



Contracts+ Capital Programs Contract Field Descriptions

Contract Header

Field Name * = indicates a required field	Definition	Notes
Contract Number		Character limitations are 100 for single line and 2,000 for multi-line areas. This number is assigned automatically by the system. It is the official University Contract Number.
Contract Name	By default, the name of the document you have imported, but can be overwritten. There is a 100 Character limit for this contract name.	<p><u>Professional Services Consultants (PSC) Agreements</u></p> <p>New Contract: Project Number_PSC Name_PSA Example: <i>U13115 Johnson Lasky Architects PSA</i></p> <p>Amendment: Project Number_Amendment Number_PSC Name Example: <i>U13115 Amendment #03 Johnson Lasky Architects</i></p> <p><u>Construction – Contractor Contracts</u></p> <p>New Contract: Project Number_Contractor Name_Division of Work Number Example 1: <i>U11082 Midstates Div 1</i> Example 2: <i>U12252 Rathje dba Bodine Div 5</i></p> <p>Change Orders: Project Number_Change Order Number_Contractor Name Example: <i>U11082 Change Order #01 Midstates</i></p>
Contract Type	Identifies the purpose of or activity associated with the contract Amendment and Change Order Type drive workflow based on the dollar value in the "AMOUNT" Field.	Select " Capital – Capital Programs " for Professional Services and Construction contracts. Select " Capital – Amendment " for Professional Services Amendments. Select " Capital – Change Order " for Construction Change Orders.
Work Group	Identifies which university is generating / routing a contract or change to a contract	Select "Contracts" for the PSC and Construction Contracts as well as Amendments and Change Orders" Selection "Supporting Documents" for non-contracts, such as front ends, advertisements, letters, etc.
Parent Contract	Identifies what document is the Prime contract for Amendments and Change Orders	For Amendments and Change Orders, put the parent contract CN# in this space. This will add the document to the contract family.



Use eSignature for this contract?	To be used if the U of I Comptroller signature is required on the contract	Select "Yes" if not already defaulted.
Show on Supplier Portal		Leave the default as "Inherit . . . No"
Value	Identifies the total or maximum amount of the contract	Do not use dollar signs or commas. NOTE: For Amendments and Change Orders, Change the defaulted Parent "Value" field from the Parent value to the Amendment and Change Order value. Also enter the same value in the "Amount" field further down the Header.
Summary/Description of Goods/Services*	Project # (no hyphens) Project Title (no hyphens) Vendor (name may be shortened) PSA/Division of Work	PSA Example: <i>U13115 David Kinley Hall Exterior Door and Window Replacement Johnson Lasky Architects PSA</i> Construction Contract Examples: <i>U11082 Davenport Hall Exterior Repairs Mid-States Div 1</i> <i>U12252 Huff Hall SE Classroom Rathje dba Bodine Div 5</i> Amendment and Change Order Examples: <i>U11082 Davenport Hall Exterior Repairs Mid-States Div 1. Change Order #1; RFP #1</i> <i>Add any additional descriptive information you desire.</i>

Contract Parties

Field Name	Definition	Notes
Name	Full legal name of vendor including contact name and vendor address This information is being Populated from Banner.	If the Vendor is not found in the dropdown listing from Banner or if the information is not correct or missing, the vendor will need to submit a Vendor Information Form (VIF). Instructions and Form can be found on the Vendor Setup and Update webpage .
Contact	Name of the primary contact person for the vendor	
Contact Address	The vendor's mailing address	



Dates and Renewal

Field Name	Definition	Notes
Start Date*	Date the document is executed	You can put today's date and then click the "Update Start Date Upon Execution" which will change the contract start date to the date the Comptroller signs.
End Date*	Required field to fill out	Enter your best guess at the anticipated Substantial Completion Date or ask your PM for this date.
Automatically Apply Price File with Renewal, Renewals Remaining, Renewal Term, Review Date, Review Term, Retrieve Remaining	The number of potential renewal periods allowed by the terms of the contract, regardless of the length of each period	You do not need to fill this in unless you want to.

General Contract Info

Field Name	Definition	Notes
Chart	Identifies the campus of the unit creating the contract	Chicago = 2 Springfield = 4 System = 9 Urbana = 1
College Code	Identifies the college code of the unit creating the contract	Chicago = Vice Chanc Administrative Svcs (JC) Springfield = Facilities & Services (SF) System = Business & Financial Services (AF) Urbana = Facilities (NN)
Organization Code	Three-digit Organization Code Identifies the CCU creating the contract	Chicago = 580 Springfield = 255 System = 932 Urbana = 518
Document Source	Identifies the source and/or authoring organization of the contract	Select Template No Changes.



Deliverables/Work Product		Add a short description of the work to be performed.
Contact Category	Identifies a contract as payable, receivable, or zero dollar	Select "Payable"
Contract Office		Select the appropriate Capital Contract office from the dropdown list.
Capital Contract Type		Select either PSC Agreement, construction contract for parent contracts. For CO's & Amendments, select the Capital Contract Type that the Parent was designated as.

Foreign Entity Reporting

Field Name	Definition	Notes
Is the second party a Foreign Source or the Agent of a Foreign Source?*		Usually this is "No" for Capital, but if a contract is generated for a Foreign Source or Government, then select "Yes". See help text in the C+ system for more information on how to answer this question.

Second Party Information

Field Name	Definition	Notes
Second Party DBA	"Doing Business As" - Vendor's Secondary name	Example: Rathje Enterprises, Inc. Doing business as "Bodine Electric of Decatur
Second Party Legal Structure*		

Unit Info

Field Name	Definition	Notes
Unit Name		Name of University unit initiating the contract
Unit Contact Name		Name of the primary contact person for the unit for this contract
Unit Address		Address for the unit for this contract
Unit Phone		Phone number for the unit and/or their primary contact person



Unit Email		Email address for the unit and/or their primary contact person
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Capital Info

Field Name	Definition	Notes	Amendment	Change Order
Method of Procurement	The method by which the contracted good or service was procured	<i>Example: QBS, Bid, etc.</i>		
Bulletin Procurement Number	Number from the Illinois Procurement Bulletin	Example: PSSU21000, BA929C21001		
Diversity Goal		Select "Yes" if this document is a Professional Service or Construction contract that is NOT being tracked in PRZM	✓	✓
BOT Approval Date		BOT Approval Date		
PPB Approval/Waiver Date		PPB Approval/Waiver Date		
Project Name		Input Project Name used for the Project	✓	✓
Capital Project Number		Input Project Number used for the Project	✓	✓
Project Owner		Input Project Manager name		
Site Address		Input Site Address the work will be completed		
Is this a Retainer?		Select Yes or No		
Agreement Location		Select Chicago, Springfield, or Urbana-Champaign		
Project Location				
Project Address				

State Filing - UCRO Use Only after contract is executed

Field Name	Definition	Notes
Data Received by UCRO		For BOT and UCRO Use Only
Fiscal Year		For BOT and UCRO Use Only
Filing Required by IL Comptroller		For BOT and UCRO Use Only



Filed with IL Comptroller		For BOT and UCRO Use Only
Date Filed with IL Comptroller		For BOT and UCRO Use Only
Comptroller Filing Tracking Number		For BOT and UCRO Use Only
Comptroller Filing Shipping Number		For BOT and UCRO Use Only
Comptroller Filing Quarterly Report		For BOT and UCRO Use Only
Filing Required by Sec of State		For BOT and UCRO Use Only
Filed with Sec of State		For BOT and UCRO Use Only
Date filed with Sec of State		For BOT and UCRO Use Only
Date Filed with Sec of State		For BOT and UCRO Use Only
Sec of State Filing Tracking Number		For BOT and UCRO Use Only
Sec of State Filing Shipping Number		For BOT and UCRO Use Only

E-Signature

Field Name	Definition	Notes
E-Signature designation of Comptroller approval		<p>Depends on "Value" (contracts) or "Amount" (CO's & Amendments)</p> <ol style="list-style-type: none"> 1. Professional Services <ol style="list-style-type: none"> a. < \$1,000,000 – Mike Wilson will sign b. ≥ \$1,000,000 – Paul Ellinger will sign 2. Construction Services <ol style="list-style-type: none"> a. < \$2,500,000 – Mike Wilson will sign b. ≥ \$2,500,000 – Paul Ellinger will sign 3. CO's/Amendments <ol style="list-style-type: none"> a. Mike Wilson will sign all