

## Purchase Order (PO) Contracts Tutorial

Use this guide to process Workday purchase requisitions (reqs)/purchase orders (POs) and change orders that are tied to a contract. For assistance, contact your training team: [Academy](#) (200) and [MSOM](#) (500) or [UHealth](#) (305 UHCORP, 310 UMMG, 320 ABLEH, 330 UMHC, 340 UMH),



### Contents:

Important [Notes](#) and [Examples](#)

#### Steps:

- [Workday Purchase Requisition](#)
  - [Gather Req Information](#)
  - [Submit the Req](#)
  - [Track the Req Approvals and Integration](#)
- [Conga Purchasing and Supply Chain Request Form](#)
  - [Gather Conga Information](#)
  - [Submit the Conga Form](#) ("Draft")
  - [Track the Conga Status](#)
- [Workday Change Orders \(COs\)](#)
  - [Gather CO Information](#)
  - [Conga Form](#) (non-integrated)
  - [Workday Change Order](#)

### Important Notes:

**Employee Access:** For technical reasons, one University employee will be required to submit both the Workday requisition and the Conga Purchasing Request form.

**Timing:** Since PO contracts can be much more complex and take more time to process than typical POs, avoid delays by starting the supplier onboarding and Workday requisition processes as soon as possible.

**Signatures:** There are only a handful of UM employees authorized to sign quotes and contracts. Departments should never sign a quote or contract. Instead, if provided with counterparty documentation, only initial the first page. This acknowledges you have reviewed the document and intend to proceed.

**UM Policy:** [Signature Authority](#)

## Important Examples

### Supply Chain Contracts:

- Service Agreements
- Consulting
- Licenses (e.g., professional licenses, permits)
- Software & Software Evaluations
- Equipment:
  - Trial Equipment (value is  $\geq$ \$0 and/or includes disposables)
  - Non-UM Owned Moveable and Capital Equipment
  - Lease Agreements
- Hotel Conferences & Seminars
- Contracted Goods/Services
- Medical Agreements (including anything that touches a patient or contains Protected Health Information (PHI), Private Personal Information (PPI), and/or software.
- Clinical Trials & Clinical Studies (including free/trial equipment and/or the use of disposables. The purchase of goods/services will require a PO. **Important:** For contracts involving multiple suppliers, create separate requisitions.

### Contracts not processed by Supply Chain:

- **Office of Research Administration (ORA)**  
**Important:** If UM will pay \$.01 or more, ORA will defer the contract to Supply Chain.  
Contact: [ORA](#), [IBIS System](#)
- **Outbound Services**  
E.g., UM is providing a paid/unpaid service  
Contact: [Contract Administration](#)

## 1. Workday Purchase Requisition

The Workday requisition process is required in order to obtain financial approvals and integrate information from the Workday req to the Conga Purchasing Request form. During this process, the end user is responsible for gathering information, submitting a purchase requisition, tracking the WD approvals, and tracking integration into Conga. E.g., RQ-0000#####.

**Req Creator Tip:** One UM employee will submit both the Workday req and Conga form. They will also function as a liaison between the department and procurement team.

### 1a. Gather the Purchase Req Information:

<b>UM Company</b>	E.g.: Academy (200), MSOM (500), UHCORP (305), 310 UMMG (310), 320 ABLEH (320), 330 UMHC (330), or 340 UMH (340)
<b>Company Tip:</b> This is determined by the financial Worktag being used.	

<p><b>Contact for Information:</b> Departmental Requester / CCM</p>	
<p><b>Deliver-To</b></p> <p><b>Contact for Information:</b> Departmental Requester / CCM</p> <p><b>Contact for Technical Assistance:</b> Supply Chain <a href="#">Training Team</a></p>	<p>Building name &amp; room number E.g., For 1252 Memorial Drive, Ashe 235, type only <b>Ashe 235</b> and press the <b>Enter</b> key.</p>
<p><b>Ship-To</b></p> <p><b>Contact for Information:</b> Departmental Requester</p> <p><b>Contact for Technical Assistance:</b> Supply Chain <a href="#">Training Team</a></p>	<p>Physical address &amp; room number E.g., For 1252 Memorial Drive, Ashe 235, type only <b>1252 235</b> and press the <b>Enter</b> key.</p>
<p><b>Driver Worktag</b></p> <p><b>Split Accounting Tip:</b> Select one worktag here. On the Summary screen, split accounting can be applied to each line item.</p> <p><b>Contact for Assistance:</b> Departmental Requester / CCM</p> <p><b>Contact for Technical Assistance:</b> Supply Chain <a href="#">Training Team</a></p>	<p>E.g.:</p> <ul style="list-style-type: none"> <li>• Grant = GR#####</li> <li>• Program = PG#####</li> <li>• Gift = BG#####</li> <li>• Project = PR#####</li> </ul> <p>Grant, Program, Gift, or Project <input type="text" value=""/></p>
<p><b>Description</b></p> <p>When applicable, include:</p> <ul style="list-style-type: none"> <li>• Quote # / Quote Date</li> <li>• Scope of Work, e.g.: who, what, when, where, and why</li> <li>• Contract period information, e.g., <ul style="list-style-type: none"> <li>• Due to grant expiration, work must be completed and paid by 6/30/25.</li> <li>• The contract must be executed 30 days prior to start date.</li> </ul> </li> <li>• Specific payment info, e.g.: <ul style="list-style-type: none"> <li>• Trial equipment is valued at \$3,000 and UM will incur no cost. The required itemized quote including disposables has been attached.</li> </ul> </li> </ul>	

- Payments will be \$1,000 each year for 3 years, totaling \$3,000.
- Deposit must be received by the supplier before 7/1/25.
- Final payment is due 30 days after work is completed.

E.g. Quote# 12345-78, Printing and mailing contract for (department name) 2025 advertising campaign. Name and address information will be provided to the supplier. All graphics will be designed by UM Communications. Payments are due 30 days after each mailing.

**Contact for Quote:** Departmental Requester / Supplier

**Contact for Technical Assistance:** Supply Chain Training

Spend Category

Frequently Used Spend Categories

- Advertising, SC08103
- Consulting Fees, SC08105
- Equipment Maintenance, SC08754
- Lab Services, SC08036
- Rental, SC08823
- Repairs and Maintenance, SC08543
- Service Contracts, SC08172
- Translation Services, SC08754
- Other Outside Services, SC08811

**Contact for Assistance:** Department Requester / CCM

Supplier

The supplier must appear in Workday with an *Active* Supplier Status. Also the address and a matching remit/payment address

E.g.:




[MARINE ANALYTICS AND MANAGEMENT TOOLS](#)

Supplier

Overview

Contracts and Purchase Orders

Summary

Contact Information

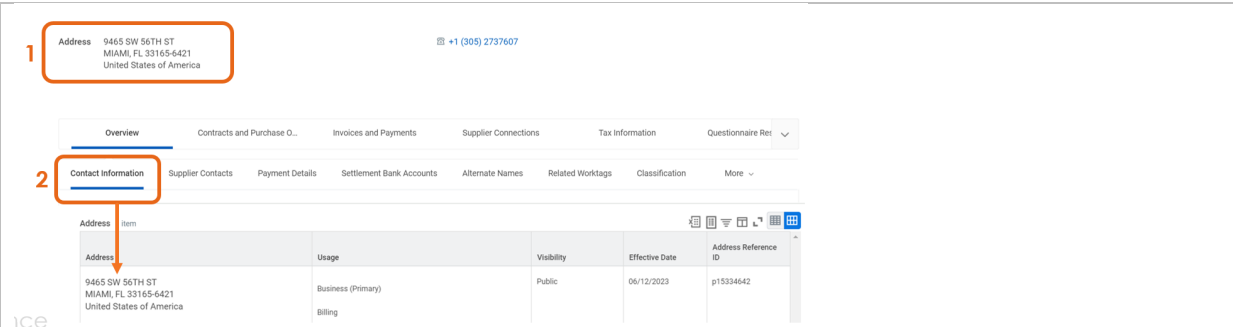
Supplier Contacts

Supplier Status Details

Supplier Status

Active





**Tip:** If a "Remit" / "Remittance" address appears on the quote, this address must appear in the Workday profile.

**Onboarding Tips:**

- Suppliers from previous purchases, may have since become inactive.
- The payment/remit to address on the quote, must match one of their addresses listed in UMarketplace.

E.g., Public Health Trust of Miami Dade County

**Contact for Assistance:** Supply Chain Training:

- [Academy](#) (200)
- [MSOM](#) (500)
- [UHealth](#) (305 UHCORP, 310 UMMG, 320 ABLEH, 330 UMHC, and 340 UMH)

Start Date	<input type="text" value="MM/DD/YYYY"/>	
End Date	<input type="text" value="MM/DD/YYYY"/>	
Extended Amount	<input type="text"/>	Type the dollar amount.  <b>Amount Tip:</b> For multi-year contracts type the amount that will be spent in the first first fiscal year. Then in the <i>Internal Memo</i> field, note the full amount over the contract period.
Internal Memo	<input type="text"/>	Memo, E.g.: <ul style="list-style-type: none"> <li>• Previous PO number</li> <li>• Research / Project #</li> <li>• "Contract is being processed by (Sourcing/Buyer name)."</li> </ul>
Attachments	<div style="border: 1px solid #ccc; padding: 10px; text-align: center;"> <p>Drop files here</p> <p>or</p> <p>Select files</p> </div>	
<ul style="list-style-type: none"> <li>• <b>Supplier's Contracts</b> are not preferred but are accepted.</li> </ul>		

- Attach a **Word** document to expedite the redlining process.
- **Important:** Departments should never sign the quote/contract. Instead, initial only the first page to acknowledge you have read and accept the supplier's quote. [Signature Authority Policy](#)
- Web terms and referenced web links should not be submitted.
- **Service Agreements** are no longer required. Instead provide details in the *Description* field. The agreement will be built in Conga with UM's terms and conditions.
- A **Consulting Questionnaire** is only required if the vendor is an **individual**, not a business entity and the service they provide is highly specialized. E.g.:
  - **Highly Specialized:** DNA sequencing, poison control, and astrophysics mapping.
  - **Non-Highly Specialized:** Equipment repair, party/event planners, and IT/business operations
- **Pre-Approvals:**
  - **Alcohol** - [Sypress Davis](#)
  - **Communications** - Logos, advertising, branding, photographers, social media, websites - [Angie Villanueva](#)
  - **Database Rights and Inventions** - [Tiffany-Ashley Disney](#)
  - **Exports** - [Bill Collins](#)
  - **Furniture/Furnishings:**
    - CG/R SMAES - [Rosina Villavicencio](#) and [Maggie Binimelis](#)
    - Medical - [Amy Kelly](#)
  - **RFPs** - [Ignacio Calle](#)
  - **Software/Hardware** (that will run on UM servers)
    - Academy - [Julie Potter](#)
    - MSOM - [Nilda Labrador](#)

## 1b. Submit the Req

**Important:** The employee that submits the requisition, will also be required to submit the Conga form, therefore acting as a liason between their department and the Buyer/Sourcing agent.

Use the information gathered in the previous step to initiate and submit a purchase req. If this process is unfamiliar, view the [Purchase Requisition Tutorial](#) or contact your training team for a quick walkthrough.

**Contact for Assistance:** Supply Chain Training:

[Academy](#) (200)

[MSOM](#) (500)

[UHealth](#) (305 UHCORP, 310 UMMG, 320 ABLEH, 330 UMHC, and 340 UMH)

### 1c. Track Req Approvals and Integration

After the Buyer’s Workday approval, some information from the req, will integrate into a Conga form. This form will automatically appear for the req creator with a status of “Draft”.

**Important:** Working off a blank form, without the “Draft” status will delay or stop the contract process. Only complete a “New” request when directed by a Buyer/Sourcing agent.

1. **Buyer Approval** - From the Workday *Process History*, track the Buyer’s approval

Step	Status	Person (Up to 5)
Review Requisition	Approved	(Assistant Buyer)
Integration: UM-INT-P2P719-Conga-	Completed	UM-INT-P2P719-Conga-Requisition-Out

2. **Integration** – From the Workday Process History, track the Cong Integration.

<p>A Conga Request form has been linked and <b>needs</b> to be completed by the requisition creator.</p> <p>Integration: UM-INT-P2P719-Conga-Requisition-Out</p> <p>Completed</p>	<p>A Conga Request form has not been linked. No action is needed unless noted by Sourcing/Buyer.</p> <p>Integration: UM-INT-P2P719-Conga-Requisition-Out</p> <p>Not Required</p>
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3. Login directly to [Conga.miami.edu](https://conga.miami.edu) or from the email notification from [NoReply.congacontracts@miami.edu](mailto:NoReply.congacontracts@miami.edu), indicating:

- Important: If the supplier is being loaded into Conga, you may receive an email to wait for this process to be completed. No action is needed from the end user unless a specific email is received from Conga or the Buyer/Sourcing agent.
- or
- A Conga *Draft* is pending the requestors completion before the contract can be processed, proceed with the login instructions by clicking the Conga Contracts link or logging into Conga at <https://conga.miami.edu>.

A contract request associated with your Purchase Requisition ( RQ- ) has been created in Conga Contracts. To begin the contract negotiation process, additional information about your request is required. Please click the link below to login to Conga Contracts and complete the request form associated with your request. If you have any questions regarding this notification, please contact the procurement team handling your Purchase Requisition. If you are not sure which which procurement team to contact please refer to the [Contract Routing Matrix](#).

[Conga Contracts](#) 


## 2. Conga Purchasing and Supply Chain Request Form

These steps are used to build, process, track, and store the contract. End users are responsible for gathering information, submitting the Conga form, and following up with the Contract Owner (Buyer/Sourcing agent) regarding any changes. E.g.:

- Request Number - 000#####-##
- Contract Number: AAAA-STA-000##### or AAAA-MAS-000#####
- A.k.a. “Conga Intake form”

### 2a. Gather Information

In preparation to complete the Conga request form, gather the following information:

 Contract Purpose:

E.g., “RQ-0000#####, Fall 2024 Recruitment Services for International Students, taking place in New York, September 19-23, 2023...”

- **Workday Req** - First type the Workday requisition number.  
**Important:** This will expedite the assignment of a Buyer/Sourcing agent.
- **Scope of Work** - Include the who, what, when, where, and why.
- **Payments** - Note any unique payment terms like deposits or payment dates

Agreement Type:

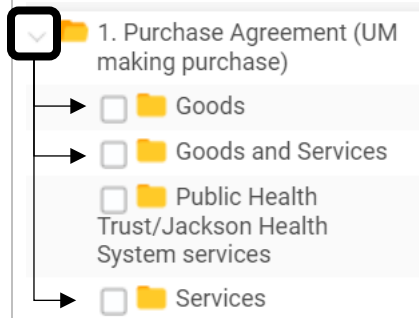
- Master
- Standalone

When do they choose each?

- **Standalone** – This agreement is only for our department
- **Master** – This agreement is for the University

**Scope of Work** (Note, this only appears on integrated form)  
E.g., Good and/or service being provided followed by the who, what, when, where, and why. E.g., printing, advertising, marketing, mice research.

**Contract Type** - Click the drop down next to **Purchase Agreement UM Making Purchase**, and select either: **Goods**, **Goods and Services** or **Services**





<p><b>Are you attaching documentation provided by the Counterparty?</b> Yes / No</p>	<p>E.g.:</p> <ul style="list-style-type: none"> <li>• Quote</li> <li>• Contract</li> <li>• Price List</li> </ul>
<p><b>Will Services be performed on University premises?</b> Yes / No</p>	
<p><b>Contract Value</b> <i>Total Amount Tip:</i> The amount of money to be paid over the full contract term.</p>	<p>E.g., \$1,000 per year for 3 years. = \$3,000.</p>
<p><b>University Division</b> (very high level)</p>	<p>E.g.,</p> <ul style="list-style-type: none"> <li>Graduate School</li> <li>Hemispheric and Global Affairs</li> <li>Human Resources</li> <li>Information Technology (Academy/Research)</li> <li>Libraries</li> <li>Miami Herbert Business School</li> <li><b>MSOM/UHealth</b></li> <li>Police</li> <li>President</li> <li>Provost</li> <li>Rosenstiel School of Marine, Atmospheric, and Earth Science (RSMAES)</li> <li>School of Architecture</li> <li>School of Communication</li> </ul>
<p><b>Department</b> (high level)</p>	<p>E.g.,</p> <ul style="list-style-type: none"> <li><b>Pediatrics</b></li> <li>Perioperative Services</li> <li>Pharmacology</li> <li>Pharmacy</li> <li>Physical Medicine and Rehabilitation</li> <li>Physical Therapy</li> <li>Physiology</li> <li>Population Health and Computational Medicine</li> <li>Psychiatry</li> <li>Public Health Sciences</li> <li>Public Safety</li> </ul>
<p><b>UM Company - Which Workday Company is financing this request?</b> E.g., 200 Academy or 500 MSOM</p>	
<p><b>PPI - Will individually identifiable patient information be shared or accessed?</b> Yes / No</p>	
<p><b>Credit Card Info - Will the vendor be storing, processing, transmitting, credit card holder data, or be providing services that control or could impact the security of cardholder data?</b> Yes / No</p>	

**Additional Relevant information**

- Please assign (Buyer/Sourcing agent) who is working on this contract.
- Affiliated Numbers
  - Req number RQ-0000#####
  - Previous PO number, PO-0000#####
- Previous Conga Number, AAAA-STA-000#####, AAAA-MAS-000#####
- Related tasks that are pending/done
- Medical substitutions – E.g., (Original medical item #) is being substituted with (alternate medical item ###).

**EU Data** - Will the vendor be providing any data or processing any data related to individuals located in the European Union?

**EU Data** - Will any data pertaining to individuals be transferred to or processed in the European Union Under the agreement; and do the activities under the agreement involve any data pertaining to individuals located in the European Union?

**Counterparty Contact** - Name, Email, and Phone number

**Important:** This can help expedite communication between UM and the supplier.

**Attachments:**

- Consulting Questionnaires

Required pre-approvals for exported goods, UM Logos, Websites, Social Media Services, alcohol, software and hardware

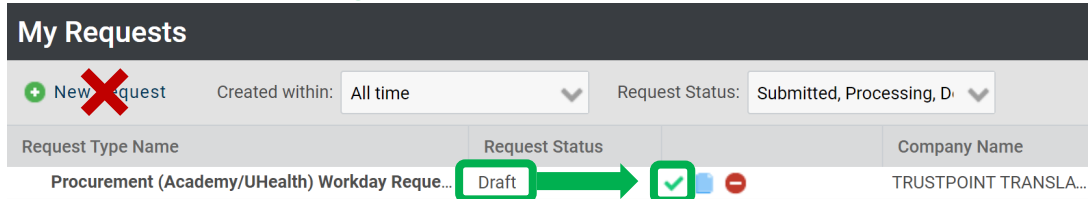
- **Service Agreements** are no longer required. Instead provide details in the *Description* field. The agreement will be built in Conga with UM's terms and conditions.
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  - Web terms and referenced web links should not be submitted.
  - Departments should initial, **never sign**. [Signature Authority Policy](#)
- A [Consulting Questionnaire](#) is only required if the vendor is an **individual**, not a business entity.
- **Pre-Approvals**
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  - Communications** - Logos, advertising, branding, photographers, social media, websites – [Angie Villanueva](#)
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  - Furniture/Furnishings:**
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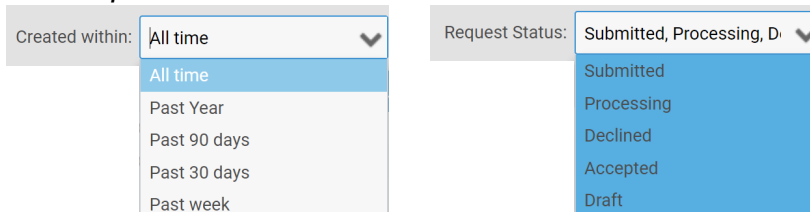
## 2b. Submit the Conga Draft



**Important:** The requisition creator must work off the *Draft* form which contains linked information from the Workday requisition. Only select “New Request” if the Buyer/Sourcing Agent has specifically requested. Note, this will result in unlinked Workday information.

### Draft Finding Tips:

- Missing Draft - If the *Draft* does not appear, adjust the filters for *Created within* and *Request Status* as follows.



- Missing Checkmark / Arrow - If the green check mark ✓ or blue arrow ⇨ do not appear, scroll to the right. Customize your screen by dragging columns left / right.

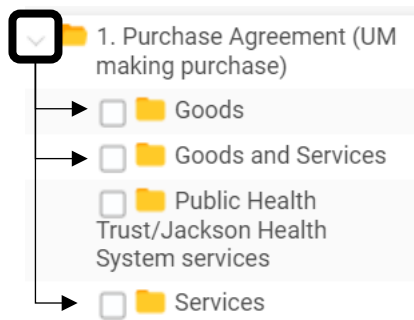
**Example:** E.g., ABCD-STA-#####

**Find the Draft** – A Draft will automatically be generated and will contain some Workday information such as the requisition number, creator’s name, dollar amount, and all current attachments. Click the green checkmark to begin editing. *Tip:* If the draft does not appear, find the *Created Within* field and select **All time**.

My Requests			
<a href="#">+ New Request</a>	Created within: <input type="text" value="All time"/>	Request Status: <input type="text"/>	
Request Type Name	Request Status		Company Name
Procurement (Acad...	Draft	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	SIERRA-CEDAR, INC. (Su...
Procurement (Acad...	Draft	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	TRUSTPOINT TRANSLA...
Procurement (Acad...	Draft	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	TRUSTPOINT TRANSLA...

### Edit the Draft

- **Contract Purpose** – Summarize the purchase. Include as much detail as possible up to 253 characters to answer who, what, when, where, and why. (e.g., “Fall 2024 Recruitment Services for International Students, taking place in New York, September 19-23, 2023...”)
- **Scope of work** (Note, this only appears on integrated form) E.g., Good and/or service being provided followed by the who, what, when, where, and why. E.g., printing, advertising, marketing, mice research.
- **Agreement Type** - Choose **Standalone**, **Amendment**, or **Master**
- **Contract Type** - Click the drop down next to *Purchase Agreement UM Making Purchase*, and select: **Goods**, **Goods and Services** or **Services**



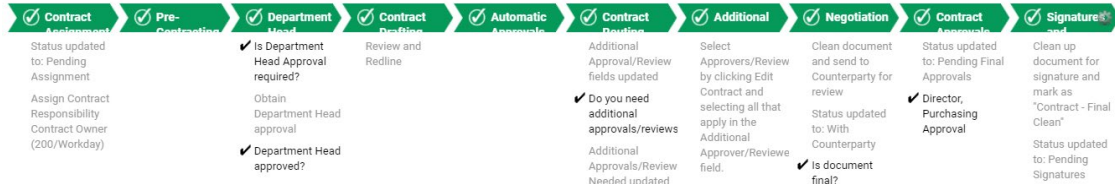
- **Contract Value** Total amount during the lifespan of this agreement.
- **Contract Currency** Always select **USD**.
- The supplier’s name will auto-populate. **Do not edit this field.**
- After the Conga draft has been submitted, Contract Owners can edit/update information.

### 2c. Track the Status in Conga

- Find the corresponding contract. To view the details, click the blue arrow. **TIP:** If the blue arrow does not appear, scroll to the right.

Contract Number	Completed On	
OUTF-STA-00005561	09/27/2022 11:30:11	<input checked="" type="checkbox"/> <input type="checkbox"/>

- View the Workflow



- For detailed information, view the *Links* section: *Documents, Messaging, People, and History*.

**Documents** – All attachments from all people will appear.

Documents		
+ New Document	Multi-Print	Search
Revision	Document Type	Filename
1	Contract - Draft	FEED-STA-00001233-Purchase Agreement (Goods and Services)...

**Messaging** – Comments from UM Departments or supplier reps. (e.g., Risk Management)

Messaging				
+ New Thread				
Subject	Created On	From	Content	
FEED-STA-0000...	08/17/2021 09:23:00	Pallais, Keneth <k.pallai...	Good morning Contract...	
RE: FEED-ST...	08/19/2021 09:59:07	rkiss@miami.edu	Hi Ken, I am reviewing t...	

**People** – View the people involved with this *Contract Request Form*: Requester, Contract Owner, and Approvers

People		
Responsibility	Name	Email Address
Contract Administration (Busines...	Maurio, Abigail	amaurio@miami.edu

**History** – View the actions taken on this *Contract Request Form*.

History					
History		Work Log History			
	Field	Original Value	Updated Value	User	Updated On
1	Contract Status	Signed/Not Active Yet	Active	Pallais, Keneth	03/29/2022 12:53:29
2	Effective Date	2021-06-01 00:00:00.0	2022-03-29 00:00:00.0	SYSTEM, ACCOUNT	03/29/2022 12:00:28

Once UM and the supplier agree on all terms and conditions, the Buyers will finalize the contract, obtain signatures, generate a PO, and send the fully executed contract to the supplier.

### Purchasing Assistance

<p><a href="mailto:PurchasingHelpDesk@miami.edu">PurchasingHelpDesk@miami.edu</a>          New Supplier Request Form          Creating a Purchase Requisition          Completing a Conga Request Form Draft</p>	<p><a href="#">Approving Buyer / Sourcing Team</a>          Detailed updates after the Conga Contract Request form has been submitted.</p>
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### Non-Purchase Order Contract Assistance

[Contract Matrix](#)

## Workday-Conga Contract Change Orders

Use this process to change a PO that has been linked to a Conga contract.

**Important:** For POs that are NOT linked to a Conga contract, begin by submit a Workday Change Order.


### 3a. Gather the Change Order Information


- [Contract Addendum](#) with the supplier’s signature
- PO number (E.g., PO-0000#####)
- Previous Conga Contract Numbers (E.g.: AAAA-STA-##### and AAAA-AMN-#####)

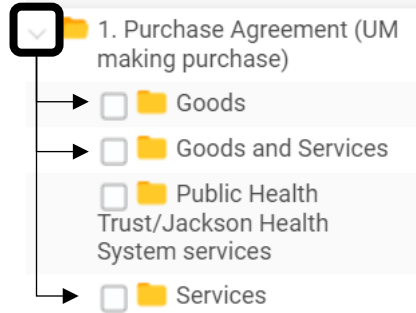
### 3b. Submit the Conga Form

Submit a “New” Conga form and note the request number and Contract number

### Request a New Conga Purchasing Request form.

<p>1. Log in to Conga.</p>	<p><a href="https://conga.miami.edu">https://conga.miami.edu</a></p>
<p>a. Click the <i>Contracts</i> drop-down arrow and select <i>Requests</i>.  <b>Note:</b> The drop-down arrow and the word “Contracts” are two separate buttons.</p>	

	<ul style="list-style-type: none"> <li>Add Contract</li> <li>My Contracts</li> <li>Approvals</li> <li>Clause Library</li> <li>Projects</li> <li style="background-color: #e0e0e0;">Requests</li> </ul>												
<p>b. Select the <i>New Request</i> button. This can be found in the upper left corner.</p>	<div style="background-color: #e0e0e0; padding: 5px; display: inline-block;">  </div>												
<p>c. From the list, select the first option “1. <i>Purchasing (Academy/MSOM) &amp; Supply Chain...</i>”</p>	<div style="background-color: #0070c0; color: white; padding: 5px;"> <b>Select a Request Type</b> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0070c0; color: white;"> <th style="text-align: left;">Request Type Name</th> <th style="text-align: left;">Request Type Description</th> </tr> </thead> <tbody> <tr> <td>1. Purchasing (Academy/MSOM) &amp; Supply Chain ...</td> <td>Select this form ONLY if: 1)</td> </tr> <tr> <td>2. Contract Administration (Business Services) R...</td> <td>Select this request form to r</td> </tr> <tr> <td>3. Business Associate Agreement (HIPAA) / Data...</td> <td>Select this request form to s</td> </tr> <tr> <td>4. General Counsel Request Form</td> <td>Select this request form to r</td> </tr> <tr> <td>Workday-Initiated Request Form</td> <td>This form is to be used for r</td> </tr> </tbody> </table>	Request Type Name	Request Type Description	1. Purchasing (Academy/MSOM) & Supply Chain ...	Select this form ONLY if: 1)	2. Contract Administration (Business Services) R...	Select this request form to r	3. Business Associate Agreement (HIPAA) / Data...	Select this request form to s	4. General Counsel Request Form	Select this request form to r	Workday-Initiated Request Form	This form is to be used for r
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<p>d. Complete all required fields. See tips below.</p> <p><b>Request Date</b> – (Today's Date)</p> <p><b>New Vendor Name</b> – (supplier's name as listed in Workday)</p> <p><b>Contract Purpose</b>  E.g., PO-0000#####, Conga Request #, Amendment # (reference the amn # on the WD CO, and original Conga Contract #ABCD- STA-000#####, Extending the end date to 7/15/25 to cover additional research participants. Also increasing the dollar amount by \$500.  <i>Tip:</i> To expedite processing, first type the PO number. Next, type the field(s) being changed and why. Since POs have 30+ fields, noting the updated fields can help approvers review more quickly.  In rare cases a new requisition is required due to an expired grant. In this case reference the NEW req # and original contract PO#.</p> <p><b>Agreement Type</b>  For change orders, always select <b>Amendment</b>.</p> <p><b>Contract Type</b>  Click the drop down next to <i>Purchase Agreement UM Making Purchase</i>, and select either <b>Goods, Goods and Services</b> or <b>Services</b></p>													



**Are you attaching documentation provided by the counter party?**

Select **Yes**. ([Contract Addendum form](#))

**Contract Value**

This is the total dollar amount during the lifespan of this agreement.

**Contract Currency**

Always select **USD**.

**Attachment:**

- **Required** Upload the [Addendum Form](#), that has been signed by the supplier.
- Include any other documents affiliated with the change.

e. To begin processing the Conga contract change, click **Submit**.

Note, after the Conga form has been submitted, only the Contract Owner (Buyer/Sourcing) can edit information.

### 3. Workday Change Order

Submit a [Workday Change Order](#).

Include:

- Original Conga Contract Number  
E.g., AAAA-STA-#####
- New Conga Amendment Number  
E.g., AAAA-AMN-#####
- Original PO #
- E.g., PO-0000#####

**Important:** Note the original Conga contract number in the Comments and Memo fields.

Examples:

**Comments & Memo** – “Amendment to AAAA-STA-000##### to extend the end date to 8/1/24 and increase dollar amount by \$500. New total PO amount is \$2,500.”

**Internal Memo** – “Changes requested by Dr. Ibis on 4/1/24.”