sContracts - New Vendors

MARS Vendors - Entering a new contract when vendor is not yet in MARS (and sContracts)

In sContracts, **Vendor means Primary Other Party**. When organizations and individuals are added in MARS as a vendor, they will be added to sContracts via an interface.

For a new vendor that has not yet been added to MARS, follow these steps:
1. Submit request and necessary documents to appropriate MARS support team members and follow their process to get the vendor added to MARS.
2. When you initiate a new workflow for a new contract, enter *New Vendor* in the field for **Primary Other Party**.

3. In the first phase of your workflow, you will see a field For **Contract Description**.

4. Click on the plus sign and enter the name of the Vendor in the box in addition to a description of the contract's product or services. This will assist to locate contracts with
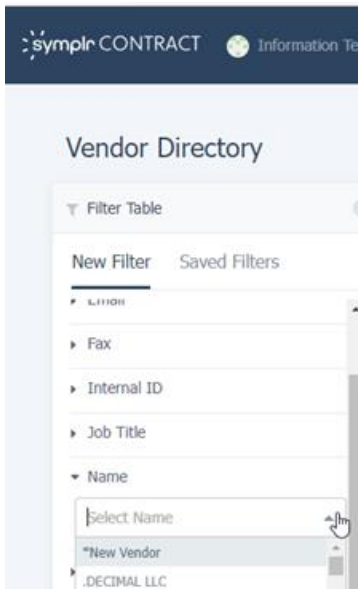
New Vendors when the vendor has been added to MARS and sContracts Vendor Library and now the name can be revised.

New - *New Vendor - WFd25e1   New   Master Agreement   BroadcastMed - Master - provide video content marketing

5. Do **NOT** complete the contract activation phase in sContracts until the vendor is finalized and added to MARS and then sContracts.
6. Filter your Worklist to view outstanding New Vendor contracts by adding **Primary Other Party** > **New Vendor.**

My Worklist 4 pending my action

⬤ Include Previously Completed Items

▼ Filter Table

New Filter   Saved Filters

▸ Initiator

▸ Out with External Party

▸ Phase

▸ Phase Mediator

▸ Phase Owner

▾ Primary Other Party

☒ *New Vendor
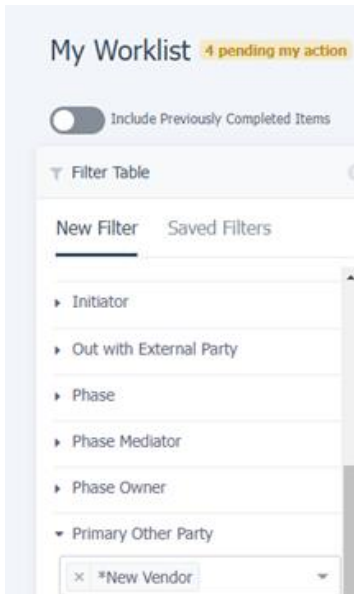
7. Go to Explore > Vendor Library to look up the vendor name using a filter in the table for **Name** or the Search box.

symplr CONTRACT   ◉ Information Te

Vendor Directory

▼ Filter Table

New Filter   Saved Filters

▸ Email

▸ Fax

▸ Internal ID

▸ Job Title

▾ Name

Select Name

*New Vendor

.DECIMAL LLC

8. If the contract has NOT been activated and the vendor has now been added to sContracts, you can click on Primary Other Party and the plus sign to get the box shown below to edit the Primary Other Party name.
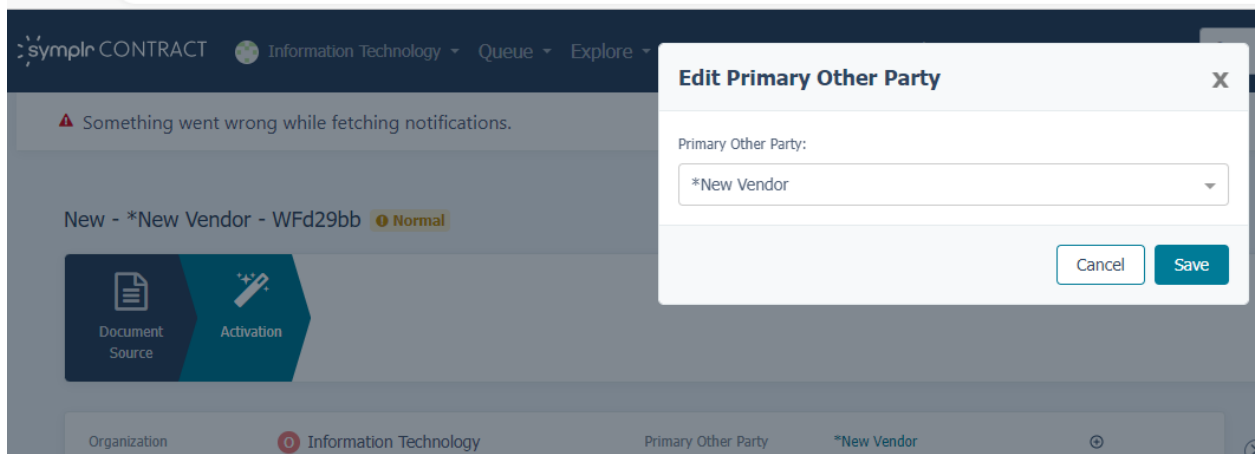
Note: if the contract was activated with Primary Other Party as New Vendor, you must use an amendment workflow and workflow template to revise vendor name.

Non-Payment Vendors (Vendors that will not be added to MARS and sContracts)

When a Primary Other Party (Organization or Individual) is not to be included in MARS as a vendor, they will need to be added by an sContracts administrator on IT Revenue Cycle Team.

Follow the steps above to add as "New Vendor" but then submit a Service Desk Ticket to request the addition to the sContracts Vendor Library. The following information is required to set up the Primary Other Party as a vendor in sContracts:

- Your Organization in sContracts
- Vendor Type - Business or Individual
- Business Name (or Individual Name if not a Business)