# Service Agreement Process

**Important:** This document is for those service agreements that are under the "Contractual" grant budget line that are reviewed by your Pre-Award Grants Officer (if applicable) and Kristen Webb, Contract and Subaward Compliance Officer. If you have an agreement for the purchase of software, software licenses, rental/hotel agreements, equipment, or maintenance agreements, this process does not apply and will need to work with your Grants Compliance Administrator.

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| **Step 1** | Determine if you are working with a Service Agreement or a Subaward. The subaward vs. contract checklist can be used to help make the determination (this is not a required document). |
| **Step 2** | Determine if you are working with a Service Agreement with Terms or if a MURC Service Agreement is needed. |
| **Step 3** | Work to complete the Vendor Checklist and additional documents if needed depending on the service agreement amount. Your assigned Pre-award Grants Officer is available to assist if needed.<br><br>**Vendor Checklist Note:** If the vendor was named in the agency-approved budget, select "yes" on the checklist and disregard the other questions. |

**Agreements Between $0 and $24,999**

- The Service Agreement
- **MURC Addendum**, when the agreement contains terms and conditions.

For this threshold: You do not need to send to your Pre-Award Officer for review and approval. Proceed to Step 4.

**Agreements Between $25,000 and $49,999**

- **Vendor Checklist** is required.
  - If the vender was named in the agency-approved budget, select "yes" on the checklist and disregard the other questions.
- Choose one of the following:
  - **3 Quotes** from different vendors
    - The department may gather their own quotes.
    - Select the vendor with the lowest reasonable price.
  - **Direct Award Form**
    - Used when there is only one qualified vendor (e.g., a sole-source provider or specialized expertise).
- The Service Agreement
- **MURC Addendum**, when the agreement contains terms and conditions.

**Agreements $50,000 and over**

- **Vendor Checklist** is required.
  - If the vender was named in the agency-approved budget, select "yes" on the checklist and disregard the other questions.
- Choose one of the following:
  - **Formal Bidding Process**
    - Conducted by the MU Purchasing Office (departments are not allowed to collect their own quotes at this level).
  - **Direct Award Form**
    - Used when there is only one qualified vendor (e.g., a sole-source provider or specialized expertise).
- The Service Agreement
- **MURC Addendum**, when the agreement contains terms and conditions.

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| **Additional Step for Agreements over $25,000** | Email all documentation above to your Pre-award Grants Officer for review. They will review and send an approval email copying Kristen Webb, Contract and Subaward Compliance Officer. |
| **Step 4** | Send the service agreement and MURC Addendum to the vendor for signature. The *MURC Service Agreement Invoice should also be sent at this time so that the vendor can invoice once the agreement has been set up. While awaiting vendor signature, proceed to Step 5 for vendor setup.<br><br>*Please note - The MURC Service Agreement Invoice is required to be completed by the vendor when invoicing against a Purchase Order (PO) to ensure standardized and compliant documentation of services provided. This ensures all required information is captured for auditing and financial reporting, streamlining the payment process. Invoices should not be submitted with the signed Service Agreement. |
| **Step 5** | Determine if the vendor has been set up by using the **FTIIDEN** screen in Banner. You can also use Banner screen **FTMVEND** to view the vendors address to ensure you are working with the correct vendor.<br>**If not set up in Banner:** Email the vendor and provide them with this link to complete registration to get set up in the Banner payment system. See the email template to send to the vendor here. It is the PI/PD responsibility to check back in Banner to see if the vendor has been set up. |

# Service Agreement Process

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| **Step 6** | Once the vendor has signed the agreement, create a Requisition using screen **FPAREQN** in Banner.<br><br>A full list of account codes with descriptions can be found here to use when creating the requisition. You can reach out to your Grants Compliance Administrator with questions.<br>**Note:** Once requisition is complete in Banner, it will need to be approved in the Banner department queue **FOAUAPP.** |
| **Step 7** | The service agreement and required documents listed in Step 3 need to be emailed to Kristen Webb in **separate .pdfs** to ensure that documentation is not overlooked.<br><br>When emailing over documents, please make sure to include the requisition number, fund number and org number. |
| **Step 8** | Kristen Webb will review and send to Dr. John Maher, Vice President for Research as the authorized signatory for final signature. |
| **Step 9** | Once signed, Kristen Webb will send the fully executed agreement to the MU Purchasing Office to be converted to a Purchase Order (PO). The contact in the department with be cc'd on the email to the Purchasing Office. |
| **Step 10** | Once the Purchasing Office has created the PO, a copy will be sent to the vendor, PI and/or the department administrator for their records. |
| **If you need to check the status of a PO please email Kristen Webb.** | |
| **Next Step** | Once the PO has been set up the vendor can begin invoicing. Invoicing should not take place until the Purchase Order has been created. |

## Key MURC Contacts for this Process:

**Pre-Award Grants Officer**
Each department at Marshall University has an assigned Pre-Award Grants Officer. You can locate your officer here. For agreements over $10,000, your Pre-Award Grants Officer will need to review the agreement and supporting documentation. This includes signing off on the Vendor Checklists and sending an approval email to the PI and Kristen Webb.

**Kristen Webb, Contract and Subaward Compliance Officer**
Kristen will review of the agreement and supporting documents. She will ensure that Dr. Maher's signs the agreement and that it is sent to the MU Purchasing Office to get converted to a Purchase Order (PO). She will also reach out to the MU Purchasing Office on the PI's behalf to check the status of a PO.

# Service Agreement Invoicing Process

When invoicing against a Purchase Order (PO), the vendor is required to complete the MURC Service Agreement Invoice to ensure all relevant information is properly recorded and that the invoicing aligns with the terms of the service agreement. It is alright if the vendor attaches their own invoice, but they must use the MURC Invoice. **This document must be completed by the vendor.**

The **agreement number (RC-P# or P#)** must be included on all invoices. This number is on the final PO (fully executed service agreement), a copy of which the vendor should have on file. Including this number helps to streamline the processing and ensures accurate tracking of the contract.

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| **Complete the Vendor Section** | The vendor must fill out all necessary details in the "To be completed by vendor" section of the invoice. This includes the vendor's name, contact information, and other requested details. |
| **Assign an Invoice Number** | The vendor will assign a unique invoice number and include the date of the invoice. |
| **Step Check the Final Invoice Box** | If applicable, the vendor should check the box indicating whether this is the final invoice for the service agreement. |
| **Provide Service Details** | The invoice must include a brief description of the services provided.<br><br>For vendors paid on an hourly basis, a detailed breakdown of the days worked, hours worked per day, and the rate of pay should be listed. This breakdown ensures transparency and clarity for both parties involved. |
| **Total Amount and Signature** | All invoices must include the total amount for the services rendered.<br><br>The vendor must sign and date the invoice, certifying that the charges are true and accurate as per the agreement. |
| **PI Review and Approval** | The Principal Investigator (PI) will review the charges and ensure they align with the services described in the service agreement. Once the PI is satisfied, they will sign the invoice on the designated line at the bottom of the form. |
| **Submit for Processing** | The signed invoice, along with any required supporting documentation, should be sent to Kristen Webb, Contract and Subaward Compliance Officer and copy Kristen Martin, Senior Finance Officer for review. Once reviewed and approved, it is submitted for payment. |
| **Ensure Payment Received** | PIs are responsible to ensure that the vendor has received the payment. You can use Banner Screen FGIENCD. |

**Updated on 3/21//2025**

# Banner Screen FTIIDEN

Visit Banner here and use screen FTIIDEN in the search bar. This screen will be used first to locate the vendor number (FEIN# if working with an organization). You will need to use screen **FTMVEND** to view the vendors address.

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1. Click on the light green box under the 'Last Name' field

2. In the 'Last Name' box, type the Vendor's name.

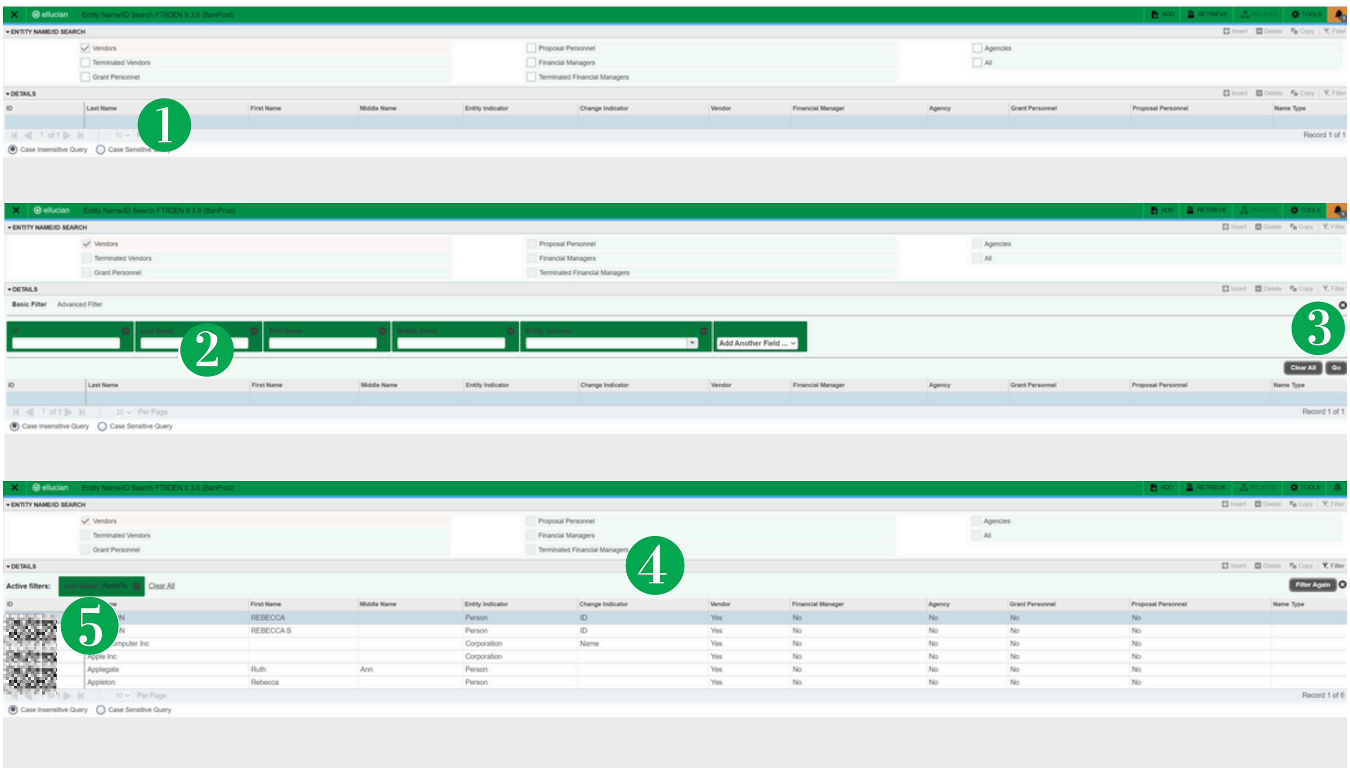
*Hint: If you are unsure of the exact name, you can try a variation of what you think it may be and type the wildcard, %, after the name. It will pull up all IDs in Banner that have those characteristics.*

3. Hit F8, or click 'Go'

4. It will populate all the options with your search criteria

5. The vendor number (FEIN #) can be located in the ID box.

6. Write down the vendor number (FEIN #). It will be needed to view the address in Banner screen **FTMVEND**.



# Banner Screen FTMVEND

Visit Banner here and use screen **FTMVEND** in the search bar. This screen is used to view the vendors address to ensure you are working with the correct vendor.

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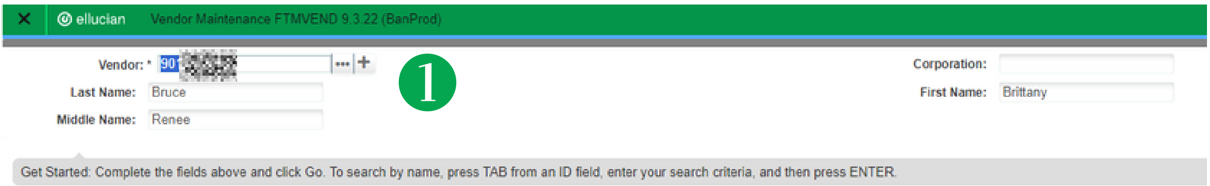
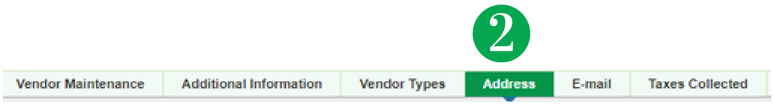
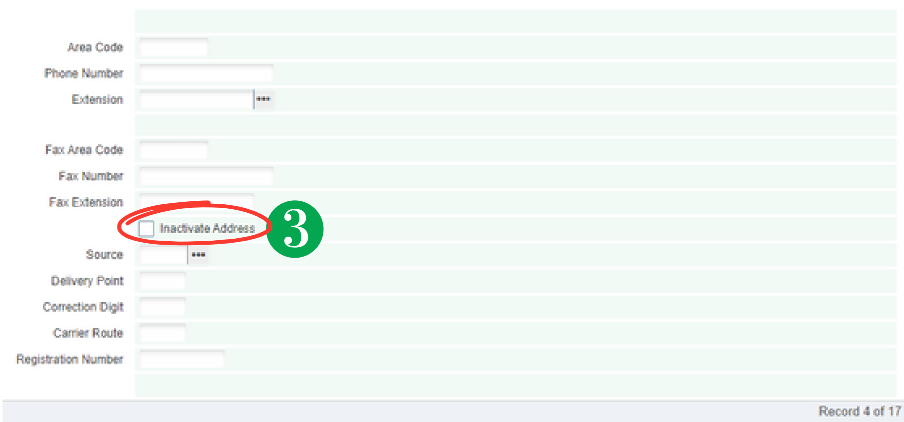
1. Type in the vendor number and click 'Go'

2. On the next screen select 'Address' to check that you are working with the correct vendor.

3. If the vendor has multiple address records, you will need to use the arrows to move through the records to find the one with the 'Inactivate Address' box unchecked. This is the current address for the vendor.



# Setting up a New Vendor

The Marshall University Purchasing Office has a registration form that the vendors must complete. The PI/PD will need to email the vendor with the below language, where they will answer some question and attach a copy of there W-9.

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**Email to send to vendor:**

Hello - I hope you are well. As a new vendor you will need to be set up in the Marshall University payment system, you will need to complete a Vendor Registration Form that has been provided online for your convenience.

The form can be found here https://www.marshall.edu/purchasing/resources/vendor-registration/

Once you are on the Office of Purchasing webpage, click on Complete Vendor Registration Form. You will follow the instructions, if there is a field that does not apply to you, fill in NA in that space. At the top left you will see TIN: please add your Social Security number there, as the purchasing office is working to change the label for that spot.

Next, click on the W9 link in blue and fill out a W9 for tax purposes.

Please let me know once you have completed this.
Thank you,

# Banner Screen FOAUAPP

**Visit Banner *here* and use screen FOAUAPP in the search bar:**
This screen will allow you to see all encumbrances in your approval queue.

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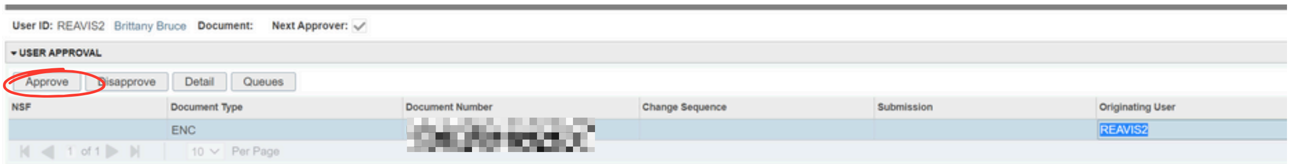
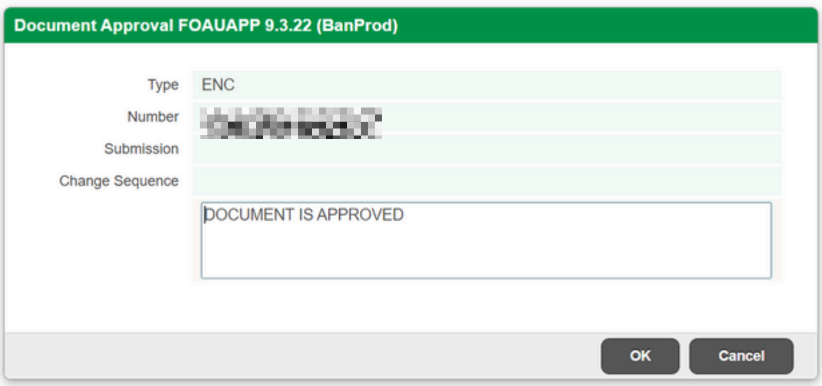
The first screen will have your User ID prefilled just hit go. On the next screen, you will see the encumbrance(s) that need approval. Select an option and hot ok. In the top right corner, you will see a green box that says Document has your approval.



# Creating a Requisition

**Visit Banner *here* and use screen FPAREQN in the search bar:**
On the next screen type NEXT in the Requisition Number box. Then hit GO or use Alt Page Down.

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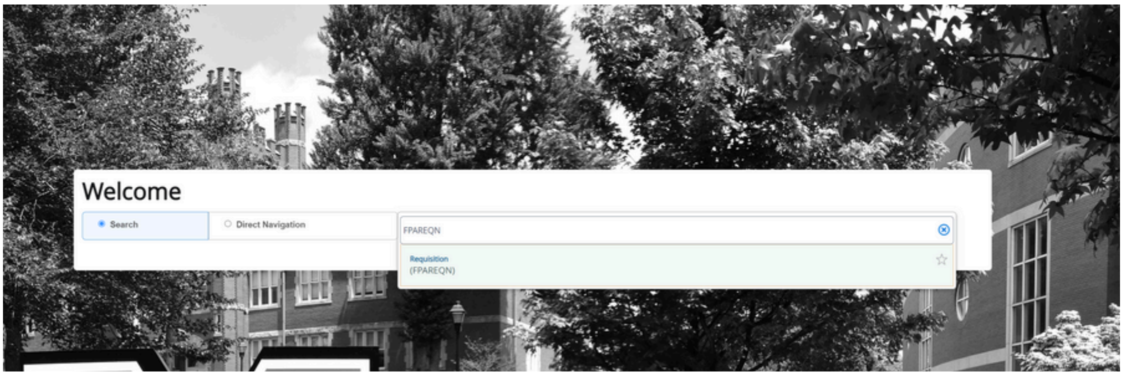
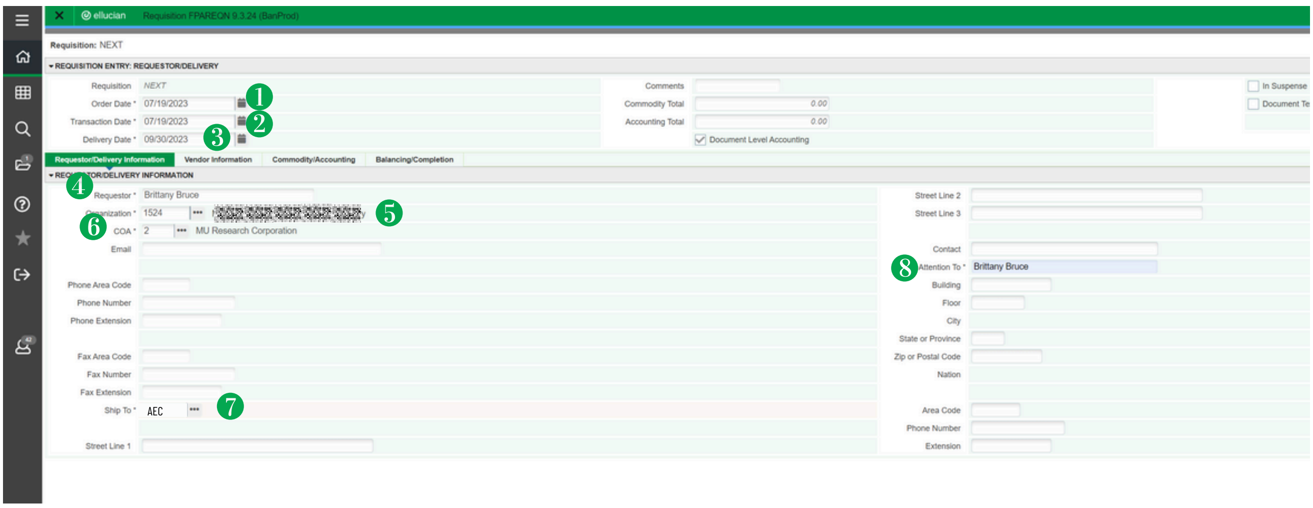
**First Screen: Requestor/Delivery Information**
Fill in:

1. **Order Date** – This should prefill
2. **Transaction Date** – This should be prefilled
3. **Delivery Date -** Type in the date for the end of the fiscal year
4. **Requestor** – Your name (This should be prefilled)
5. **Organization** – This is the org. for the department that is associated with the fund
6. **COA** - 2 (MU Research Corporation).
7. **Ship to** - AEC
8. **Attention to -** Preferred department administrator

Click the down arrow or hold down the Alt & Page Down buttons to continue



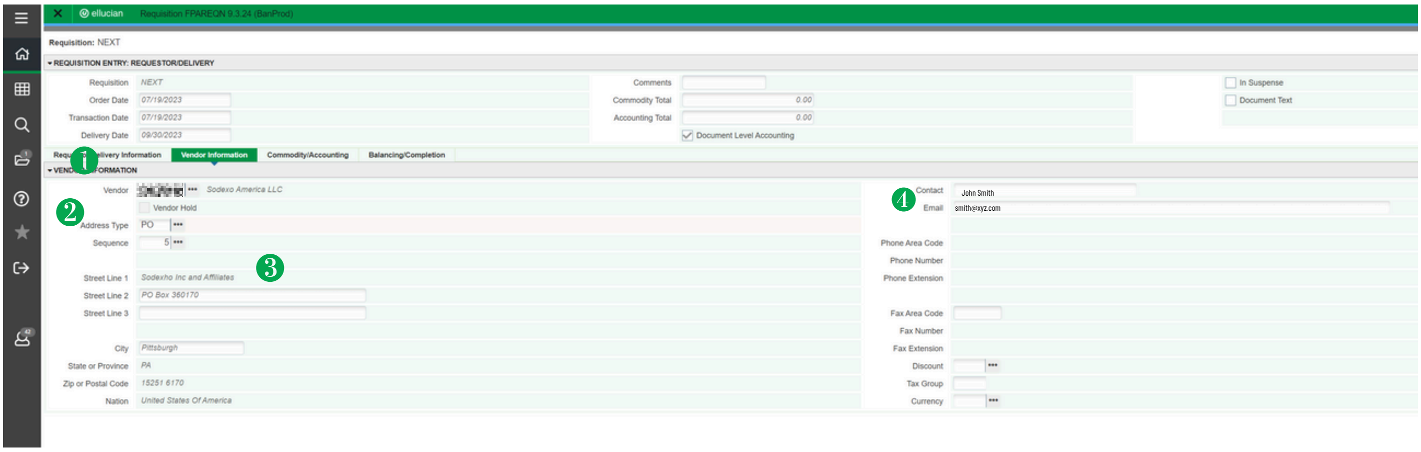
# Creating a Requisition

### Second Screen: Vendor Information

Fill in:

1. **Vender** – If you do not know the vender #, you can hit the three dots to search.
    - Go to the last name and put an % before and after your search.
    - Hit go and a list should pop up.
    - Click the correct vendor information. This will return you to the previous page.
2. **Sequence** - 1 (This should be prefilled).
3. **Address Type** - PO (This should be prefilled).
4. **Contact** - Provide the vendor name and email address.

Click the down arrow or hold down the alt & page down button to continue




### Third Screen: Commodity/Accounting

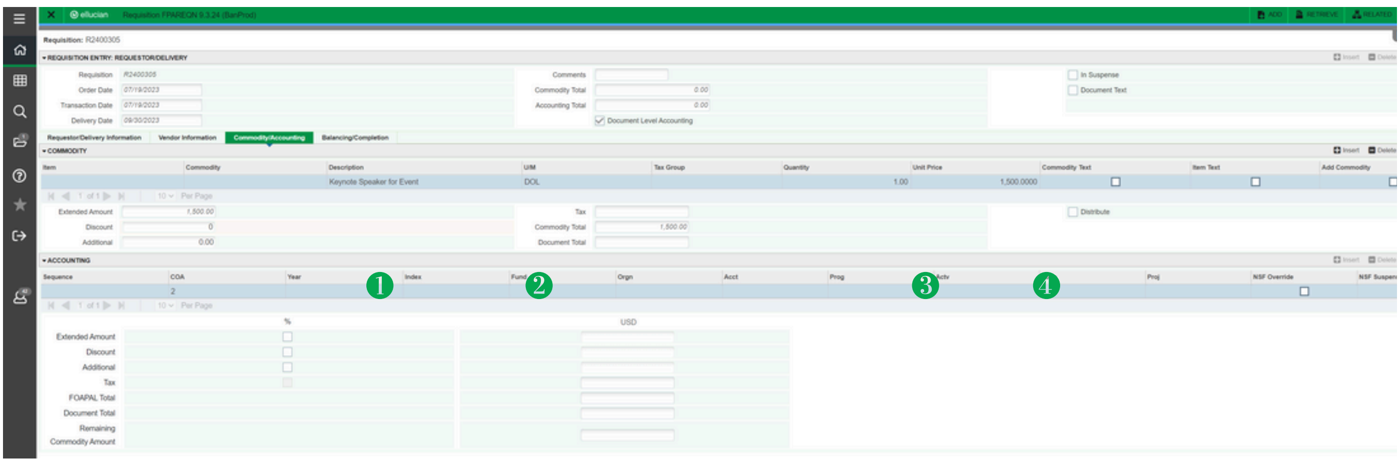
*Reminder: Write down the requisition number at this step.*

Commodity Section:

Fill in:

1. **Description** - Service Agreement
2. **U/M** - This will be DOL (dollars)
3. **Quantity** - Amount listed on the agreement.
4. **Unit Price** - 1

*Remember: Use the TAB button to move to the next section.*

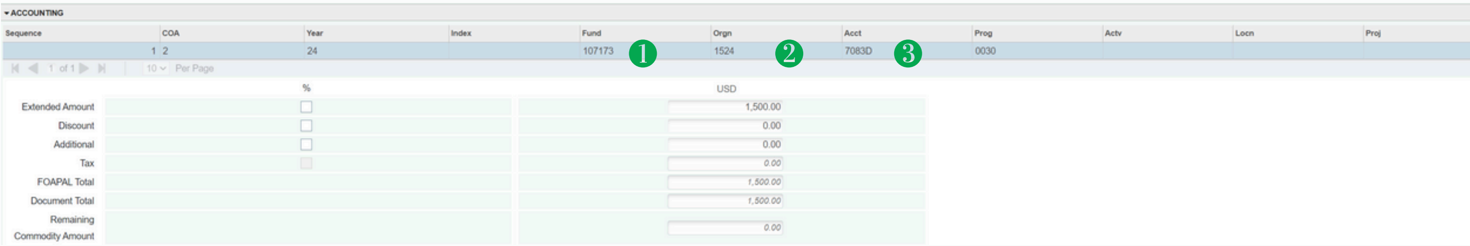


# Creating a Requisition

**Accounting Section:**
Hold Alt & Page Down buttons to continue to the accounting section and always use the TAB button to move through each section.

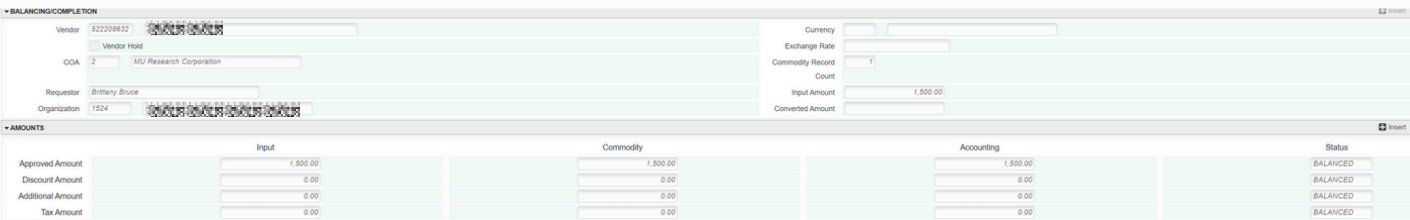
Fill in:
1. **Fund**
2. **Org**
3. **Orgn Acct** - You can find the appropriate account code by selecting the three dots in the Acct box.
   *Example: Contractual Services - 70257.*

Hit F10 to save and then Alt Page Down




**Balancing/Completion Section:**

- Everything on this page will be prefilled.
- IMPORTANT: Make sure to write down the requisition # that is listed at the top of the page. Once you complete the requisition there is no way to go back and get the requisition #.
- At the bottom left side of the screen hit complete.



# Banner Screen FGIENCD

**You will now see the Encumbrance Information and your cursor will be in the Encumbrance Detail section. By clicking the right arrow on the bottom left corner of the Encumbrance Detail area, you can scroll through every line of the PO**

**Note the following Encumbrance Information:**

1. **Description** – vendor name
2. **Status** – O or C indicates whether the PO is open or closed
3. **Type** – P indicates that this is a PO
4. **Date Established** – date PO was created
5. **Balance** – balance left on PO
6. **Vendor** – vendor ID and name

**Note the following Encumbrance Details:**

1. **Item** – a numbered list of what was ordered on the PO
2. **Sequence** – each different Fund, Orgn, Acct, and Prog (FOAP) combination on a line is considered to be a sequence
3. **Fiscal Year** – FY in which PO was created
4. **Status** – O or C, indicating open or closed
5. **Commit Indicator** – U
6. **Index, Fund, Orgn, Acct, and Prog**
7. **Encumbrance** – original amount encumbered on this line
8. **Liquidation** – total of all payments made against the line
9. **Balance** – encumbrance remaining on the line

**As you scroll through the lines in the Encumbrance Detail, the Transaction Activity section reflects the activity for each line**

**A few Transaction Types:**

- **PORD** = PO created
- **CORD** = Change to PO (a.k.a. "Change Order")
- **INEI** = Invoice entry
- **ICEI** = Invoice cancellation
- **E090** = Encumbrance roll from the previous year