

TU Contract Template Process Quick Reference Guide

1. Review the [Contract Policy](#) and select the appropriate TU template, fill in the blanks, and submit to Supplier to sign. ([Sample RSO License Agreement Template](#) and [Sample TU Vendor MSA and SOW Template](#))
*Master Services Agreements (MSAs) only need to be done once. Future use of a Supplier that has an MSA on file requires only the corresponding Statement of Work (SOW) be completed and submitted in Workday Strategic Sourcing as a SOW/Addendum and submission of a current Certificate of Insurance (COI), if there is not a current COI on file.
*Consult Risk Management to ensure the appropriate template is used and for information on whether the Supplier has a TU MSA on file and a current Certificate of Insurance (COI).
2. Supplier reviews and signs.
3. If Supplier cannot meet requirements, Supplier strikes the terms that they cannot comply with and initials them (TU Template **With** Changes).
4. Minimum insurance requirements ([Sample COI](#)):
\$1M Commercial General Liability,
\$1M Auto Liability and
Workers' Comp/\$1M Employer's Liability

*Insurance types and limits may be adjusted depending upon the services provided. (e.g. Software Agreements may require Cyber Liability insurance and Agreements with minor children may require Sexual Abuse/Molestation)
 - If a Supplier cannot meet the minimum Commercial General Liability insurance requirements they can purchase a Special Event Liability Commercial General Liability policy through [Francis L. Dean](#).
 - If a Supplier does not meet the \$1M Auto Liability requirement they can submit other proof of Auto Liability insurance for consideration and approval. (Company vehicles such as food trucks and work trucks should have commercial Auto Liability)
 - If a Supplier does not have Workers Comp/Employer's Liability insurance, you can fill out the Request to Waive Workers' Compensation (contact Risk Management for the form), have the Supplier sign, and submit for review/approval in WSS.
*If the Supplier is providing physical labor services, Workers' Compensation cannot be waived.
5. Sponsoring Department collects TU Template Agreement or SOW to existing TU Template MSA, Supplier's Certificate of Insurance on Acord 25 Form ([Sample COI](#)), and/or other insurance documents and submits in Workday Strategic Sourcing (WSS) for review, approval and TU signature.
WSS Resources:
[Adding the Workday Strategic Sourcing App to Menu](#)
[Workday Strategic Sourcing Training Video](#)
[Requesting a Contract Intake Quick Reference Guide \(QRG\)](#)
6. If the Supplier has not signed the Agreement, Risk Management will route it to the Supplier Signer's Email Address provided in your Workday Strategic Sourcing entry, prior to routing for TU signature approval.
7. If a Supplier does not appear in the WSS Supplier Directory then they are a New Supplier.
New Suppliers must still be created in Workday (not Workday Strategic Sourcing) using the current "Create Supplier Request" process. Once Accounts Payable has approved the Supplier, Risk Management can attach the Supplier to the contract in WSS.

TU Template Review Timelines:

- * TU Templates Without Changes to the contract terms – **7 business days**
- * TU Templates With Changes to the contract terms – **10 business days**
- * Please note that when contract template terms are changed, the agreement will route to General Counsel for approval after Risk Management review and prior to Risk Management routing for TU signature approval.