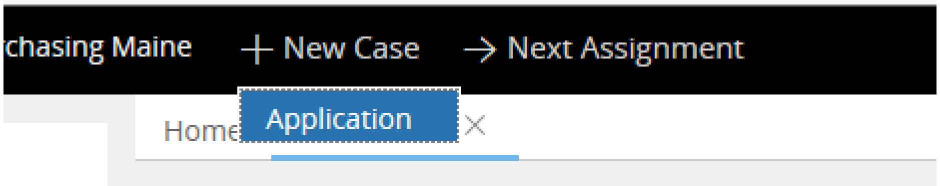
HOW TO DO A BLANKET CONTRACT DOCUMENT

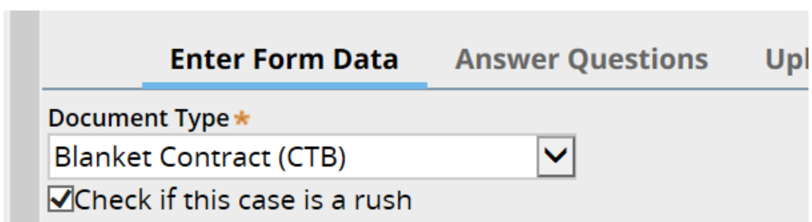
1) LOG INTO THE PURCHASING ME APPLICATION

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.

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



   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.

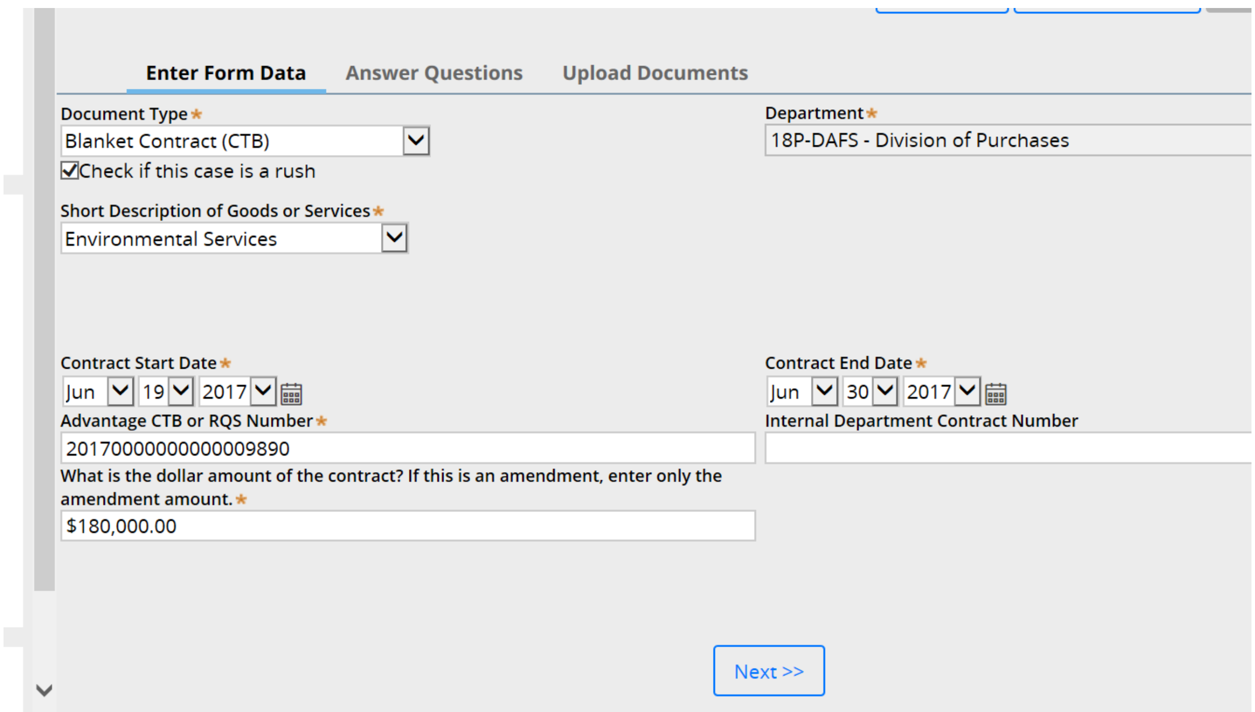
   e. Select your Contract Start Date and Contract End Date by using the drop down feature or by using the date icon.
   f. Advantage CT or RQS Number (enter in the Advantage number associated with the contract) Please put the entire number in this field – you can copy the

Advantage number by highlighting it using (ctrl C) and paste into the Purchasing ME case field by using (ctrl V).

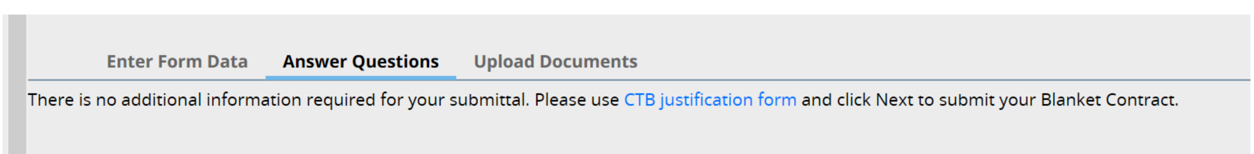
g. Internal Department Contract Number (optional only if applicable to your agency)

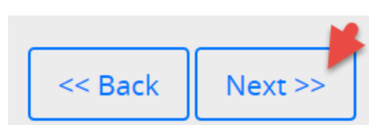
h. Under “What is the dollar amount of the contract?” (enter in the amount of the contract)

NOW CLICK THE “Next” BUTTON

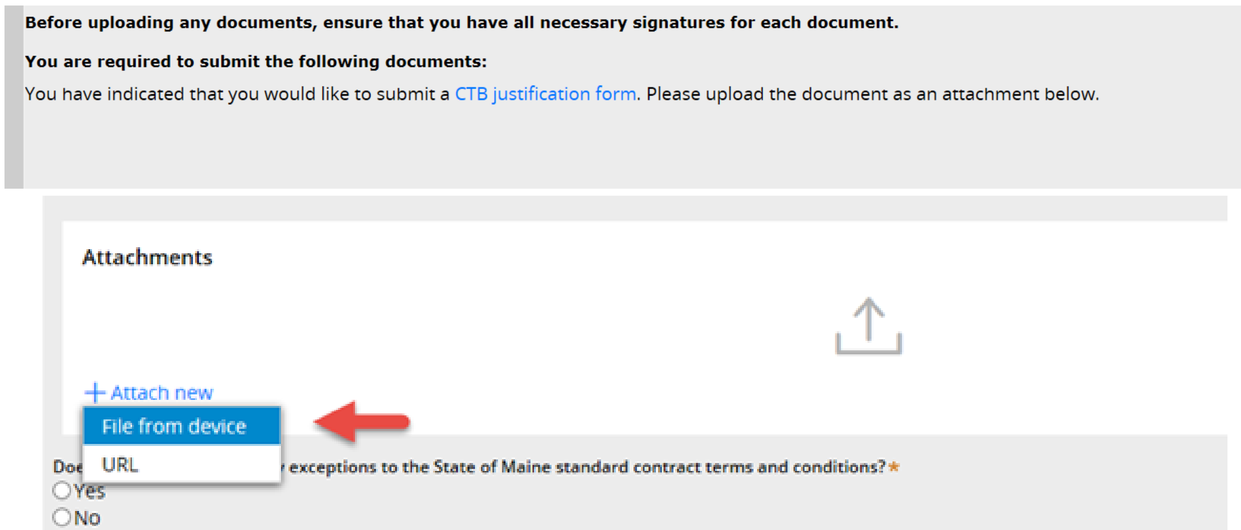


4) THE NEXT PAGE WILL INFORM YOU THAT THERE IS NO ADDITIONAL INFORMATION REQURIED AND TO ATTACH YOUR CTB JUSTIFICATION FORM

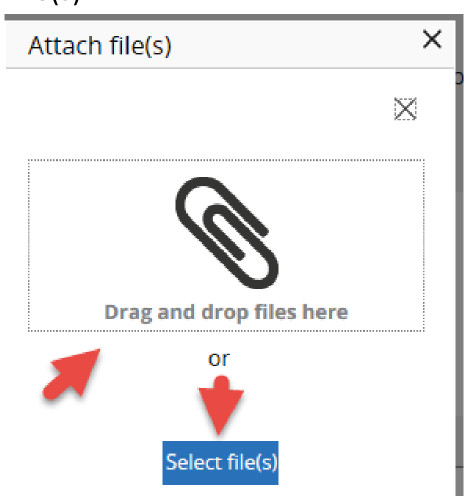




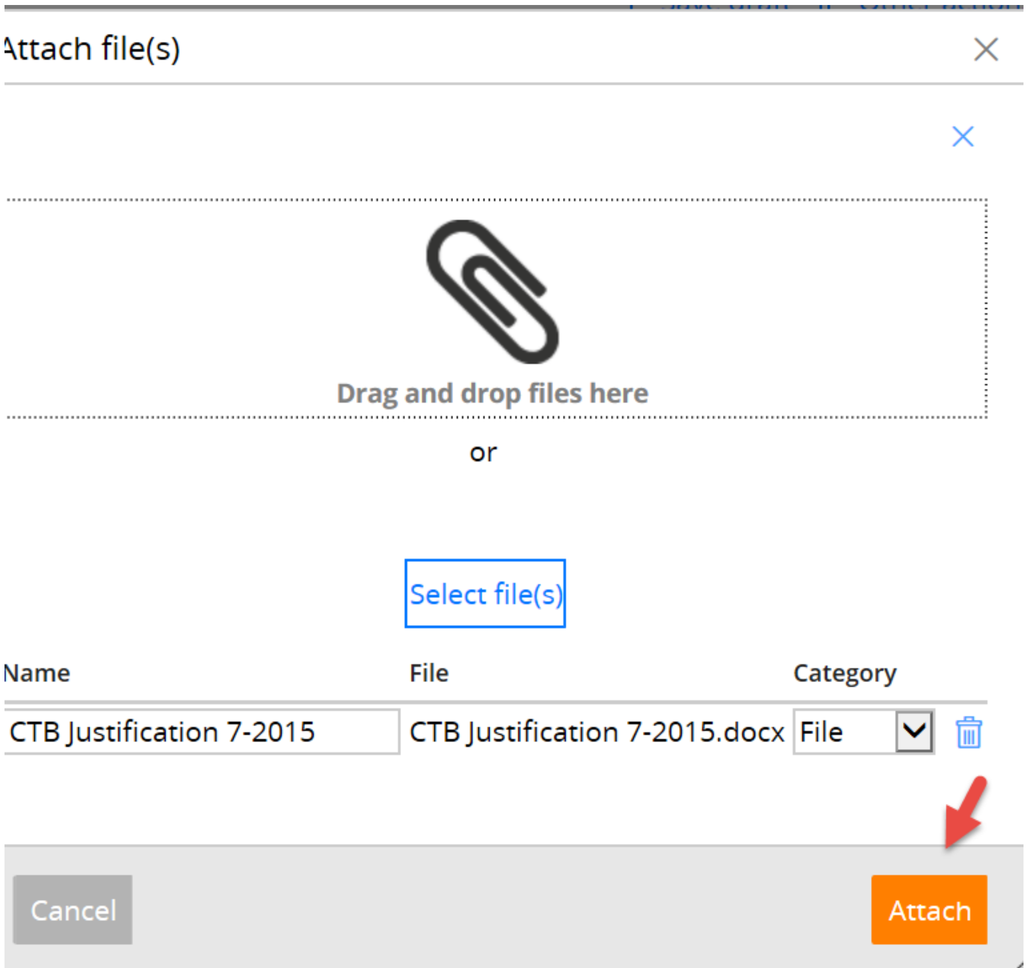
5) YOU ARE NOW ON THE ATTACHMENT PAGE, THIS PAGE INDICATES WHAT FORM TO ATTACHED. CLICK ON ATTACHMENT/ATTACH FILE TO ATTACH THE DOCUMENTS.
NOTE: Please keep the file names of attachments to less than 64 characters AND with no special characters



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

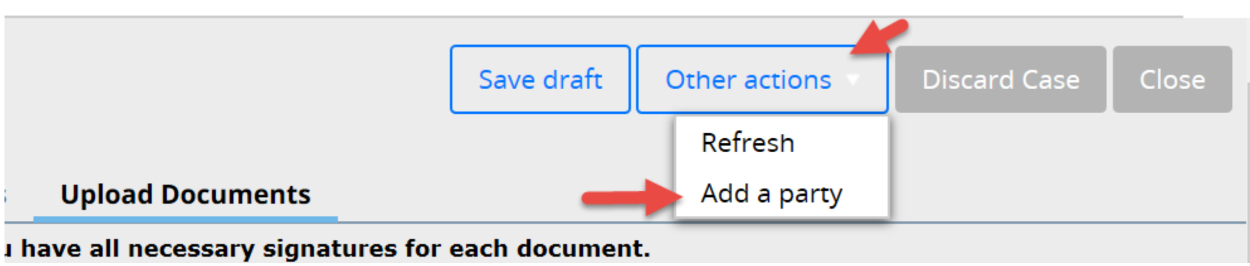


FOR THIS EXERCISE I'M GOING TO CLICK ON "Select File(s)" WHICH YOU WOULD THEN FIND AND SELECT YOUR DOCUMENTS AND ATTACH

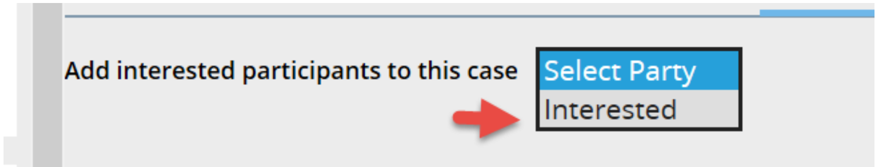


OPTIONAL FEATURE

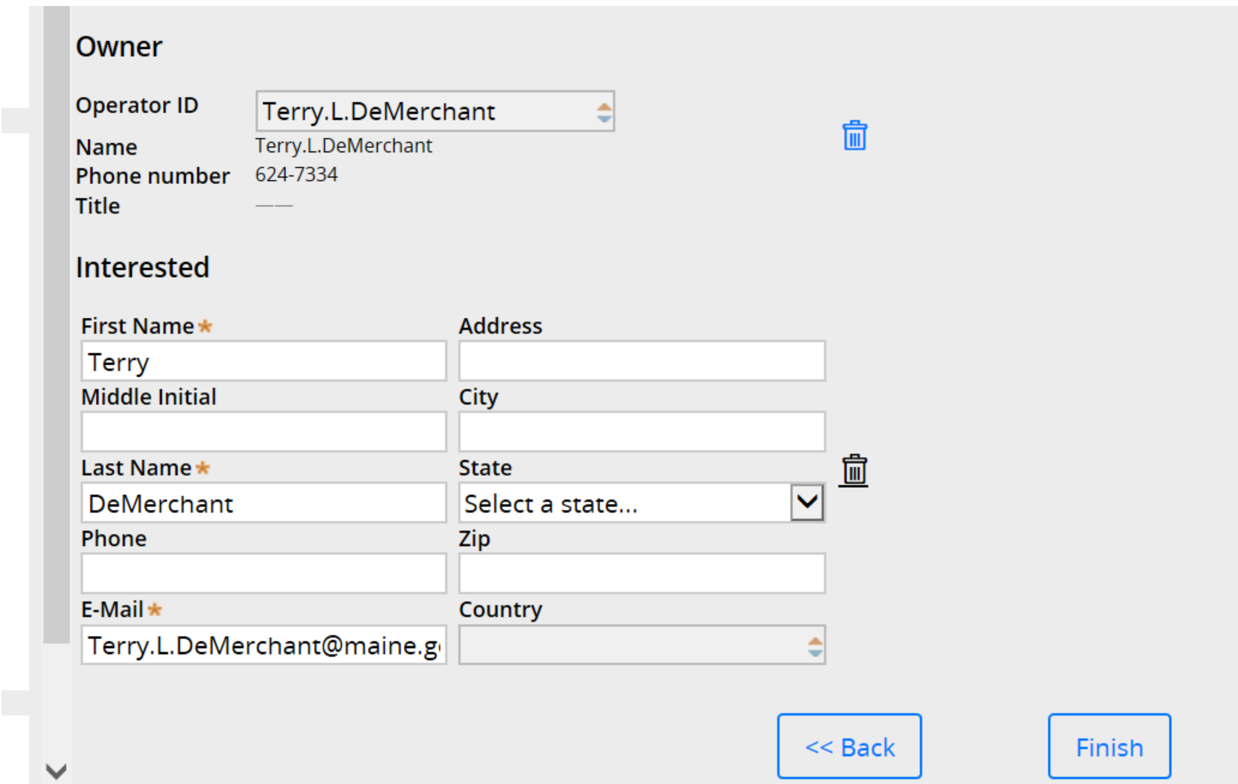
7) There is an "Add a party" feature that will allow you to put in a member of your workgroup so that they will receive all notification e-mails that you do. In the upper right, click on the Other actions button and choose Add a party



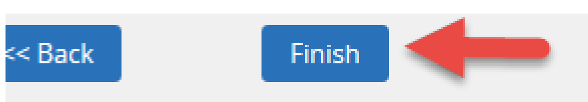
Under Select Party choose Interested



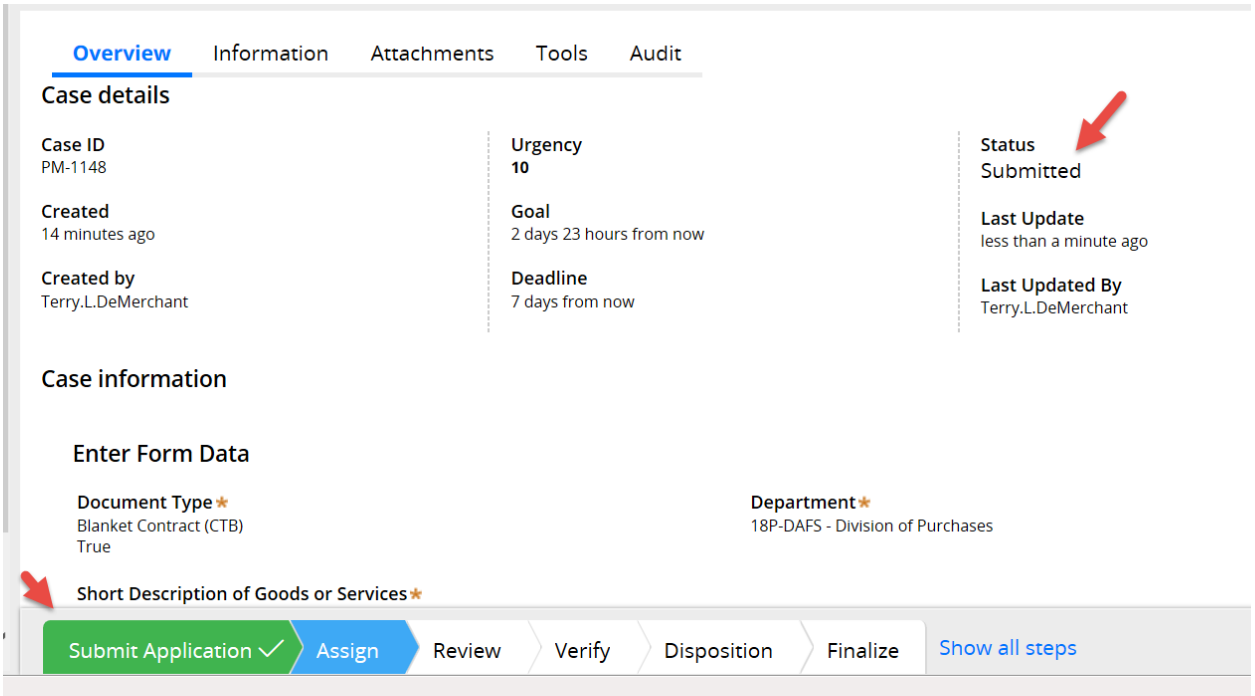
The page will open up where you can add the First Name, Last Name and E-mail. When done you would click on the Finish button.



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 PURCHASES AND THE CASE IS CLOSED TO YOU FOR EDITING.



YOU WILL ALSO SEE THAT THE BUTTON OF THE PAGE Submit Application IS IN GREEN AND CHECKED.