



## Create, Change, and Amend Supplier Contracts

Once a contract is active in PEER, Contract Specialists will create a duplicate record of that contract in Workday. This is referred to as the **Contract Header**. Workday allows you to create a **Shortcut** for this function. Follow the steps below to create supplier contract Workday shortcut and create a general supplier contract.

### CREATE SUPPLIER CONTRACT WORKDAY SHORTCUT

From your Workday homepage:

1. Select the **Global Navigation Icon (Menu)**.
2. From the **Shortcuts** tab, select **+ Add Shortcuts**.
3. Type **Create Supplier Contract** into the Search box.
4. Select the **addition symbol (+)** next to the shortcut to add it.

**Note:** The **Create Supplier Contract Report** will always show up under **Shortcuts** for your future use.

### CREATE A GENERAL SUPPLIER CONTRACT

From **My Shortcuts**, select **Create Supplier Contract** (you can also type **create supplier contract** into the Search box).

1. Type the appropriate **Company**, **Supplier**, and **Contract Type** into each field.
2. Select **Create Blank Supplier Contract**.
3. Select **OK**.
4. Under **Contract Information**, ensure that the **Company**, **Supplier**, **Contract Specialist**, **Buyer**, and **Contract Type** auto-populate based on previously input information.
5. In the **Contract Name** field, type the **PEER number**, followed by the **PEER title** (contract name).
6. Under **Terms and Amounts**, input the correct contract **Start Date** and **End Date** (the **Contract Signed Date** is not required).
7. If required, type the **Total Contract Amount** (see table on page 2 for contract types that do require a total contract amount).
8. Complete the **Contract Participants** tab by selecting the **addition (+) sign**, then typing the **Company** in the **Search** box.
9. Complete the **Attachments** tab by uploading the contract.
10. Select **Submit**.



## Create, Change, and Amend Supplier Contracts

In Workday, Contract Specialists will use the **Change Supplier Contract** feature to fix an error on a contract. Contract Specialists will use the **Amend Supplier Contract** feature in Workday any time there is a new contractual document being memorialized. Follow the steps below to change a supplier contract or amend a supplier contract.

### CONTRACTS THAT REQUIRE A TOTAL CONTRACT AMOUNT (referenced on page 1)

- Consulting Service
- Membership Participation Agreement
- Staffing Agreements
- General Purchasing
- Equipment Lease—Scheduled Invoice
- Real Estate Rent & Lease—Scheduled Invoice
- Vehicle Lease—Scheduled Invoice
- General Purchasing Associated with a Lease
- License SAAS—Manual Invoice
- Purchased Services—Manual Invoice
- Equipment Purchase
- Equipment Rental

### CHANGE A SUPPLIER CONTRACT

From your Workday homepage:

1. Type **Find Supplier Contracts** in the **Search** box.
2. In the **Find Supplier Contracts pop-up window**, input or filter the **Company** and any other applicable information to help you find the appropriate contract.
3. Select **OK**.
4. Select the **magnifying glass** icon next to the contract you wish to change.
5. From the contract, use the **Related Actions** button to select the **Change** tab.

The screenshot shows the 'Find Supplier Contracts' search results. The search criteria include Company: Vanderbilt University Medical Center, Supplier: DEPUY SYNTHES SALES INC, and Contract Type: General Purchasing. The results table shows a contract with ID CON-106541. The 'View Supplier Contract' pop-up is open, and the 'Change' option is highlighted in the 'Supplier Contract' actions menu.

### AMEND A SUPPLIER CONTRACT

From your Workday homepage:

1. Type **Find Supplier Contracts** in the **Search** box.
2. In the **Find Supplier Contracts pop-up window**, input or filter the **Company** and any other applicable information to help you find the appropriate contract.
3. Select **OK**.
4. Select the **magnifying glass** icon next to the contract you wish to change.
5. From the contract, use the **Related Actions** button to select the **Amend Supplier Contract** tab.

The screenshot shows the 'Find Supplier Contracts' search results. The search criteria include Company: Vanderbilt University Medical Center, Supplier: DEPUY SYNTHES SALES INC, and Contract Type: General Purchasing. The results table shows a contract with ID CON-106541. The 'View Supplier Contract' pop-up is open, and the 'Amend Supplier Contract' option is highlighted in the 'Supplier Contract' actions menu.

### QUESTIONS?

Please email [BusinessEducation@vmc.org](mailto:BusinessEducation@vmc.org).