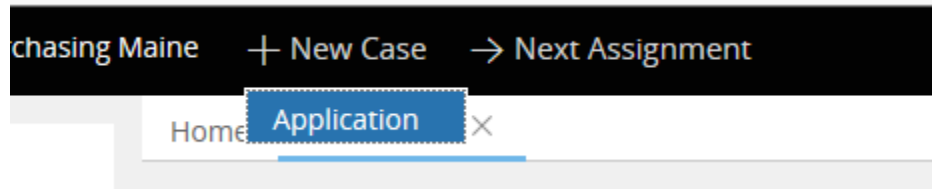


HOW TO DO A BLANKET CONTRACT DOCUMENT

1) LOG INTO THE PURCHASING ME APPLICATION

2) CLICK ON NEW CASE AND THEN APPLICATION

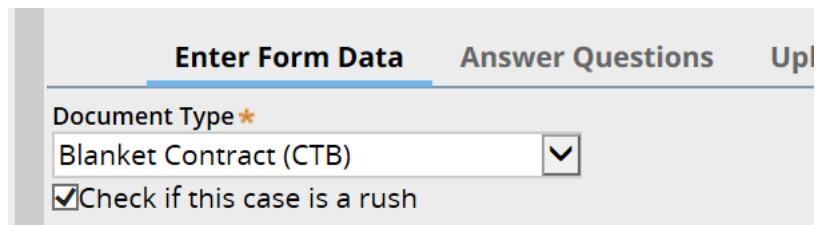


YOU WILL SEE THAT A CASE NUMBER IS ESTABLISHED FOR YOUR DOCUMENT; IN THIS CASE IT IS PM-1148. YOUR CASE NUMBER WILL BE LOCATED NEXT TO “PURCHASING MAINE” IN THE UPPER LEFT HAND CORNER OF YOUR CASE.



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

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 for 'Check if this case is a rush'. The section has tabs for 'Enter Form Data', 'Answer Questions', and 'Upload'.

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

The screenshot shows a web form with three tabs: "Enter Form Data", "Answer Questions", and "Upload Documents". The "Enter Form Data" tab is active. The form contains the following fields:

- Document Type ***: Blanket Contract (CTB) (dropdown)
- Department ***: 18P-DAFS - Division of Purchases
- Check if this case is a rush
- Short Description of Goods or Services ***: Environmental Services (dropdown)
- Contract Start Date ***: Jun 19 2017 (calendar icon)
- Contract End Date ***: Jun 30 2017 (calendar icon)
- Advantage CTB or RQS Number ***: 2017000000000009890
- Internal Department Contract Number**: (empty field)
- What is the dollar amount of the contract? If this is an amendment, enter only the amendment amount. ***: \$180,000.00

A "Next >>" button is located at the bottom right of the form.

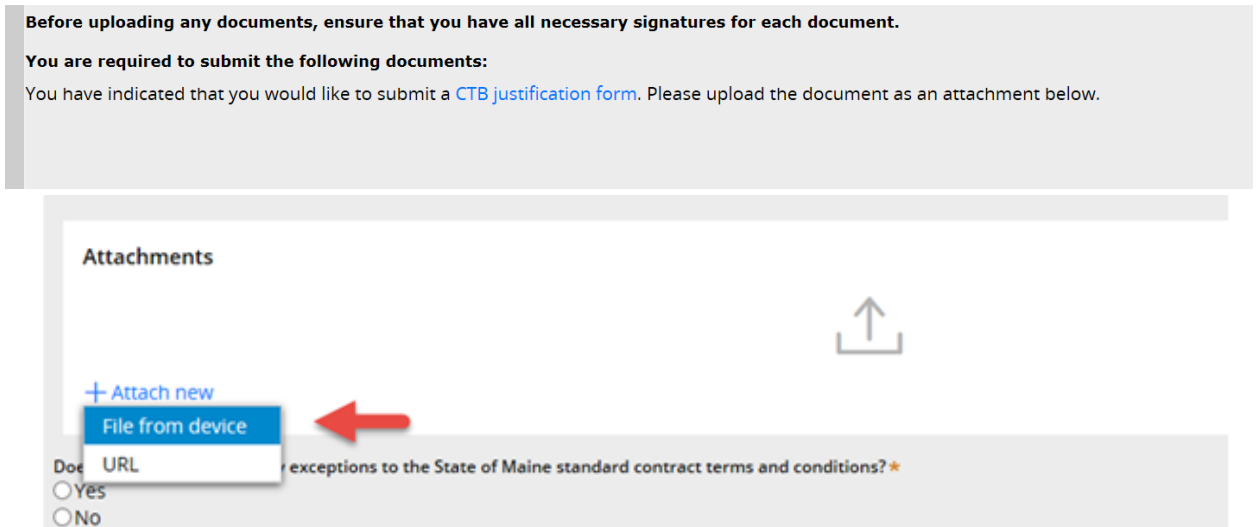
- 4) THE NEXT PAGE WILL INFORM YOU THAT THERE IS NO ADDITIONAL INFORMATION REQUIRED AND TO ATTACH YOUR CTB JUSTIFICATION FORM

The screenshot shows the "Answer Questions" tab selected. The message reads: "There is no additional information required for your submittal. Please use [CTB justification form](#) and click Next to submit your Blanket Contract."

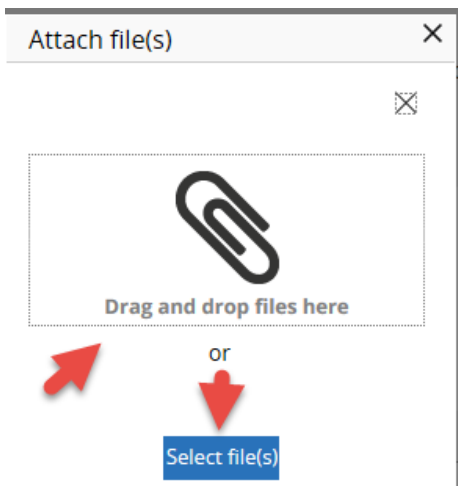
The screenshot shows two buttons: "<< Back" and "Next >>". A red arrow points to the "Next >>" button.

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


Attach file(s) ×

×


Drag and drop files here

or

[Select file\(s\)](#)

Name	File	Category
CTB Justification 7-2015	CTB Justification 7-2015.docx	File ▼ 

Cancel 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

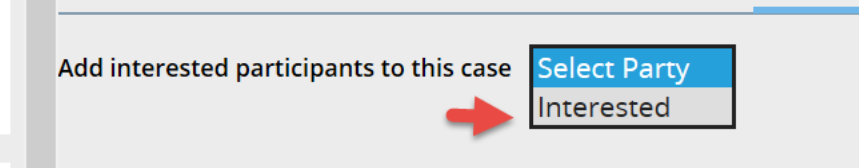
Save draft Other actions ▼ Discard Case Close

Refresh
Add a party

Upload Documents

I have all necessary signatures for each document.

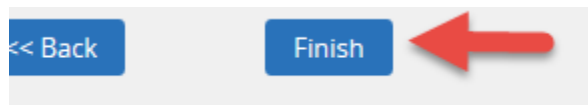
Under Select Party choose Interested



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 "Interested". The form is divided into two main sections: "Owner" and "Interested".
The "Owner" section contains:
- Operator ID: Terry.L.DeMerchant (with a dropdown arrow)
- Name: Terry.L.DeMerchant (with a trash icon)
- Phone number: 624-7334
- Title: _____
The "Interested" section contains:
- First Name *: Terry
- Middle Initial: _____
- Last Name *: DeMerchant
- Address: _____
- City: _____
- State: Select a state... (with a dropdown arrow and a trash icon)
- Phone: _____
- Zip: _____
- E-Mail *: Terry.L.DeMerchant@maine.g...
- Country: _____ (with a dropdown arrow)
At the bottom right of the form are two buttons: "<< Back" and "Finish".

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.

The screenshot displays a web interface for case management. At the top, there are navigation tabs: **Overview** (selected), Information, Attachments, Tools, and Audit. Below the tabs 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 this is the **Case information** section, followed by an **Enter Form Data** section. This section includes **Document Type** (Blanket Contract (CTB), True) and **Department** (18P-DAFS - Division of Purchases). A red arrow points to the **Short Description of Goods or Services** field, which is currently empty. At the bottom, there is a horizontal process flow bar with steps: **Submit Application** (highlighted in green with a checkmark), **Assign** (blue), **Review** (grey), **Verify** (grey), **Disposition** (grey), **Finalize** (grey), and **Show all steps** (blue link).

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