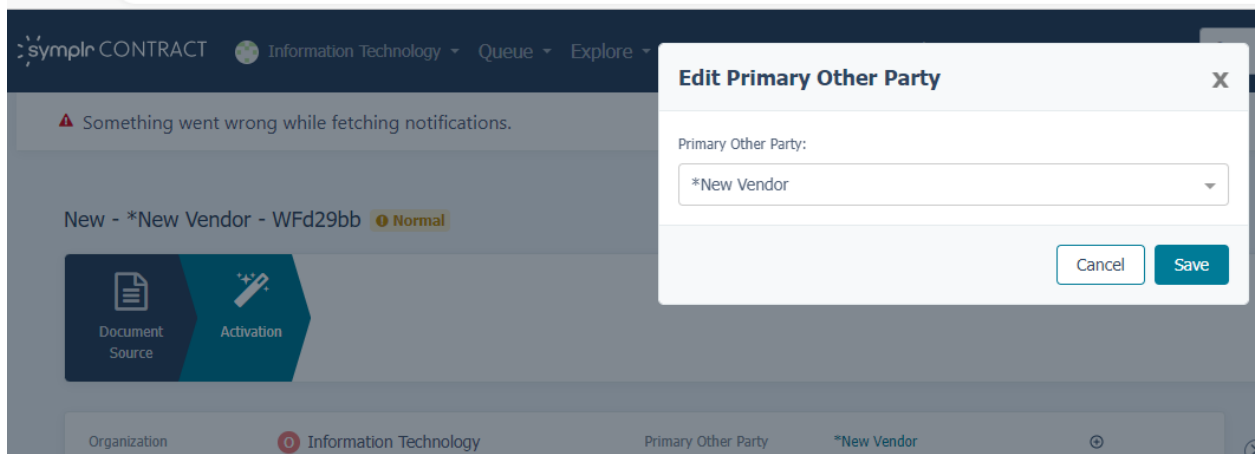
5. Do **NOT** complete the contract activation phase in sContracts until the vendor is finalized and added to MARS and then sContracts.
6. Filter your Worklist to view outstanding New Vendor contracts by adding **Primary Other Party > New Vendor**.



7. Go to Explore > Vendor Library to look up the vendor name using a filter in the table for **Name** or the Search box.



8. If the contract has NOT been activated and the vendor has now been added to sContracts, you can click on Primary Other Party and the plus sign to get the box shown below to edit the Primary Other Party name.



Note: if the contract was activated with Primary Other Party as New Vendor, you must use an amendment workflow and workflow template to revise vendor name.

Non-Payment Vendors (Vendors that will not be added to MARS and sContracts)

When a Primary Other Party (Organization or Individual) is not to be included in MARS as a vendor, they will need to be added by an sContracts administrator on IT Revenue Cycle Team.

Follow the steps above to add as “New Vendor” but then submit a Service Desk Ticket to request the addition to the sContracts Vendor Library. The following information is required to set up the Primary Other Party as a vendor in sContracts:

- Your Organization in sContracts
- Vendor Type - Business or Individual
- Business Name (or Individual Name if not a Business)