conga®

CONGA USER GUIDE

UNIVERSITY

OF MIAMI

Contract Approvers

Revision: 5.26.2021

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Accessing Conga Contracts

Conga Contracts is a secured network application that runs in an Internet browser (Chrome, Internet Explorer 9.0 (or higher), Mozilla Firefox and Safari). To open Conga Contracts, go to <u>conga.miami.edu</u>, or click on the 'Go to Contracts' link in the email notification you received from Conga regarding your approval step.

Access to Conga Contracts is customized for each User. You will see only the records that are relevant to you and your role in the contracting process. Please contact your System Administrator if you have any questions regarding your access to the system.

UM Contract Processes

A Contract Process in Conga is a series of pre-defined, standardized steps that ensure all contracts are being processed in the same manner. This standardization ensures that University of Miami (UM) employees follow all the proper policies and procedures for contracts and gives UM the ability to report on key data and metrics.

UM has four unique Contract Processes during which department approvals may be required:

- 1. Contract Administration (Business Services) Contract Process—for contract requests submitted to the Contract Administration team
- 2. General Counsel Contract Process- for contract requests submitted to General Counsel's office
- 3. Privacy Contract Process— for Business Associate Agreements and Data Processing Addendums submitted to the UHealth Supply Chain Services team and the Contract Administration team, respectively

4. Procurement Contract Process— for contract requests submitted to the Purchasing and Supply Chain Services teams

Contract Process Participants

Who participates in a contract process?

- 1. **Contract Requestor** individual at UM who completes and submits a request for a contract.
- Contract Owner individual in one of the Central Contracting Units who is responsible for managing all activities related to processing a contract.
- Contract Admin individual in one of the Central Contracting Units who is responsible for managing all activities related to processing a contract (in certain circumstances) and who supports Contract Owners
- 4. **Department Head Approver** (*participates outside the system*) individual who approves a contract when requested to do so, when required, by a Contract Owner.
- 5. **Approver/Reviewer** individual who approves a contract during the contracting process; approvals are triggered automatically due to a specific response to a request form question or they are requested specifically by Contract Owners.
- 6. **Final Approver** individual who approves a contract at the end of the contracting process prior to obtaining signatures.

Contract Process Stages

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Although each UM Contract Process is unique, they all generally consist of the following stages (not necessarily in this order):

- 1. Contract Request
- 2. Contract Request Acceptance/Approval
- 3. Pre-Contract Activities (including Department Head Approval)
- 4. Automatic Approvals
- 5. Additional Approvals/Reviews
- 6. Contract Drafting/Review
- 7. Negotiation
- 8. Final Approval
- 9. COI Requirements
- 10. Signature and Finalization

Throughout the Contract Process there may be slight variations to the stages listed above and the steps within a specific stage. However, if you are a participant in the process and an approval step has been assigned to you, you will receive an email notification from Conga Contracts Flow or from the Contract Owner. Watch out for these notifications and use both the *Go to Contract* link in the email and the *Active Workflow Items* Portlet on your Conga dashboard to proactively manage and action your steps.





Approving a Contract

During the contracting process, you may receive an email notification from Conga Contracts or from a Contract Owner to approve a contract. **Approval Steps** are either automatically sent from the system (i.e., from Conga Contracts Flow) or are sent by a Contract Owner through the Conga Messaging tool.

System (Contract Flow) Approval Steps

There are two types of system-generated Approval Steps: Completion and Approve/Decline.

- A **Completion Step** requires that you review the contract and provide input/feedback. All your feedback should be provided as redlines or comments inside the document.
- An **Approve/Decline Step** requires that you review the contract and either approve or decline. When you approve, the process moves forward. When you decline, the process routes back to the Contract Owner to determine next steps.



Completion Step (Complete Step button)

- 1. Below is an example of a **Completion Step** email notification from Conga Contracts Flow during the Procurement contracts process.
- 2. Click on the **Go to Contract** link at the bottom of the email to go to the contract in Conga Contracts.

Flow Action Required - Test Company ABC : TES-STA-0000283						
Additional Approvals/Reviews - Risk Management Approval/Review A flow item has been assigned to you.						
Test Com TES-STA-0000283	pany ABC Service Agreement					
Agreement Type Contract Type Contract Purpose Contract Value	Standalone Purchase Agreement (UM making purchase) / Services Service Agreement 100,000.00 Complete					
Go to Contract » ***Please do not reply to	o this email. If you are a Conga Contracts User, please use the link above to login and					

Flow Title/Name

Approval/Review Type

CRITICAL TIP: If the email notification has gotten buried or you cannot locate it, but you know you have an approval that is pending, you can also access the contract by opening Conga Contracts through this link: <u>conga.miami.edu</u> and viewing your **Active Workflow Items** portlet. Once you have located the step in **My Flow Steps**, click on it to navigate to the Contract Profile.



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Recently Viewed Compan	ies					0	Rec	cently \	/iewed Contra	cts				
Company Na	Company Nu C	ompany Ta	Company Gr	Company S	St Sup	olier ID			Company Na	Contract Nu	Contract Pur	Contract Gro	Contract Sta	Effective Dat
1 Sprint 1 Comp 5	SPRIN-000016 -		Counterparty	Active	-		1	1 🛓	Test Company	TES-STA-0000	Service Agree	MSOM/UHealt	Pending Additi	-
							1 2	2 🛓	BETA TEST CO	BET-00012	Birthday Party	Provost - Acad	In Process	03/13/2019
								3 🛓	Sprint 1 Comp	SPR-STA-0000	Test Agreement	B & F - Financi	In Process	01/29/2020
								4 🛓	Test Rita Coun	TES-RVW-000	Test Review	Athletics - Inte	Pending Contr	
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						•	•							
Active Workflow Items						•	•							000
Active Workflow Items My Flow Steps MyContracts	Flows					•	4							00
Active Workflow Items My Flow Steps Flow Step Name	Flows	Flow Ty	ne Profile	Name Co	mpany Na	Company	<	Duration						<u> </u>
Active Workflow Items My Flow Steps MyContracts Taw Step Name	Flows Flow Sten D	Flow Tvi Contract	ne Profile TES-STA	Name Co	mpany Na Company	Company TESTC-000	< Nu 0034 1	Duration days 1 h	ours					00
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Active Workflow Items My Flow Steps MyContracts Flow Sten Name Issk Management Approval/Revie	Flows Flow Sten D W -	Flow Tvi Contract	ne Profile TES-STA	Name Go -0000 Test	mpany Na Company	Company TESTC-000	< Nu 20034 1	Duration days 1 h	ours_					00

3. The Contract Process (Flow) is visible across the top of the Contract Profile and your step is in bold under the current stage (e.g., Risk Management Approval).

	Q	Home Companie	s ✓ Contracts ✓ Docun	nents 🗸 Tools 🗸			? .
Contract Profile - <u>Te</u>	est Company ABC 1	ES-STA-0000283					
Additional Parties (0)							
🚠 Workflows 🛛 🗔 One Cli	ick Report 🛛 🔚 Report 🗸	🙇 Browse Contracts	🛤 Print 🛛 🔞 Help 🗸				
🖉 Contract Assignment	Counterparty	Pre-Contracting	Ø Department Head	Contract Drafting	🖉 Automatic A	pprovals 🖉 Contract Routing	Additional Approvals/Reviews
Status updated to: Pending Assignment Assign Contract Responsibility Contract Owner (300)	Status updated to: With Contract Owner		 Is Department Head Approval required? Obtain Department Head approval Department Head approved? 	Review and Redline		Additional Approval/Review fields updated Dyou need additional approvals/reviews? Additional Approvals/Reviews Needed updated	Select Approversitive Reviewers by celositions (Self Context and selecting all that apply in the Additional Approver/Reviewer leds. Risk Management Approval/Review Complete Step Next Stage: Negoliation
Contract Group:	MSOM/UHealth - Diabetes Rese	arch Institute		Legal Entity	Unive	rsity of Miami	
Contract Purpose:	Service Agreement			Original Cor	npany: Test	Company ABC	

- 4. To conduct your review of the contract, scroll through the **Contract Profile** to review all contract data and scroll down to the **Documents Link** to access the contract and any related documents.
 - a. Contract data is located in the Contract Profile, in Contract Additional Fields and in additional forms in the Additional Forms Link.
 - i. Contract Profile

	Q. Home Companies V Contracts V	Documents 🗸 Tools 🗸	? 🚨
Contract Profi	le - <u>Test Company ABC</u> TES-STA-0000283		
Additional Parties	(0)		e
🚠 Workflows 🛛 🛣	One Click Report 🛛 🖾 Report 🧹 🙇 Browse Contracts 🛛 🗮 Print 🕜 Help 🗸		
Contract Group:	MSOM/UHealth - Diabetes Research Institute	Legal Entity: University of Miami	
Contract Purpose:	Service Agreement	Original Company: Test Company ABC	
Contract Number:	TES-STA-0000283	External Id:	
Currency:	USD United States of America, Dollars	 Term and Renewal 	
Contract Value:	100,000.00	Term Type: Fixed - Auto Inactivate	
Agreement Type:	Standalone	Effective Date:	
Contract Type:	Purchase Agreement (UM making purchase) / Services	Original Exp Date:	0
		Current Exp Date:	
		Renewal Interval (months):	
		Notice Period:	
		Notice Date:	
		Status: Pending Additional Approvals/Reviews	

ii. Contract Additional Fields

		Q Home Companies V Contracts V Docu	uments 🗸 Tools 🗸		?	
C	ontract Profile - <u>Te</u>	st Company ABC TES-STA-0000283				
Ac	lditional Parties (0)					•
a	Workflows 🛛 🛣 One Cli	ck Report 🛛 🖾 Report 🗸 🙇 Browse Contracts 🛛 🛤 Print 🔞 Help 🗸				
	~ Contract Addition	al Fields				-
ľ	Contract Additional Inform	hation	Request Information			
	Central Contracting Unit:	UHealth Supply Chain Services	Request Date:	05/07/2020		
	University Division:	MSOM/UHealth	Additional Approvals/Rev	iews		
	Department:	Diabetes Research Institute	Approval/Review Type:	Risk Management		1
	Transaction Type:	Purchase		START TALOL		
	Are you attaching documentation provided by Counterparty?:	Yes				
	Is this agreement university- wide?:	No	Counterparty Contact Info	smation		
	Single Source or Sole Source:	No	Counterparty Contact Name:			
	GP0:	- No Value Selected -	Counterparty Contact Email			•

iii. Additional Forms

	000283 Q, Home Companies V (ontracts 🗸 Documents 🗸 Tools 🗸			尊? 💄
Contract Profi	e - Test Company ABC TES-STA-0000283				
Additional Parties	(0)				0
🥖 Edit Contract	Copy Contract O Add Incorporated 🗧 Archive 🎢 Wizard	Fools 🗸 🦻 Creation Wizard 🛛 🛔 Workflow	rs 🛔 Start Flow 🔚 One Click Report 🔚 Repor	rt 🗸 🧕 Browse Contracts 🛛 🛤 Print	🕜 Help \vee
Links	Additional Forms				a^
Contract Family (1)	Form Name	Form Description		Forms Captured	
,(Contact Info - Legal Notices to Counterparty	-		0	
Documents (3)	Services (Inbound) Agreement			0	
Events (0)					
Messaging (2)					
Tasks (0)					
Document Pkgs					
Payments (0)					
People (4)					
Addresses (0)					
Products (0)					
Projects (0)					
Additional Forms					
History (21)					*

b. The contract document is located in the **Documents Link** on the Contract Profile.

	n		Q. Home Co	ompanies 🗸 Contracts 🗸 Docume	ents 🗸 🛛 Tools 🗸	·				? 💄	
Contract Profile - Test Company ABC TES-STA-0000283											l
Addit	tional Parties (0)								ę	5
<mark>.</mark> ₩	orkflows 🔚 Or	ne Click Report	🛣 Report 🤟 🧕 Browse Contr	racts 📻 Print 🕜 Help 🗸							
Links	00	Documents								Ø	
Ci	ontract Family (1)	O New Docum	ient 🛤 Multi-Print Se	arch 🗸						×Q	
D	ocuments (1)	Revision 1	Document Type	Filename	Filesize	Current Expirat	Effective Date	File Type	Author		l
		1	Contract - Draft	Master Services Agreement.docx	132.9 KB		-	application/vnd.openxm	*		l
м	essaging (2)										
Та	usks (0)										
D	oumont Piras										
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Links 🔇 📀	Documents								Ø
Contract Family (1)	New Document	🛓 Download Document 👎	Upload New Revision	🗢 Compare Revisions	📀 Back to Browse	Preview			
Documents (1)	Document Type:	Contract - Draft							^
Events (0)	Filename:	Services Agreement.docx							
Messaging (2)	File Size:	40 KB							
Tasks (0)	File Revision:	1							
Document Pkgs	File Type:	application/vnd.openxmlforma	ats-officedocument.wordpro	ocessingml.document					
People (3)	Author:								
Addresses (0)	Effective Date:								
Additional Forms	Current Evniration Data:								▼
History (15)	Revisions								
	Revision † Doci	ument Type	Filename	Filesize	Current Expirat	Effective Date	File Type	Author	
	1 Contr	ract - Draft	Services Agreement.docx	40 KB			application/vnd.openxm		

ii. Add your comments and edits inside the document and save it locally on your computer.

SERVICES AGREEMENT	
This Services Agreement (this "Agreement") is effective as of the date of last signature between University of Miami ("UM") and Test Company ABC ("Counterparty"). The parties hereby agree that Counterparty shall provide professional services to UM in accordance with the terms and conditions set forth below.	
NOW, THEREFORE, the parties agree as follows:	
1. <u>Scope of Services</u> To do this, that and the <mark>other</mark> ,	Rita Zandbergs Please expand on this more.
2. <u>Compensation</u> \$25 per hour x 400-200 hours	
3. <u>Term, Termination, and Cancellation</u>	
This Agreement shall remain in effect for two years from date of last signature. Either party may lerminate this Agreement by providing to less than thirty (30) days written	

iii. When you have completed your review, go back to Conga and click on the Upload New Revision button.

Links CO	Documents								0
Contract Family (1)	O New Document	± Download Document	Upload New Revision	🔹 Compare Revisions	Back to Browse	Preview			
Documents (1)	Document Type:	Contract - Draft							^
Events (0)	Filename:	Services Agreement.docx							- 1
Messaging (2)	File Size:	40 KB							- 1
Tasks (0)	File Revision:	1							- 1
Document Pkgs	File Type:	application/vnd.openxmlforr	mats-officedocument.wordpr	ocessingml.document					- 1
People (3)	Author:								
Addresses (0)	Effective Date:								
Additional Forms	Current Evniration Data								
History (15)	Revisions				-				
	Revision † Do	cument Type	Filename	Filesize	Current Expirat	Effective Date	File Type	Author	
	1 Cor	ntract - Draft	Services Agreement.doc	x 40 KB			application/vnd.openxm		

iv. Select the file from your computer and click Save.

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inks 🔇	Documents		
Contract Family (1)	🗸 Save 🧲 Cancel		
Documents (1)	Document Type:	Contract - Draft	~
Events (0)	File:	C:\fakepath\Services Agreement.docx	Select
Messaging (2)	Author:		
Tasks (0)	Effective Date:		£
Document Pkgs	Current Expiration Date:		m
People (3)	Description:		
Addresses (0)			
Additional Forms		<pre></pre>	
History (15)			

i. Your revision is saved and given the next revision number.

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Contract Family (1)	New Document	🛓 Download Document	🛉 Upload New Revision 🛛 🐽 Co	mpare Revisions	€ Back to Browse 🛛 📋 Prev	riew		
Documents (2)	Document Type:	Contract - Draft						
Events (0)	Filename:	Services Agreement.doc	x					
Messaging (2)	File Size:	43.5 KB						
Tasks (0)	File Revision:	2						
Document Pkgs	File Type:	application/vnd.openxm	Iformats-officedocument.wordprocessin	gml.document				
People (3)	Author:							
Addresses (0)	Revisions							
Additional Forms	Revision † I	Document Type	Filename	Filesize	File Type	Uploaded By		
	2 C	ontract - Draft	Services Agreement.docx	43.5 KB	application/vnd.openxm	Global, Approver	±	
History (15)	1 0	ontract - Draft	Services Agreement.docx	40 KB	application/vnd.openxm	Zandbergs, Rita	4	

5. Scroll back up to the top of the Contract Profile and click **Complete Step**.

	Q	Home Companies V Contracts V	Documents 🗸 🛛	ools 🗸		?	
Contract Profile -	<u>Test Company ABC</u> TES	-STA-0000283					
Additional Parties (0)							•
🚠 Workflows 🛛 🕱 One	Click Report 🛛 🔚 Report 🗸 🧕	Browse Contracts 🛛 🛤 Print 🔞 Help					
Contract	Counterparty	e-Contracting	Contract Drafting	Automa	atic 🔗 🖉 Contract Routing	Additional Approvals/Reviews	î
Status updated to: Pending Assignment	Status updated to: With Contract Owner	 Is Department Head Approval required? 	Review and Redline		Additional Approval/Review fields	Select Approvers/Reviewers by clicking Edit Contra- and selecting all that apply in the Additional	ct
Assign Contract Responsibility Contract		Obtain Department Head approval			vpdated V Do you need additional	Approver/Reviewer field. Status updated to: Pending Additional Reviews	
Owner (300)		✔ Department Head			approvals/reviews?	Dick Monogement Approval/Review	
		approved?			Additional Approvals/Reviews Needed updated	Complete Step Notes Next Stage: Negotiation	
Contract Group:	MSOM/UHealth - Diabetes Research	Institute	Legal Entit	r.	University of Miami		
Contract Purpose:	Service Agreement		Original Co	mpany:	Test Company ABC		

6. Your approval/review is complete, and the flow has moved forward to the next step.

Approve/Decline Step (Approve/Decline buttons)

- 1. Below is an example of an Approve/Decline Step email notification from Conga Contracts Flow during the Procurement contracts process.
- 2. Click on the **Go to Contract** link at the bottom of the email to go to the contract in Conga Contracts.



	Flow Action Required - Test Company ABC : TES-STA-0000283				
	Contract Approvals (UHealth) - Manager Approval A flow item has been assigned to you.				
	Test Company ABC				
	Service Agreement				
Flow Title/Name Final Approval Type	Agreement Type Standalone Contract Type Purchase Agreement (UM making purchase) / Services Contract Purpose Service Agreement Contract Value 100.000.00				
	Approve Decline				
	Go To Contract »				
	If you are a Conga Contracts User, please use the link above to login and take action or reply to this email; if you are not a Conga Contracts User please contact the person listed above.***				

CRITICAL TIP: If the email notification has gotten buried or you cannot locate it, but you know you have an approval that is pending, you can also access the contract by opening Conga Contracts through this link: <u>conga.miami.edu</u> and viewing your **Active Workflow Items** portlet. Once you have located the step in **My Flow Steps**, click on it to navigate to the Contract Profile.

	Q Home Companies V Contracts V Documents V Tools V							?						
Welcome App	rover G	lobal												O Add Po
Recently Viewed	Compan	ies				0	3	Recently	/iewed Contra	cts				0 🛙
Compa	any Na	Company Nu	Company Ta	Company Gr	Company St	Supplier ID			Company Na	Contract Nu	Contract Pur	Contract Gro	Contract Sta	Effective Date
1 Sprint 1	Comp S	SPRIN-000016		Counterparty	Active			1 🛓	Test Company	TES-STA-0000	Service Agree	MSOM/UHealt	Pending Final	
								2 🛓	BETA TEST CO	BET-00012	Birthday Party	Provost - Acad	In Process	03/13/2019
								3 🕹	Sprint 1 Comp	SPR-STA-0000	Test Agreement	B & F - Financi	In Process	01/29/2020
								4 🕹	Test Rita Coun	TES-RVW-000	Test Review	Athletics - Inte	Pending Contr	
¢							F	•						1
Active Workflow	Items													
My Flow Steps N	lyContracts	Flows												
Flow Step Name		Flow Ste	p.D Flow Ty	pe Profile	Name Compa	Inv Na	any N	lu Duration						
Manager Approval			Contract	TES-STA	-0000 Test Co	mpany TESTC	0000:	34 2 minutes	57 s					

3. The Contract Process (Flow) is visible across the top of the Contract Profile and your step is in bold under the current stage (e.g., Manager Approval).

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	Q	Home Companies	✓ Contracts ✓	Documents 🗸	Tools 🗸				? .	•
Contract Profile -]	Test Company ABC TES-	STA-0000283								
Additional Parties (0)										V
🚠 Workflows 🛛 🖃 One C	Click Report 🛛 🔚 Report 🗸 🧕	Browse Contracts	🛚 Print 🛛 🔞 Help							
Contract	Ø Pre-	Ø Department	Contract	🖉 Automatic	Contract	🗸 Additional	Ø Negotiation	Contract Approvals (UHealth)	-	Ê
Status updated for SS Pending W Assignment Assign Contract Responsibility Contract Owner (300)	latas updatet to: http://www.enditionality.com/ wner	 Is Department Head Approval required? Obtain Department Head approval Department Head approved? 	Review and Redline		Additional Approval/Revi fields updated Do you need adprovals/revi Additional Approvals/rev Needed updat	solect Approvers/Review by clicking Edit Contract and selecting all that apply in the Additional Reviews Final Reviews Risk Management Approval/Review	Clean document and send to Counterparty for review Status updated to: With Counterparty Is document final? Is this for Clinical Supply?	Assign Procument Approve Status updated to: Pending Final Manager Approval Decline Note:		
Contract Group:	MSOM/UHealth - Diabetes Research Ir	nstitute		Legal E	ntity:	University of Miami				
Contract Purpose:	Service Agreement			Origina	l Company:	Test Company ABC				

- 4. If you need to review the contract and metadata, scroll through the **Contract Profile** to review all contract data and scroll down to the **Documents Link** to access the contract and any related documents.
 - a. Contract data is in the Contract Profile, in Contract Additional Fields and in additional forms in the Additional Forms Link.
 - b. The contract and any other related documents are in the Documents Link.

CRITICAL TIP: Use the **Notes** button to capture key information about the current step (e.g., why you are answering a certain way) prior to answering a question, clicking Approve/Decline or clicking Complete Step. Notes are captured in the Flow Activity Grid.

- 5. Scroll back up to the top of the Contract Profile and click either Approve or Decline.
 - a. Clicking **Approve** moves the process forward either to the next approver, if applicable based on Contract Value, or to the next stage, Signatures and Finalization.
 - b. Clicking **Decline** sends the process back to the Contract Owner to evaluate whether to negotiate or end the process.

	Q,	Home Companies 🗸	Contracts 🗸 Docum	ents 🗸 Tools 🗸				?	
Contract Profile -	Test Company ABC TES-	STA-0000283							
Additional Parties (0)									•
🚠 Workflows 🛛 🗔 On	e Click Report 🛛 🔚 Report 🗸 🙇 E	Browse Contracts 🛛 🛤 Pri	nt 🔞 Help 🗸						
Contract	Ø Pre-	Department	Contract Orafting	omatic	Additional	Negotiation	Contract Approvals (UHealth)	ş	b î
Status updated to: Pending Assignment Assign Contract Responsibility Contract Owner (300)	Status updated to: With Contract Owner	Is Department R, Head Approval R, required? Obtain Department Head approval Department Head approved?	eview and addine	Additional Approval/Terri fields updated additional approvals/rev Additional Approvals/rev Needed updat	ew Approversi/Reviews by clicking Edit Contract and selecting all that apply in the Additional that Approver/Reviewer field. Status updated to: Pending Reviews Risk Management	Clean document and send to Counterparty for review Status updated to With Counterparty Is document final? Is this for Clinical Supply?	Asign Procurement Approver Status updated to: Pending Final Manager Approval Decline Notes)	
Contract Group: Contract Purpose:	MSOM/UHealth - Diabetes Research In	stitute		Legal Entity: Original Company:	Approval/Review University of Miami Test Company ABC				

Messaging Tool Approvals

Messaging is a tool in Conga Contracts that allows a user to send an email notification from a record in Conga to anyone inside or outside UM. The tool allows both parties to reply and communicate back and

forth through email, however, each reply is captured back in Conga in the relevant contract record. This ensures that critical communications are captured in Conga for audit purposes.

1. A Messaging message comes from the user who sends it.



2. The body of the message is inside the **Contracts System Message** box. If there is a document attached, you may download and review it.



3. When you are ready to reply, click **Reply All** to ensure your message is sent into the system as well as to the Sender's (Contract Owner's) email.

File Message	Help Q Tell me what y	you want to do							
Belete Archive	Reply Reply all	UAT → To Manager ☐ Team Email	Move	Assign C Policy + P					
Delete Respond Quick Steps rs Move Tags Dept Head Approval Image: Comparison of the stand s									
Master Servie 133 KB	ces Agreement.docx								
		Contrac	ts System Mes	sage					
		Dept	Head App	roval					

4. Write your message to either approve or decline and click **Send**.

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\triangleright	То	Rita Zandbergs (University of Miami - Sandbox) <m-mnearpcqg6shh7uodopw7dahz42boj4tru2332un3jh22fszow3a@mail.sandbox.congacontracts.com></m-mnearpcqg6shh7uodopw7dahz42boj4tru2332un3jh22fszow3a@mail.sandbox.congacontracts.com>									
Send	Cc										
	Bcc										
	Subject	RE: Dept Head Approval									
l approve this	contract.										
From: Rita Za Sent: Thursda	ndbergs (Univer y, May 7, 2020	sity of Miami - Sandbox) <m-mnearpcqg6shh7uodopw7dahz42boj4tru2332un3jh22fszow3a@mail.sandbox.congacontracts.com> 15:14</m-mnearpcqg6shh7uodopw7dahz42boj4tru2332un3jh22fszow3a@mail.sandbox.congacontracts.com>									
To: Rita Zandl Cc: Rita Zandl	To: Rita Zandbergs <rita.zandbergs@conga.com> Cc: Rita Zandbergs <rita.zandbergs@conga.com></rita.zandbergs@conga.com></rita.zandbergs@conga.com>										
Subject: Dept	Subject: Dept Head Approval										

5. Your reply is sent to the Contract Owner through email.

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6. Your reply is also captured back in Conga Contracts.



7. Once you have replied to the Messaging message, your participation is complete. The Contract Owner will register your response (i.e., approve or decline) in the contract profile.

Help

Please contact your System Administrator or refer to the Conga Contracts Help section for more comprehensive and detailed instructions on all Conga Contracts features and functionality. Click on the Question Mark (?) in the top right corner of the Conga Dashboard to access Help and navigate to Conga Support.



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