

Entering Contracts for Review in Semanage

- Go to [Contract Review Work Order](#) to bring you to the below screen:

New Work Order

Requester (Email or Name)*
Saheed, Malhar

Work Order Title*
|

Description
[Empty text area with 'Aa' icon]

Category*
Not Set

Subcategory
Not Set

Due at
Select Date

CC
[Empty text area]

Department
Business Office

Cancel Create

- Click on the “Category” dropdown box and select “Contract Management”
- Click on the “Subcategory” dropdown box and select the category that closely resembles your contract service
- Enter details in all the required fields (* noted fields) as well as the optional fields as much as possible. See some guidelines below on what to enter in some of the fields to help speed the review process.
 - Requester field – Make sure this is your name
 - Work Order Title field – Enter the name of the vendor
 - Description field - Enter a brief description of the service / goods provided through the agreement and purpose of service/product
 - CC field – Enter Sheri Curran and Chris Vaughan in this field
- Attach the contract draft (preferably in Microsoft Word format) using office pin sign circled below and click “Create” button.
 - You will receive an email from the system confirming the request and also any subsequent updates on the review process.
 - You will also be able to click on the link provided in the email confirmation to add Comments or ask questions. You would need to log in using your Windows credentials.

New Work Order

Requester (Email or Name) *

Saheed, Malhar

Work Order Title *

Description

Aa



Category *

Not Set

Subcategory

Not Set

Due at

Select Date



CC

Department

Business Office

Cancel

Create

Please reach out to Purchasing at malharsaheed@augustana.edu for further questions.