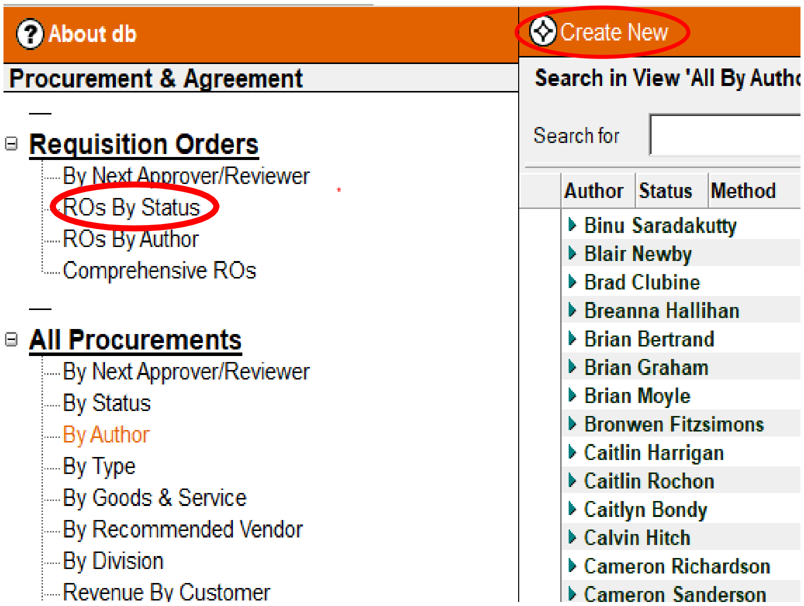
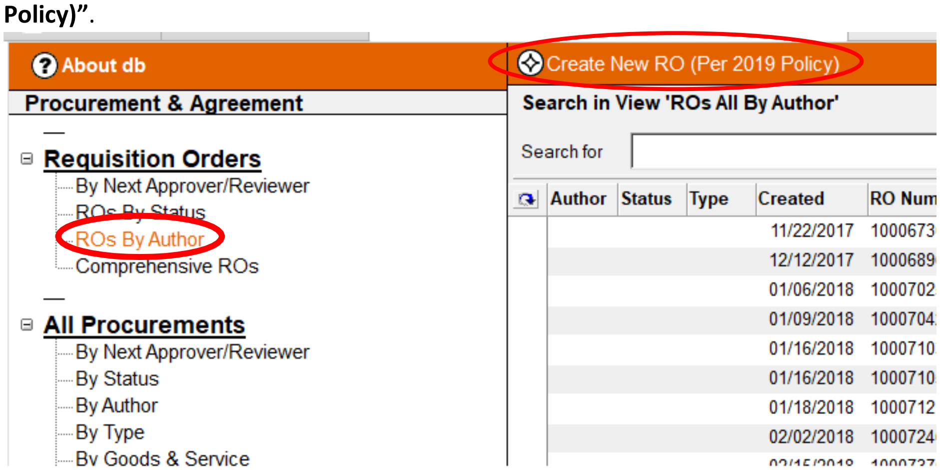
## Database Steps - Agreement Only Expense

### 1. CREATING THE REQUISITION ORDER (RO)

- Navigate to the Procurement & Agreement Database in Lotus Notes.
- Select **"Create New RO (per 2019 Policy)"**;

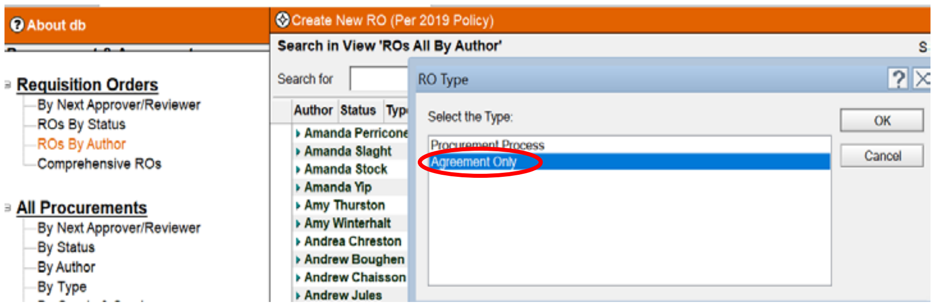


- Alternatively, you can select **"ROs by Author"** and then select the **"Create New RO (per 2019 Policy)"**.

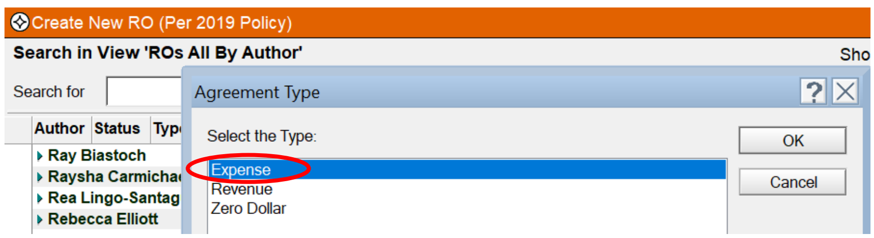


## 2. FILLING IN THE RO

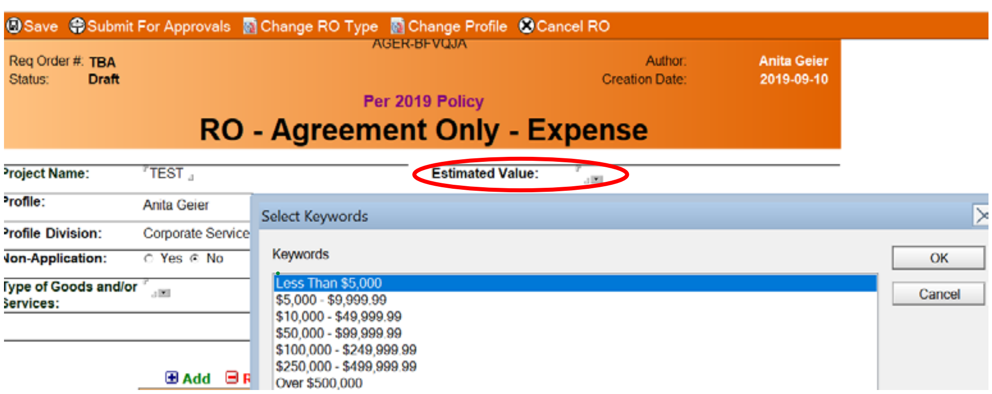
- Select **"Agreement Only"**




- **"Agreement Type"** select **"Expense";**

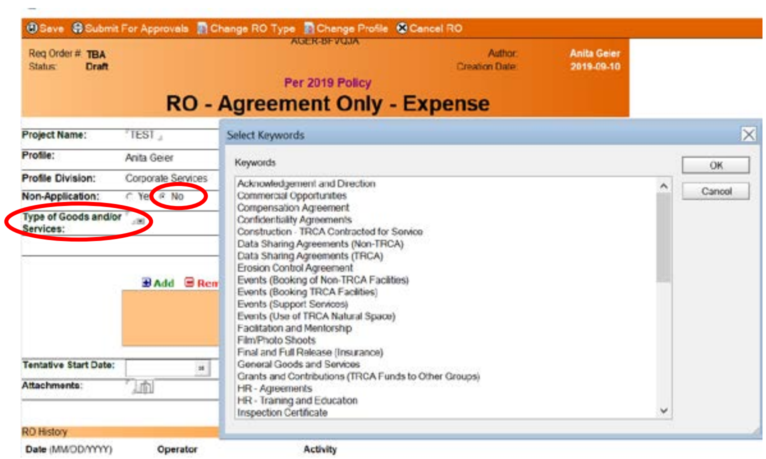



- Select **"Estimated Value"** choose the appropriate value (note: this is an estimate and the actual value will have to be added later in the Agreement Signature Tab );

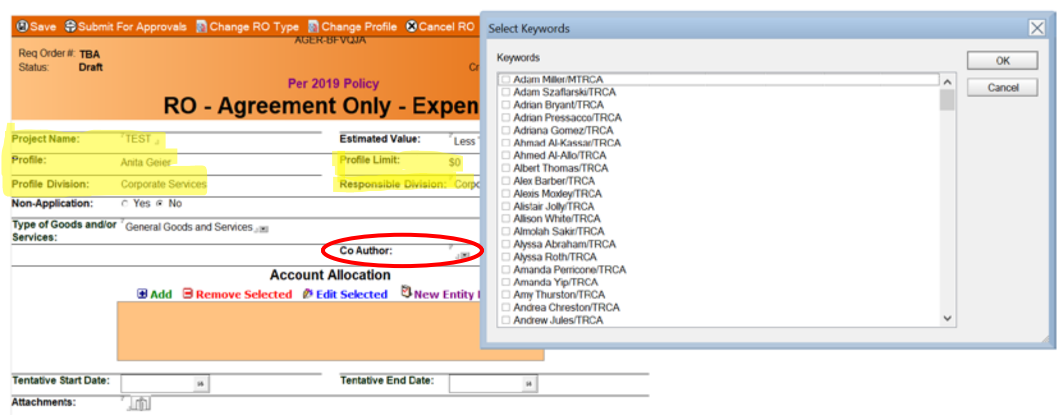



- **"Non- Application"** select **"No"**;
- If **"Yes"** refer to Schedule A Non-Application on the Procurement Hub or contact Procurement Services;

- **"Type of Goods & Services"** select the appropriate one;

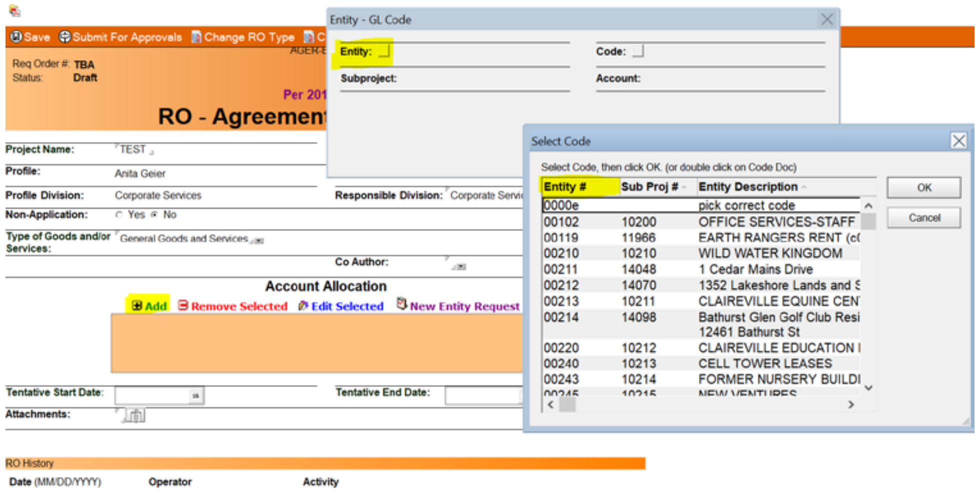



- Enter the non- populated fields;
- **"Attachments"** are not mandatory, do not attach invoices or quotes in this field;
- **"Co-Author"** can only be another authorized buyer; it is not mandatory to select one;
- Enter the tentative start and end dates. Remember these are tentative the actual start and end dates can be enter in the Agreement Signature step.

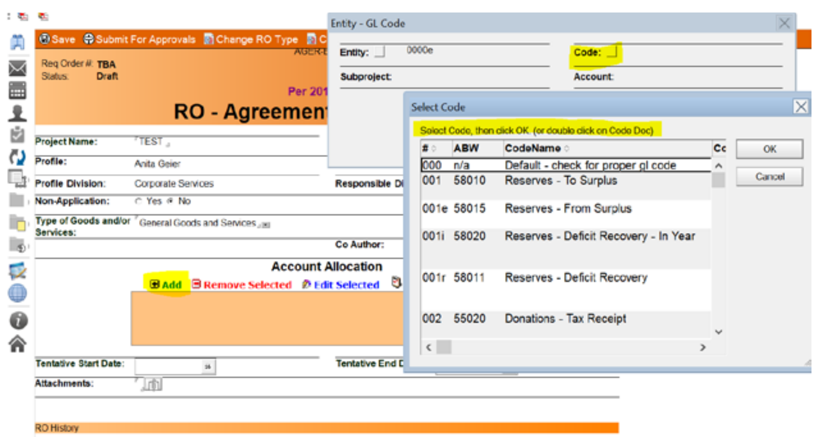


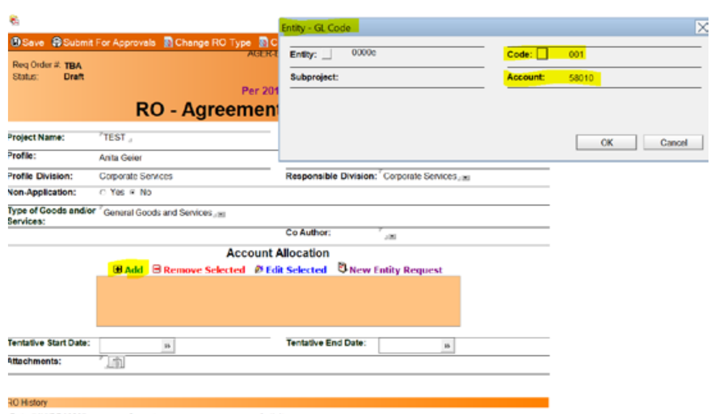
## Database Steps - Agreement Only Expense

- **"Account Allocation"**
  - Select **"Add";**
  - Select **"Entity";**
  - Select the **"Entity #".**



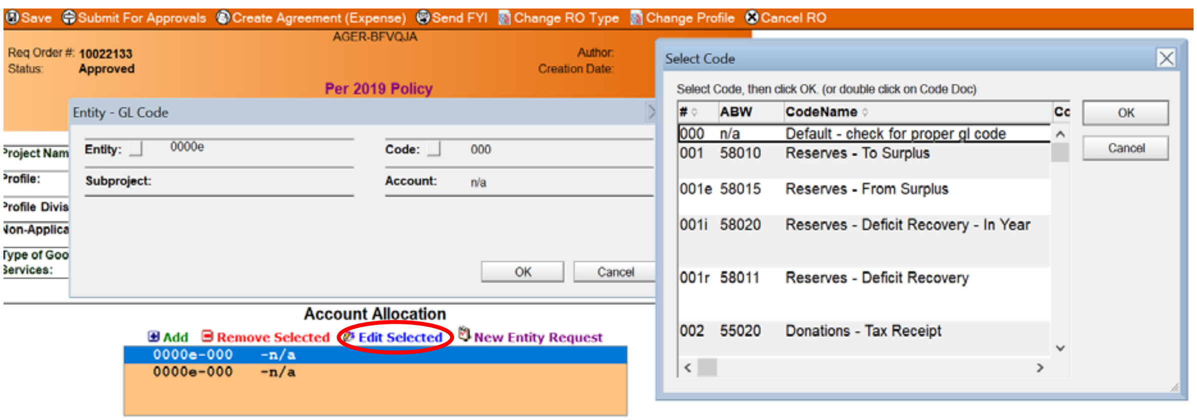
  - Select **"Code"** and then the **"Account Field"** will auto populate;



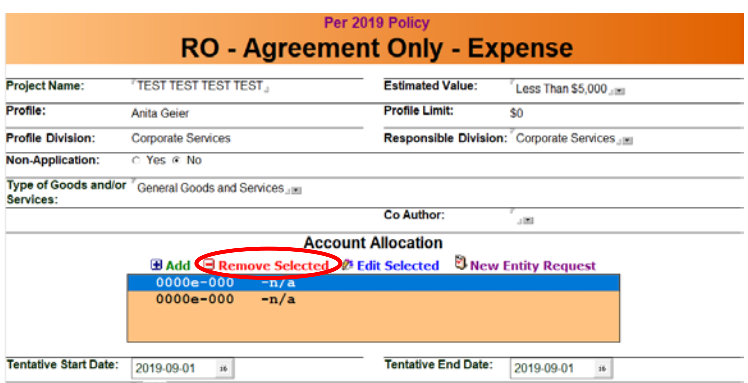


- If a new entity is required select **"New Entity Request"** the table below will appear, fill in the information;


- Selecting **"Edit Selected"** will allow you to edit the Entity – GL Code;



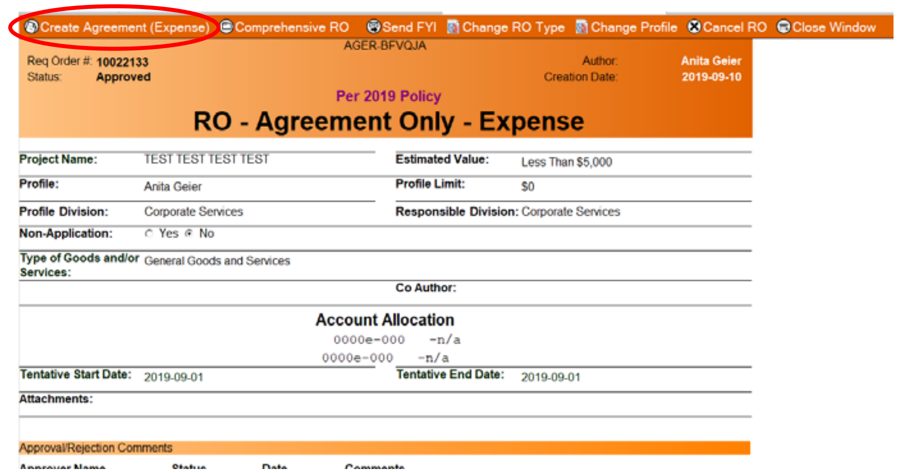

- Selecting **"Remove Selected"** will delete the Entity – GL Code;

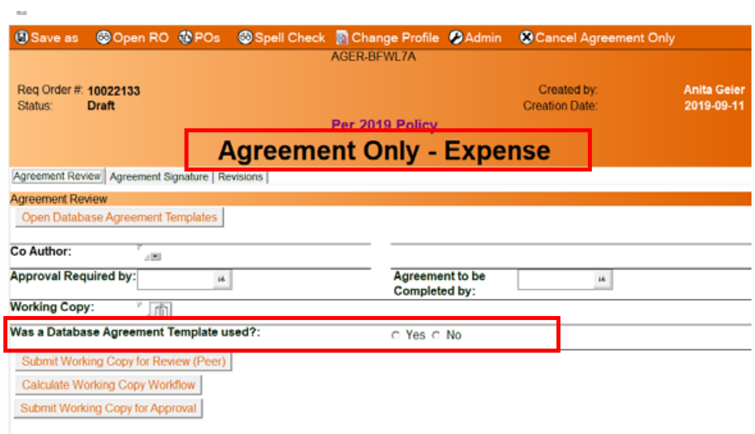



- Once all fields are entered select **"Save"** and then **"Submit for Approvals";**
- Once approved an email notification will be sent and then the Agreement Only – Expense can be created.

## 3. CREATING THE AGREEMENT ONLY – EXPENSE

- Open the RO, select **"Create Agreement (Expense)"** and then the **"Agreement Only – Expense"** screen will be displayed;




- Fill in the non-populated fields;
- "**Was a Database Agreement Template Used**" select **"Yes"** if you are planning to use a TRCA template then:
  - **"Open Database Agreement Templates"**;
  - Select an agreement template;
  - Make the necessary adjustments to the template;
  - Attach the agreement to the **"Working Copy"** field;
  - **"Submit Working Copy for Review (Peer)";**
  - Once reviewed select **"Submit Working Copy for Approval";**
  - Once approved the agreement can be sent to the vendor for signature.
- "**Was a Database Agreement Template used**" select **"No"** if you are planning to use a vendor's agreement then:
  - Attach the agreement to the **"Working Copy"**;
  - **"Submit Working Copy for Review" (Peer);**
  - Once peer reviewed select **"Submit Working Copy for Approval";**
  - As **"No"** was selected legal services will have to approval the Agreement;
  - Once approved e-mail the agreement to the vendor for signature.

### 4. Agreement Signature

- When the signed agreement is received from the vendor navigate to the **“Agreement Signature”** Tab;
- Enter the **“Actual Start, End Date, Actual Agreement Value”;**
- Attach the vendor signed agreement to **“Executed Agreement Copy”**;
- **“Has the Previous Working Copy Agreement been Altered”** select **“Yes”** if the vendor suggested changes, legal services will have to review the changes;
- **“Has the Previous Working Copy Agreement been Altered”** select **“No”** if the vendor has not suggested changes;
- If required **“Attach a Certificate of Insurance”** and fill in **“Insurance Expiry Date”**;
- If a COI is not required select “**Certificate of Insurance Not Required**” and a field will pop-up where you will have to provide a brief explanation why;
- Submit the agreement for TRCA signature;
- When the agreement is signed by both parties, send a copy to Vendor for their records and select save as **“Active Agreement”.** A PO can now be created.