Drexel University P2P Transformation

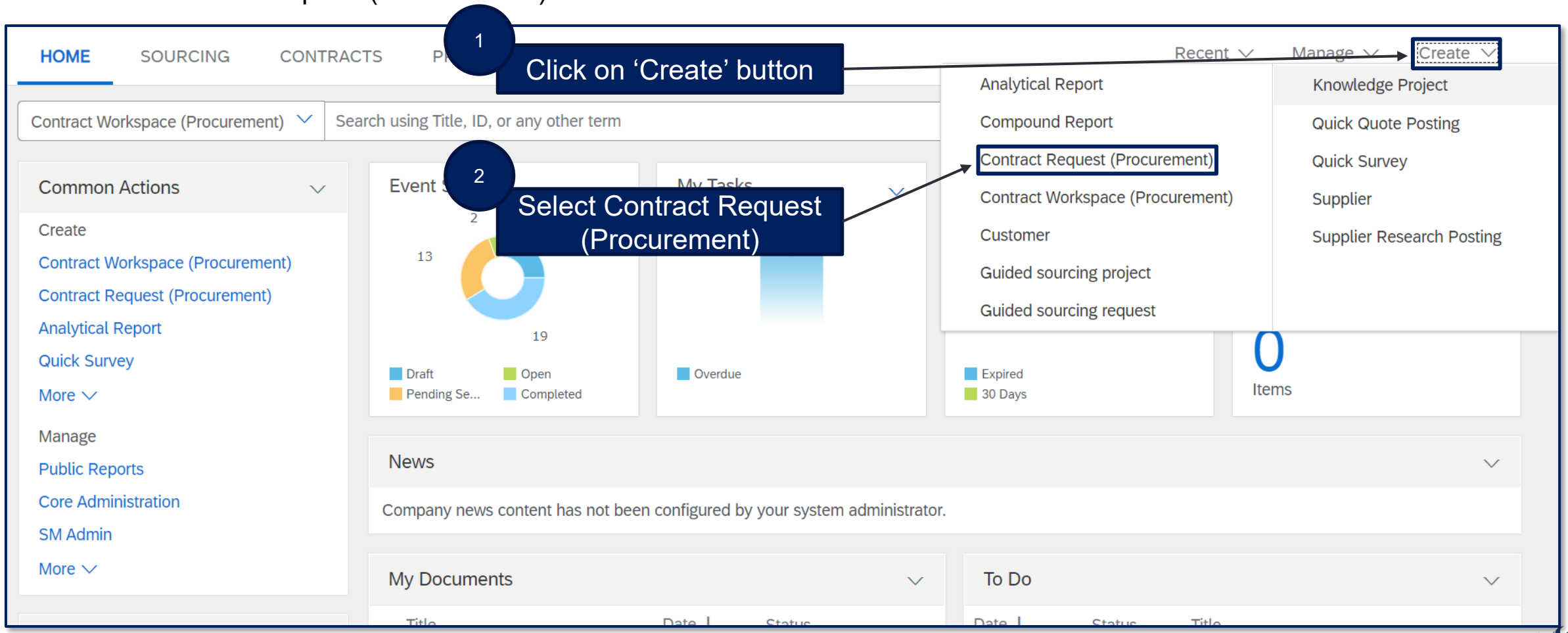
Create Contract Request

Important: Points to be considered for creating Contract Request

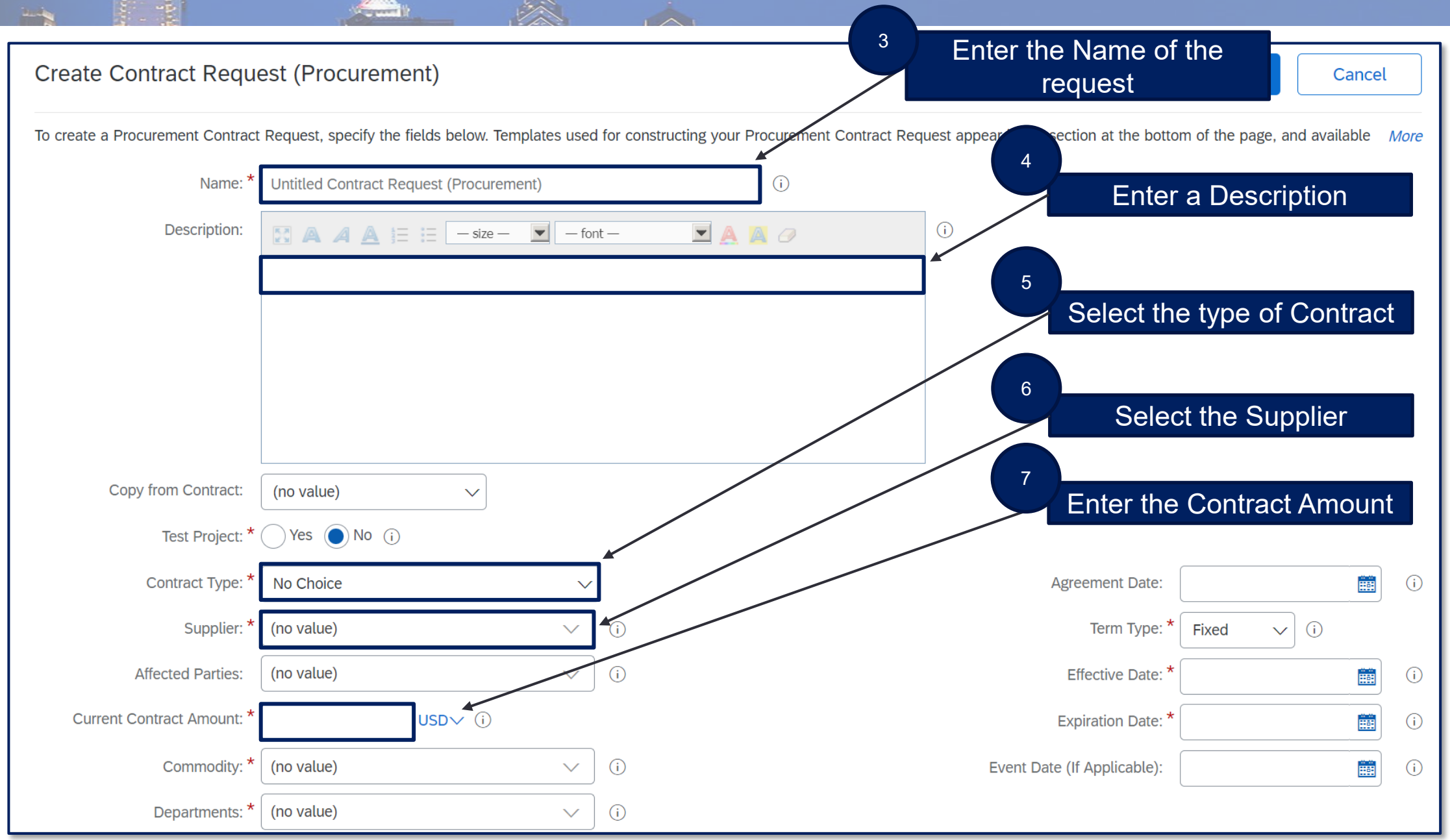
- The Contract Request is the starting point to initiate the contract process and is to be submitted by the business requester (also known as the business stakeholder).
- Please fill the required header details and attach any supporting documents

Create Contract Request

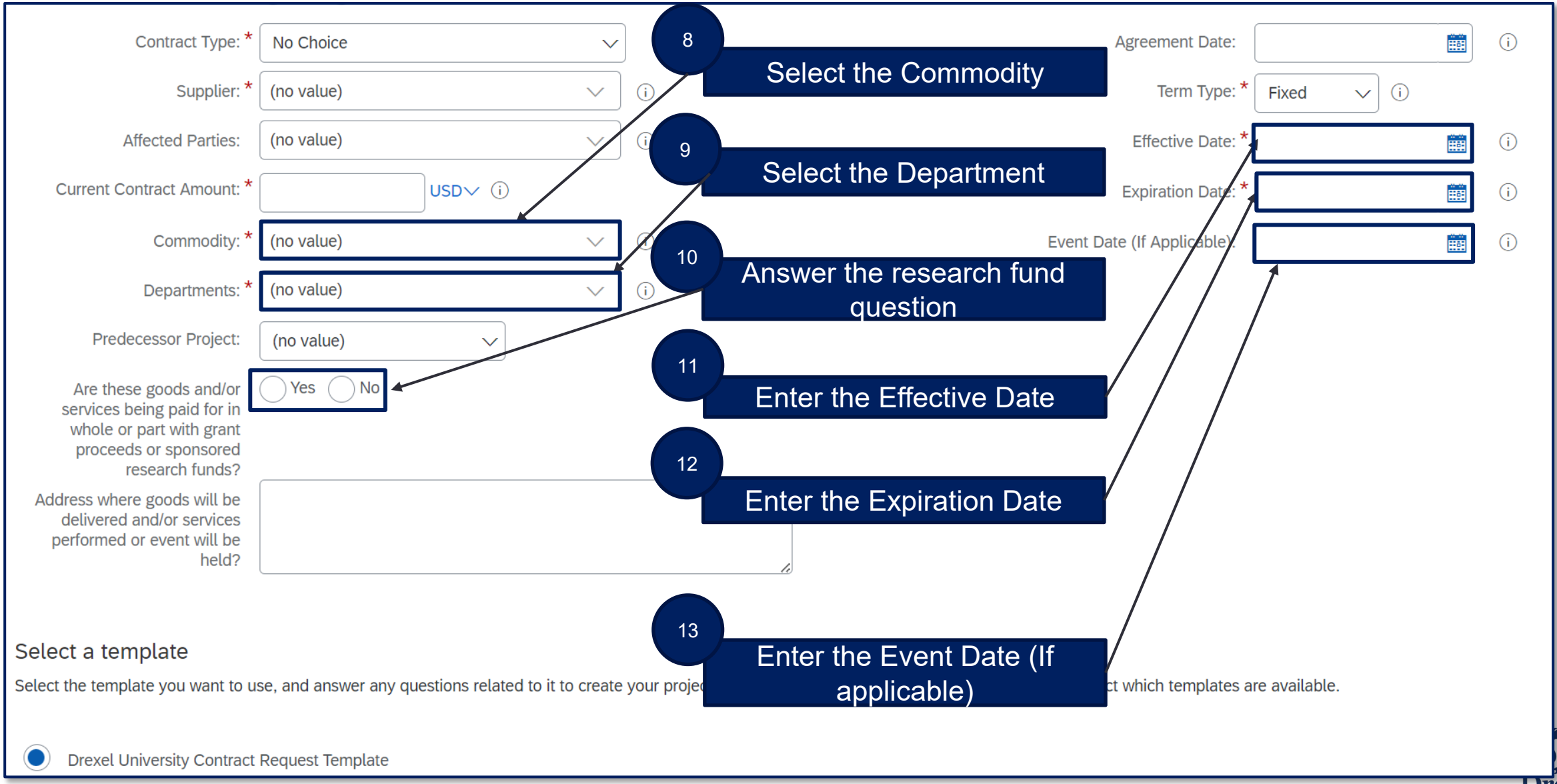
- Login to SAP system and Click the Create button at the top right corner of the screen and select Contract Request (Procurement)



Create Contract Request (Continued)



Create Contract Request (Continued)



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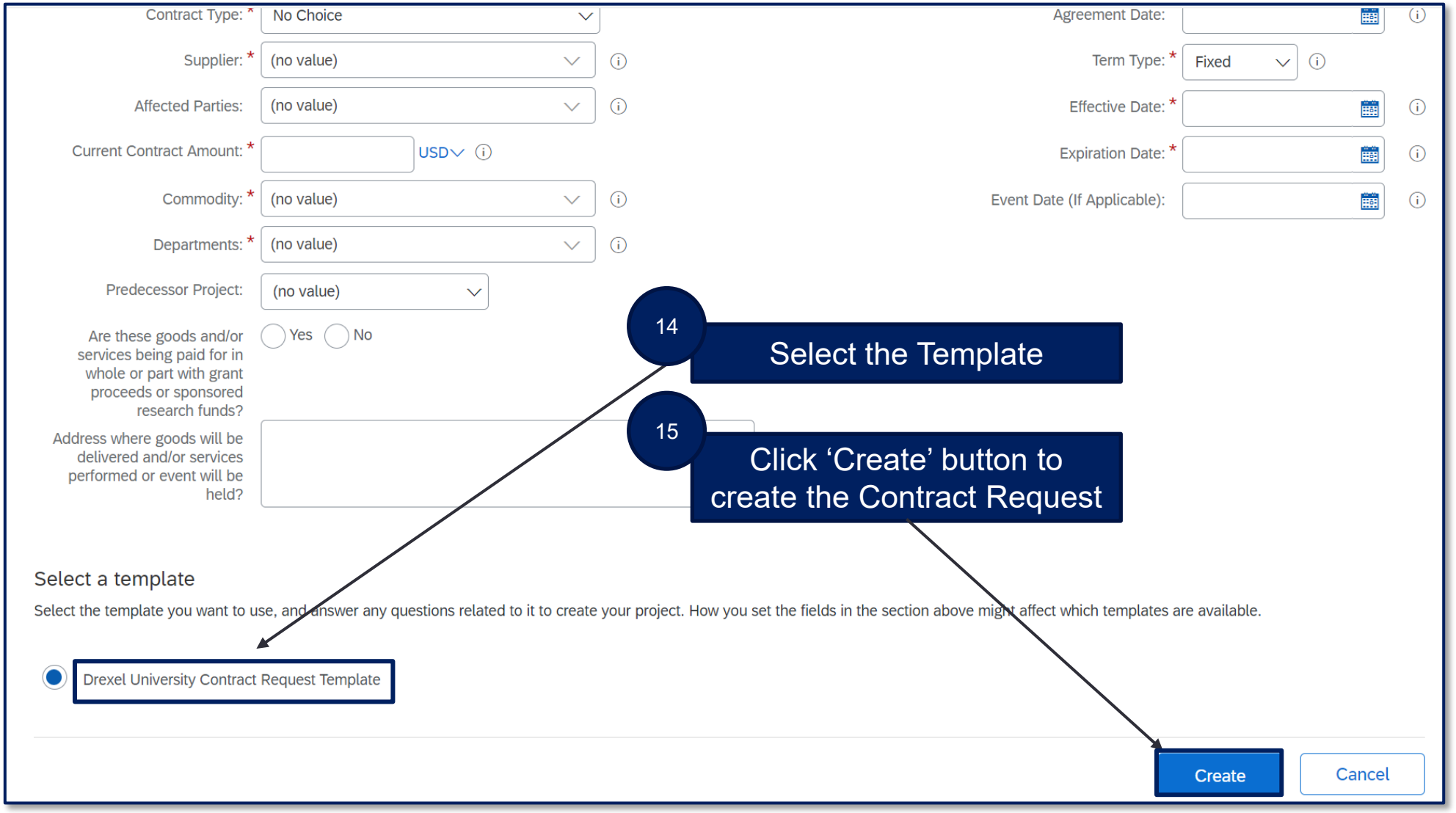

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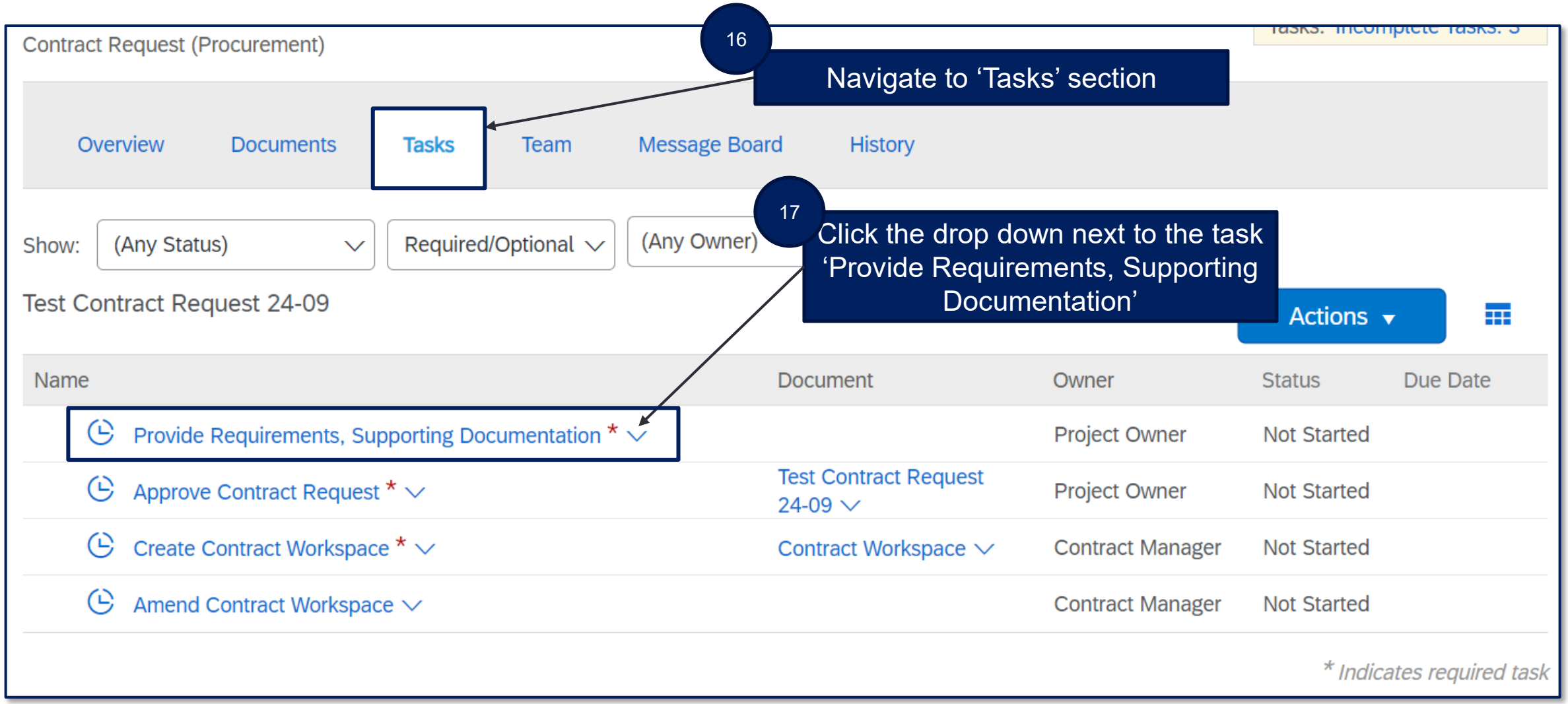

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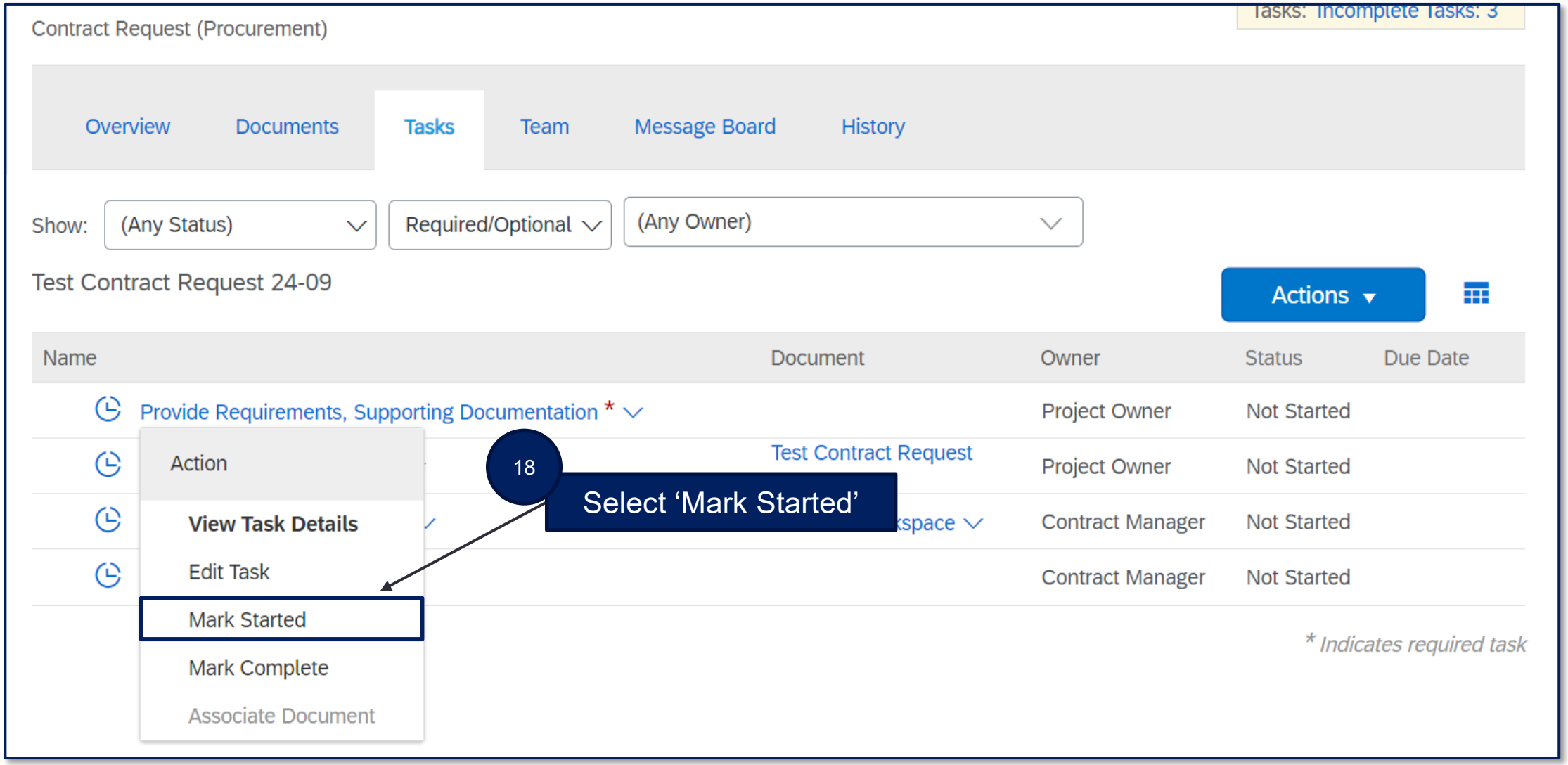

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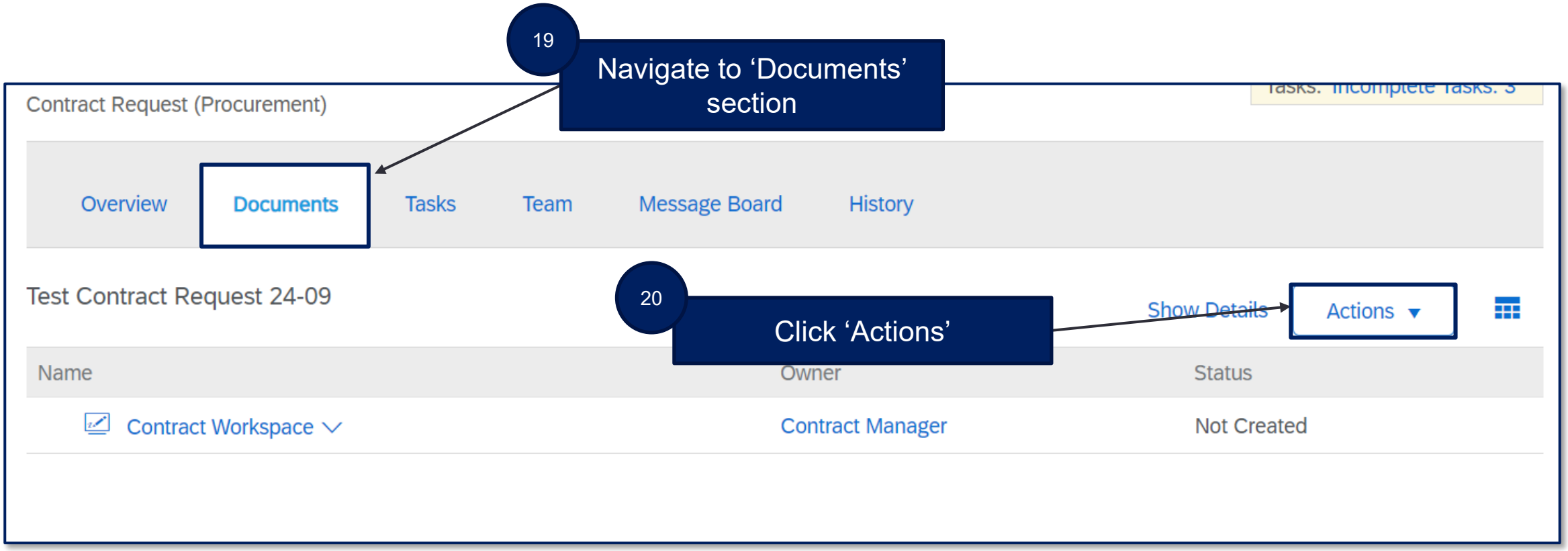

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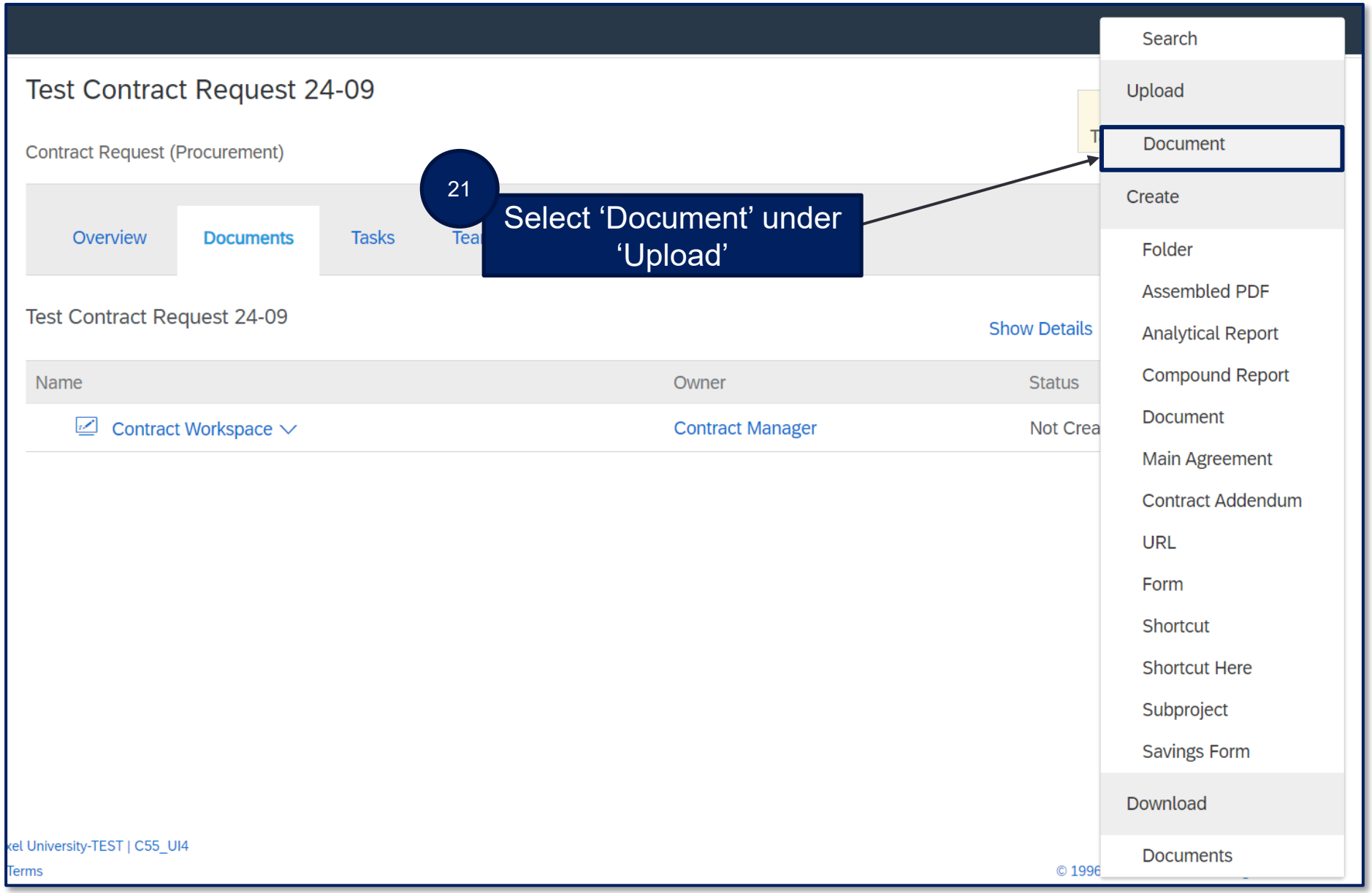

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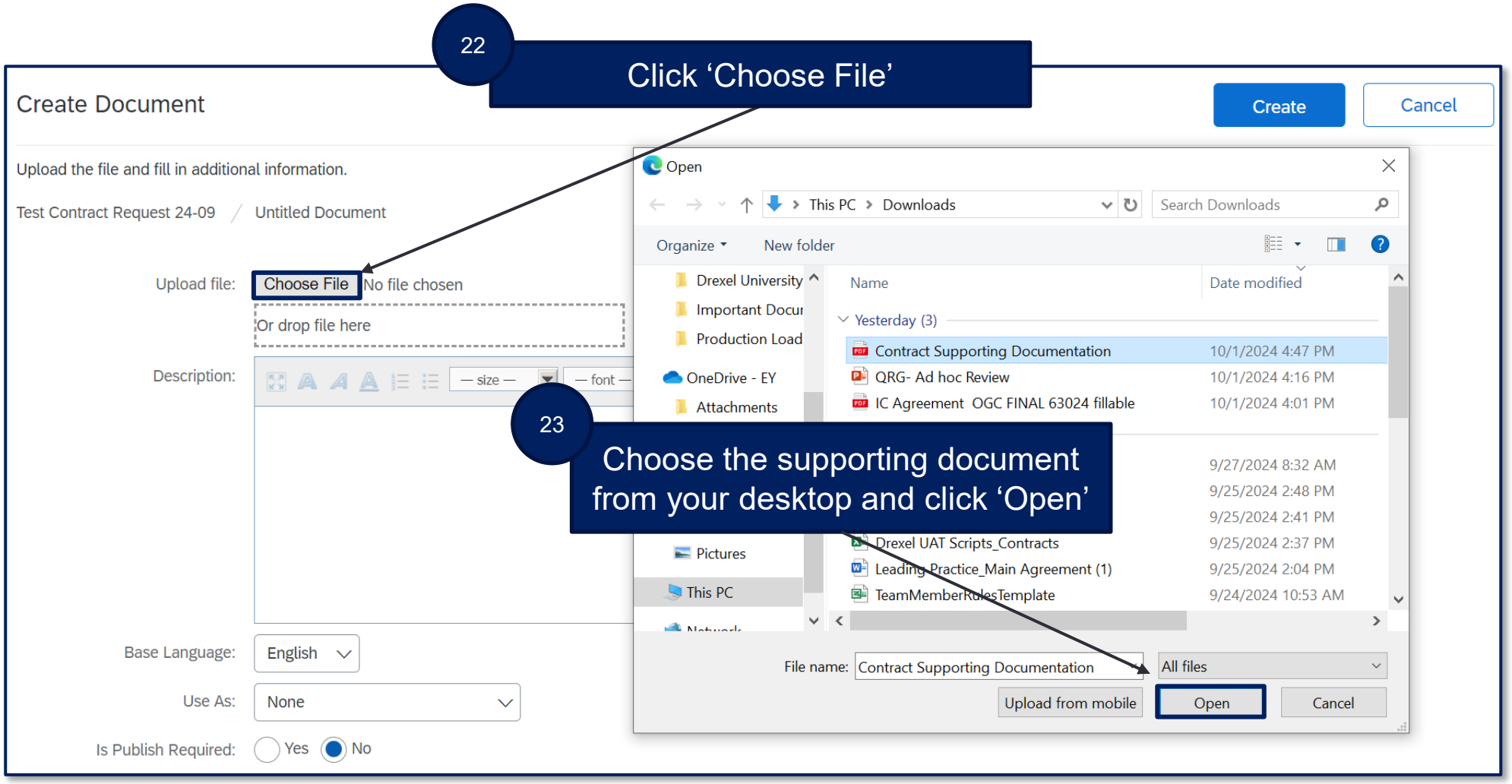

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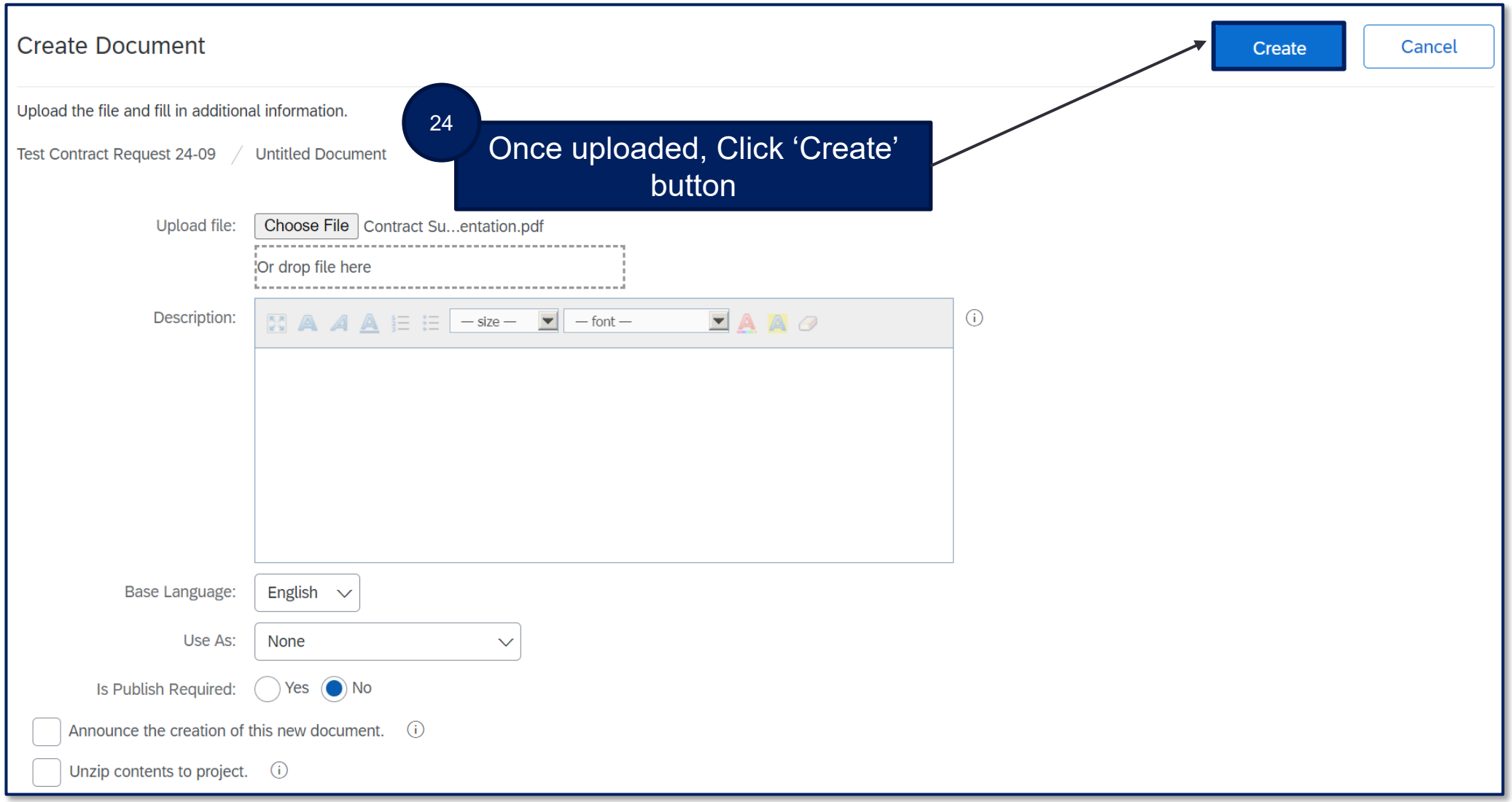

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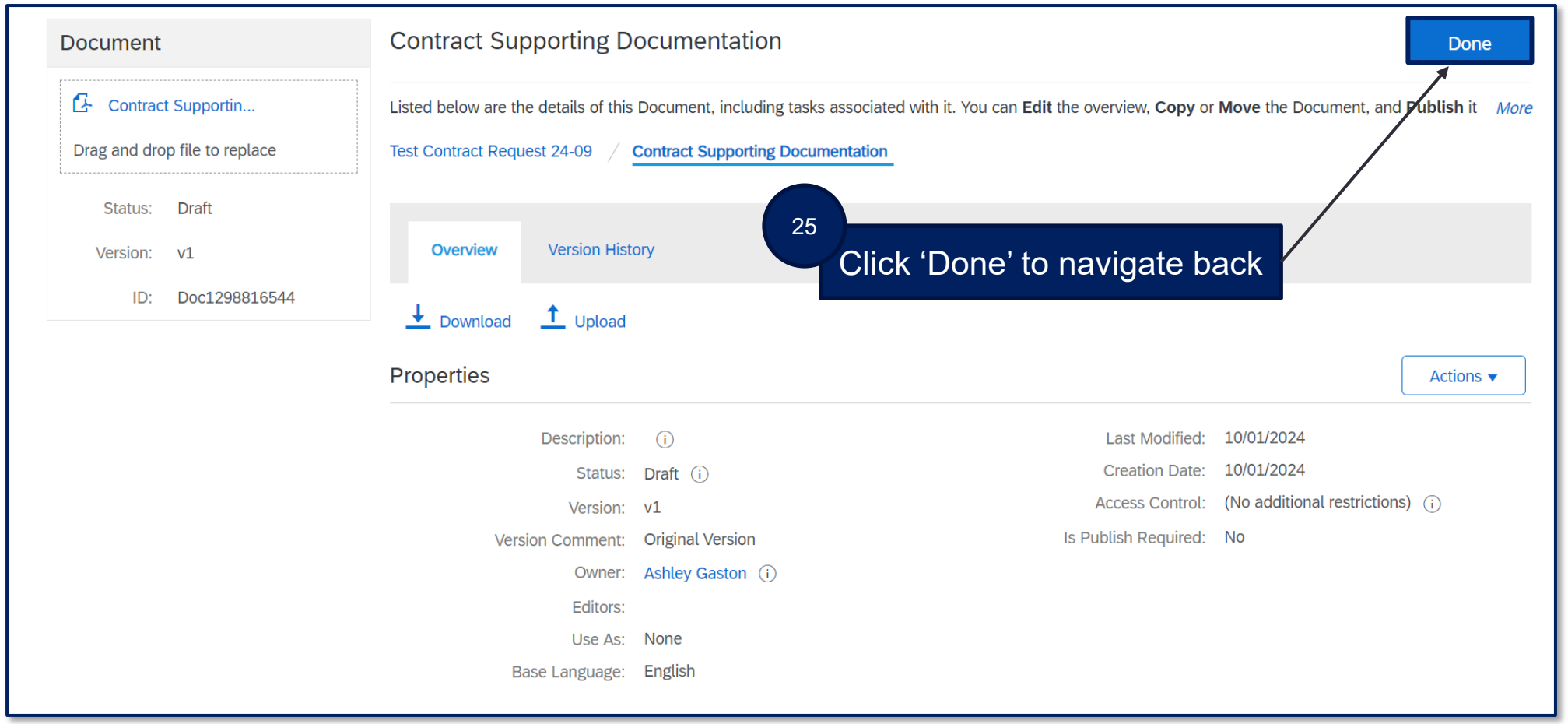

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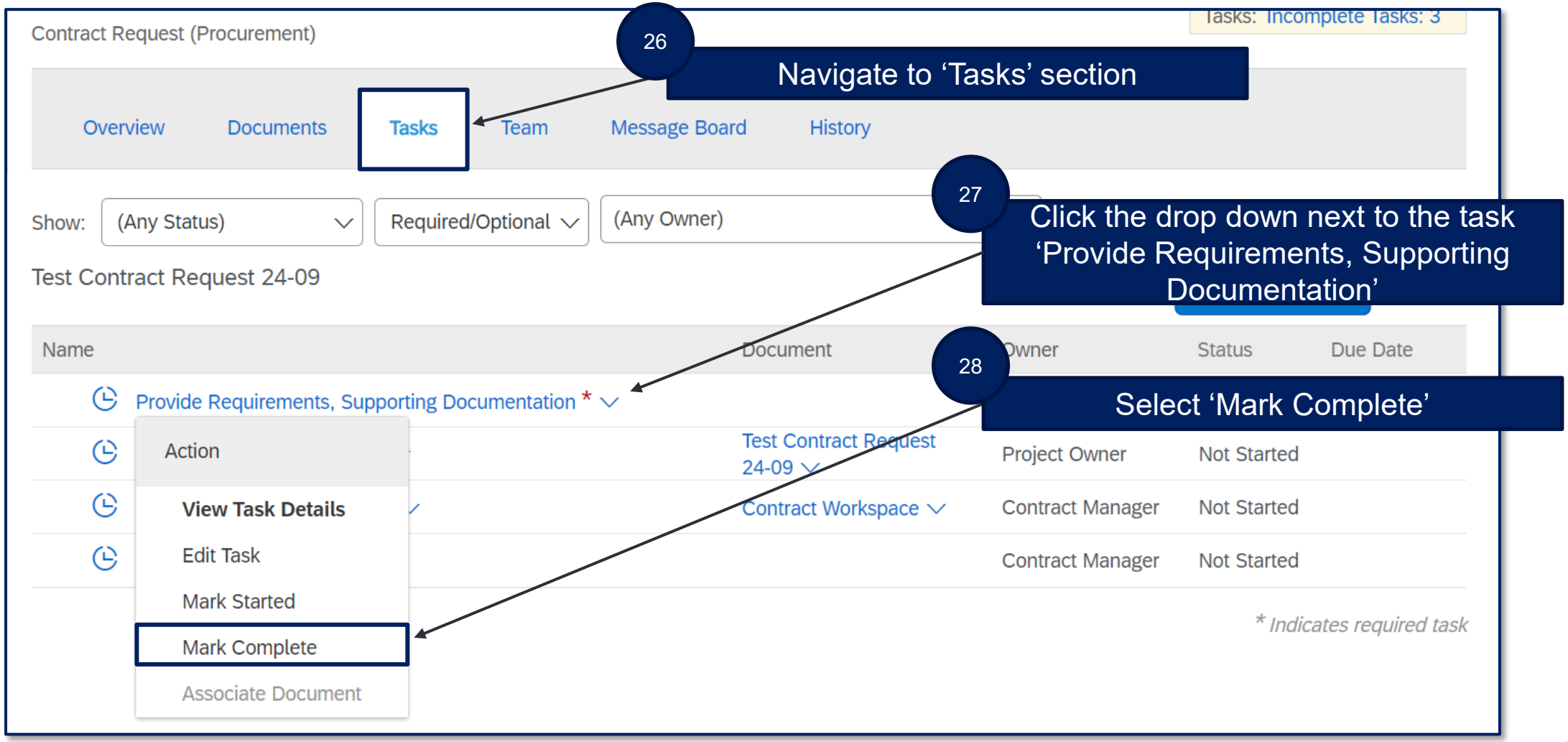

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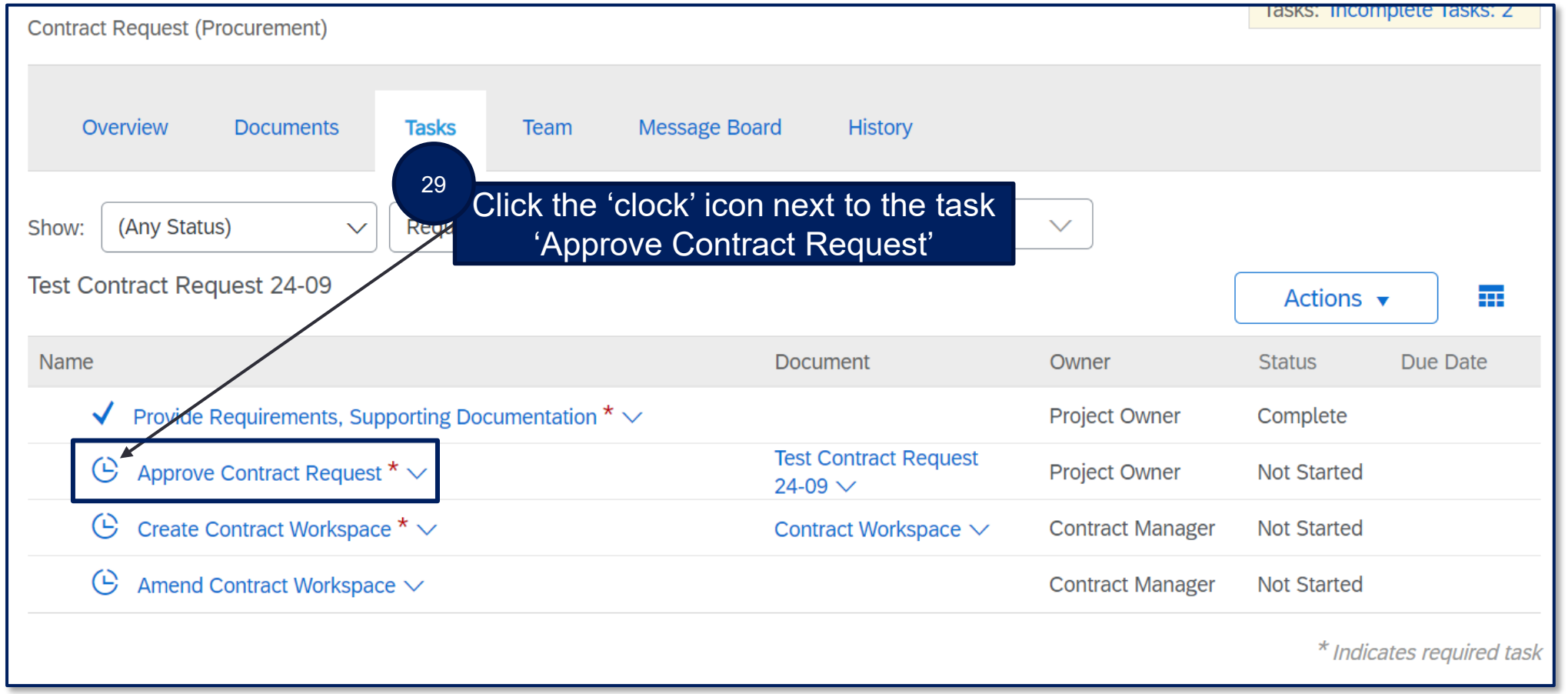

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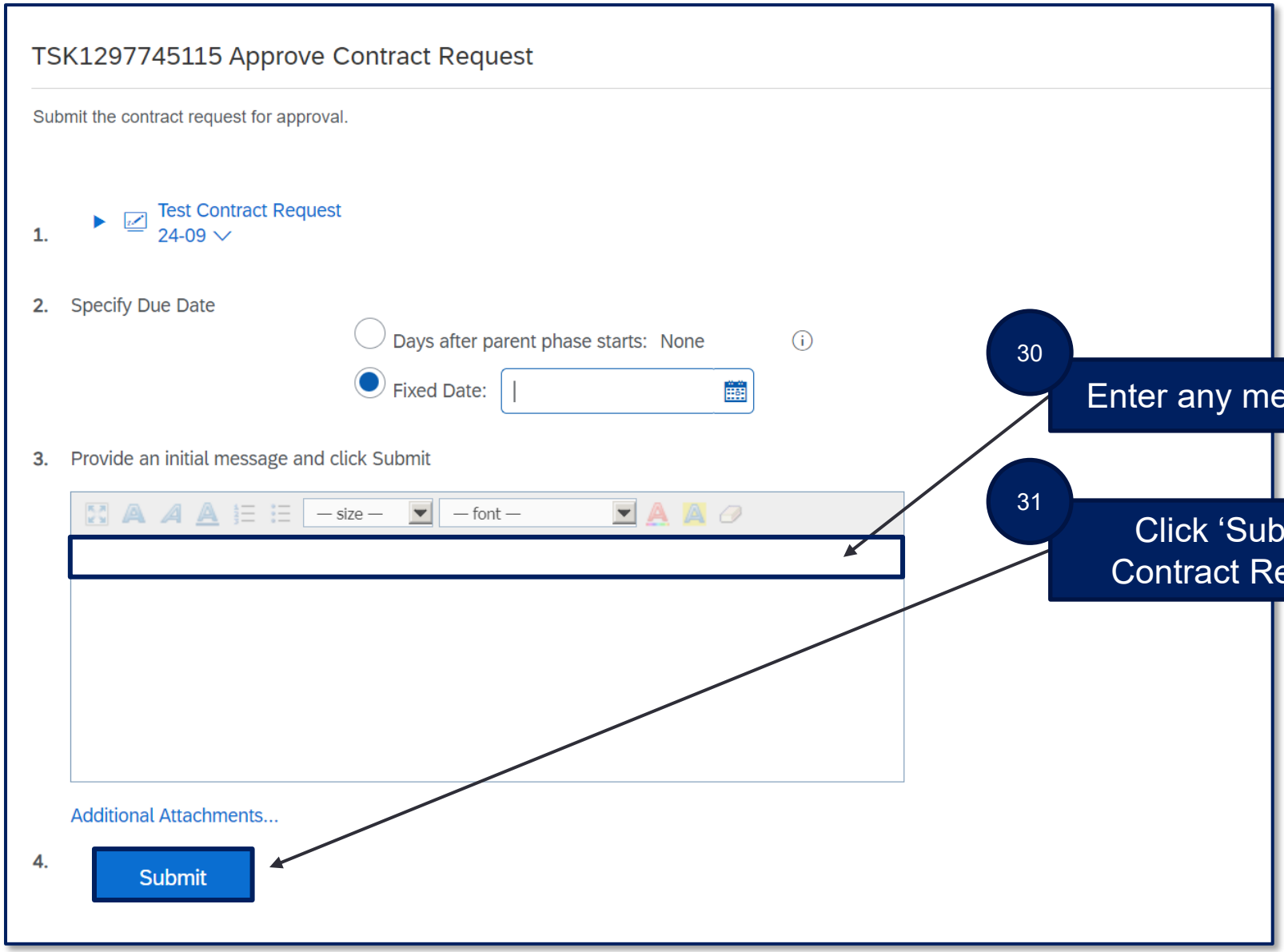

30 Enter any message for approvers

31 Click ‘Submit’ to submit the Contract Request for approval