

Supplier Contract Management

Preparing for the Implementation and Rollout of Supplier Contract Management in NUFinancials

The Supplier Contract Management module will soon be available for NUFinancials users to create, maintain and manage contracts electronically in NUFinancials. There are many users who will have access to Contract Management who will have new roles and responsibilities that are part of a contract life cycle, and the system of controls to enable proper creation, approval and execution of each contract entered into the system. Each individual within the contract life cycle provides the responsibility, knowledge and information to ensure that contracts entered into the system are authorized, accurate and auditable.

Supplier Contract Management Roles and Responsibilities

- **Roles for Users Responsible for Creating Contract Templates and Clauses**
 - **Contract Librarian:** An employee, usually a Contract Administrator in Procurement and Payment Services.
 - Responsible for creating reusable contract templates for the Northwestern Community.
 - Ensures the use of templates that have been reviewed and approved by the Office of General Council, Procurement and Payment Services, Risk Management and Information Technology.
 - Creates templates using terms and clauses submitted by suppliers or outside parties for review and approval by the Office of General Council, Procurement and Payment Services, Risk Management and Information Technology for the Northwestern Community.
 - Maintains contract templates for the Northwestern Community.
 - **Contract Clause Approver:** A University employee who is authorized and responsible for reviewing and approving the legal language contained in contract clauses that fall under their area of responsibility. Contract Clause Approvers are employees of the following units: The Office of General Counsel, Procurement and Payment Services, Risk Management, Information Technologies, Treasury Operation.
 - Approves the use of legal clauses developed for contract templates.
 - Reviews and approves proposed modified clause language that are routed to them as a result of changes to approved contract template clauses.
- **Roles for Users who will Enter Contract Information in Supplier Contract Management**
 - **Contract Administrator:** An employee or affiliate, usually an administrator or department/research assistant in a school or unit, responsible for maintaining the life cycle of their unit's contracts.
 - As the Document Owner, monitors and maintains the life cycle of the contract.
 - Ensures that the terms of a contract have been negotiated and reviewed by the Contract Sponsor, Contract Originator and the supplier.

- Reviews and edits the contract for completeness.
 - Routes the contract for internal collaborative review as needed.
 - Responsible for routing to Suppliers for review and approval when revisions are made during the collaboration process.
 - *Monitors and maintains the collaborative review.*
 - Routes the reviewed contract for approval and signature.
 - Responsible for dispatching and archival of the final executed contract.
 - Has the ability to add amendments to executed contracts.
- **Contract Inquiry:** This role is generally given to a Contract Administrator to allow them to view queries and reports that are associated with Supplier Contract Management.
- **Roles for Users who will be Involved with Contract Collaboration and Signing**
 - **Contract Collaborator:** An employee or affiliate, usually a dean's office administrator, department head, project manager, principal investigator or Sponsor who needs to be included in the contract review and approval process. This can also be a subject matter expert who is authorized to review and approve legal language from departments like: The Office of General Counsel, Risk Management, Procurement and Payment Services, Information Technologies and Treasury Operations.
 - Responsible for providing input for unit or school interests to the collaborative reviewers.
 - Reviews contracts for their unit or school that have been initially vetted by Supplier and Contract Administrator.
 - Modifies the details of the contract as needed.
 - Responsible for a final review of the fully collaboratively reviewed contract.
 - Subject matter experts are Responsible for providing feedback to unit or school Contract Administrators and Collaborators about the clauses that they monitor.
 - **Contract Signer:** A University Officer responsible for the execution of a contract, or their delegate. The Signer or their proxy should have the *Contract Collaborator* role in order to be electronically included in the Collaboration process.
 - Responsible for signing contracts on behalf of the University.

Contact Information

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