



INSTRUCTIONS FOR 2022/23 CONTRACT AND SERVICE ORDER RENEWALS

Get your annual department contracts ready for the new fiscal year in three easy steps!

**DO NOT ENTER A NEW YEAR REQ until after the
new year Accounting Period is opened May 2, 2022, 5:00PM.**

Definitions:

New Year = Fiscal year 7/1/2022 to 6/30/2023

Current Year = Fiscal year 7/1/2021 to 6/30/2022 (a.k.a. "old year")

New Year Order = Orders that will be in place for the upcoming fiscal year

Critical Renewal = Orders that need to be in place by or before July 1 for continuity of service and warranty, or to avoid cancellation, i.e. software license or maintenance agreement.

Standard Renewal = i.e. equipment maintenance agreement or paper shredding services that occur periodically throughout the year. Note: these orders may be entered after year end-close processes (estimated to be July 5).

5W's = Who, What Where When & Why

Step
1

Step 1: Determine your department renewal contracts:

- Your department may have an established list, or you can review orders from previous fiscal year. You can also use other tools such as Insight. For assistance, contact your Procurement Specialist.
- Review current year agreements to determine if a renewal order needs to be in place on July 1, 2022 and continue through the upcoming new fiscal year.
- Determine if your new year agreement needs an ITPR.
- Contact the supplier and ask for a quote for the upcoming service term.

Step
2

Step 2: Enter a "New Year" CFS Requisition (see page 2 for a quick guide):

Enter a Requisition for the identified New Year agreements per the CFS Requisition - Entry Guide (available at <https://www.csuchico.edu/fin/resources/how.shtml>), but with the following differences:

- A. "Requisition Date" AND "Accounting Date" MUST be entered as **07/01/2022**.
- B. "Description" MUST start with "22/23FY", then provide a complete (5W's) description
- C. "Due Date" enter as applicable (* see below).
- D. Standard Comment: Type DPT, Comment ID SERV ("SERVICE RENEWAL FOR 2022/23")

* Note: The Due Date should be the date when the order is expected to be paid and closed.

Examples: Software orders required to be paid in advance... Due Date = 7/1/22

Year-long blanket orders... Due Date = 6/25/23 (a few days early for proper closeout)

Step
3

Step 3: Send the quote to your Procurement Specialist in P&CS:

- Send quote (quote, proposals, forms, etc.) via email, OR attach it to the requisition.
- Remember if you attach a file electronically to the requisition please note it on the req with the standard comment.

REMEMBER: New Year Orders get New Year Dates



QUICK REFERENCE GUIDE – NEW YEAR ORDERS

This Quick Guide is for entering New Year Requisitions ONLY
(Current year REqs follow standard procedures)

Requisition

Business Unit: CHICO
Requisition ID: 0000040971
Requisition Name: 22/23 FY
Status: Approved
Budget Status: Not Chkd
 Hold From Further Processing

*Requester: 20001417846 McNair, Michael
*Requisition Date: 07/01/2022
Origin: ONL Online Entry
Currency Code: USD Dollar
Accounting Date: 07/01/2022

Amount Summary
Total Amount: 1,000.00 USD

Add Comments

Select Lines To Display
Search for Lines
Line: [] To: [] Retrieve

Details | Ship To/Due Date | Supplier Information | Attributes |

Line	Description	Quantity	*UOM	Category	Due Date	Ship To	Price	Merchandise Amount	Status
1	22/23 FY - Contractor to	1.0000	LOT	96200	06/25/2023	N/A	1,000.0000	1,000.00	Approved

Req Name starts with "22/23 FY"

REQ Date = 7/1/22

Acct. Date = 7/1/22

Description starts with "22/23 FY"

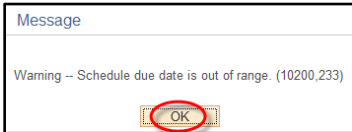
Due Date: as applicable (see Notes below)

Add Standard Comment:
***** SERVICE RENEWAL 2022/23 *****
(And other comments as applicable)

If attaching a file, add the Standard Comment:
Order attachments are saved as a file electronically attached to the Requisition.

If you get the "Date out of Range" message, just click OK.

Click:
 Send to Supplier



- Notes:
- The Due Date should be the date when the order is expected to be paid and closed.
Examples: Software orders required to be paid in advance... Due Date = 7/1/22
Year-long blanket orders... Due Date = 6/25/23 (a few days early for proper closeout)
 - Origin Code... leave as "ONL".
 - REMEMBER: New Year Orders get New Year Dates**

Helpful Links and Resources:

- ITPR Renewal Request: <https://support.csuchico.edu/TDClient/1984/Portal/Requests/ServiceCatalog?CategoryID=14504>
- Forms, Policies & Procedures: <https://www.csuchico.edu/fin/resources/forms.shtml>
- Fiscal Year End Schedule: <https://www.csuchico.edu/fin/fiscal-schedule.shtml>
- Procure to Pay Team Contacts: <https://www.csuchico.edu/purc/procure-to-pay.shtml>