

Create Clauses

Audience: Procurement Managers, Procurement Contract Administrators, Buyers

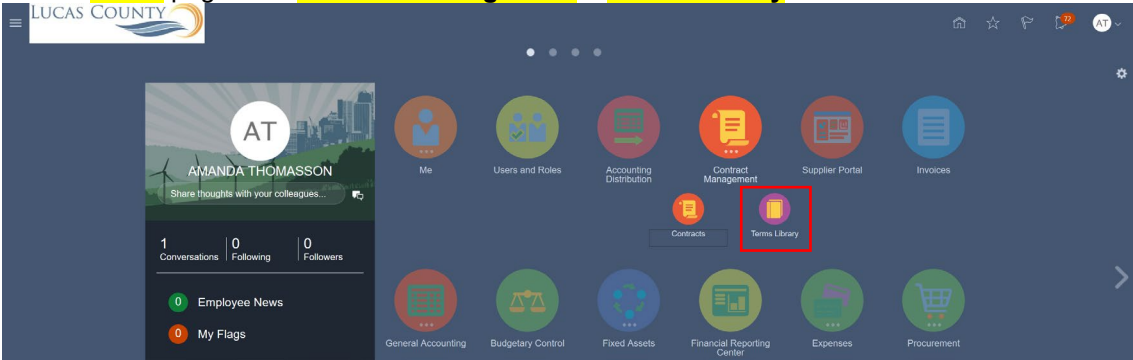
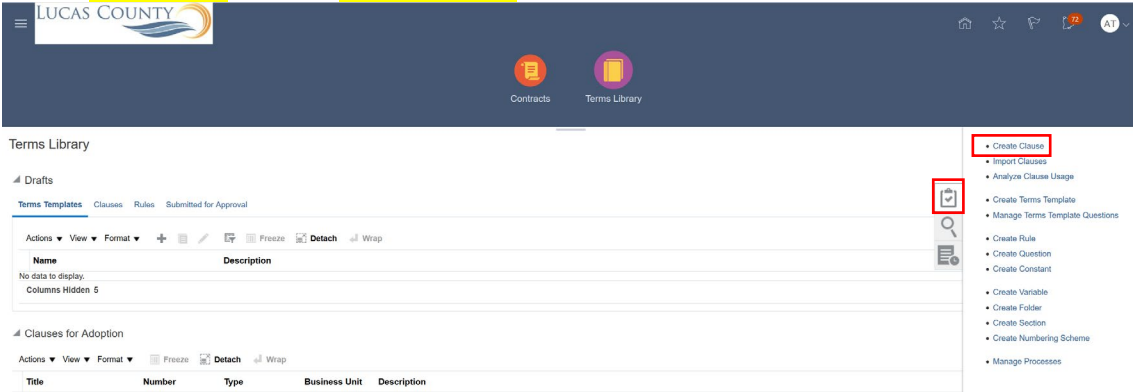
Purpose: You can edit standard clauses or create a completely new clause using one of the following actions:

- Add a clause
- Delete a clause
- Move a clause
- Select an alternate clause
- Create a nonstandard clause

Different clause types permit different actions. For example, you can only select alternate clauses for clauses where alternates are available, and you cannot edit protected clauses or delete mandatory clauses unless you have special permissions. Mandatory and nonstandard clauses are highlighted with icons as are clauses with available alternates. The following table summarizes what actions are available for different clause types.

Clause	Available Actions
Standard	<ul style="list-style-type: none"> • Add • Move • Delete • Edit to create a nonstandard clause
Nonstandard	<ul style="list-style-type: none"> • Create by adding and editing a standard clause or create an entirely new nonstandard clause • Move • Delete • Edit
Protected	<ul style="list-style-type: none"> • Add • Move • Delete • Edit only with special privileges
Mandatory	<ul style="list-style-type: none"> • Move • Delete only with special privileges • Edit only with special privileges
Alternate	<ul style="list-style-type: none"> • Move • Edit to create a nonstandard clause • Delete

This job aid will assist you with creating clauses with and without variables.

Step	Action
1	<p>On the Home page click Contract Management > Terms Library ></p> 
2	<p>On the Task Menu click the Create Clause link.</p> 
3	Enter Business Unit = Lucas County
4	Enter Number = 9xxxx
5	Enter Title = Title of Clause example 'Permits/Codes'
6	Display Title = leave blank
7	Intent = Buy
8	Type = General Term
9	Default Section = General Terms and Conditions
10	Description = Clause that describes permits and codes.
11	Start Date = Default Date
12	Protected = Yes
13	Provision = No
14	Clause details -Type text describing clause: 'The selected bidder will supply all necessary permits and codes' as an example.

15 Select **Submit**.

16 Complete steps 2 - 1 (**Name Contract Clause II, Number xxxxx**).

17 **Clause details** - text = Enter text that describes instruction for the clause. Click **Insert Variables**.

18 Search and Select Variable click **Apply: Start Date**.

Insert Variables

Search Name start

Actions View Format +

Name	Description	Type
Start Date		System

Rows Selected 1

Apply Done Cancel

Search and select **Buyer**, click **Apply** and then click **Done**.

Insert Variables

Search Name buyer

Actions View Format +

Name	Description	Type
Buyer	Person responsible for placing item resupply o...	System
Buyer Managed Trans...	Indicates that the buying company is responsi...	System

Rows Selected 1

Apply Done Cancel

19 Review inserted variables. Click **Save and Close**.

Create Clause

Save Submit Cancel

Status Draft Version 1 Adoption Type Local

General Information

* Business Unit Lucas County

* Number 88888

* Title Permits/Codes

Display Title

* Intent Buy

* Type General terms

Default Section

Additional Information

Clause Details

Text Instructions Related Clauses Folders

Insert Variables Import Export

The selected bidder will supply all necessary permits and codes by the contract start date **@Start Date@** to the proposed buyer **@Buyer@**.