# Service Agreement Process

**Important:** This document is for those service agreements that are under the "Contractual" grant budget line that are reviewed by your <u>Pre-Award Grants Officer</u> (if applicable) and <u>Kristen Webb, Contract and Subaward Compliance</u> <u>Officer</u>. 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 <u>Grants Compliance Administrator</u>.

Step 1	Determine if you an checklist can be use	re working with a Service Agreement or a ed to help make the determination (this is i	Subaward. The <u>subaward vs. contract</u> not a required document).								
Step 2	Determine if you an <u>Agreement</u> is neede	re working with a Service Agreement with ed.	Terms or if a <u>MURC Service</u>								
Step 3	Work to complete t agreement amount. Vendor Checklist N checklist and disreg	ork to complete the <u>Vendor Checklist</u> and additional documents if needed depending on the service reement amount. Your assigned Pre-award Grants Officer is available to assist if needed. <b>ndor Checklist Note:</b> If the vendor was named in the agency-approved budget, select "yes" on the ecklist and disregard the other questions.									
Agreemer \$0 and	nts Between 1 \$24,999	Agreements Between \$25,000 and \$49,999	Agreements \$50,000 and over								
<ul> <li>The Service A</li> <li>MURC Adde agreement co- conditions.</li> </ul> For this threshol need to send to y Officer for review Proceed to Step 4	Agreement endum, when the ontains terms and d: You do not our Pre-Award v and approval. 4.	<ul> <li><u>Vendor Checklist</u> is required.</li> <li>If the vender was named in the agency-approved budget, select "yes" on the checklist and disregard the other questions.</li> <li>Choose one of the following:         <ul> <li><u>3 Quotes</u> from different vendors</li> <li>The department may gather their own quotes.</li> <li>Select the vendor with the lowest reasonable price.</li> </ul> </li> <li><u>Direct Award Form</u> <ul> <li>Used when there is only one qualified vendor (e.g., a sole-source provider or specialized expertise).</li> </ul> </li> <li>The Service Agreement</li> <li><u>MURC Addendum</u>, when the agreement contains terms and conditions.</li> </ul>	<ul> <li><u>Vendor Checklist</u> is required.</li> <li>If the vender was named in the agency-approved budget, select "yes" on the checklist and disregard the other questions.</li> <li>Choose one of the following:</li> <li>Formal Bidding Process         <ul> <li>Conducted by the MU Purchasing Office (departments are not allowed to collect their own quotes at this level).</li> <li>Direct Award Form                <ul> <li>Used when there is only one qualified vendor (e.g., a sole-source provider or specialized expertise).</li> <li>The Service Agreement</li> <li>MURC Addendum, when the agreement contains terms and conditions.</li> </ul> </li> </ul> </li> </ul>								
Additional Step for Agreements over \$25,000	Email all document send an approval er	tation above to your Pre-award Grants Of mail copying <u>Kristen Webb, Contract and</u>	ficer for review. They will review and Subaward Compliance Officer.								
Step 4	Send the service ag Agreement Invoice has been set up. WI *Please note - <u>The</u> when invoicing aga of services provided reporting, streamlin Service Agreement.	reement and MURC Addendum to the ver should also be sent at this time so that the hile awaiting vendor signature, proceed to <u>MURC Service Agreement Invoice</u> is required inst a Purchase Order (PO) to ensure stand d. This ensures all required information is hing the payment process. Invoices should	ndor for signature. The *MURC Service y vendor can invoice once the agreement Step 5 for vendor setup. Aired to be completed by the vendor dardized and compliant documentation captured for auditing and financial not be submitted with the signed								
Step 5	Determine if the ve Banner screen FTN vendor. If not set up in Bam get set up in the Ba PI/PD responsibilit	ndor has been set up by using the <b>FTIIDE</b> <b>IVEND</b> to view the vendors address to ensite <b>ner:</b> Email the vendor and provide them with nner payment system. See the email templay y to check back in Banner to see if the ven	N screen in <u>Banner</u> . You can also use sure you are working with the correct ith this <u>link</u> to complete registration to ate to send to the vendor <u>here</u> . It is the idor has been set up.								

# Service Agreement Process

r							
	Once the vendor has signed the agreement, create a Requisition using screen <b>FPAREQN</b> in <b>Banner</b> .						
Step 6	A full list of account codes with descriptions can be found <u>here</u> to use when creating the requisition. You can reach out to your Grants Compliance Administrator with questions. <b>Note:</b> Once requisition is complete in Banner, it will need to be approved in the Banner department queue <b>FOAUAPP</b> .						
Stop 7	The service agreement and required documents listed in Step 3 need to be emailed to Kristen Webb in <b>separate .pdfs</b> to ensure that documentation is not overlooked.						
Step 7	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 <u>here</u>. 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 <u>MURC Service Agreement</u> <u>Invoice</u> 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.

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.
	The invoice must include a brief description of the services provided.
Provide Service Details	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.
	All invoices must include the total amount for the services rendered.
I otal Amount and Signature	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 <u>Kristen Webb</u> , <u>Contract and Subaward Compliance Officer</u> and copy <u>Kristen</u> <u>Martin, Senior Finance Officer</u> 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 <u>FGIENCD.</u>

# **Banner Screen FTIIDEN**

Visit Banner <u>here</u> 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.

- 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.

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# **Banner Screen FTMVEND**

Visit Banner <u>here</u> 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.

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.

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	Area Code							
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	Fax Number							
	Fax Extension							
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							Record	4 of 17

# 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.

#### 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 <u>Complete Vendor Registration Form</u>. 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.

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.

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# **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.

### 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



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$\circ$	Transaction Date *	07/19/2023	Accounting Total	0.00			
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3	Organization *	1524			Street Line 3		
_ <u>_</u>	6 COA.	2 *** MU Research Corporation					
-	Email				Contact		
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		-			Phone Number		
	Street Line 1				Extension		

# 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

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-	City	Pittsburgh			Fax Extension		
	State or Province	PA			Discount		
	Zip or Postal Code	15251 6170			Tax Group		
	Nation	United States Of America			Currency		

### 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

* ACCOUNTING										
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Document Total					1,500.00	0				
Remaining					0.00	2				
Commodity Amount					0.00	<u> </u>				

### **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.

▼ BALANCING/COMPLET	ON			🖬 Insert
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Discount Amount	0.00	0.00	0.00	BALANCED
Additional Amount	0.00	0.00	0.00	BALANCED
Tax Amount	0.00	0.00	0.00	BALANCED

# **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

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Transaction Date		Туре	Document Code	Action	Transaction Amo	unt		Remaining Balance	•		
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12/16/2020		INEI	10668402	Т			-2,680.00				0.0
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