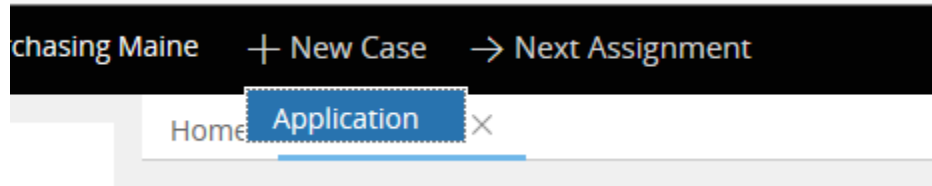


## HOW TO DO A BLANKET CONTRACT DOCUMENT

- 1) Log into the Purchasing Me application
- 2) Click on new case and then application



You will see that a case number is established for your document; in this case it is PM-1148. Your case number will be located next to “Purchasing Maine” in the upper left-hand corner of your case.

Purchasing Maine (PM-1148)

- 3) FILL OUT THE FOLLOWING FIELDS:
  - a. Document Type (Choose “Blanket Contract (CTB)”)
  - b. Department (select your department by putting in either your agency number or department name.)
  - c. If applicable you can check the “Check if this case is a rush” button

A screenshot of the 'Enter Form Data' section of the application. It shows a dropdown menu for 'Document Type' with 'Blanket Contract (CTB)' selected. Below it is a checked checkbox labeled 'Check if this case is a rush'. There are also tabs for 'Enter Form Data', 'Answer Questions', and 'Up'.

- d. Short Description of Goods or Services (use drop down to select your service)

**POINT OF INFORMATION - WHEN PICKING YOUR SERVICE, IF YOU DO NOT SEE ANY SERVICE LISTED THAT WOULD APPLY TO THE SERVICE YOU ARE OBTAINING, THEN SELECT “Other” AND DIRECTLY ACROSS, A FIELD WILL APPEAR WHERE YOU CAN ENTER IN THE SERVICE.**

- e. Select your Contract Start Date and Contract End Date by using the drop down feature or by using the date icon.
- f. Advantage CT or RQS Number (enter in the Advantage number associated with the contract) **Please put the entire number in this field – you can copy the Advantage number by highlighting it using (ctrl C) and paste into the Purchasing ME case field by using (ctrl V).**

- g. Internal Department Contract Number (optional only if applicable to your agency)
- h. Under “What is the dollar amount of the contract?” (enter in the amount of the contract)

**NOW CLICK THE “Next” BUTTON**

**Enter Form Data**   Answer Questions   Upload Documents

Document Type \*  
Blanket Contract (CTB)   Department \*  
18P-DAFS - Division of Purchases

Check if this case is a rush

Short Description of Goods or Services \*  
Environmental Services

Contract Start Date \*  
Jun 19 2017   Contract End Date \*  
Jun 30 2017

Advantage CTB or RQS Number \*  
201700000000009890   Internal Department Contract Number

What is the dollar amount of the contract? If this is an amendment, enter only the amendment amount. \*  
\$180,000.00

**Next >>**

- 4) You will now be at the Answer Questions page. For this type of contract there will be no questions to answer – it will just simply tell you what contract form to use. You can now click on the Next button.

**Enter Form Data**   **Answer Questions**   Upload Documents

There is no additional information required for your submittal. Please use [CTB justification form](#) and click Next to submit your Blanket Contract.

<< Back   **Next >>**

- 5) You will now be at the Upload Documents Page where it will instruct you on what documents you will need to attach.

**NOTE: Please keep the file names of attachments to less than 64 characters AND with no special characters**

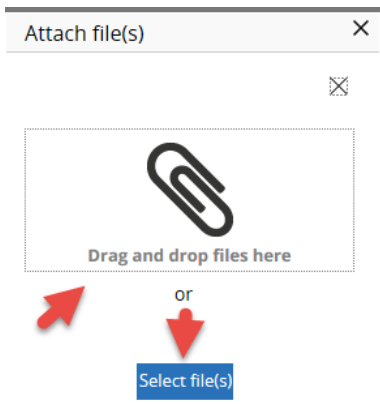
**Before uploading any documents, ensure that you have all necessary signatures for each document.**

**You are required to submit the following documents:**

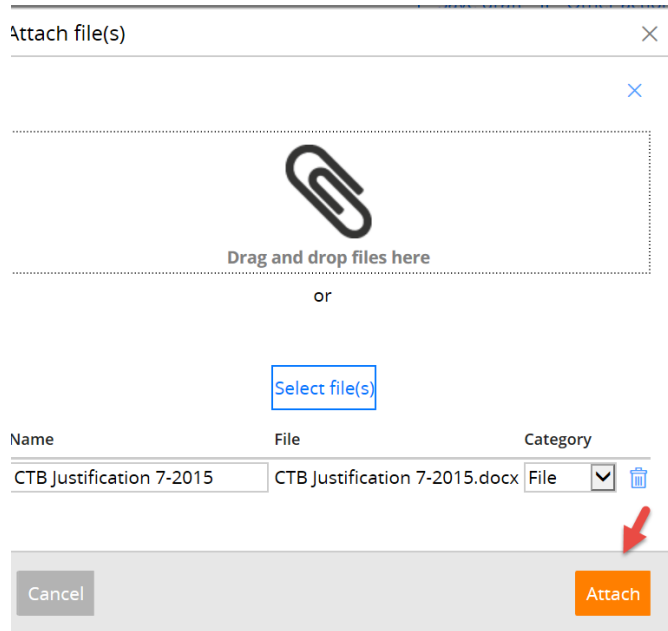
You have indicated that you would like to submit a [CTB justification form](#). Please upload the document as an attachment below.



- 6) YOU CAN CHOOSE TO EITHER DRAG AND DROP YOUR FILE OR TO CLICK ON "Select File(s)"

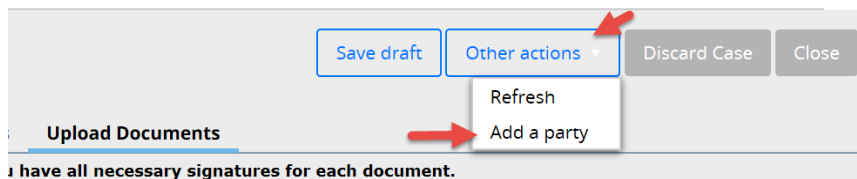


For this exercise I'm going to click on "select file(s)" which you would then find and select your documents to attach:

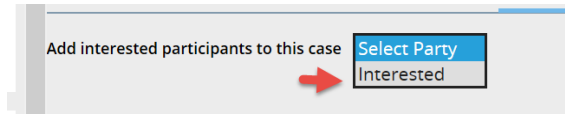


### OPTIONAL FEATURE

- 7) There is an "Add a party" feature that will allow you to put in a member of your workgroup so that they will receive all notification e-mails that you do. In the upper right, click on the Other actions button and choose Add a party



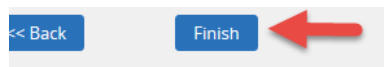
Under Select Party choose Interested



The page will open up where you can add the First Name, Last Name and E-mail. When done you would click on the Finish button.

A screenshot of a web form titled "Owner" and "Interested". The "Owner" section has fields for "Operator ID" (Terry.L.DeMerchant), "Name" (Terry.L.DeMerchant), "Phone number" (624-7334), and "Title". The "Interested" section has fields for "First Name" (Terry), "Middle Initial", "Last Name" (DeMerchant), "Phone", "E-Mail" (Terry.L.DeMerchant@maine.g), "Address", "City", "State" (Select a state...), "Zip", and "Country". There are "Back" and "Finish" buttons at the bottom right.

YOU ARE ALL SET TO CLICK THE "Finish" BUTTON



8) You will then see the status of submitted, which means it has routed to the Division of Procurement Services and the case is closed to you for editing.

The screenshot displays a web interface for case management. At the top, there are navigation tabs: **Overview** (selected), Information, Attachments, Tools, and Audit. Below this is the **Case details** section, which is organized into three columns. The first column contains: **Case ID** (PM-1148), **Created** (14 minutes ago), and **Created by** (Terry.L.DeMerchant). The second column contains: **Urgency** (10), **Goal** (2 days 23 hours from now), and **Deadline** (7 days from now). The third column contains: **Status** (Submitted, with a red arrow pointing to it), **Last Update** (less than a minute ago), and **Last Updated By** (Terry.L.DeMerchant). Below the case details is the **Case information** section, which includes a **Enter Form Data** area. This area contains two fields: **Document Type\*** (Blanket Contract (CTB), True) and **Department\*** (18P-DAFS - Division of Purchases). Below the form data is a **Short Description of Goods or Services\*** field, which is currently empty and has a red arrow pointing to it. At the bottom of the interface is a progress bar with several steps: **Submit Application** (completed, green button with a checkmark), **Assign** (blue button), **Review** (grey button), **Verify** (grey button), **Disposition** (grey button), **Finalize** (grey button), and **Show all steps** (blue link).