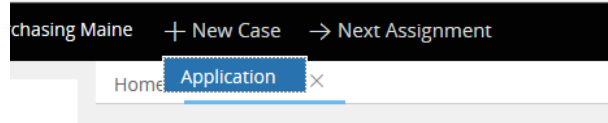


HOW TO DO A CONSTRUCTION CONTRACT DOCUMENT

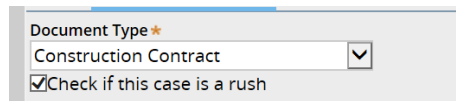
- 1) Log into the Purchasing Me application
- 2) Click on new case and then application



You will see that a case number is established for your document; in this case it is PM-1149. Your case number will be located next to “Purchasing Maine” in the upper left-hand corner of your case.

Purchasing Maine (PM-1149)

- 3) Fill out the following fields:
 - a. Document Type (Choose “Construction Contract”)
 - 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 a form field labeled 'Document Type *'. The dropdown menu is open, showing 'Construction Contract' as the selected option. Below the dropdown, there is a checkbox labeled 'Check if this case is a rush' which is checked.

- 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. Contractor Name (enter in your vendor name)
- f. Select your Contract Start Date and Contract End Date by using the drop down feature or by using the date icon.
- g. 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).**
- h. Internal Department Contract Number (optional only if applicable to your agency)

- i. Under “What is the dollar amount of the contract?” (enter in the amount of the contract)

Enter Form Data Answer Questions Upload Documents

Document Type *
Construction Contract

Department *
18P-DAFS - Division of Purchases

Check if this case is a rush

Short Description of Goods or Services *
Education Services

Contractor Name *
ABC

Contract Start Date *
Jun 19 2017

Contract End Date *
Jun 30 2017

Advantage CT or RQS Number *
2017092000000000980

Internal Department Contract Number

What is the dollar amount of the contract? If this is an amendment, enter only the amendment amount. *
\$5,800.00

Next >>

NOW CLICK THE “Next” BUTTON

- 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 select Next to upload your Construction document.

<< Back Next >>

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

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

Enter Form Data Answer Questions Upload Documents

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

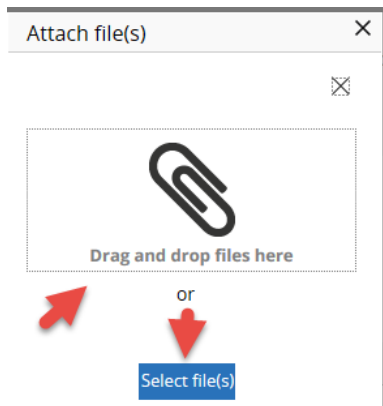
You are required to submit the following documents:

You must submit **Construction Contract** .

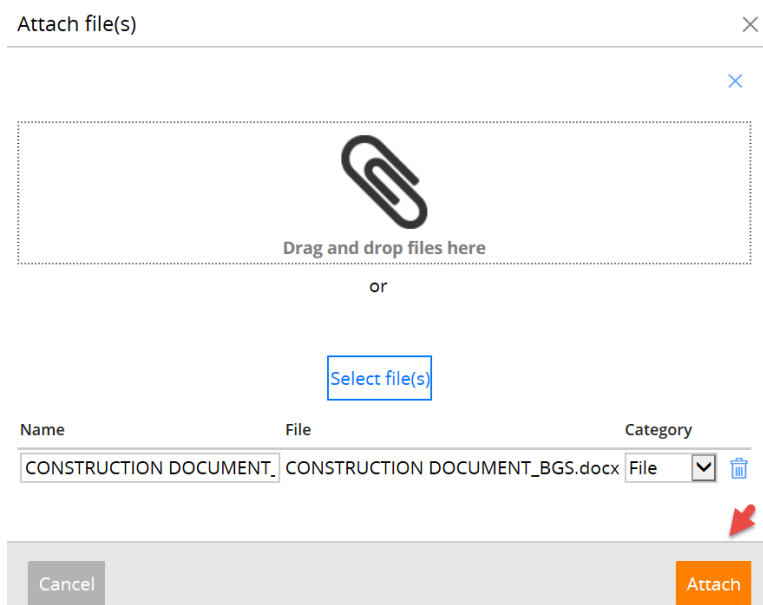
You can now proceed to attach your document by clicking on the Attach new link and File from device:



2) YOU CAN CHOOSE TO EITHER DRAG AND DROP YOUR FILE OR TO CLICK ON “Select File(s)”

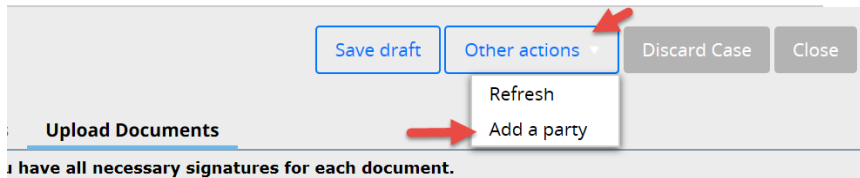


For this exercise I’m going to click on “select file(s)” which you would then find and select your documents to attach:

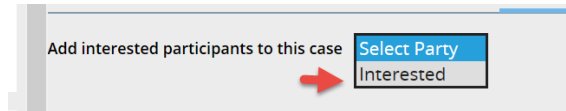


OPTIONAL FEATURE

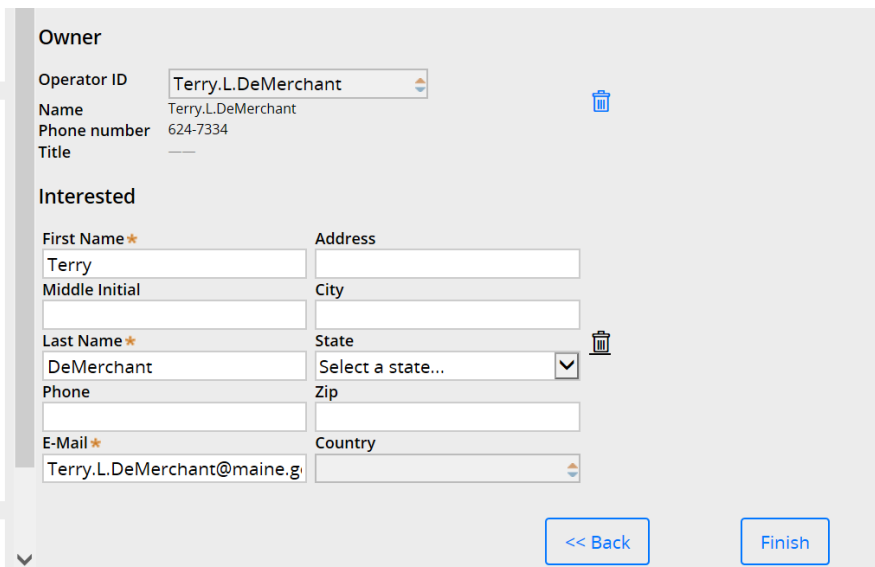
- 3) There is an “Add a party” feature that will allow you to put in a member of your workgroup so that they will receive all notification e-mails that you do. In the upper right, click on the Other actions button and choose Add a party



Under Select Party choose Interested

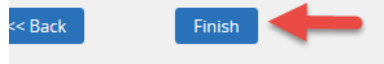


The page will open up where you can add the First Name, Last Name and E-mail. When done you would click on the Finish button.



A screenshot of a form for adding a party. The form is divided into two sections: 'Owner' and 'Interested'.
Owner section:
Operator ID: Terry.L.DeMerchant
Name: Terry.L.DeMerchant
Phone number: 624-7334
Title: _____
Interested section:
First Name *: Terry
Middle Initial: _____
Last Name *: DeMerchant
Address: _____
City: _____
State: Select a state...
Zip: _____
Phone: _____
E-Mail *: Terry.L.DeMerchant@maine.g
Country: _____
At the bottom right, there are two buttons: '<< Back' and 'Finish'.

You are all set to click the “finish” button



- 5) 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.

A screenshot of a web application interface for case management. The page has a navigation menu with 'Overview' selected. The main content area is titled 'Case details' and contains a table of case information. A red arrow points to the 'Status Submitted' field. Below this is a section for 'Case information' with 'Enter Form Data' and fields for 'Document Type' and 'Department'. At the bottom, a progress bar shows steps: 'Submit Application' (checked), 'Assign', 'Review', 'Verify', 'Disposition', 'Finalize', and 'Show all steps'.

Case details		
Case ID PM-1149	Urgency 10	Status Submitted
Created 8 minutes ago	Goal 2 days 23 hours from now	Last Update less than a minute ago
Created by Terry.L.DeMerchant	Deadline 7 days from now	Last Updated By Terry.L.DeMerchant

Case information

Enter Form Data

Document Type* Construction Contract True	Department* 18P-DAFS - Division of Purchases
--	--

Short Description of Goods or Services*

Submit Application ✓ Assign Review Verify Disposition Finalize Show all steps

You will receive an e-mail once the case is assigned