

## **Supplier Contract Management**

### **Preparing for the Implementation of Supplier Contract Management in NUFinancials**

The Supplier Contract Management module is available for NUFinancials users to create, maintain and manage contracts electronically in NUFinancials. Users of the Supplier Contracts Module (SCM) 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 contracts 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 who will Enter Contract Information into the Supplier Contracts Module (SCM)***
  - **Contract Administrator:** An employee, 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 appropriate people and offices such as the Contract Sponsor, internal business stakeholders, 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.
    - \*Requires the [General Security Access Form](#)
  - **Contract Inquiry:** This role is included with the Contract Administrator role to allow Administrators to view queries for records associated with their unit/department/school.
- ***Roles for Users who will be Involved with Contract Collaboration and Signing***
  - **Contract Collaborator:** An employee, 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. For Supplier-supplied forms, 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. This a default role.

- 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 the 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 authorized signing official responsible for the execution of a contract, or their delegate.
    - Responsible for signing contracts on behalf of the University.
  - **Contract Inquiry:** This role allows users to view queries for records associated with their unit/department/school. This is a default role.
- ***Roles for Users who will be Responsible for Creating Contract Templates and Clauses (central offices)***
    - **Contract Librarian:** An employee, usually within 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 appropriate offices such as the Office of General Council and Procurement and Payment Services.
      - Creates templates using approved terms and clauses.
      - Maintains contract templates for the Northwestern community.
    - **Contract Clause Approver:** A University employee who is authorized and responsible for reviewing and approving language contained in contract clauses that fall under their area of responsibility. Examples of Contract Clause Approvers are those identified as Subject Matter Experts (SMEs).
      - Approves the use of Northwestern standard clauses developed for contract templates.
      - Reviews and approves proposed modified clause language that is routed to them as a result of changes to approved contract template clauses or as required for supplier-supplied forms.

## Contact Information

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