



THE UNIVERSITY of  
**MISSISSIPPI**

**OFFICE OF CONTRACTS MANAGEMENT**  
**TIPS**

**For Swift Contract Review and Approval**

1. Activities **PRIOR** to submitting a contract to the Office of Contracts Management (“OCM”):
  - a. Work with the vendor/other contracting party to use a UM approved “Template” as the contract. Any UM approved Templates will be available on the OCM website. Please contact the OCM for any questions regarding Templates.
  - b. If the vendor/other contracting party will not agree to using a Template, work with the vendor/other contracting party to:
    - i. Finalize preferred business/contractual terms.
    - ii. Remove any prepayment / deposit requirements.
      - **Exception:** Prepayment/deposits related to registration fees for conventions/conferences and deposits for hotels may remain in the contract.
    - iii. Remove any autorenewal clauses/provisions.
    - iv. Require vendor/other contracting party to sign the UM Mandatory Addendum. ([UM-Mandatory-Addendum-2024](#)).
    - v. Require the vendor/other contracting party sign the contract if they will agree to sign the UM Mandatory Addendum.
    - vi. Obtain a Word version of the contract.
  - c. Work with the Office of Procurement Services if “Procurement Review” of the purchase is required. For questions regarding what triggers “Procurement Review,” please see the Instruction/Definitions that

accompany the Contract Routing and Approval Form ([Instructions/Definitions](#)) or contact the OCM and/or the Office of Procurement Services.

- d. Please carefully read the contract so you can provide accurate information when completing the Contract Routing and Approval Form and when uploading the contract to the Contracts Intake Portal.
2. Contract Routing and Approval Form Activities:
    - a. Provide accurate information for all the required fields (marked with an asterisk) on the Contract Routing and Approval Form.
    - b. Provide accurate contact information for the vendor/other party. This is very important as is completing the Vendor ID number – if applicable.
      - i. If paying the vendor by Purchase Order, Request for Pay, or a Form 13, the vendor must be set up in SAP and will therefore have a Vendor ID number.
    - c. **Submissions containing incomplete or inaccurate approval forms will be deleted, and resubmission to the Contracts Intake Portal will be required.**
3. Contracts Intake Portal Activities:
    - a. Provide accurate information for the required fields requested by the Contracts Intake Portal. This includes the “Vendor/Other Party Name” and “Type of Contract” fields. For questions related to “Type of Contract,” contact the OCM.
    - b. Be sure to upload the Contract Routing and Approval Form, the contract, and any supporting documents – this includes the Mandatory Addendum if signed by the vendor/other contracting party.
      - i. Contract document
        - A Word version of the contract is preferable as that will make any needed revisions to the contract easier and will allow contract negotiations to move swiftly.
        - Make sure the contract is signed by the vendor if they have signed the UM Mandatory Addendum.