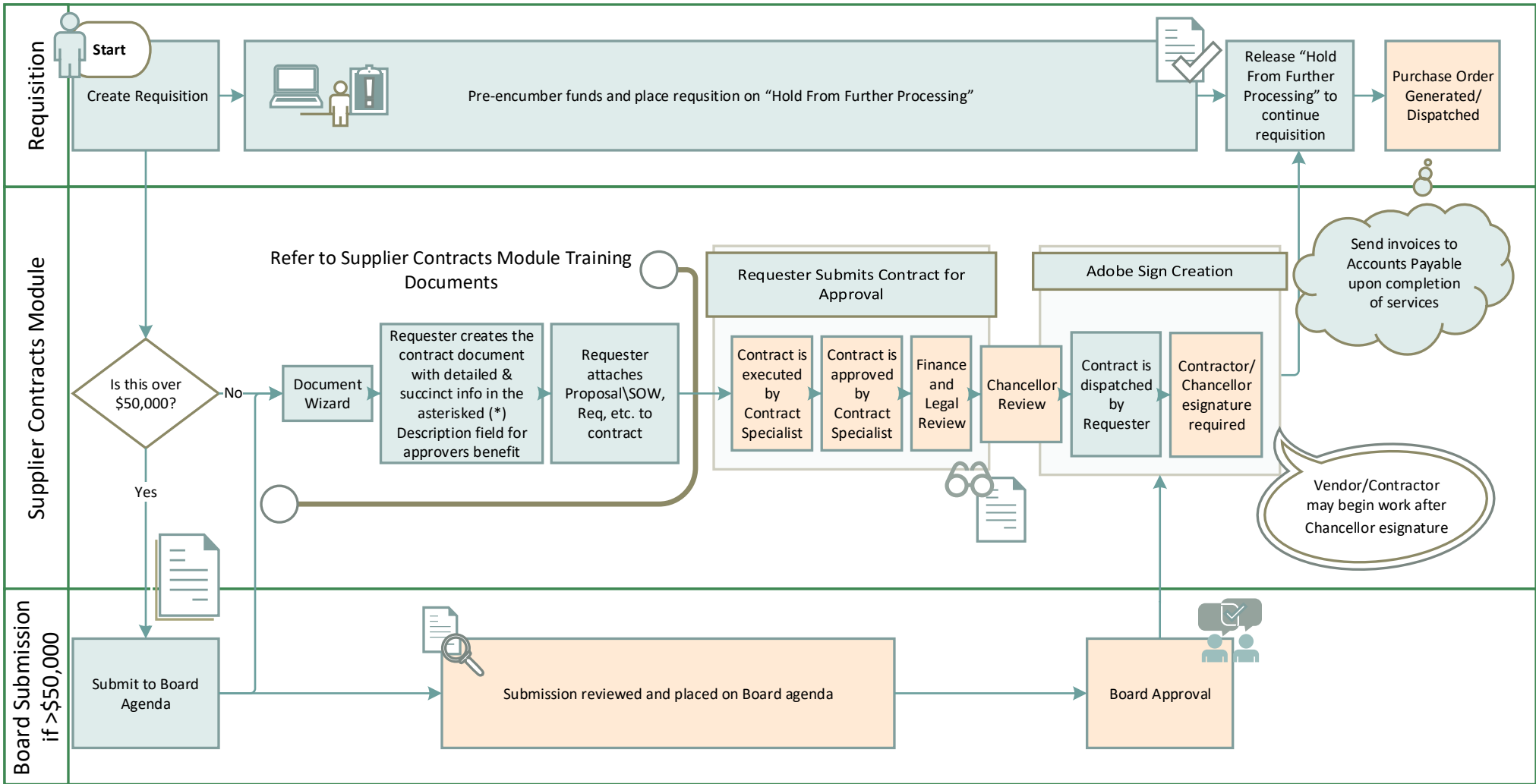


Laney College  
 Business and Administrative Services  
 Supplier Contracts/ICC Process  
 (Supplemental Workflow)



Area of Responsibility	Step One: Create the Requisition	Step Two: Supplier Contracts Module	Step Three: Adobe Sign Creation	Step Four: Release Requisition	Step Five: Send Invoices to Accounts Payable
College Requester/ Initiator  District	Initiate a requisition using LOA Budget Check the requisition to ensure funds are pre-encumbered Once budget check is "Valid", check the "Hold From Further Processing" button Save to generate a requisition number Return to requisition in Step 4 after Supplier Contracts Module process is complete (Steps 2 – 3)  <b>If ICC is &gt;\$50,000</b> Prepare/Submit to Board for approval Review board submission deadlines ICC Contract ID and supporting documents are required	Create contract document with detailed information and description field Attach all required documents (SOW, Resume, ETC.) Contract will need to be routed for approval	Once Supplier Contracts Module approval routing is completed, the system will allow the requestor to send the document for signing to the contractor/vendor and the Chancellor within the system Click on Prepare and route for e-Signature. Then select the Signing order and enter the details for the Contractor/vendor and chancellor You may click "Get e-Signature status" to check the status Once completed, requestor will be able to retrieve a completed copy of the ICC	Completed copy of ICC should be attached to the requisition and released from hold Return to the requisition from step 1 Uncheck the "Hold From Further Processing" button Save and go to "Add Document" Attach completed Contract to the attachments Add Supplier Contract Number to "Contract" tab on main page of the requisition Once approved by Business Office, requisition will be sent to Purchasing System will automatically generate a PO number and route to Purchasing Buyer will review completed Req/PO for completeness and dispatch	Upon completion of Services, Contractor/ Vendor will submit invoice for payment Invoice may be sent directly to Accounts Payable Invoice must have invoice number, date and respective PO number