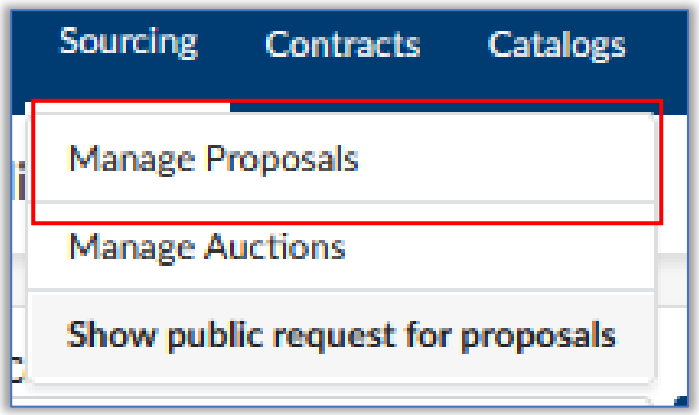
Signing Contracts: Early Contract Documents

Your screen in SCPro may differ slightly from this training, but the steps to complete the activity will be the same

This icon indicates there are further **policy or business process details** relating to a step.

Contracts are signed after an intent to award is issued and when an existing contract is amended. The signature process takes place outside of SCPro. The signature for a new contract will take place when a bidder submits a proposal for a sourcing project. This requires downloading the Early Contract Document, signing the document offline, and uploading it as part of your proposal.

1. To find the sourcing project, navigate to the **Sourcing** header in the Main-Menu Navigation Bar and select **Manage Proposals**.



2. Use the **Keywords Search** or the available filters to locate the sourcing project that you would like to view.

3. After locating the project, click the **Pencil ( )** icon to open the project details.

Signing Contracts: Early Contract Documents

4. Download the Early Contract Document from the **Info** tab as a PDF.

SCPro allows bidders to review the document in MS Word format. The State of South Carolina **will not** be accepting edited versions of the contract or signatures in MS Word format. Only signatures on unedited PDF versions will be considered.

5. Sign the PDF offline. This can be accomplished by printing, signing, and scanning the document to your computer.
6. Upload the signed document to your proposal by navigating to the **Info** tab and clicking the **Click or Drag to add files** button under the **Supplier Documents** section.
7. Complete the remaining portions of your proposal and click the **Validate & Submit Proposal** button.

For more information on how to complete the remaining portions of the proposal, refer to the QRG for *Viewing and Responding to Sourcing Projects.*

Congratulations! You have successfully completed the required SCPro steps to sign a contract by uploading an Early Contract Document.

Signing Contracts: Amendments

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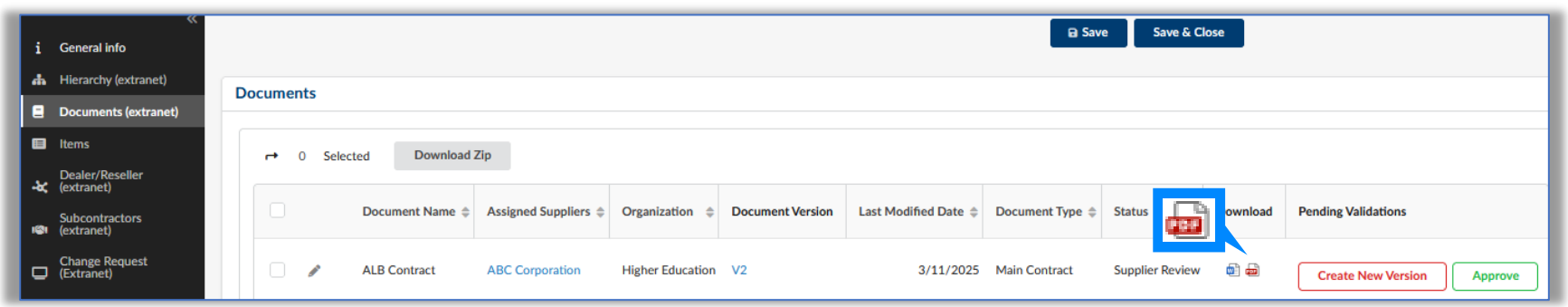
This icon indicates there are further **policy or business process details** relating to a step.

When a contract is amended it must be signed in the **Contracts** module of SCPro.

1. To find the amendment, navigate to the **Contracts** header in the Main-Menu Navigation Bar and select **Manage Contracts**.

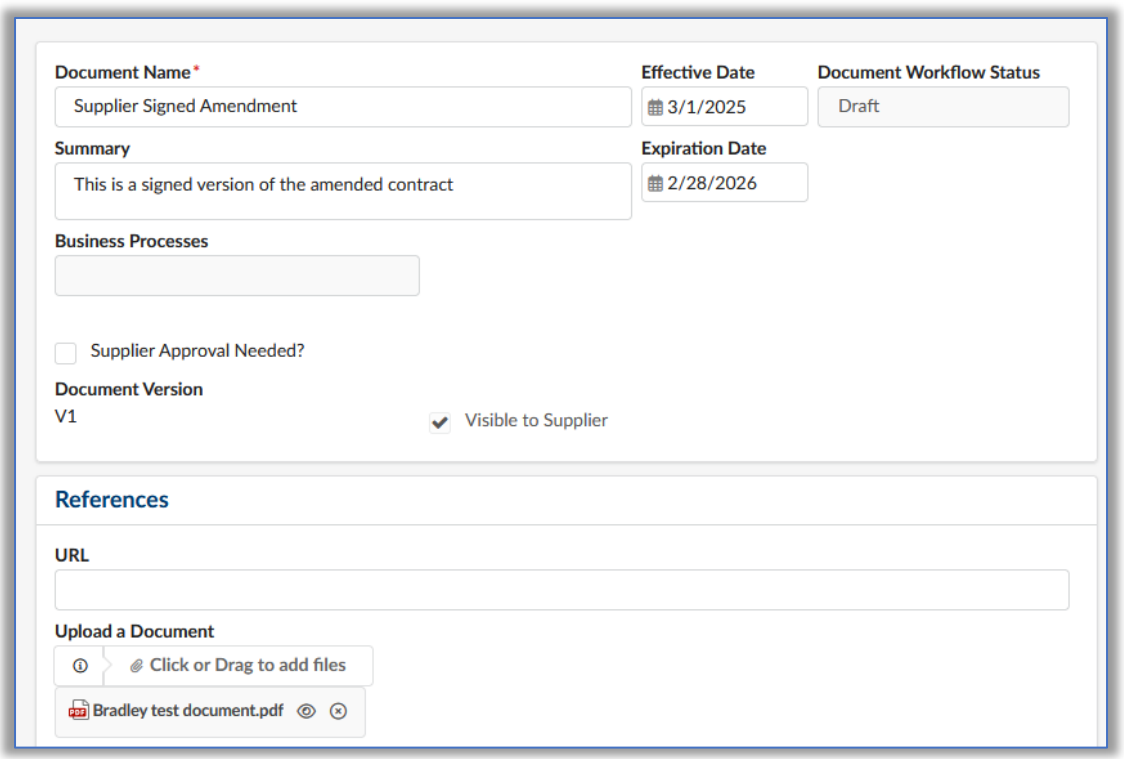
2. Use the **Keywords Search** or the available filters to locate the contract that you would like to view.
3. After locating the contract, click the **Pencil ( )** icon to open the contract details.
4. Navigate to the **Documents** tab to find the most recent version of the contract.
5. To download, click the **PDF** icon next to the contract and any supplemental documents that require signature.



Signing Contracts: Amendments

6. Sign the document offline and upload it to the contract record on the **Documents** tab.

- Navigate to the **Documents (extranet)** tab.
- Click **Add** and **select Approved Contract Document.**



- Complete the necessary fields.
  - **Document Name:** The title of the document.
  - **Summary:** Detailed summary of document contents.
  - **Effective Date:** The date the document becomes valid.
  - **Expiration Date:** The date the document is no longer valid.
  - **Supplier Approval Needed?:** Routes changes to supplier.
  - **URL:** The webpage that contains or provides context for the document.
- Upload a document by clicking the **Click or drag to add files** button. Select the document from your computer.
- Click **Save.**

Congratulations! You have successfully completed the required SCPro steps to sign a contract by uploading contract document to an amendment.