CONTRACT MANAGEMENT MODULE (ATLAS)
Benefits

- Benefits of the Contract Management Module
- Adding a new contract
- Adding/updating contract details
- Printing the contract
- Link PO to a contract
- Vendor Performance Evaluation
- Annex I: Sample notification emails
Contracts (Contract for Good and/or services, Individual Contractors and LTAs) will be generated from ATLAS and integrated with the Purchase Orders (POs) and requisitions.

Ability to monitor deliverables/milestone and payments against each contract.

Ability to receive alerts on due dates, payments and contract expiry dates.

Online recording of Vendors' Performance Evaluation which can be assessed by all BUs and utilised subsequent engagements by other units.

POs can be linked to Global LTAs and Performance evaluation can be raised for each transaction at the CO level, if required.

All the transactions including payments, relating to each contract can be accessed in one location under the Document Status.
1) Navigate to purchasing
2) Procurement contracts
3) UNDP contracts
4) Add/update contracts
5) From the dropdown-list, select which type of UNDP Contract to Add.

You can keep “NEXT” to accept a system generated number or you can replace “NEXT” with a value that will be useful for your unit.

We recommend the following format:

**UNDP/Business Unit or Bureau/Department/Procurement Method/Year/Seq. No**

e.g. **UNDP/BMS/PSU/RFP/2018/001**
Case 1: UNDP procurement contract
Case 2: IC contract
Case 3: LTA
6) Complete the information from the data entry screen. Information may differ for each type of contract.
7) Add comments. Upload supporting documents
## Adding/Updating Contract Details

**Contract Entry**

**Contract Activities**

<table>
<thead>
<tr>
<th>SetID: UNDP1</th>
<th>Contract ID: NEXT</th>
</tr>
</thead>
</table>

### Amount Summary

- **Minimum Amount:** 0.00 USD
- **Total Line Released Amount:** 0.00
- **Open Item Amount Released:** 0.00
- **Total Released Amount:** 0.00
- **ACP Case:**

### Activities

- **Due Date:**
- **Done:**
- **Comments:**

[Save][Notify][Download][Add][Modify/Display]

**Contract Details**

- **SetID:** UNDP1
- **Contract ID:** NEXT
- **Vendor:** UNDP Procurement Contracts
- **Vendor ID:** 000001/256
- **Vendor Name:** Oil International
- **Begin Date:** 27/03/2018
- **Expire Date:** 13
- **Currency:** USD

[Contract][Create Releases][Review Releases]
1) Update the vendor contact information. Information for this section will come from the Vendor profile, if populated.
ADDING/UPDATING CONTRACT DETAILS

Vendor Contact Information

Contact Name: Jimi Lee
Country: USA United States
Address 1:
Address 2:
Address 3:
City:
County:
State:

Telephone
<table>
<thead>
<tr>
<th>Int'l Prefix</th>
<th>Telephone</th>
<th>Phone Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>082</td>
<td>221374773</td>
</tr>
</tbody>
</table>

Return
2) Add the email information of focal points who will be notified about contract updates.
ADDING/UPDATING CONTRACT DETAILS
3) Activity Log will reflect all activities related to the contract, who entered, modified or approved including date and time.
ADDING/UPDATING CONTRACT DETAILS

Contract Entry

Activity Log

Entered
By User:
Date: 12/02/2018

Modified
By User:
Date/Time:

Approved
By User:
Date:

Return
4) Enter threshold for the contract such as: expiration date, lead days, or amount left in the contract.
ADDING/UPDATING CONTRACT DETAILS
5) Change the status to Approved, and click Save.
1) Navigate to Purchasing
2) Procurement contracts
3) UNDP contracts
4) UNDP print contract
5) Search for the contract to print.
Sample 1: Good/services contract
Sample 2: Good/services contract (LTA)

For LTAs: Provide a description of the LTA. Indicate if it is piggy-backing on a UN Agency LTA.
Sample 3: IC contract
* Check if the contract status is Finalized. If not, tick the check box and Save. Otherwise you won’t be able to print the contract.
PRINTING THE CONTRACT
PRINTING THE CONTRACT

To print the T&C:
1) Click on UNDP General Terms and Conditions for Contracts apply.
2) Print the downloaded document

Note that you may have to disable the pop-up blocker.
UNITED NATIONS DEVELOPMENT PROGRAMME

GENERAL TERMS AND CONDITIONS FOR

CONTRACTS

This Contract is between the United Nations Development Programme, a subsidiary organ of the United Nations established by the General Assembly of the United Nations (hereinafter “UNDP”), on the one hand, and a company or organization indicated in the Face Sheet of this Contract (hereinafter the “Contractor”), on the other hand.
1) Navigate to Purchasing
2) Purchase orders
3) Add/update POs
4) Follow the normal procedure in creating a PO. In the Contract Information section, choose the type of Contract that will be associated with the Purchase Order.

Options:
- Direct
- LTA
- UNDP Contract
- UNDP IC
5) If you choose direct click on the magnifying glass to select the justification for Direct Contracting.
6) If choose LTA, UNDP Contract, or UNDP IC. Complete the details for the Line Item, then click the Contract tab.
7) Click the magnifying glass under Contract ID, to see all the associated LTAs, or UNDP Contracts, or UNDP ICs.
8) Select the contract to be associated with the PO
9) You have now linked the PO to a Contract

!!! Note that it is not possible to save without thoroughly entering Schedule Details and COA combination.
1) Navigate to Purchasing
2) Procurement contracts
3) UNDP contracts
4) Vendor performance
5) Add a New Value > Add.
6) Enter BU

7) Search for/Enter Contractor (Vendor)

8) Search for/Enter Contract ID

9) Select Overall Evaluation or PO Specific Evaluation - Search for/Enter PO ID (whichever is appropriate)

10) Select Description – > $100K Contracts, Goods, Services, Works
VENDOR PERFORMANCE EVALUATION
Case 1: >100K Contracts

1) Enter/Select Effective Date
2) Enter ratings (be sure to complete all lines)
3) Enter Other comments
4) Click Save
Case 1: >100K Contracts
Case 2: Goods

1) Enter/Select Effective Date
2) Enter ratings (be sure to complete all lines)
3) Enter Other comments
4) Click Save
Case 3: Services

1) Enter/Select Effective Date

2) Enter ratings (be sure to complete all lines)

3) Enter Other comments

4) Click Save
Case 4: Works

1) Enter/Select Effective Date
2) Enter ratings (be sure to complete all lines)
3) Enter Other comments
4) Click Save
Annex I: Sample notification emails

* Expiration notification for contract ID

Dear Procurement Team,

This email has been generated automatically to inform you that the following contract(s) entered into by your Business Unit will expire within the lead time indicated.

Should your Business Unit consider it necessary to extend this contract or start a new competitive process, please do so as soon as possible in order to avoid a lapse in delivery or having vendors providing services without valid contracts.

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Contract Start Date</th>
<th>Contract Expire Date</th>
<th>Description of goods/services</th>
<th>Business Unit</th>
<th>Requesting Unit</th>
<th>Project ID/Description</th>
<th>Contract ID</th>
<th>Reference to RFQ/ITB/RFP</th>
<th>Vendor Contract Ref.</th>
<th>Original Contract Amount</th>
<th>Aggregate amount</th>
</tr>
</thead>
</table>

Regards,
Procurement System.
Annex I: Sample notification emails

* Due date notification for vendor

Dear Procurement Team,

This is an automatically generated email from the system with a list of contract details and deliverable due dates as specified in the contract.

Requesting Unit should verify deliverables provided and process payment if services or goods are accepted.

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Contract Start Date</th>
<th>Contract Expire Date</th>
<th>Deliverable Due Date</th>
<th>Description of goods/services</th>
<th>Requesting Unit</th>
<th>Contract ID</th>
<th>Reference to RFQ/ITB/RFP</th>
<th>Vendor Contract Ref.</th>
<th>Original Contract Amount</th>
<th>Aggregate amount</th>
<th>Deliverable Description</th>
</tr>
</thead>
</table>

Regards,

Procurement System.
Contract Threshold notification sent to Buyer

The following Contract has expired, or has reached / exceeded the maximum monetary amount

SetID = UNDP1
Contract ID = 00000000000000000000000037
Contract Description = Contract for Services Contract Begin Date = 2018-05-14 Contract Expire Date = 2018-05-18 Master Contract ID =
Office of Sourcing and Operations
BMS, New York