ERP Job Aid
RI Enterprise Resource Planning

Steps Required by Agency to Request and Receive Approval to Engage Legal Counsel

In accordance with applicable provisions of the State Purchases Act (R.I. Gen. Laws § 37-2-70) and procurement regulations, the Chief Purchasing Officer requires that a Request for Legal Counsel (RLC) form be submitted by State agencies for approval prior to the engagement of external legal counsel. The RLC form must be attached to the initial request and any amendments requested thereafter; all requests for increases/ modifications to contractual terms must be reviewed and approved by all parties listed on the RLC form.

RLC form template is available for **download** at https://ridop.ri.gov/media/1251/download

1. Prepare and submit RLC form (certifying that attorney is charging the lowest fee charged to any public or private clients and inclusive of hourly rates and all proposed terms, conditions, scope or specifications for contracted services) with all relevant backup documentation via email to the Office of the Director, Department of Administration.
2. Once the approved RLC form has been returned to the agency bearing all required signatures, requesting agency must submit a Workday requisition attaching the completed RLC form and letter of engagement in accordance with the steps delineated below.
3. Attach all additional documentation necessary to further explain and/or justify approval of request.
4. Agencies may not proceed with engaging and/or accepting remittance of any services by external legal counsel until a corresponding Supplier Contract has been issued by the Division of Purchases.

Workday Requisition: Request for Legal Counsel

- **Requisition Use:** This requisition type is designated exclusively for the procurement of Legal Counsel and requires an approved Letter of Engagement and fully signed RLC form executed by all authorized signatories listed on the RLC Form.
    - **Minimum Required Attachments:** To complete the requisition, the following attachment is mandatory:
        - Approved RLC Form w/Letter of Engagement

(**Note:** *RLC requisitions will no longer be processed as Blanket Purchase Agreements (Workday Contract Catalogs). Workday only supports Blanket (Catalog) releases in whole-number quantities and does not accept partial payments on goods-based lines. Moving forward, these requisitions will be processed as Supplier Contracts based on the established term dates and not-to-exceed control value/contract value authorized via the approved RLC form (no lines).)*

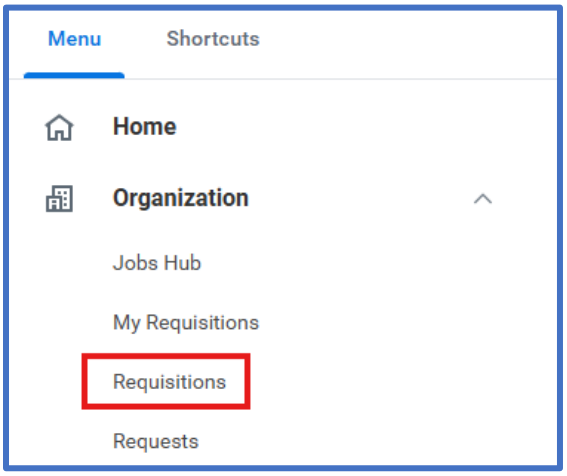
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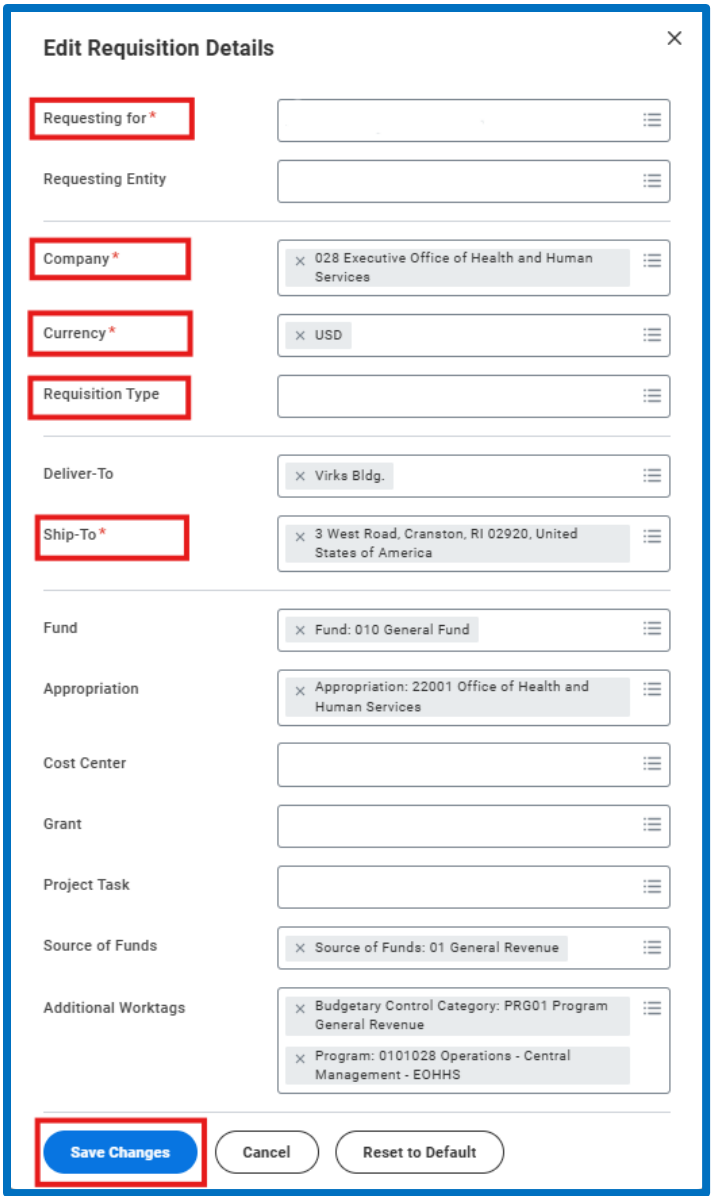
Process for Submitting a Requisition to Contract

1. In the ERP system, select the Menu icon in the upper-left corner.
2. Under Organization, select Requisitions.
   (**Note:** *If the 'Requisitions' app is not listed in your* ***Menu,*** *select (+)* ***Add*** *> type 'Requisitions' in the* ***Find*** *field > select the plus-sign)*



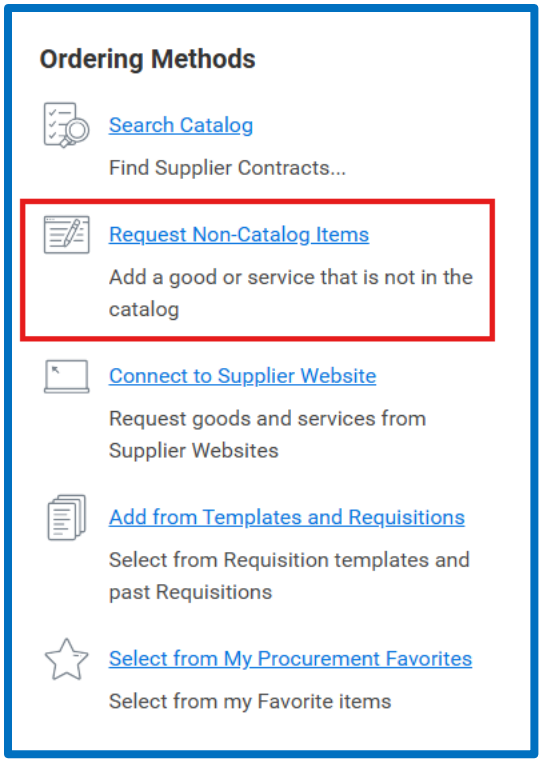
Requisition Details

1. For convenience, values from your last requisition display. To provide fresh information for a new requisition, under the heading, **Requisition Details,** select **Edit Details.**
   (**Note:** *These fields must be completed in a top-down sequence. Begin at the top and proceed down to ensure all fields are correctly entered.)*
2. The **Requesting for** name defaults to your name. To select a different **Requesting for** name, type in a name, select enter to search, and then make your selection.
3. **Company** name defaults to your **Company.**
4. The **Currency** field is automatically populated. If necessary, edit by selecting the menu icon, selecting **All Active Currencies,** and then making your selection.
5. To select a **Requisition Type,** select the menu icon, and then select **Request for Legal Counsel.**
   (**Note:** *Alternatively, type in a Requisition Type, select* enter *to search, and then select from the search results.)*
6. To select a **Deliver-To** location, select the menu icon, and then select the appropriate option to make your selection.
   (**Note:** *Deliver-To locations are designated as 'Par' location types. This classification reflects internal delivery instructions once items have arrived at the corresponding Ship-To location.)*
   (**Note:** *Alternatively, you may search by location name or select Deliver-To by Ship-To Locations to select the correct location name. Please be aware that this field cannot be searched by address.)*
7. The **Ship-To** location field is automatically populated based on your selected Deliver-To location.
   (**Note:** *The Ship-To location refers to the shipping address for the carrier, which serves as the official mailing address for deliveries.)*
   (**Note:** *The Deliver-To location will not automatically populate if the Ship-To address is selected first.)*
8. Select **Save Changes.**
   (**Note:** *Required fields are indicated by a red asterisk.)*



Ordering Methods

1. Under the heading, **Ordering Methods,** select **Request Non-Catalog Items.**

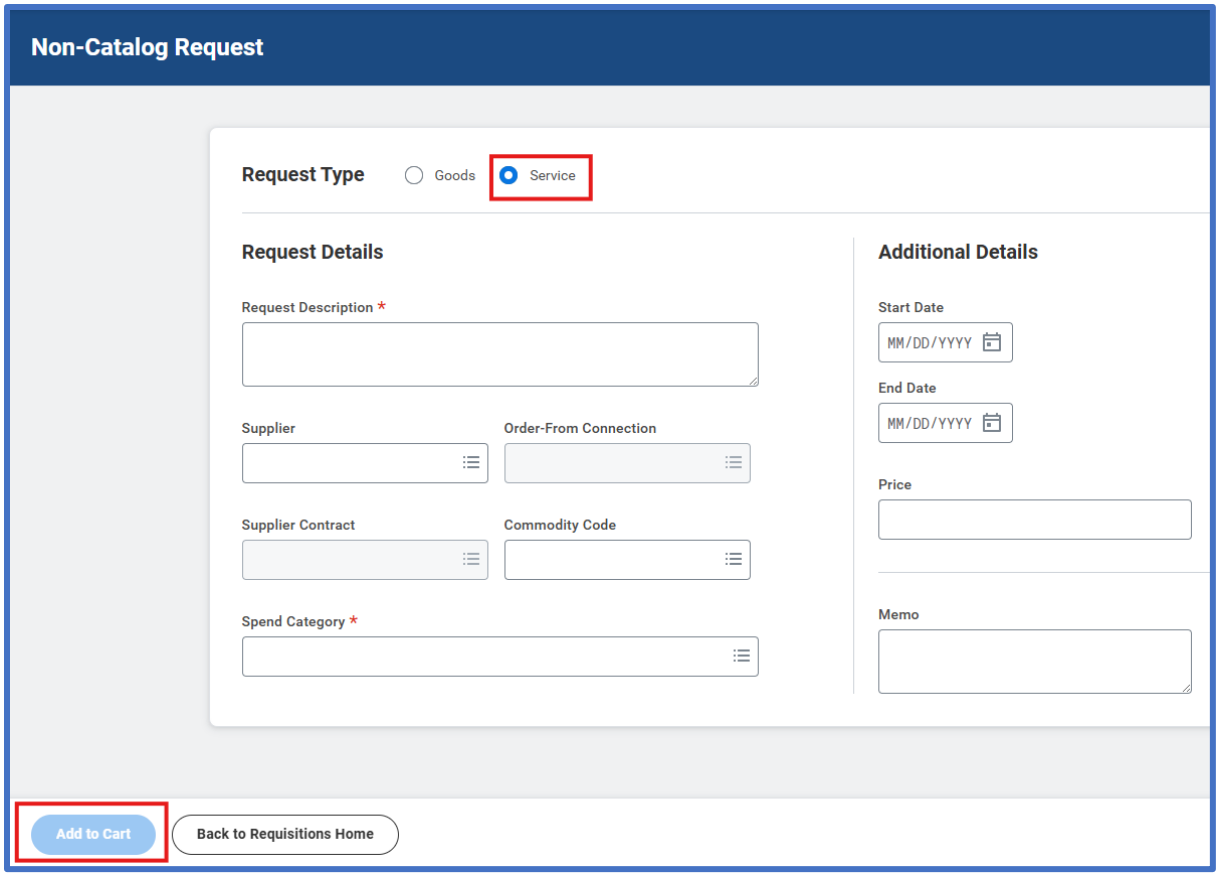


Request Type

1. Select **Service.**

Request Details

1. To specify **what you need,** type in a **Request Description.**
    a. The **Description** must follow the below structure:
        i. RLC number, term dates, Legal Services, law firm, and type of legal service performed.
2. To select a **Supplier**, select the menu icon, select **Suppliers by Supplier Group,** select a group, and then make your selection.
   (**Note:** *Alternatively, type in a* ***Supplier,*** *select* enter *to search, and then make your selection from the search results.)*
3. To select the **Order-From Connection**, select the menu icon, and then make your selection.
   (**Note:** *For suppliers that also function as punch-out suppliers (e.g., WB Mason, Dell, Grainger), the* ***Order-From Connection*** *must be updated to an option containing* ***Print****.)*
4. To select a **Commodity Code**, select the menu icon, select **Commodity Code by Type,** select UNSPSC, and then make your selection.
   (Note: *By selecting a* ***Commodity Code*** *the field* ***Spend Category*** *will auto populate.)*
5. Must be a zero-dollar request. Type in the **Price into the price field** as 0.00.
   (**Note:** *Please enter numbers only, no dollar signs.)*
6. Select **Add to Cart.**

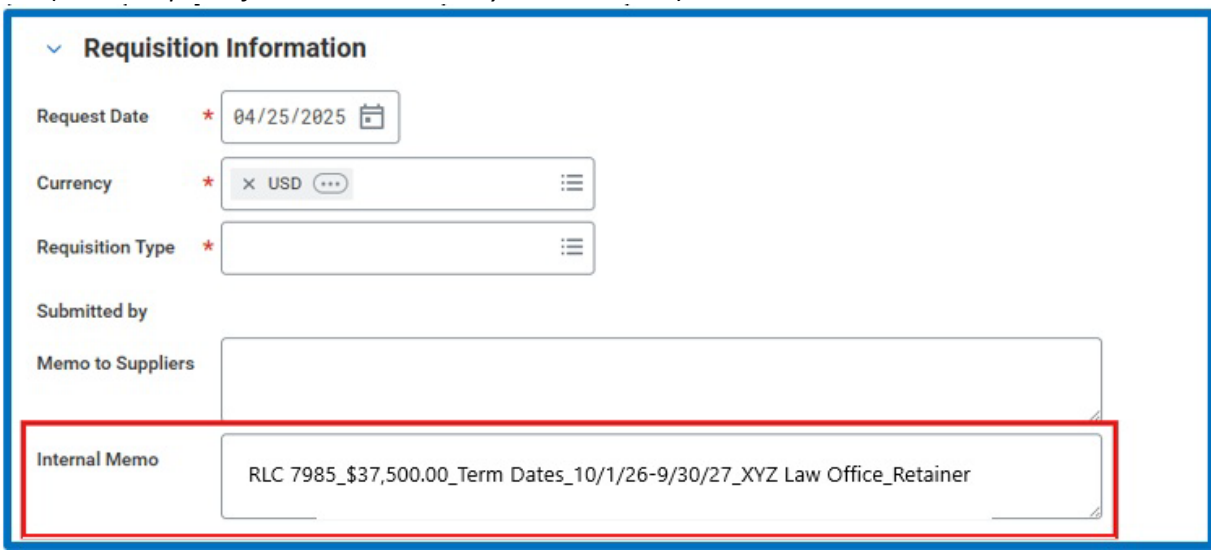


7. Review the contents of the cart, and once ready, select **Checkout.**
   (Note: *An error message may generate to remind you that an attachment is required.)*



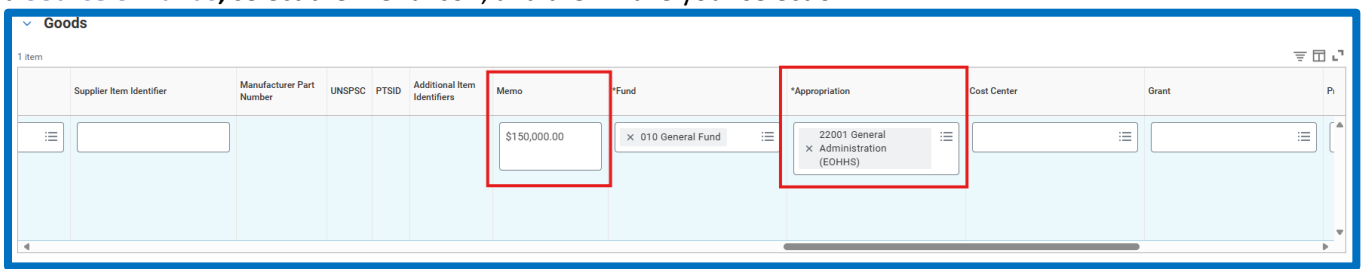
Requisition Information

1. Review, and if necessary, edit the **Request Date.**
2. Review, and if necessary, edit **Currency.**
3. Review, and if necessary, edit **Requisition Type.**
4. Type the **RLC Number**, **Control Value,** and **Estimated Term Dates** in the header internal memo**,** and then scroll down.
   (**Note:** *Required fields are indicated by a red asterisk.)*



Services

1. Under the heading, **Services**, review the information that you entered and then, if necessary, edit.
   (**Note:** *To add a new row, for additional Services, select the plus sign icon. To remove a row, select the minus-sign icon.)*
   (**Note**: *You may need to use the horizontal scroll bar to view the entire row.)*
2. Use the horizontal scroll bar to navigate to the **Memo** field.
3. Type in **Control Value** per appropriation/program in the line **Memo** field.
4. Use the horizontal scroll bar to navigate to the **Appropriation** field.
5. To specify an **Appropriation**, type in an **Appropriation** and then select *enter* to search.
   (**Note**: *Alternatively, select the menu icon, select **Active Appropriations by Appropriation Hierarchy**, select an Appropriations Hierarchy, and then continue selecting options to ultimately make your selection. (For example, select Active Appropriations by Appropriation Hierarchy > SORI Appropriation > Education > 026 Rhode Island Council on the Arts > 31002 Film Commission.)*
   (**Note:** *Once an **Appropriation** is selected, the **Fund** may automatically populate even if you entered a different **Fund** prior to selecting an **Appropriation**. Once an **Appropriation** is selected, **Program** and **Source of Funds** may also automatically populate.)*
   (**Note**: *Alternatively, to select an **Appropriation**, select the menu icon, then, if available, select **My Worktags**, and then make your selection.)*
6. If applicable, to select a **Cost Center** select the menu icon, select **Active Cost Centers**, and then make your selection.
   (**Note**: *Alternatively, type in the name or number of a **Cost Center** and then select* enter *to search.)*
7. If the **Source of Funds** did not automatically populate from the **Appropriation** selected above, to specify a **Source of Funds**, select the menu icon, and then make your selection.

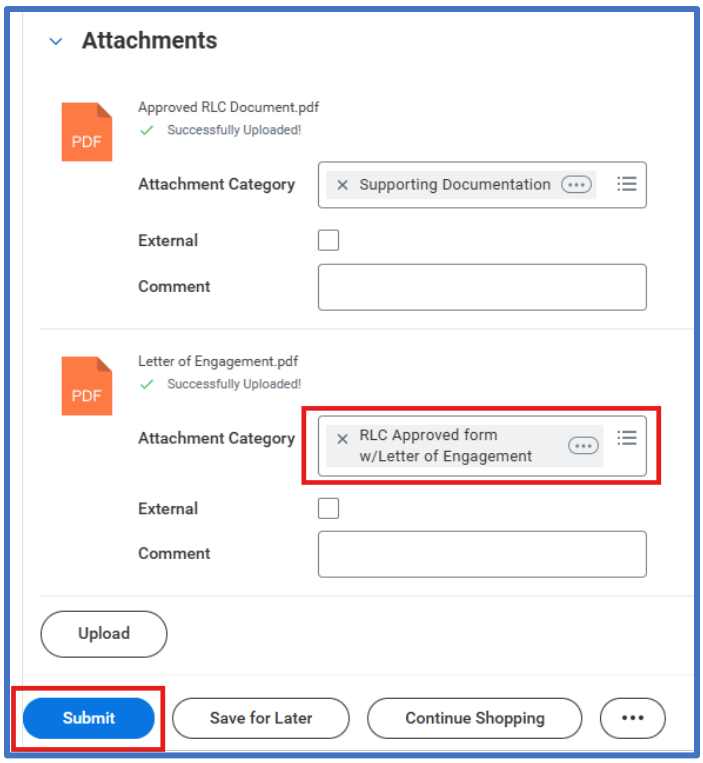


Attachments

(**Note**: *You must attach the RLC Approved form w/Letter of Engagement or Exempt Justification.)*

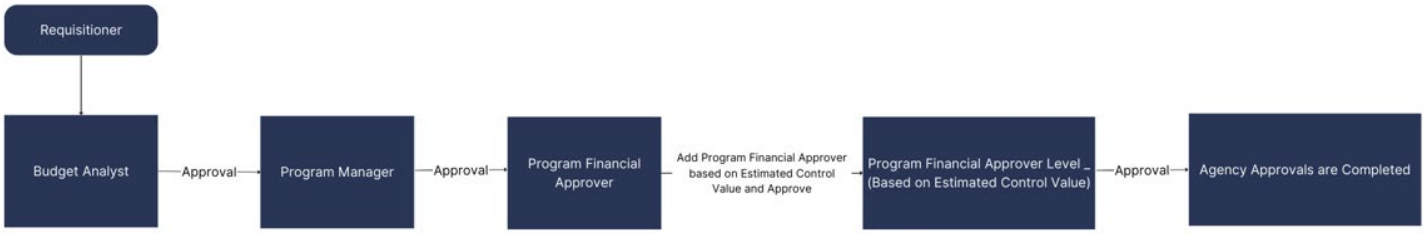
1. To provide an **Attachment**, select the arrow preceding > **Attachments**.
   a. To upload a saved file from your device, select **Select Files**, and then follow your device instructions.
   b. To select an **Attachment Category**, select the menu icon, and then make your selection.
   c. To include the attachment on the resulting Purchase Order for the Supplier to view, type **External** in the comment field.

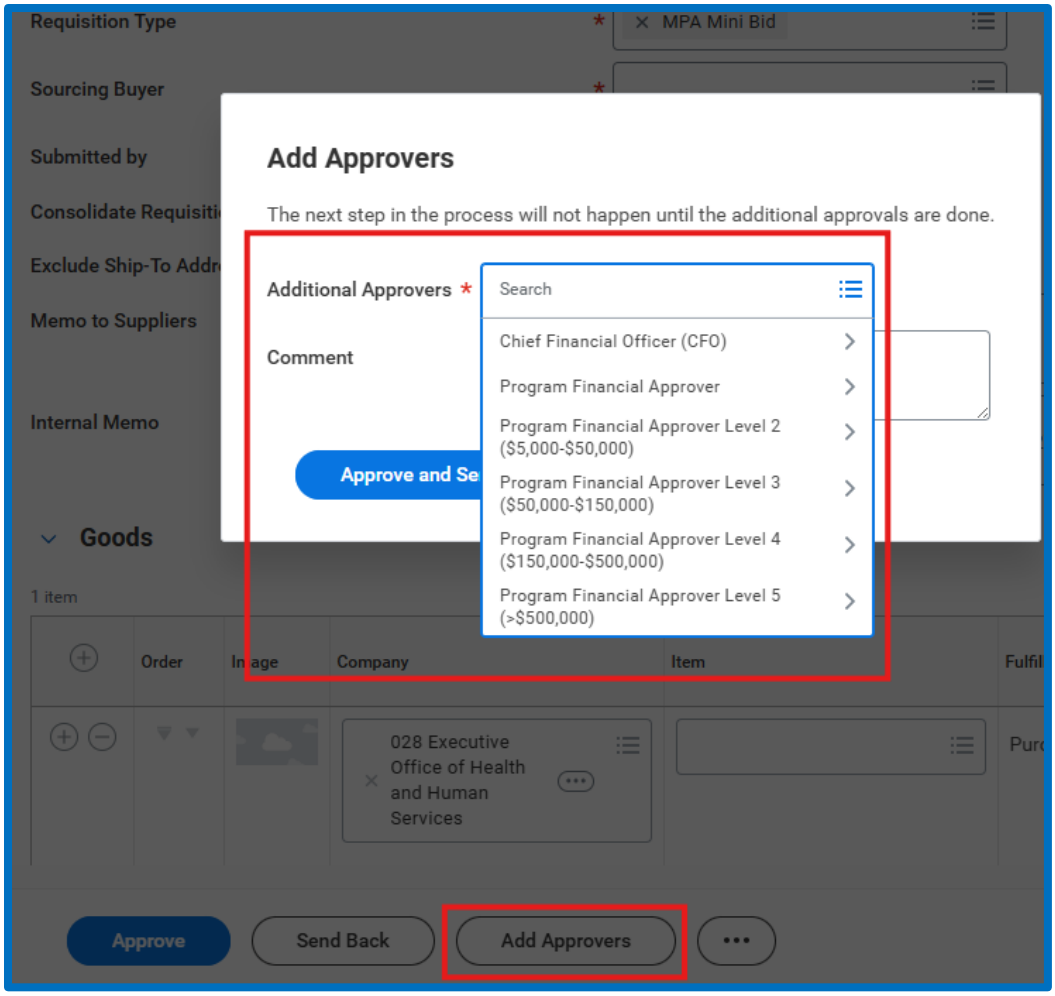
   (**Note**: *To attach more documents, select **Upload**. To remove an attachment, select the trash can icon.)*
2. Select **Submit**.



Approval Process

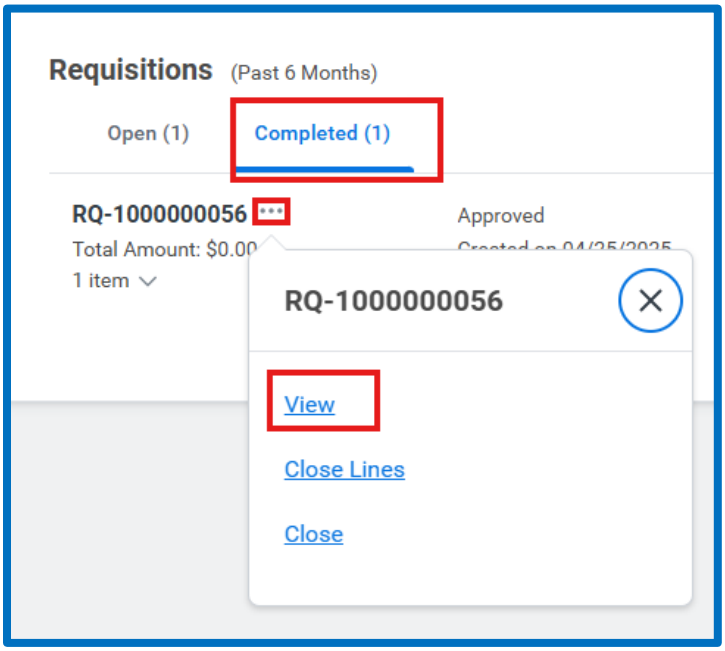
Once submitted, your requisition follows an approval workflow and route to the Division of Purchases for Purchase Order creation.



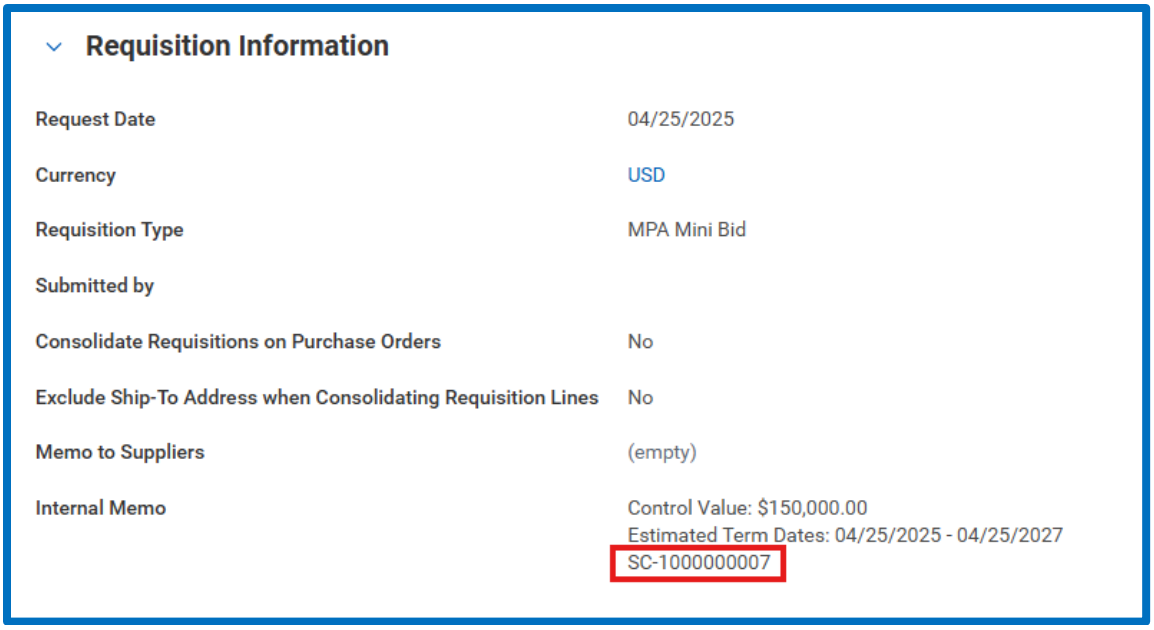


Final Steps

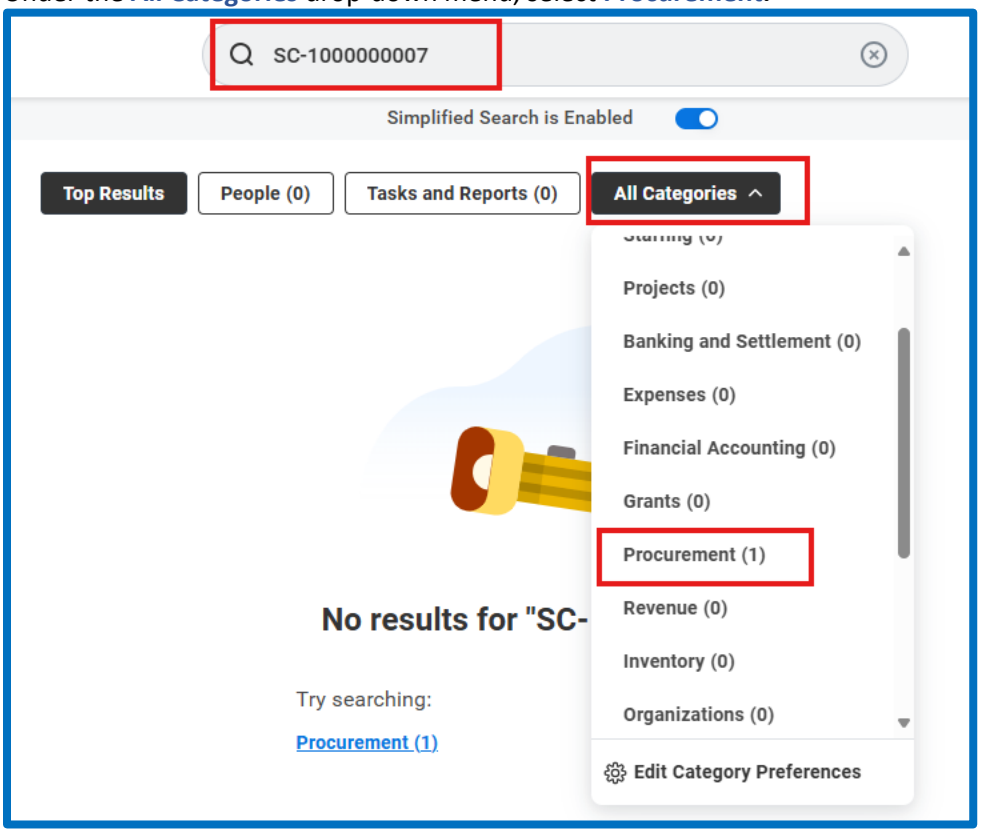
1. To view the **Supplier Contract,** return to the **Requisitions** page and select the Completed tab.
2. Select the **Action Button** next to the Requisition number**.**
3. Select **View.**



4. Copy the **Supplier Contract Number** in the **Internal Memo** field.



5. Using the Workday Search Bar, paste the **Supplier Contract Number** and select Enter.
6. Under the **All Categories** drop-down menu, select **Procurement.**

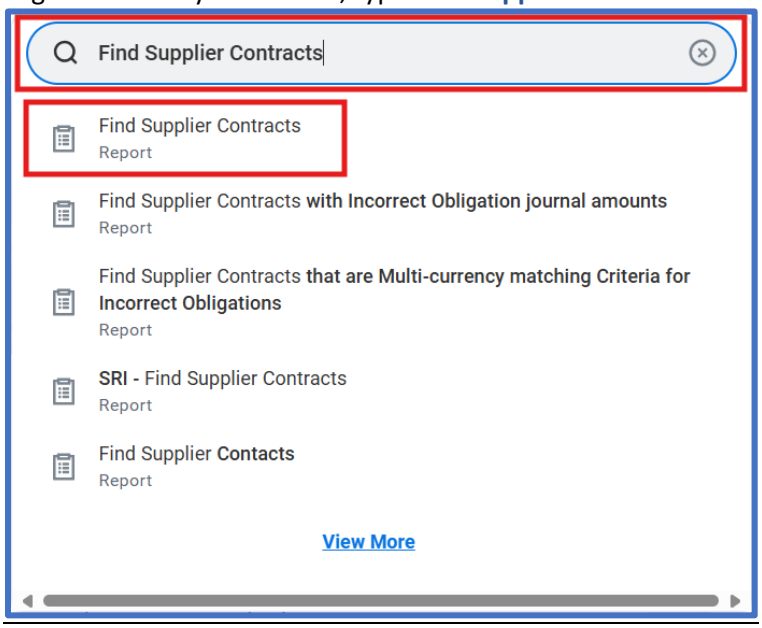


7. Select the **Supplier Contract Number** to view **Supplier Contract.**
8. To create a Release, follow the **Release PO from Award** job aid.

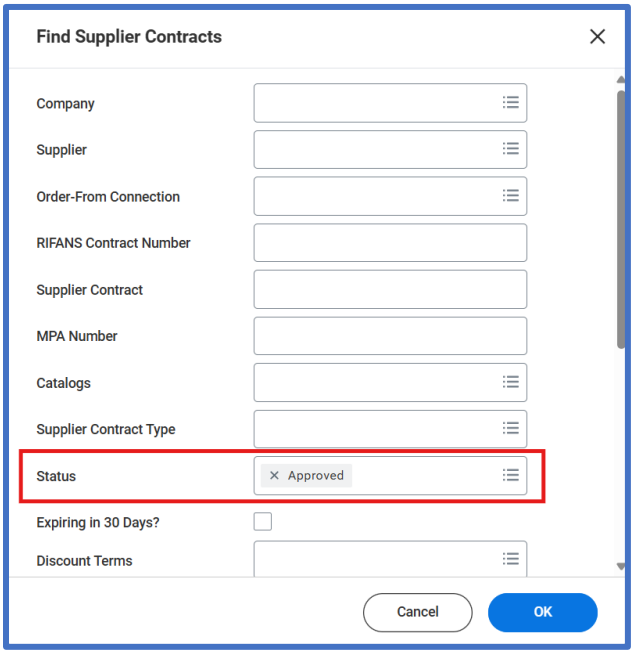
Process to Amend the RLC Supplier Contract

Perform all RLC Amendment Approvals through DOA Legal Sign Off

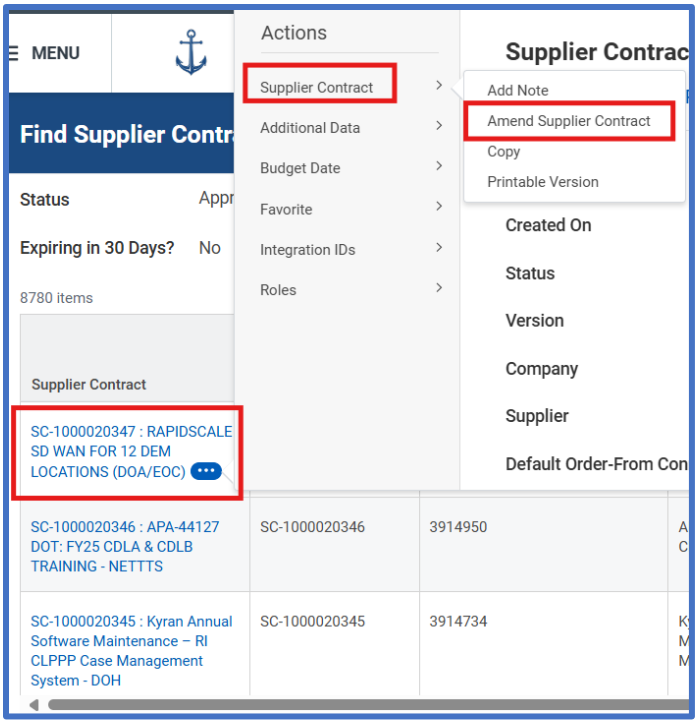
1. Using the Workday Search Bar, type **Find Supplier Contracts** and select the report.



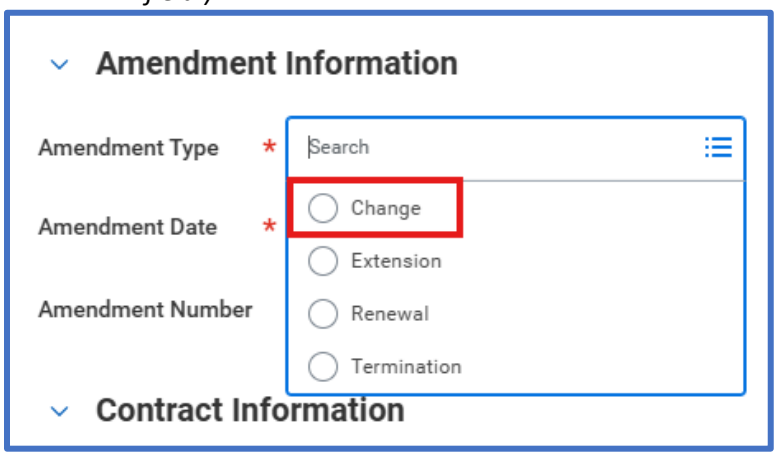
2. Filter the **Status** field to **Approved** and select **OK.**
   (***Note:*** *This process may take a while to load as indicated by the loading symbol.)*



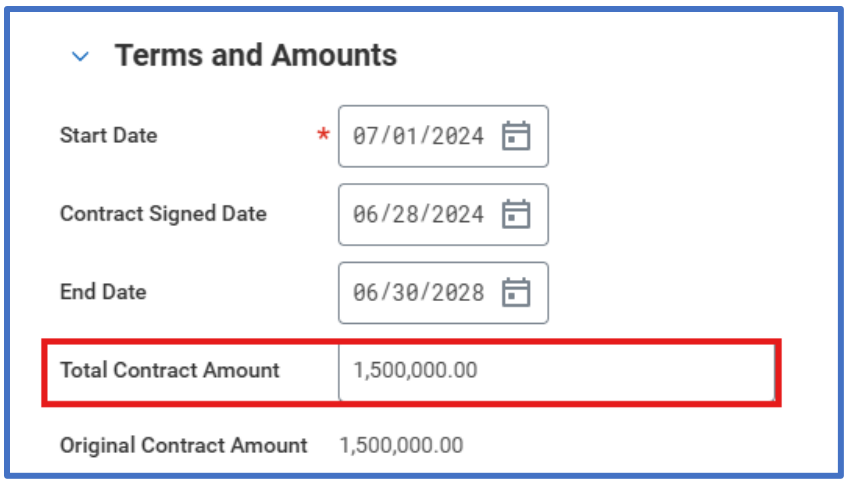
3. Locate the **Supplier Contract** you are initiating an Amendment to and select the related actions button next to the Supplier Contract title.
4. Hover over **Supplier Contract** and select **Amend Supplier Contract**.



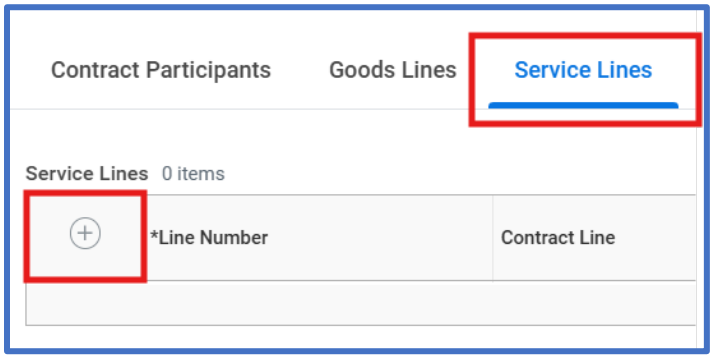
5. Use the menu icon in the **Amendment Type** field and select **Change.**
   (***Note:*** *This is a one-option field – enter additional reason/justification in the* ***Amendment Description*** *field.)*



6. The **Amendment Date** defaults to todays date.
7. If applicable, enter the **Amendment Number** in the **Amendment Number** field.
8. Enter additional information to support the amendment type in the **Amendment Description** field.
9. Scroll to the **Terms and Amounts** heading.
10. Change the **Total Contract Amount** to the appropriate Contract Amount as applicable.
    *(**Note**: The "Original Contract Amount" corresponds to the "From" field, while the "Total Contract Amount" represents the "To" field. Ensure that the "Total Contract Amount" is updated to reflect the fully revised contract value.)*



11. Scroll down the page and select the **Services Lines** tab.
12. Select the **Add (+)** icon to add a line.
    (***Note:*** *This line is for Agency Routing Purposes* ***only*** *and will be deleted once routed to the Division of Purchases).*



13. Use horizontal scroll bar to fill in required fields.
    a. Line Number
    b. Description
        i. Enter Description: ***For Agency Routing Purposes.***
    c. Spend Category
    d. Extended Amount
        i. Enter Extended Amount: $0.01
    e. Fund
    f. Appropriation
    g. Source of Funds
    h. Additional Worktags
14. Scroll down the page and select the **Attachments** tab. Upload all required RLC documentation.
    *(**Note**: If you are updating the **Catalog** you will need to upload the revised catalog and select the Attachment Category **Catalog**.)*
15. To provide an **Attachment**, select the arrow preceding > **Attachments.**
    i. To upload a saved file from your device, select **Select Files,** and then follow your device instructions.
    j. To select an **Attachment Category,** select the menu icon, and then make your selection.
    k. To include the attachment on the resulting Supplier Contract for the Supplier to view, enter **External** in the **Comment** field.
    (**Note:** *To attach more documents, select* ***Upload.*** *To remove an attachment, select the trash can icon.*
16. Select **Submit** to finalize the Amendment.

Approval Process

Once submitted, the change order follows an approval workflow.

Agency Requisitioner Confirmation:

- The Supplier Contract will now reflect **Approved** status with a **Version Number.**
- View **Supplier Contract Amendment** under:
    - **Attachments** tab

