

ESM Contracts Frequently Asked Questions

1. Q: What “Contract Type” do I use?

A: Contract Type will depend on the kind of contract you are submitting for review:

- **Academic Standard Agreement** – This is used for standard agreements (agreements already pre-approved by General Counsel) for academic departments (Arts & Sciences, College of Human Development, Culture and Media, School of Diplomacy, School of Business, Law School). *Note:* Health and Medical Sciences and the College of Nursing have their own contract types that are to be used only by these departments respectively.
- **Facilities Standard Agreement** – This is to be used by the Department of Facilities and Engineering only.
- **Non-Standard Agreement** – This is used for any agreement being uploaded that does not originate from inside the University. If it comes from a vendor/external party, it needs to be reviewed as a Non-Standard, regardless of department.
- **Standard Non-Academic Agreement** - This is used for standard agreements (agreements already pre-approved by General Counsel) for non-academic departments (Administration, Advancement, Athletics, Enrollment, Finance, Human Resources, Information Technology, Student Services).

2. Q: The standard agreement has already been signed by the vendor. Do I still use ESM Contracts?

A: Yes. Complete the Contract Details screen selecting the appropriate Standard Contract Type, upload the signed agreement, and submit. Once approved, it will be forwarded to the appropriate Seton Hall signatory.

3. Q: Does General Counsel use ESM to review non-standard agreements?

A: Yes. However, General Counsel will perform all edits, revisions, and communications outside of the platform. A final reviewed and approved agreement will be uploaded and forwarded to the appropriate Seton Hall signatory.

4. Q: Will I be able to track the review process in ESM?

A: Yes. On the Approvals tab of an agreement, users are able to view what departments have approved the agreement as well as what department is currently reviewing the agreement.

5. Q: Will I be notified that there is a contract for me to approve?

A: Yes. When contracts are submitted by the initiator, the routing process will begin, and an email will be sent to the appropriate party that needs to review. Approvers, also have the ability to add notes to their approval screen that other Approvers will be able to see.

6. Q: Are changes able to be made once the contract has been submitted for approval?

A: Yes. The initiator can upload documents to the contract file after it has been submitted. However, changes to the 'Contract Details' tab will need to be made by Business Affairs. Users can contact Business Affairs with changes that need to be made.

7. Q: Will I be notified when the contract is complete?

A: Yes. Once the final approval is complete, an email notification will be sent. Standard agreements that require the Provost's signature will be uploaded to the 'Documents' tab in the contract file. Non-Standard agreements that require VP of Finance signature will be emailed back to the initiator and uploaded to ESM in the 'Documents' tab. Please upload fully executed agreements once received back from the vendor.

8. Q: Can I upload old contracts that were already signed?

A: Yes. You can upload older agreements for record keeping purposes. In this case, you would change the status of the contract to "signed" since it was already approved outside of the system.

9. Q: Does the ESM Contract system automatically create a Purchase Order?

A: No. Once the contract is fully executed, a Purchase Order Request must be submitted to Accounts Payable at purchasing@shu.edu.

10. Q: Are there additional approvals necessary for agreements that have high monetary values?

A: Yes. Agreements that have a total value of over \$250,000 will need to be approved by the President of the University. Agreements with a total value over \$500,000 will require Board approval. Users can contact the Office of Business Affairs for the appropriate Presidential or Board Contract Approval Form (CAF).

11. Q: Who do I contact if I need assistance with, or access to ESM?

A: Please contact Peter Trunk or Jaquonda Hutchins of the Office of Business Affairs.