1. Contract need is identified and negotiated outside of system.

2. Contract is Authored or imported into the system and is routed for Collaboration.

3. Internal collaboration process begins.

4. External Collaboration.

5. Collaboration process is complete. Contracts $25k and greater are submitted to Procurement and Payment Services for Approval.

6. Contract is Approved by Procurement and Payment Services Approver and is routed for signing.

7. Contract is Signed.

8. Fully executed contract (signed by both parties) is scanned and uploaded into NUFinancials. The contract status is set to ‘Executed’ and is ready to be used.