



Sourcing & Contracts Enhancements

December 2019

Table of Contents

- CalUsource Sourcing & Contracts Enhancements 3**
 - Enhancement Guide Overview3
 - December 2019 Enhancements3
- Sourcing Enhancements..... 4**
- Contract Enhancements 4**
 - Ability to Change the Signatory in Internal and External Parties4

CalUsource Sourcing & Contracts Enhancements

Enhancement Guide Overview

The CalUsource Enhancements Guide is intended to serve as a resource to inform you of monthly changes and enhancements to the tool. This is not intended to be a comprehensive training guide, but rather serve as a tool to communicate new functionality to existing CalUsource users.

December 2019 Enhancements

In this release, the following new features have been rolled out to CalUsource:

Sourcing

- **Adding and Deleting Attachments for Live Projects**

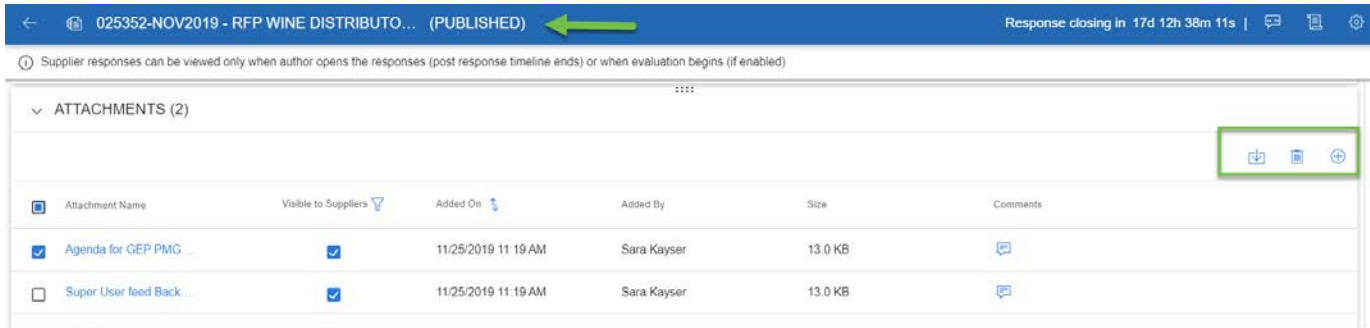
Contracts

- **Ability to Change the Signatory in Internal and External Parties**

Sourcing Enhancements

Adding and Deleting Attachments for Live Projects

Event Authors now have the ability to add and delete attachments to their sourcing events after the project has been published. Prior to this enhancement, Event Authors had to withdraw their event, make the changes to the attachments section, and then republish the project.



025352-NOV2019 - RFP WINE DISTRIBUTO... (PUBLISHED) Response closing in 17d 12h 38m 11s

Supplier responses can be viewed only when author opens the responses (post response timeline ends) or when evaluation begins (if enabled)

ATTACHMENTS (2)

Attachment Name	Visible to Suppliers	Added On	Added By	Size	Comments
<input checked="" type="checkbox"/> Agenda for GEP PMG ...	<input checked="" type="checkbox"/>	11/25/2019 11:19 AM	Sara Kayser	13.0 KB	
<input type="checkbox"/> Super User feed Back ...	<input checked="" type="checkbox"/>	11/25/2019 11:19 AM	Sara Kayser	13.0 KB	

Contract Enhancements

Ability to Change the Signatory in Internal and External Parties

Previously, if a contract was reviewed by a team member or the supplier, you had to perform a soft withdrawal to modify the internal or external party signatory. Now, you can easily adjust the internal or external party signatory regardless of whether the review process has been initiated or not.

This is especially helpful as the signatories are frequently determined later on in the contract authoring process. This only applies to contracts being authored in CalUSource. In other words, this enhancement does not apply if your campus is using CalUSource to load presigned agreements.