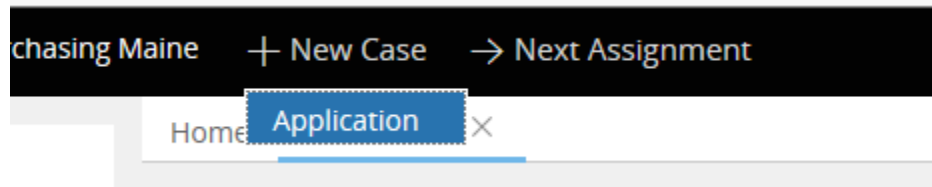


HOW TO DO A LVSC CONTRACT DOCUMENT (PREVIOUSLY CALLED A BP18 DOCUMENT)

- 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-1891. Your case number will be located next to “Purchasing Maine” in the upper left-hand corner of your case.



- 3) Fill out the following fields:
 - a. Document Type (Choose “ 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

- 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 clicking on the date ikon.
- 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 it into the Purchasing ME case field by using (ctrl V). Sample 2016100500000001221**
- 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 (\$5000 and under))



NOW CLICK THE “Next” BUTTON

Purchasing Maine (PM-1891) Save draft Other actions ▾ Discard Case Close

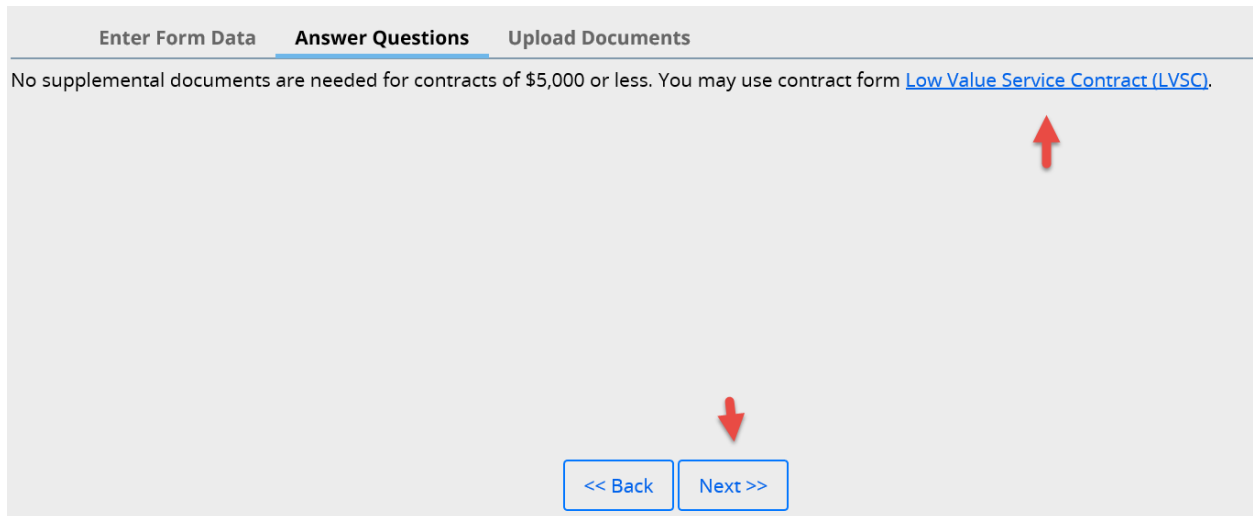
Enter Form Data Answer Questions Upload Documents

Document Type * Contract ▾	Department * 03A-Department of Corrections
Short Description of Goods or Services * Correctional Services ▾	
Contractor Name * ABC Corrections Inc	
Contract Start Date * Mar ▾ 14 ▾ 2017 ▾	Contract End Date * Mar ▾ 13 ▾ 2018 ▾
Advantage CT or RQS Number * 2016100500000001221	Internal Department Contract Number
What is the dollar amount of the contract? If this is an amendment, enter only the amendment amount. * \$4,600.00	

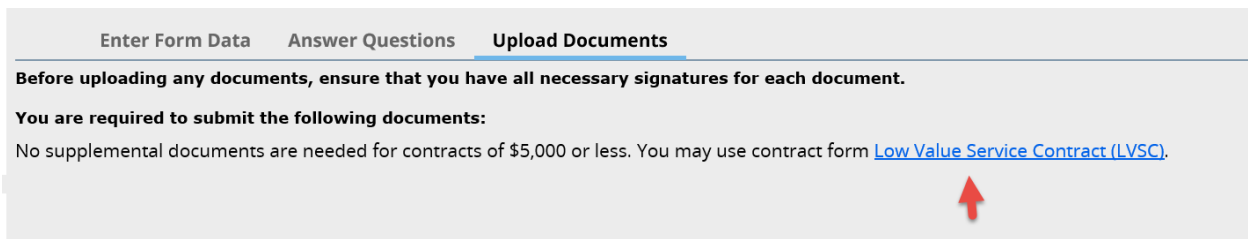


Next >>  

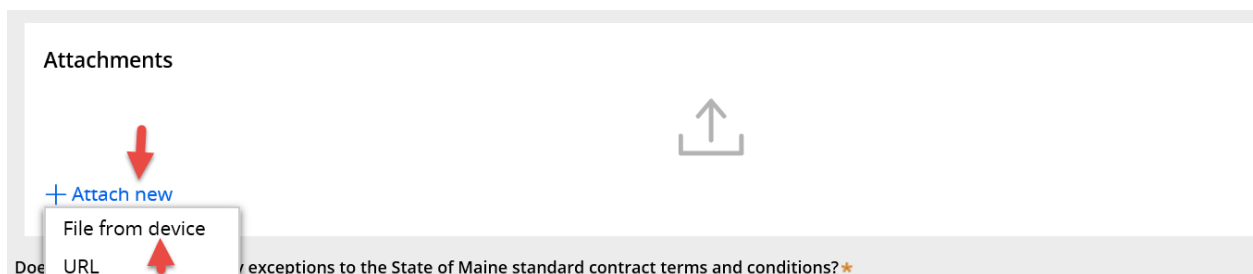
- 4) You will now be at the Answer Questions page. For this type of contract there will be no questions to answer – it will just simply tell you what contract form to use. You can now click on the Next button.



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

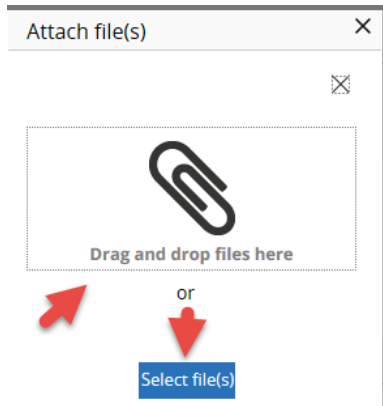


You can now proceed to attach your document by clicking on the Attach new link and File from device:

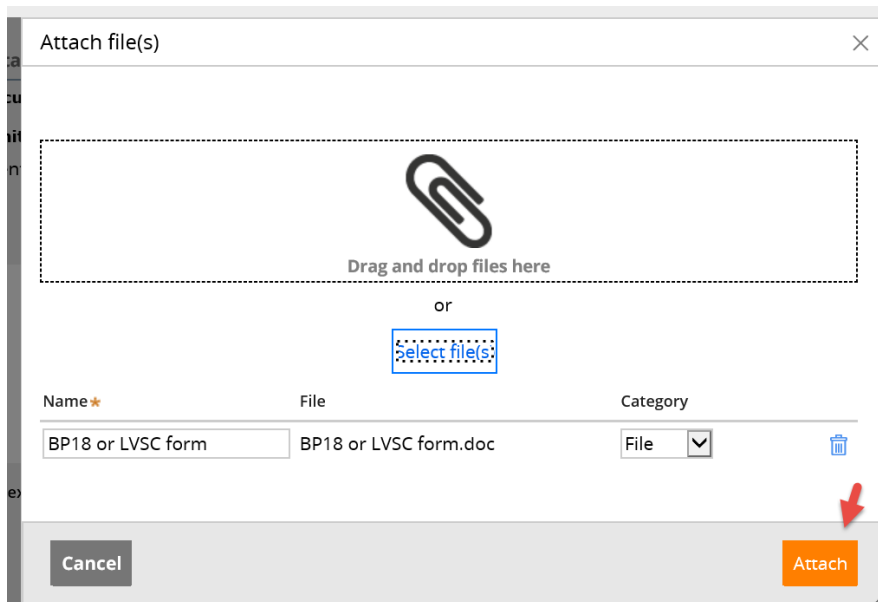


NOTE: Please keep the file names of attachments to less than 64 characters AND with no special characters

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:




- 7) Once you see that your document is attached, you will see a question that you will need to answer

Attachments (1)

 **BP18 or LVSC form**
PM-1268 | File | Terry.L.DeMerchant 

[+ Attach new](#)

Does your contract have any exceptions to the State of Maine standard contract terms and conditions? * 

Yes
 No

- 8) QUESTION “Does your contract have any exceptions to the State of Maine standard contract terms and conditions?” If you select YES, then you’ll have another question to answer “Is a legal review attached covering the changes to the State’s standard terms and conditions?” If you select YES to this question, then proceed to attach a file with legal’s review.

Does your contract have any exceptions to the State of Maine standard contract terms and conditions? *

Yes
 No

Is a legal review attached covering the changes to the State’s standard terms and conditions? *

Yes
 No

Notes, comments, or questions to add to your submittal.

- 9) If you select YES to the exceptions but NO to a legal review – please put in a comment as to why you did not get the review.

Does your contract have any exceptions to the State of Maine standard contract terms and conditions? *

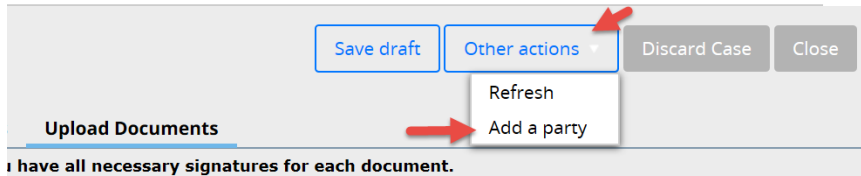
Yes
 No

Notes, comments, or questions to add to your submittal.

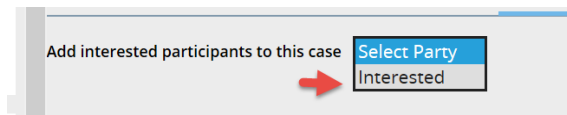
IT ALWAYS HAS BEEN APPROVED IN PREVIOUS CONTRACTS

OPTIONAL FEATURE

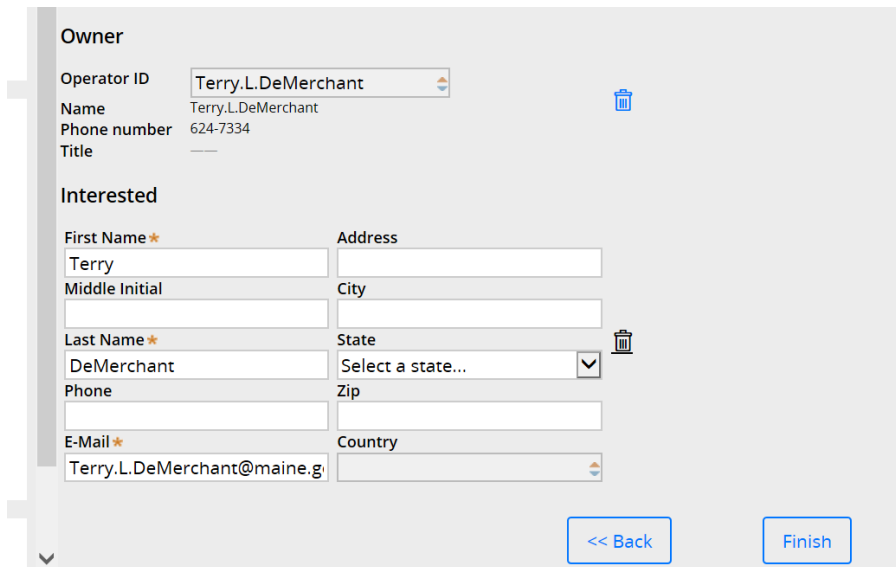
- 10) There is an “Add a party” feature that will allow you to put in a member of your workgroup so that they will receive all notification e-mails that you do. In the upper right, click on the Other actions button and choose Add a party



Under Select Party choose Interested

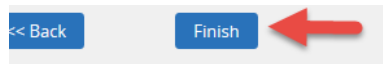


The page will open up where you can add the First Name, Last Name and E-mail. When done you would click on the Finish button.




A screenshot of a software interface showing a form for adding a party. The form is 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), 'Address', 'City', 'State' (Select a state...), 'Phone', 'Zip', 'E-Mail' (Terry.L.DeMerchant@maine.g), and 'Country'. There are also '<< Back' and 'Finish' buttons at the bottom.

You are all set to click the “finish” button



11) 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.

Overview	Information	Attachments	Tools	Audit
Case details				
Case ID PM-1268			Urgency 10	 Status Submitted
Created 20 minutes ago			Goal 4 days 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

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