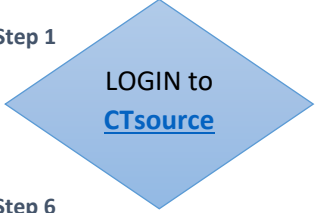


# POST A CONTRACT QUICK GUIDE

Step 1



Step 2



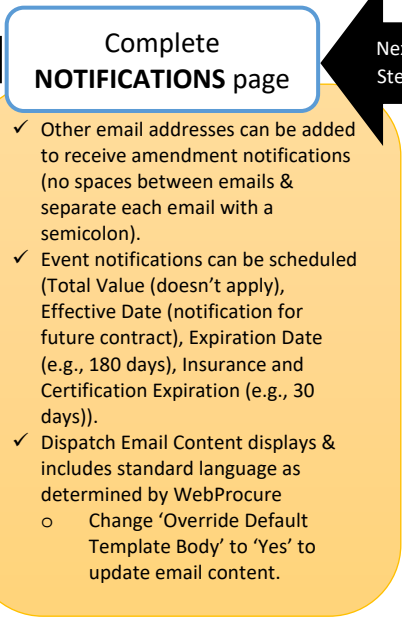
Step 3



Step 4

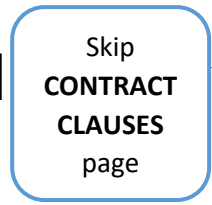


Step 5



- ✓ Contract Type (e.g., General Contract, etc.)
- ✓ Contract Number (unique by organization)
- ✓ Contract Visibility (Public)
- ✓ Title (Concise description)
- ✓ Detailed Description (enter more specific details)
- ✓ Master Contract flag allows multiple contractors to be added to one contract.
- ✓ Do not dispatch Contract should **not** be selected to ensure supplier receive contract notices.
- ✓ P-Card Accepted (check if applicable)
- ✓ Commodities (Enter same as solicitation categories & add more if needed)
- ✓ Contractors (Add Supplier(s): Insurance Category: enter Insurance Category, Effective Date, & Expiration Date (system does not accept expired insurance), Enter only an \* under Policy Number & Carrier)
- ✓ Distributors & Diversity Allocation (skip)
- ✓ Pricing Type (select applicable option)
- ✓ Total Value Condition (select applicable option)
- ✓ Total Value (USD) (Enter contract dollar value)
- ✓ Retainage Type (defaults to 'Off')
- ✓ Initial Expended Value (doesn't apply)
- ✓ Payment Terms & Payment Notes (select term from dropdown list Note\*for additional discount terms enter discount terms in Payment Notes)
- ✓ Delivery Terms (either 'Free On Board Destination' or 'N/A: Not Applicable') & Delivery Notes (Note\*if needed)
- ✓ Other Notes (Note\*internal notes if needed)
- ✓ Contract Period (Issue Date, Award Date, Effective Date, Expiration Date – Note\*potential Final Expiration Date may be adjusted if contract extensions are available)

Step 6



Step 7

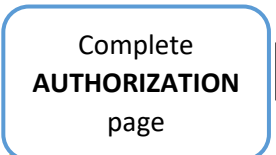


Step 8



Follow instructions from pop-up window (Entitled: **Upload Document**) to attach document(s). Change visibility to **Public** to display document on Contract Board.

Step 9



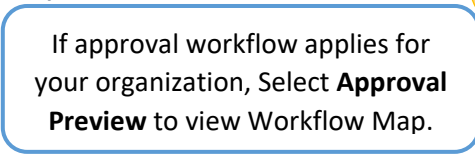
Note: Identify Piggyback Contract (Y/N) and Cooperative Contract (Y/N) as applicable for information/reporting purposes only

Step 10

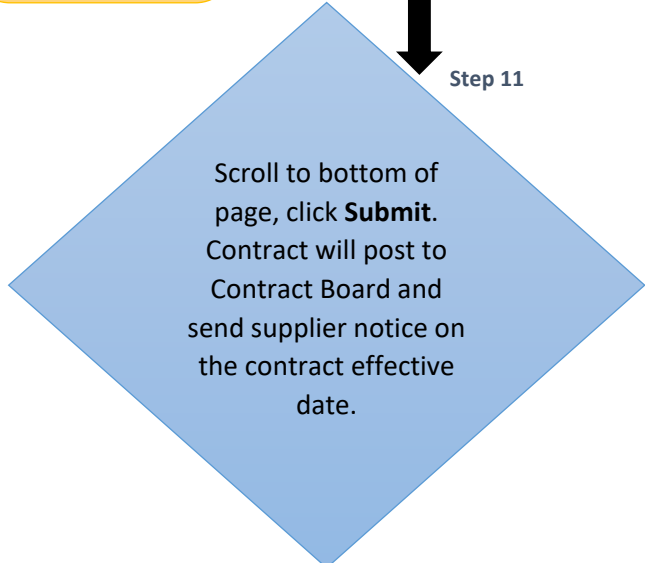


Review all entered information for accuracy & update if needed (select **Previous** to edit other sections)

Step 10a

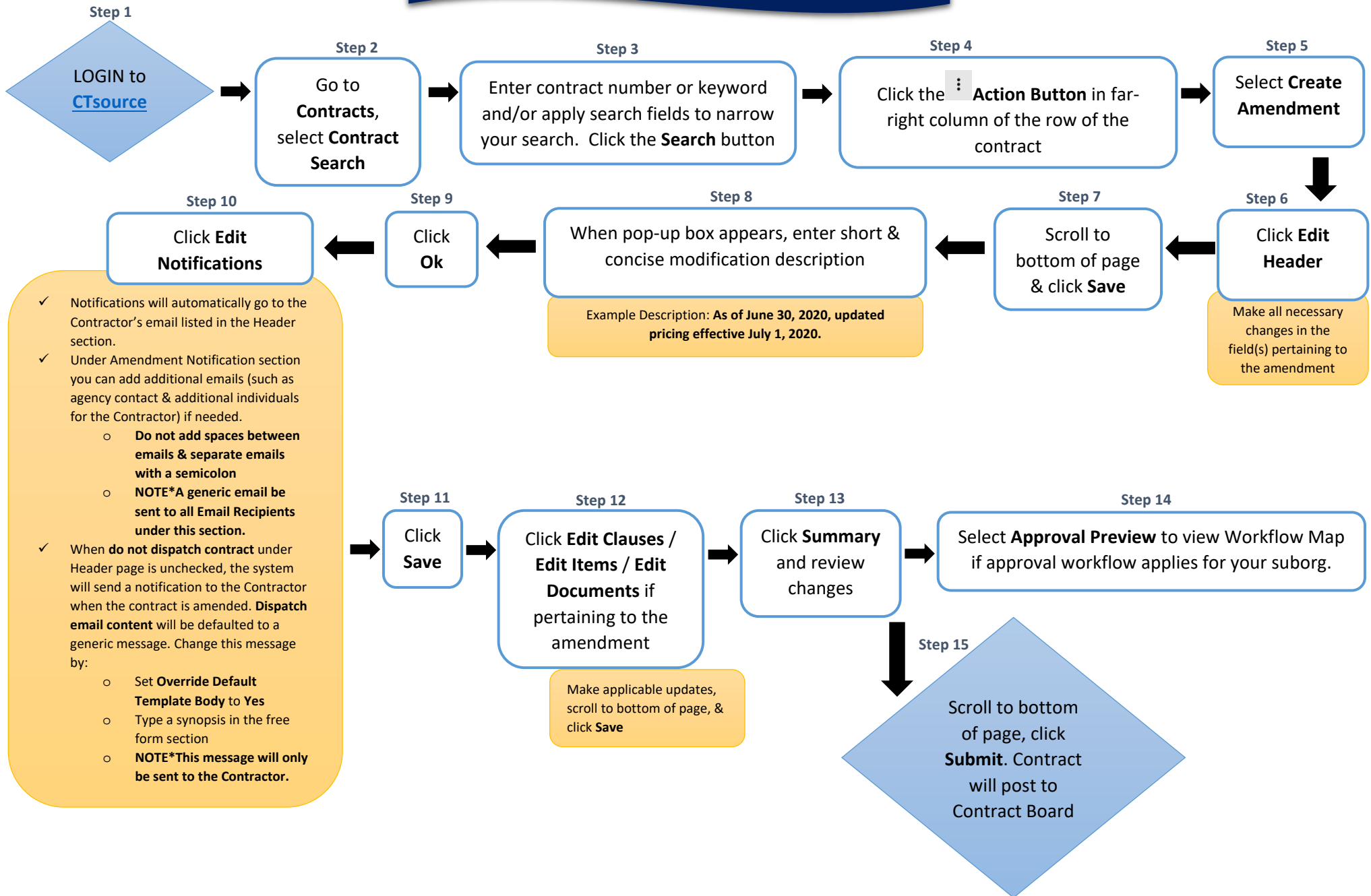


Step 11



# CREATE A CONTRACT AMENDMENT QUICK GUIDE

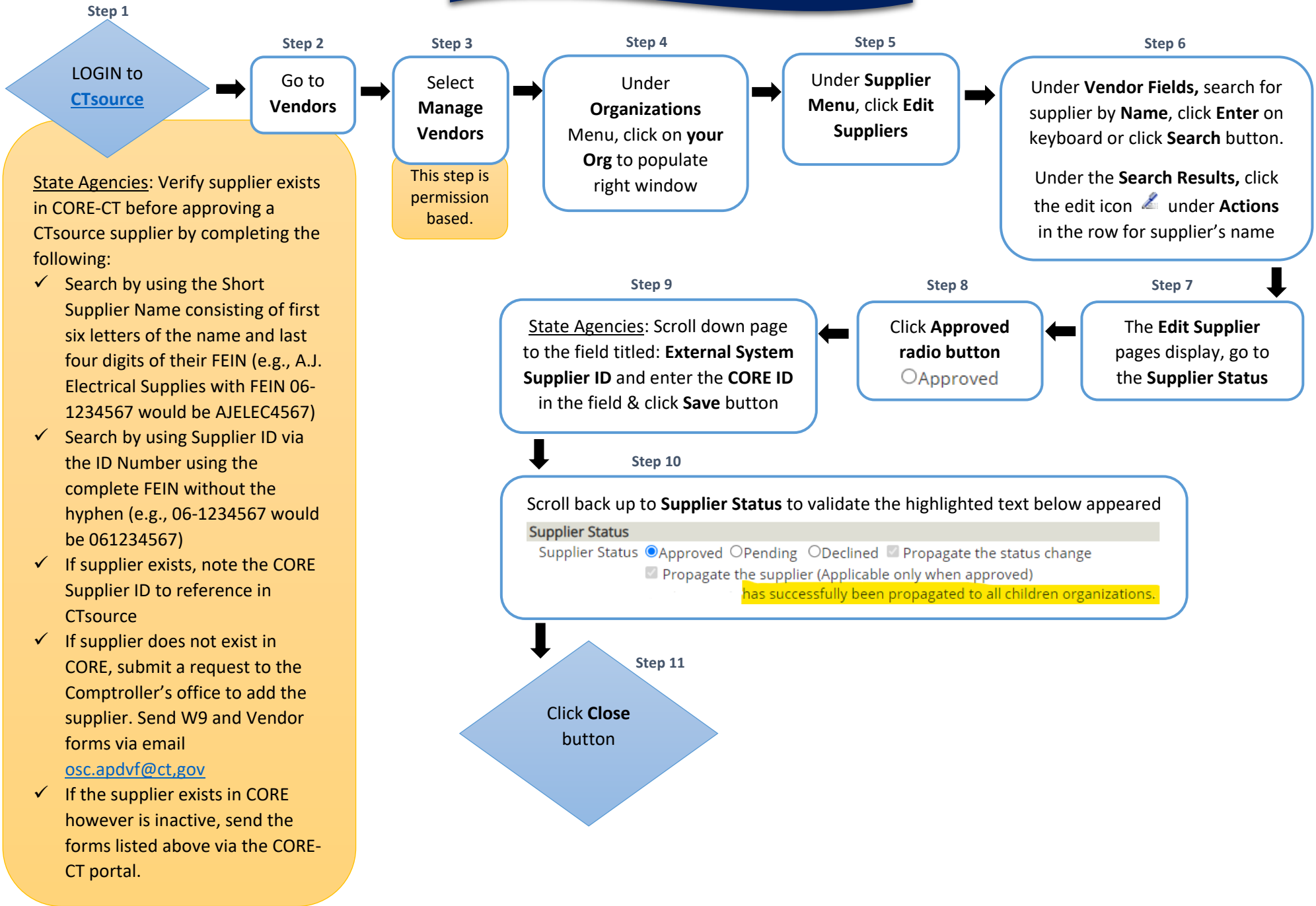
[Click here for more help](#)



- ✓ Notifications will automatically go to the Contractor's email listed in the Header section.
- ✓ Under Amendment Notification section you can add additional emails (such as agency contact & additional individuals for the Contractor) if needed.
  - Do not add spaces between emails & separate emails with a semicolon
  - NOTE\*A generic email be sent to all Email Recipients under this section.
- ✓ When do not dispatch contract under Header page is unchecked, the system will send a notification to the Contractor when the contract is amended. Dispatch email content will be defaulted to a generic message. Change this message by:
  - Set **Override Default Template Body** to **Yes**
  - Type a synopsis in the free form section
  - NOTE\*This message will only be sent to the Contractor.

# HOW TO APPROVE A SUPPLIER QUICK GUIDE

[Click here for more help](#)



**State Agencies:** Verify supplier exists in CORE-CT before approving a CTsource supplier by completing the following:

- ✓ Search by using the Short Supplier Name consisting of first six letters of the name and last four digits of their FEIN (e.g., A.J. Electrical Supplies with FEIN 06-1234567 would be AJELEC4567)
- ✓ Search by using Supplier ID via the ID Number using the complete FEIN without the hyphen (e.g., 06-1234567 would be 061234567)
- ✓ If supplier exists, note the CORE Supplier ID to reference in CTsource
- ✓ If supplier does not exist in CORE, submit a request to the Comptroller's office to add the supplier. Send W9 and Vendor forms via email [osc.apdvf@ct.gov](mailto:osc.apdvf@ct.gov)
- ✓ If the supplier exists in CORE however is inactive, send the forms listed above via the CORE-CT portal.