

## Speaker/Presenter/Performing Artist Agreement Contract Request

Please follow the steps below to complete and submit a contract request for a Speaker, Presenter, or Performing Artist. For questions related to your contract requests please submit an issue ticket found on [wm.edu/buywm](http://wm.edu/buywm).

A video for this process can also be found:

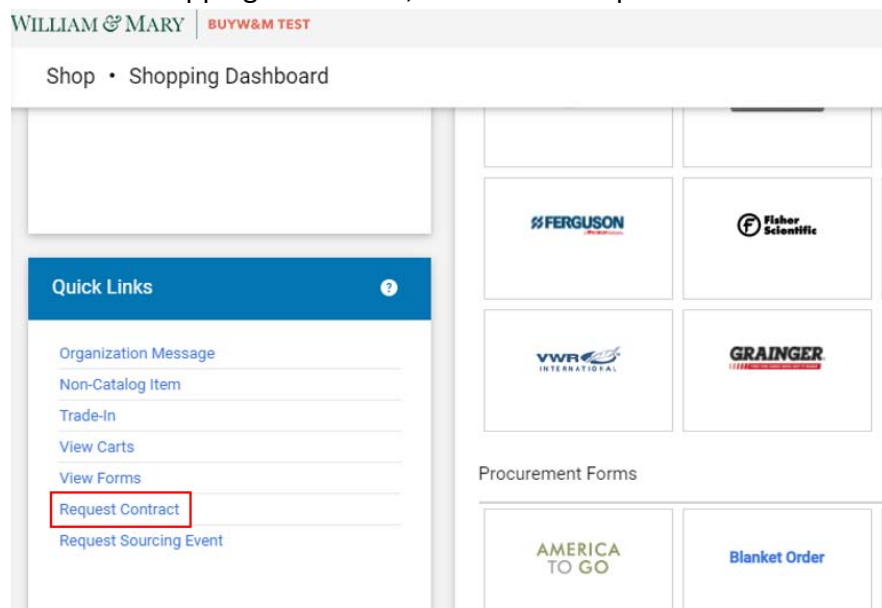
<https://www.youtube.com/watch?v=LtZCcHeBHSs&feature=youtu.be>

### Contents

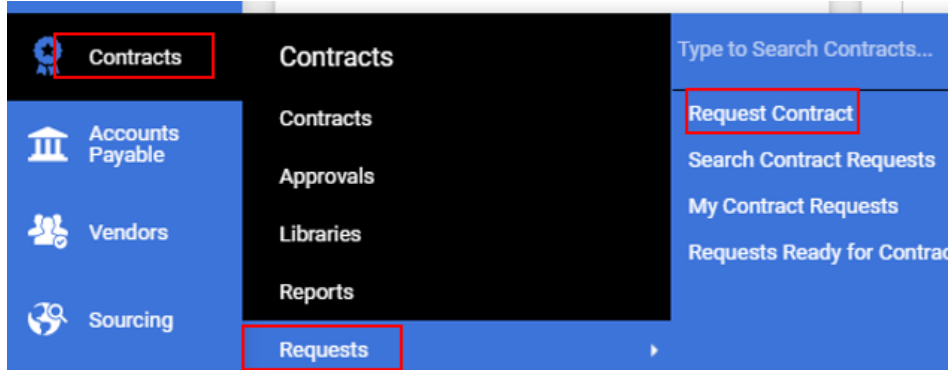
Contract Request Completion.....	1
Contract Request Tracking and Approvals.....	8
Contract Request Notifications.....	9
Contract Request Approval and Contract Creation – Procurement Action.....	13

### Contract Request Completion

1. From the Shopping Dashboard, locate the “Request Contract” link found under the “Quick Links” menu



- This same option can be found under Contracts -> Requests -> Request Contract



- From the pop up window, enter in the Contract Request Name (this will populate on the agreement form) and select “Speaker/Presenter/Performing Artist Agreement” from the template drop down then select Submit.

### Create Contract Request ✕

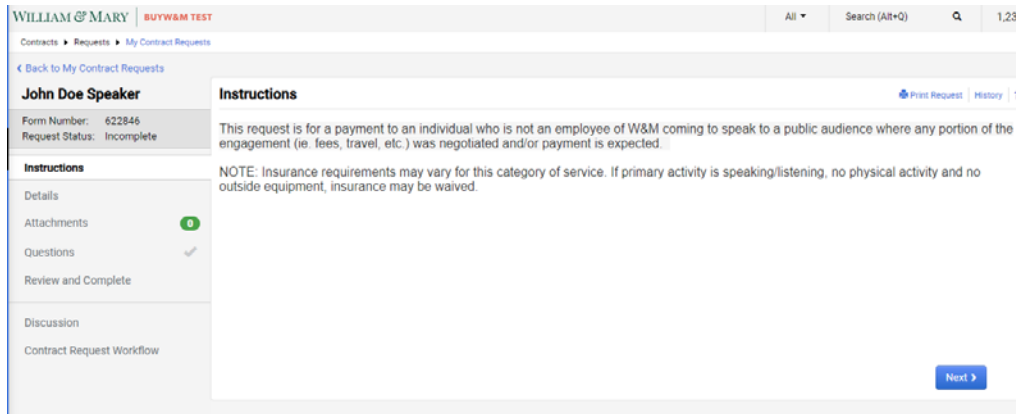
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Contract Request Name \*

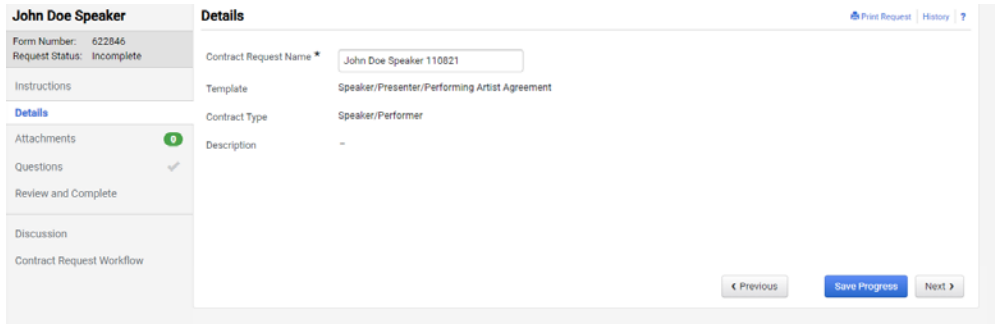
Select a Contract Request Template \*

\* Required

- The new request form will open on the “Instructions” screen. Once read, please select “Next” to continue.



- From the “Details” page, the end user will be given the option to revise the “Contract Request Name” if needed. Select “Next” to continue.

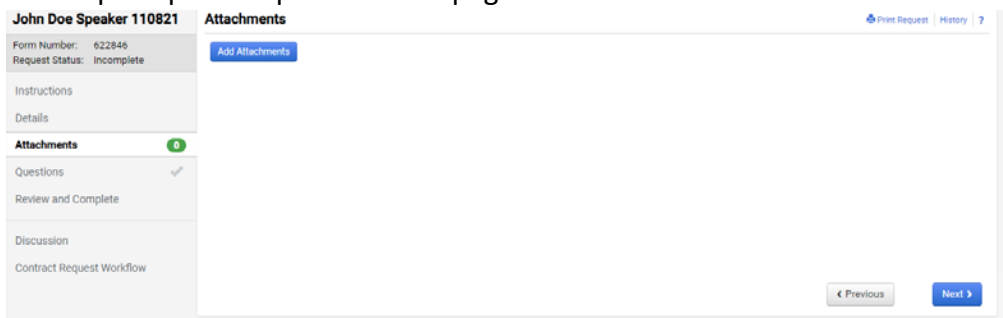


The screenshot shows the 'Details' page for a contract request titled 'John Doe Speaker'. The page includes a sidebar with navigation options: Instructions, Details (selected), Attachments (with a green circle containing '0'), Questions (with a checkmark), Review and Complete, Discussion, and Contract Request Workflow. The main content area shows the following details:

- Form Number: 622046
- Request Status: Incomplete
- Contract Request Name: John Doe Speaker 110821
- Template: Speaker/Presenter/Performing Artist Agreement
- Contract Type: Speaker/Performer
- Description: -

At the bottom right, there are three buttons: 'Previous', 'Save Progress', and 'Next'.

- Attachments are not required, but if there is an estimate, quote, or a document that is associated with this request please upload on this page. Select “Next” to continue.



The screenshot shows the 'Attachments' page for a contract request titled 'John Doe Speaker 110821'. The page includes a sidebar with navigation options: Instructions, Details, Attachments (selected with a green circle containing '0'), Questions (with a checkmark), Review and Complete, Discussion, and Contract Request Workflow. The main content area shows:

- Form Number: 622846
- Request Status: Incomplete
- An 'Add Attachments' button.

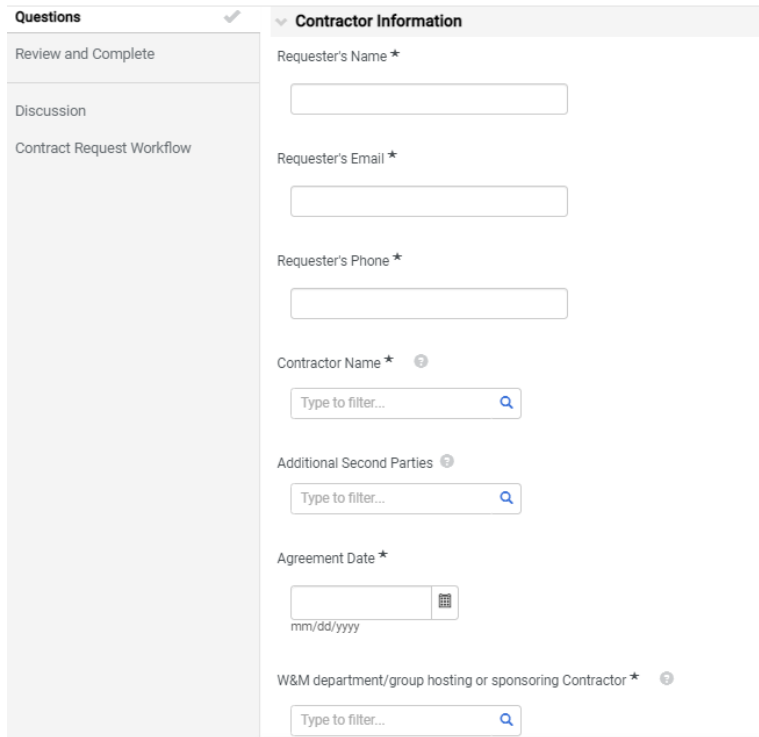
At the bottom right, there are two buttons: 'Previous' and 'Next'.

- The “Questions” page is broken out into multiple sections, which all correlate to the Speaker Agreement contract form.
  - Contractor Information
  - Engagement
  - Compensation
  - Contractor's Responsibilities
  - Additional Requirements

Each section will contain required fields which are indicated by an \* and some which can be left blank due to being optional or not applicable to the request.

- Contractor Information:
  - Requester’s Name (required) – the name of the person submitting the request
  - Requester’s Email (required) – email of requester
  - Requester’s Phone (required) – phone number of requester
  - Contractor Name (required) – speaker/presenter/performer associated with the request. Please note that the contractor must be approved and active in buyW&M prior to the request submittal. If not in buyW&M, please submit a vendor request to have this contractor added (reference user guide: [Vendor Request Guide](#))
  - Additional Second Parties (\*\*IGNORE\*\*) – this cannot be removed from the request as it is a system generated field that is tied to the “Contractor Name” field. **\*\*PLEASE IGNORE\*\***
  - Agreement Date (required) – the date on which the agreement is made

- W&M department/group hosting or sponsoring Contractor (required) – choose the department associated with this request. If the department is not listed, please contact a buyW&M Administrator to have the department loaded.



**8. Engagement:**

- Name and Address of Place of Engagement (required) – the name and address of the premises where the engagement will take place
- Start Date (required) – the date the engagement will begin
- End Date (required) – the date the engagement will conclude
- Auto-Renew (\*\*IGNORE\*\*) – this cannot be removed from the request as it is a system generated field that is tied to the two date fields. These could be potentially be used in the contracts module by the responsible Senior Sourcing Specialist for tracking purposes **\*\*PLEASE IGNORE\*\***
- Renewal Term (\*\*IGNORE\*\*) – this cannot be removed from the request as it is a system generated field that is tied to the two date fields. These could be potentially be used in the contracts module by the responsible Senior Sourcing Specialist for tracking purposes **\*\*PLEASE IGNORE\*\***
- Renewals Remaining (\*\*IGNORE\*\*) – this cannot be removed from the request as it is a system generated field that is tied to the two date fields. These could be potentially be used in the contracts module by the responsible Senior Sourcing Specialist for tracking purposes **\*\*PLEASE IGNORE\*\***
- Start and Finish Times of Engagement (optional) – if the engagement has agreed upon starting and ending times, please include in this field
- Summary of Engagement / Services Provided (required) – a description of the engagement / services

**Engagement**

Name and Address of Place of Engagement \*

2000 characters remaining

Start Date \* 

mm/dd/yyyy

Update Start Date Upon Execution 

End Date \* 

mm/dd/yyyy

Auto-Renew

Yes  No

Renewal Term

Renewals Remaining


 


Start and Finishing Times of Engagement

Summary of Engagement / Services Provided \* 

No Text Entered

9. Compensation:

- Total Compensation (required) – the sum of both the service fee and travel (if applicable)
- Compensation Options (required) – select the option that applies to this engagement. If there are questions or need more information please select the  to open the help text and link to the Travel Policy.

Compensation Options \* 

The University prefers the Contractor compensation to be inclusive of all services and travel. Travel expense payments for a business must be included in their total compensation. Only Individual Contractors may qualify to receive travel expenses as reimbursements. If rates are not inclusive of travel and travel is paid as a reimbursement then the fees may not exceed travel policy rates. <https://www.wm.edu/offices/financialoperations/travel/travelpolicy/index.php>

- Service Compensation (required) – the fee the contractor will be charging (minus travel) for the engagement
- Travel Compensation (required) – enter in the cost for travel if applicable for the engagement. If no travel is included or if included in the Service fee then enter in 0.00.

**Compensation**

Total Compensation (\$) \*

Compensation Options \*

i. Compensation stated above is all inclusive. This is W&M preferred method of payment.  
 ii. Contractor/Individual will be reimbursed through Chrome River  
 iii. W&M agrees to pay travel expenses on behalf of the contractor

Service Compensation (\$) \*

Travel Compensation (\$) \*

**10. Contractor's Responsibilities:**

- Contractor consists of the following individual(s) (required) – enter in the name(s) of all applicable contractors associated with the engagement.
- Contractor will provide the following equipment for the Engagement (optional) – list any equipment the contractor will provide if applicable
- W&M will provide the following equipment and technical needs for the Engagement (optional) – list any equipment W&M will provide if applicable

**Contractor's Responsibilities**

Contractor consists of the following individual(s) \*

2000 characters remaining

Contractor will provide the following equipment for the Engagement

2000 characters remaining

W&M will provide the following equipment and technical needs for the Engagement

2000 characters remaining

**11. Additional Requirements (select Yes or No):**

- Background Check? (required) – Select “Yes” if a background check is required for this engagement
- Insurance? (required) – If “Yes”, the Contractor must have valid insurance in effect at the time of the performance. W&M requires a certificate of insurance with minimum liability limits of \$1,000,000.00:
  - The University must be named as an additional insured and so endorsed on the policy.
  - Certificate must be issued in advance of the date of the event(s) and show specific event(s) and date(s).
  - The Certificate must indicate that, at a minimum, general liability coverage, workers compensation coverage, and employers liability coverage are carried.
- Parking? (required) - Vendors/Contractors requiring access to a parking space for more than an hour at a time are required to purchase parking credentials on a daily, monthly or annual basis. For current policies, exceptions and pricing go to:

[https://www.wm.edu/offices/auxiliary/parkingandtransportation/parking/other\\_permit\\_types/index.php](https://www.wm.edu/offices/auxiliary/parkingandtransportation/parking/other_permit_types/index.php)

**Additional Requirements**

Background Check? ★

Yes  No

Insurance? ★ ?

Yes  No

Parking? ★ ?

Yes  No

12. Select “Next” to continue to the “Review and Complete” section
13. Once all required fields have been completed and the end user feels all questions are answered correctly, select “Complete Request” to enter the request into the approval workflow.

**John Doe Speaker 110821** Print Request | History | ?

Form Number: 622846  
 Request Status: Incomplete

Instructions  
 Details  
 Attachments 0  
 Questions ✓

**Review and Complete**

Discussion  
 Contract Request Workflow

✓ Required fields complete

Section	Progress
Instructions	<span style="color: green;">✓</span> No Required fields
Details	<span style="color: green;">✓</span> No Required fields
Attachments	<span style="color: green;">✓</span> No Required fields
Questions	<span style="color: green;">✓</span> Required fields complete

★ Required

← Previous
Complete Request

- If there are required fields that have not been completed the system will not allow for the request to be completed. A warning error will show, the checkmark next to “Questions” will not be green, and the “Complete Request” button will not be selectable. Return to the “Questions” page and address any missing information then return to the “Review and Complete” page to submit.

WILLIAM & MARY | BUYW&M TEST All Search (Alt+Q)

Contracts > Requests > My Contract Requests

← Back to My Contract Requests

**John Doe Speaker 110821** Print Request | History | ?

Form Number: 622846  
 Request Status: Incomplete

Instructions  
 Details  
 Attachments 0  
 Questions ✗

**Review and Complete**

Discussion  
 Contract Request Workflow

⚠ All sections with required fields must be complete before you can complete your request

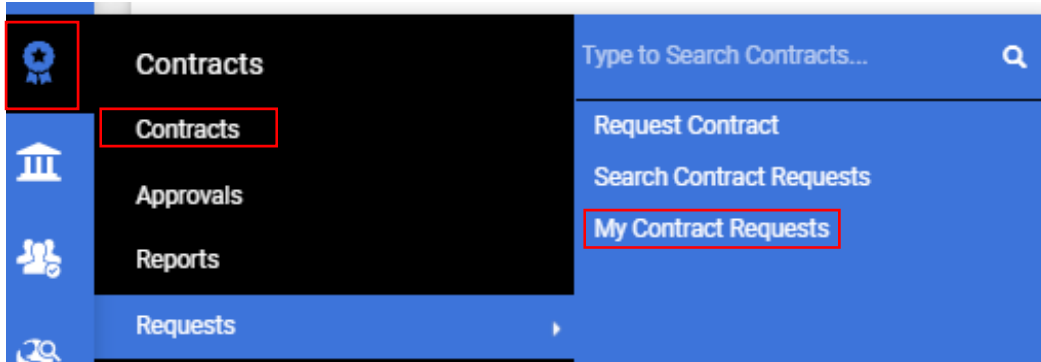
Section	Progress
Instructions	<span style="color: green;">✓</span> No Required fields
Details	<span style="color: green;">✓</span> No Required fields
Attachments	<span style="color: green;">✓</span> No Required fields
Questions	<span style="color: red;">✗</span> Incomplete

★ Required

← Previous
Complete Request

## Contract Request Tracking and Approvals

All contract requests are trackable by the end user to determine where in the approval process the request resides by navigating Contracts -> Requests -> My Contract Requests



A listing of all contract requests will show with their current status, workflow step and dates. To access a request to review, select the request name to open.

**My Contract Requests**

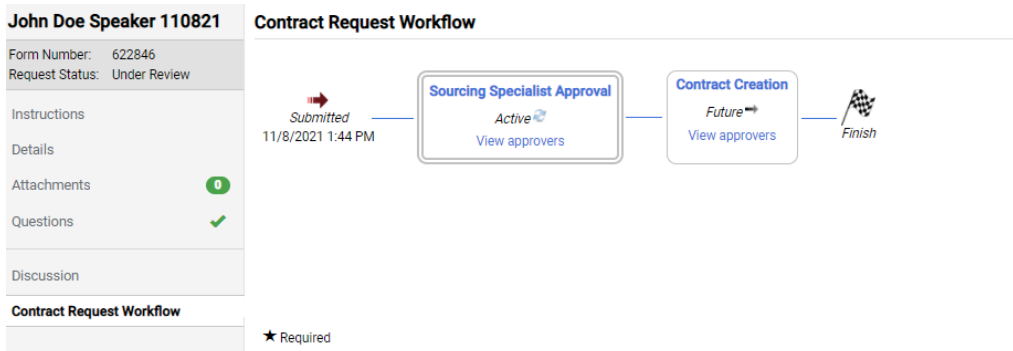
> Filter Contract Requests Create New Contract Request

1-7 of 7 Results 10 Per Page

Contract Request Name	Template	Requested By	Request Status	Workflow Step	Workflow Assignee	Status Last Updated	Created	Actions
ICA TEST 051421	Independent Contractor Agreement	John Dixon (TEST SHOPPER)	Completed	-	-	5/14/2021 2:31 PM	5/14/2021 2:04 PM	Actions
Myers Knife	Speaker/Presenter/Performing Artist Agreement	John Dixon (TEST SHOPPER)	Under Review	Sourcing Specialist Approval	-	11/5/2021 4:15 PM	11/5/2021 4:08 PM	Actions
Mike Myers Agreement	Speaker/Presenter/Performing Artist Agreement	John Dixon (TEST SHOPPER)	Incomplete	-	-	11/5/2021 4:44 PM	11/5/2021 4:44 PM	Actions
Vescent Photonics Sole Source	Sole Source	John Dixon (TEST SHOPPER)	Completed	-	-	9/9/2021 2:47 PM	9/9/2021 2:37 PM	Actions
Vescent Photonics Sole Source	Sole Source	John Dixon (TEST SHOPPER)	Completed	-	-	9/9/2021 3:08 PM	9/9/2021 2:59 PM	Actions
Vescent Photonics Sole Source TEST	Sole Source	John Dixon (TEST SHOPPER)	Under Review	Department Approval	-	9/9/2021 4:32 PM	9/9/2021 4:29 PM	Actions
John Doe Speaker 110821	Speaker/Presenter/Performing Artist Agreement	John Dixon (TEST SHOPPER)	Under Review	Sourcing Specialist Approval	-	11/8/2021 1:44 PM	11/8/2021 1:38 PM	Actions

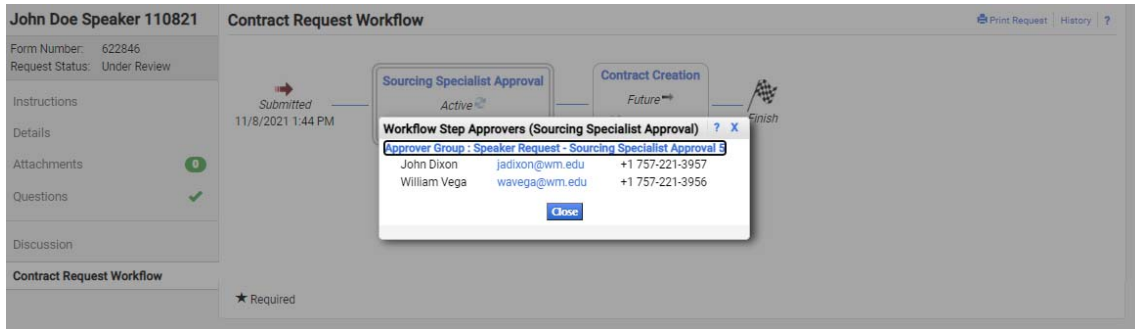
1-7 of 7 Results 10 Per Page

Once the request is open, select “Contract Request Workflow” from the left menu to view the request’s current workflow step.



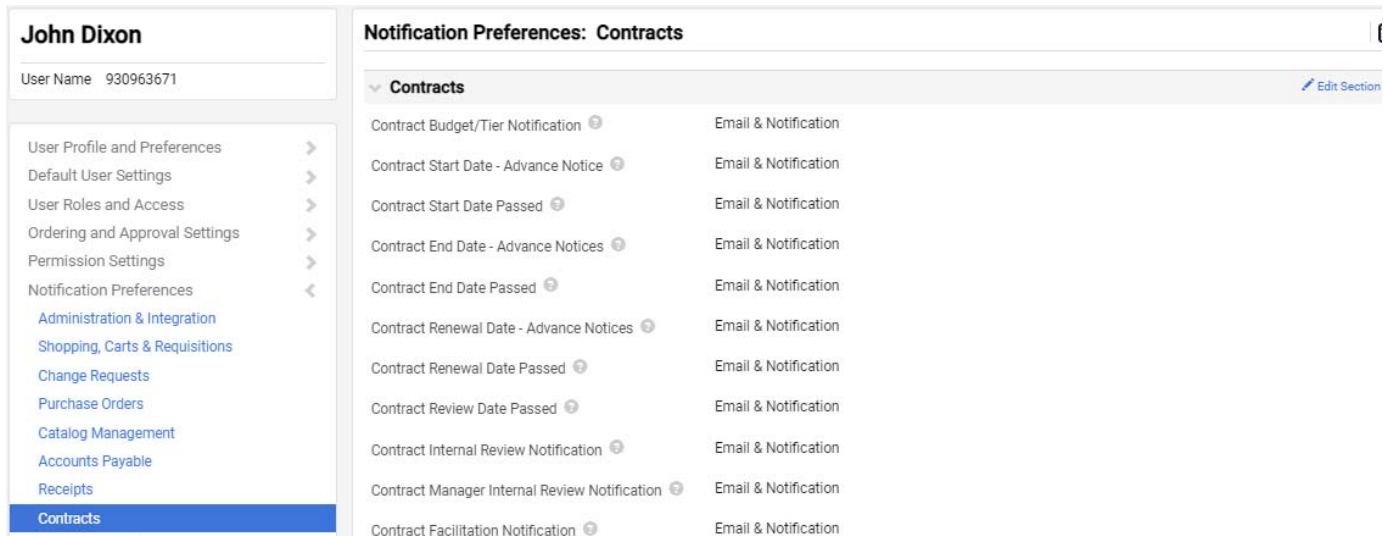
Select “View approvers” to see who is currently in the approval step for contact information





## Contract Request Notifications

The following email notifications will be received throughout the process. The end user can manage these notifications by going into their profile and selecting “Notification Preferences -> Contracts”. From here the various notifications can be edited to meet the end user’s needs.



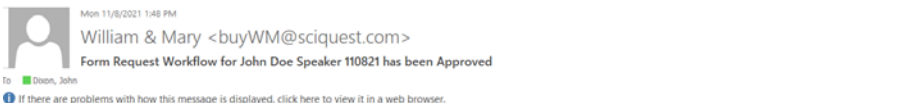
Notification Preferences: Contracts	
<b>Contracts</b> <a href="#">Edit Section</a>	
Contract Budget/Tier Notification	Email & Notification
Contract Start Date - Advance Notice	Email & Notification
Contract Start Date Passed	Email & Notification
Contract End Date - Advance Notices	Email & Notification
Contract End Date Passed	Email & Notification
Contract Renewal Date - Advance Notices	Email & Notification
Contract Renewal Date Passed	Email & Notification
Contract Review Date Passed	Email & Notification
Contract Internal Review Notification	Email & Notification
Contract Manager Internal Review Notification	Email & Notification
Contract Facilitation Notification	Email & Notification

To determine the type of notification focus on the subject line of the email:

- Request – Pending Approval: the request has been submitted into the workflow and has yet to be approved



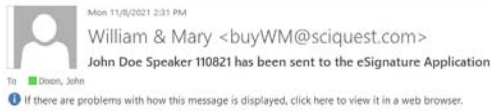
- Request – Approval: the request has been approved and moved to the next step in the approval workflow.



- Request – Completed: the request has completed the workflow and is currently in contract creation. This is where the agreement is generated by the responsible Sourcing Specialist.



- Contract – sent to to the eSignature Application: the agreement has been generated and has been sent to the contractor to be signed via DocuSign



Dear John Dixon,

This email is to inform you that the John Doe Speaker 110821 contract, WM-SPEAK-PROC-0078-2022, has been sent to an eSignature application. The contract is ready for placeholders and/or to be sent to the contract signers.

Use the link below to access the contract within the application as appropriate.

[View Contract](#)

and select Launch ESign from the Contract Actions menu.

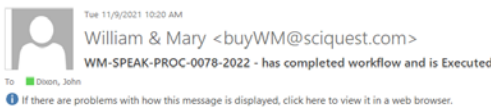
Thank You,

William & Mary

Support Team Contact Information:

[buyWM@wm.edu](mailto:buyWM@wm.edu)

- Contract - Competed and Executed – the agreement has been signed and now the contract is executed. This is the last step in the generation of the Speaker Agreement. From here the end user can locate the agreement via the steps below to upload to their invoice payment request.



Dear John Dixon (TEST SHOPPER),

Contract John Doe Speaker 110821 ,contract number WM-SPEAK-PROC-0078-2022 has completed contract approval Workflow and is now executed. Please use the link below to access the Contract as appropriate.

[View Contract](#)

Thank You,

William & Mary

Support Team Contact Information:

[buyWM@wm.edu](mailto:buyWM@wm.edu)

To view the contract and download the agreement, Click on the “View Contract” button in the email or from your notifications in buyW&M

WILLIAM & MARY BUYW&M TEST		All	Search (Alt+Q)	0.00 USD	131	Logout
<p>Notifications <a href="#">View All Notifications</a></p> <p>Type: <span>All</span></p> <p><b>Actions</b></p> <p><a href="#">Edit Notification Preferences</a></p> <p><a href="#">Clear Notifications</a></p>						
<b>Change Request workflow completed</b>	The workflow for Change Request 3395377 was completed and PO was merged	Change Request		11/9/2021 10:15 AM	✕	
<b>Your Change Request Has Been Submitted For Approval</b>	3395377 Associated PO Number: T0000816, Submitted By John Dixon	Change Request		11/9/2021 10:14 AM	✕	
<b>A Buyer Invoice Has Been Sent To Approval</b>	INV-0001218 - 1,083.91 USD, Submitted By John Dixon	Accounts Payable		11/9/2021 9:50 AM	✕	
<b>An Invoice Requires A Receipt</b>	INV-0001218 - 1,083.91 USD, Vendor name - Life Technologies Corporation	Accounts Payable		11/9/2021 9:50 AM	✕	
<b>Contract Pending E-Signature Setup</b>	Contract#: WM-SPEAK-FRDC-0078-2022(John Doe Speaker 110821) - Pending ESignature Setup	Contract - Approval Workflow		11/9/2021 8:19 AM	✕	
<b>Contract Pending Workflow Approval</b>	Contract#: WM-CA-FM-0067-2021(Kathy Test IC 061421) - Pending Workflow Approval	Contract - Approval Workflow		11/9/2021 8:16 AM	✕	
<b>Contract Start Date Has Passed</b>	WM-SPEAK-FRDC-0078-2022(John Doe Speaker 110821) - Myers Knife Co.	Contracts		11/8/2021 2:31 PM	✕	
<b>Contract Approval Workflow Completed</b>	WM-SPEAK-FRDC-0078-2022(John Doe Speaker 110821) - Approval Workflow Completed	Contract - Approval Workflow		11/8/2021 2:31 PM	✕	
<b>Contract Pending Workflow Approval</b>	Contract#: WM-SPEAK-FRDC-0078-2022(John Doe Speaker 110821) - Pending Workflow Approval	Contract - Approval Workflow		11/8/2021 2:30 PM	✕	

From the summary screen, select "Attachments"

Open Main Document Create Invoice

Header		Dates And Renewal	
Contract Name *	John Doe Speaker 110821	Start Date	11/8/2021 12:00 AM EST
Contract Type	Speaker/Performer	Renewal Date	11/17/2021 11:59 PM EST
Work Group *	Procurement Services	Auto-Renew	✕
First Party *	William & Mary	<b>Contract Managers</b>	
Second Party *	Myers Knife Co.	John Dixon	jadixon@wm.edu +1 757-221-3957
Summary	asfsaf		

Header Questions

Speaker Questions

**Attachments**

eProcurement, Budget, and Spend

Applies To

\* Required [Go to Contract](#) Close

Select "Full Contract PDF" to download the signed Speaker Agreement to attach to the **direct payment request** submittal.

**Attachments**

Contract was sent for approval on 11/8/2021.

[Full Contract PDF](#) (1,304 KB)

Print Order	Attachment	Print with Full Contract	Version	Size	Date Uploaded
1	Main Document	✓	1	49 KB	11/8/2021 1:50:45 PM

  
**WILLIAM & MARY**

SPEAKER / PRESENTER / PERFORMING ARTIST / CONTRACTOR AGREEMENT  
Between  
**WILLIAM & MARY**  
And  
Myers Knife Co.  
Contractor herein

THIS AGREEMENT made this 8 day of April, 2021, by and between William & Mary, hereinafter referred to as "W&M" and Myers Knife Co., Contractor address: 8 Street Lane, 1-C Myers Knife Co. LLC City/Town: Myers Knife Co. U.S. State/Province: Myers Knife Co. U.S. Postal Code: Myers Knife Co. U.S. hereinafter the "Speaker", or "Presenter", or "Performing Artist", will be referenced as "Contractor".

**W&M department/group hosting or sponsoring Contractor: Procurement Services**

W&M hereby engages Contractor for the purpose of speaking to members of W&M community as hereinafter described (the "Engagement"), upon all the terms and conditions herein set, intending to be legally bound, the parties to this Agreement agree as follows:

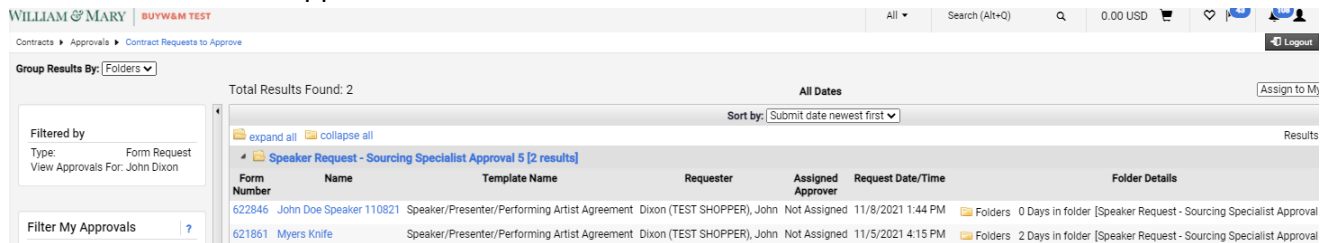
**1. ENGAGEMENT**  
Name and Address of Place of Engagement: 4000 (the "Venue")  
Date(s) of Engagement: 11/8/2021 12:00 AM to 11/17/2021 11:59 PM  
Starting and Finishing Times of the Engagement: 12:00 and Expiration Terms of Engagement: 8  
Description of Engagement / Services Provided: artist

**2. COMPENSATION**  
W&M agrees to pay the sum of (1,000.00) as full compensation for any and all services provided by Contractor under the terms of this Agreement.  
a) No payments can be processed unless a completed tax form (CDW Substitute W-8 or W-9) is on file with W&M, which allows the vendor record to be created. W&M department will work with Contractor to comply with this requirement.  
b) The University prefers the Contractor compensation to be inclusive of all services and travel. Travel expense payments for a business must be included in their total compensation. Only individual Contractors may qualify to receive travel expenses as reimbursements. If rates are not inclusive of travel and travel is paid as a reimbursement then the fees may not exceed travel

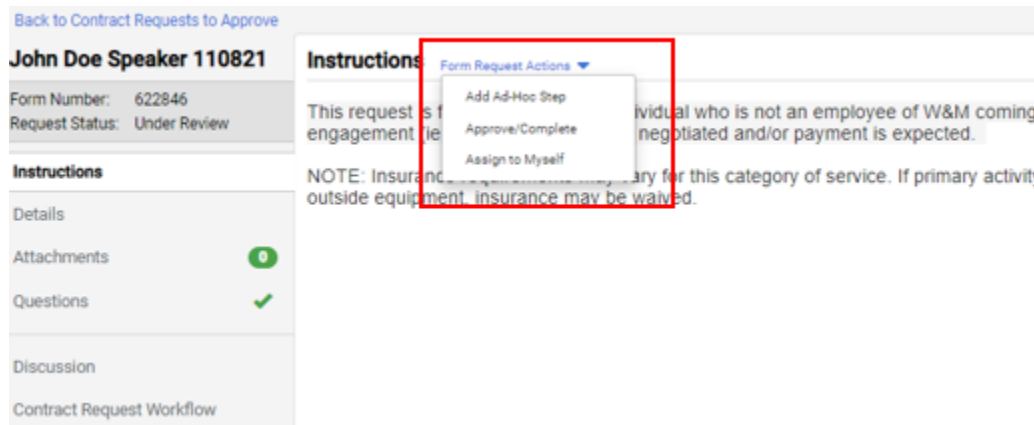
## Contract Request Approval and Contract Creation – Procurement Action

These steps will be accomplished by the Senior Sourcing Specialist who is assigned to the requester’s department. Complete the steps below to approve the contract request, create the Speaker Agreement and submit for signature.

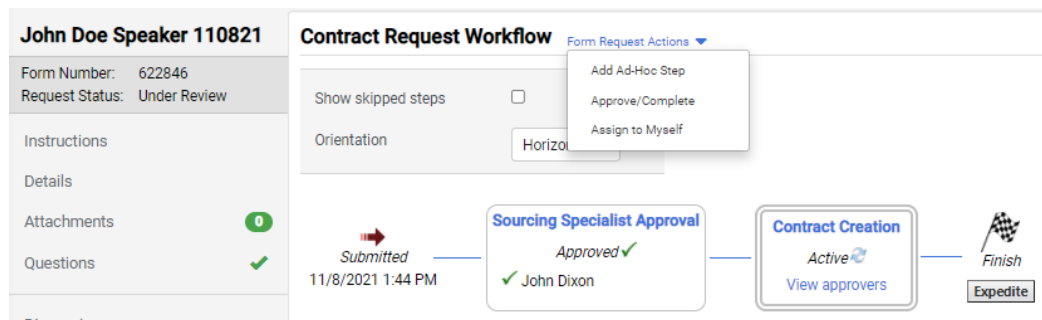
1. Once the Request has been submitted, the department’s associated Sourcing Specialist will receive an action notification to approve.



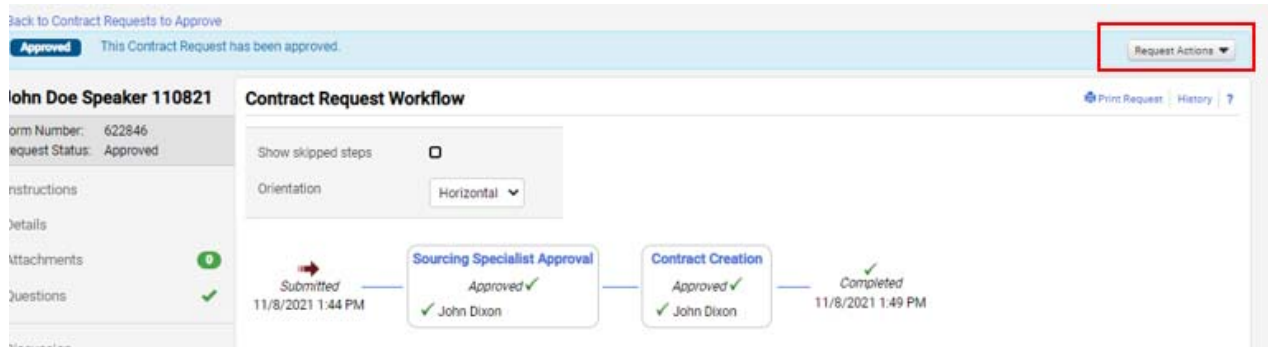
2. After assigning the approval, open the request for review and approval. Select the “Approve/Complete” action from the “From Request Actions” drop down



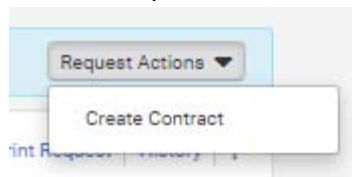
3. The Request will then flow to “Contract Creation”. This step is where the Sourcing Specialist will approve and generate the Speaker Agreement in the Contracts module. Approve via the same steps above.



- Once approved, the “Request Actions” button will appear to allow for contract creation



- Select “Request Actions” then “Create Contract”



- The “Create Contract” pop up window will appear. Complete the required (\*) fields and select “Speaker/PresenterPerforming Artist/Contractor Agreement” from the “Main Document Template” dropdown. Select “Create Contract”.

*It has been agreed on that the “Contract Name” should mirror what is listed as the Contract Request title.*

### Create Contract

**About the Contract** (Step 1 of 1) ?

Contract Name \*   
 ✖ Contract Name: Required field cannot be empty.

Contract Type \*

Use Contract Template  Yes  No

Contract Template \*

Work Group \*

Main Document Template

\* Required **Create Contract**

- From the Draft contract page, complete the “Final End Date” to reflect what is in the “Renewal Date” field

**Contract Header**

Contract Number: WM-SPEAK-PROC-0078-2022  
 Contract Name: John Doe Speaker 110821  
 Contract Type: Speaker/Performer  
 Work Group: Procurement Services William & Mary  
 Value: 0.00

**Dates and Renewal**

Time Zone: EDT/EST - Eastern Standard Time (US/Eas)  
 Start Date: 11/16/2021 12:00 AM  
 Renewal Date: 11/17/2021 11:59 PM  
 Renewal Term: [Dropdown]  
 Auto-Renew: Yes

### Header Questions

Final End Date

- Select “Attachments” from the side menu and download the agreement to ensure all the fields are populated correctly. If any changes are made be sure to check out and check in the document to apply the edits.

**Attachments**

Print Order	Attachment	Print with Full Contract	Version	Size	Date Uploaded	Actions
1	Main Document Contractor Agreement (version 1).docx	✓	1	49 KB	11/8/2021 1:50:45 PM	Actions

**WILLIAM & MARY**  
 CHARTERED 1693

**SPEAKER / PRESENTER / PERFORMING ARTIST / CONTRACTOR AGREEMENT**  
 Between  
**WILLIAM & MARY**  
 And  
 Myers Knife Co.  
 (Contractor Name)

THIS AGREEMENT made this 8 day of April, 2021, by and between **William & Mary**, hereinafter referred to as "W&M" and Myers Knife Co., Contractor address:  Street Line 1 (\* Myers Knife Co.)  City/Town (\* Myers Knife Co.)  State/Province (\* Myers Knife Co.)  Postal Code (\* Myers Knife Co.) , hereinafter the "Speaker", or "Presenter", or "Performing Artist", will be referenced as "Contractor".

**W&M department/group hosting or sponsoring Contractor:** Procurement Services

W&M hereby engages Contractor for the purpose of speaking to members of W&M community as hereinafter described (the "Engagement"), upon all the terms and conditions herein set. Intending to be legally bound, the parties to this Agreement agree as follows:

**1. ENGAGEMENT**  
 Name and Address of Place of Engagement:  (the "Premises")  
 Date(s) of Engagement: 11/16/2021 12:00 AM to 11/17/2021 11:59 PM  
 Starting and Finishing Times of the Engagement:    
 Description of Engagement / Services Provided:

**2. COMPENSATION**  
 W&M agrees to pay the sum of (1,500.00) as full compensation for any and all services provided by Contractor under the terms of this Agreement.

a) **No payments can be processed unless a completed tax form (COV Substitute W-9 or W-8) is on file with W&M, which allows the vendor record to be created. W&M department will work with Contractor to comply with this requirement.**

b) **The University reserves the right to terminate this agreement at any time without notice.**

**Contract Authoring for W&M**

**WM-SPEAK-PI**  
**2022**  
 Renewal: 0 Amendment: 0  
 Attachment Name:  Mail

Contract checked out to  since 11/8/2021 at 1:50 PM.

Placeholders Approved

Inserted Placeholders

- > Contract
- > First Party
- > Second Party
- > Renewal
- > Approvers
- > Budget
- > Contract Value
- > Header Questions
- > Speaker Questions

Check In Discard Check Out

9. Select "eSignature" from the side menu to set up the signature process

**Attachments** 1

Obligations 0

[Review Rounds](#) 0

**eSignature** 0

Submit for Approval

10. Select "Add Signer"

**eSignature**

Set up your eSignature signers below. You can launch the eSignature application or

**Settings**

Placement of Signature Automatic - Placed by eSignature Application  
 Block Fields

SMS Authentication No  
 Required

**Signers**

[Add Signer](#)



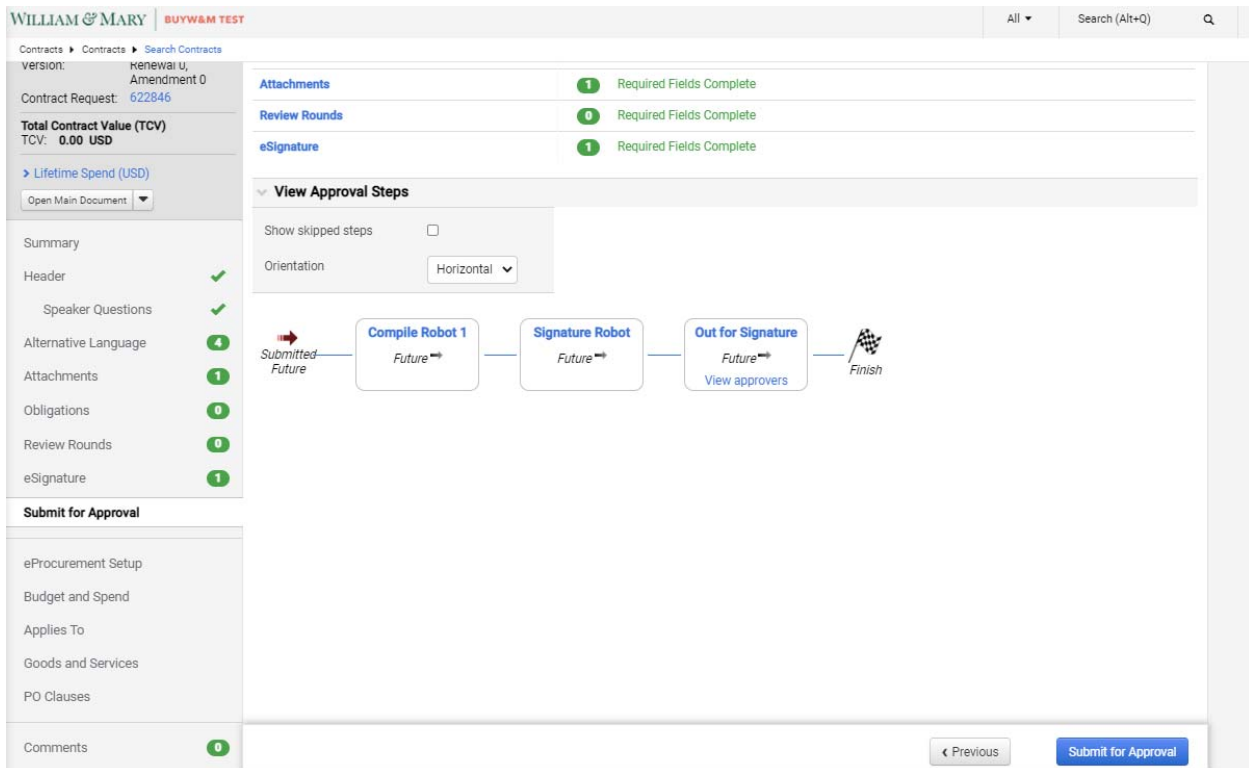
11. Select the contractors name from the “Contract Party” drop down then select the “Primary Remittance” contact from the drop down. Once all are applied, select “Save Changes”

### Add Signer ✕

Contract Party	<input type="text" value="Myers Knife Co."/>
Choose a Contact *	<input type="text" value="corporate (Primary Remittance)"/>
Full Name *	Mike Myers
Email *	<a href="mailto:jdixonjagtest+myers@gmail.com">jdixonjagtest+myers@gmail.com</a>
Mobile Phone Number	-
Title	-

\* Required

12. Lastly, select “Submit for Approval” from the side menu and select “Submit for Approval” button



The screenshot shows the William & Mary BUYW&M TEST interface. The top navigation bar includes the logo and a search bar. The main content area is divided into a left sidebar and a main panel. The sidebar contains a list of menu items with status indicators: Summary, Header (green checkmark), Speaker Questions (green checkmark), Alternative Language (4), Attachments (1), Obligations (0), Review Rounds (0), eSignature (1), Submit for Approval, eProcurement Setup, Budget and Spend, Applies To, Goods and Services, PO Clauses, and Comments (0). The main panel displays the approval process flow, including sections for Attachments (1 Required Fields Complete), Review Rounds (0 Required Fields Complete), and eSignature (1 Required Fields Complete). The "View Approval Steps" section shows a flowchart with steps: Submitted (Future), Compile Robot 1 (Future), Signature Robot (Future), Out for Signature (Future), and Finish. A "Submit for Approval" button is visible at the bottom right of the main panel.

### 13. After the contractor signs, the contract status will change to “Executed”

**Executed: Future** This contract will be in effect on the start date of 11/16/2021 at 12:00 AM EST. Contract Actions

**WM-SPEAK-PROC-0078-2...**  
John Doe Speaker 110821

Type: Speaker/Performer  
2nd Party: Myers Knife Co.  
Dates: 11/16/2021 - 11/17/2021  
Version: Renewal 0, Amendment 0  
Contract Request: 622846

**Total Contract Value (TCV)**  
TCV: 0.00 USD

[Lifetime Spend \(USD\)](#)

[View Contract](#)

Summary

**Header** ✓

- Speaker Questions ✓
- Alternative Language 4
- Attachments 2
- Obligations 0
- Review Rounds 0
- eSignature 1
- Approvals

eProcurement Setup

**Contract Header** View XML History ?

Contract Number *	WM-SPEAK-PROC-0078-2022	Parent Contract	-
Contract Name *	John Doe Speaker 110821	Use eSignature for this contract? *	Yes
Contract Type *	Speaker/Performer	Show on Vendor Portal ⓘ	Inherit From General Contract Settings -- Current Setting: No
Work Group *	Procurement Services	Value	0.00
Summary	asfdsaf		

**Contract Parties**

Name	Currently Visible	Type	Contact	Contract Address
William & Mary		First Party (Primary)	-	-
Myers Knife Co. ⓘ	✗	Second Party (Primary) ⓘ	-	-

**Dates and Renewal**

Time Zone *	EDT/EST - Eastern Standard Time (US/Eastern)	Renewals Remaining	-
Start Date *	11/16/2021 12:00:00 AM ✗ Update Start Date Upon Execution ⓘ	Automatically Apply Price File with Renewal	No
Renewal Date *	11/17/2021 11:59:59 PM	Renewal Term	-
Review Date	-	Auto-Renew	No
Review Term	-		

★ Required Previous Next