



eCLAWS “Submit a Contract or Agreement for Review” Step-by-Step Instructions

eCLAWS is a simple contract and agreement workflow system that asks questions to help you provide the right information needed by your Gatekeeper, Reviewer(s), and Signatories in order to process your contract as quickly as possible.

To submit a contract or agreement for review, have a copy of your contract (in electronic format), any supporting documents (Statements of Work, W9’s, Certificates of Insurance, etc.) ready to upload to the system.

NOTE: A TEST version of eCLAWS has been created for users to review/train/practice. To access the TEST environment, log into [eCLAWS-TEST](#) with your My Northeastern credentials. The Production environment should only be used for actual contract and agreement submissions.

Submitter Dashboard

On the My Agreements and Contracts-**In process** dashboard, contracts are listed with the most recent “Last Modified” date at the top. The Status column shows the workflow stop where the contract is currently in process.

The colored dots in the dashboard in the Status column are used to visually indicate how long the record has been at a certain stop in the workflow. At the Gatekeeper stop, the dots change at shorter intervals than they do at Reviewer or Signatory stops. This table indicates the intervals at which dot colors change:

	Blue dot	Yellow dot	Red dot
Gatekeeper	1-7 days at stop	8-14 days at stop	15+ days at stop
Reviewers & Signatories	1-14 days at stop	15-30 days at stop	31+ days at stop

eCLAWS ID	NU Contact	Other Party	Purpose	Type	Submitted to Stop	Status	Owner
<input checked="" type="checkbox"/> 19-C-00141	Elena Z Testing	Route w/o GK as a stop	Research & Innovation	MPSA	06/06/2019	Under Review - Pending Institutional Review	Unassigned
<input checked="" type="checkbox"/> 19-C-00119	Elena Z Testing	BMC test : Boston Medical Center test	Provision of Goods & Services by Northeastern	License: Facilities	05/31/2019	Under Review - Pending Institutional Review	Unassigned
<input checked="" type="checkbox"/> 19-C-00032	Elena Z Testing	NAS : National Association of Scholars	Purchase of Goods & Services (Procurement)	License: Facilities	04/25/2019	Under Review - Pending Institutional Review	Unassigned



Submit a Contract or Agreement for Review (Production)

1. Log into the PRODUCTION [eCLAWS](#) environment with your My Northeastern credentials:




Welcome

Login as NU User

ePAWs, eCLAWs, eCD

[Sign In](#) or [Sign Up](#) as External User

2. Upon login, confirm the eCLAWS Submitter role in the upper right corner of the screen is shown; To manually select the role, pull the 'dropdown'  and select:



My dashboard eCLAWs eCD

JC Joan Cyr



eCLAWs Submitter

3. To submit a contract or agreement for review, select from the "I'd like to" menu – "Submit a Contract or Agreement for review:"



Note: You can submit a contract on your own behalf, or on the behalf of another person/department. Depending on the NU Contact, purpose, and type of the contract, eCLAWS will present different questions, approval routes, Gatekeepers, reviewers, and signatories.

The following example is a contract for the purpose of "Purchase of Goods and Services," and is a Hotel Contract that follows the typical OGC Gatekeeper Process.



- 4. Provide the relevant information by answering the “General Information” questions, then select “Next:”

Submit Contract or Agreement for Review

1 GENERAL INFORMATION 2 OTHER PARTY DETAILS 3 PURPOSE & TYPE 4 SPECIAL PROVISIONS

Is this on your behalf?
 Yes No

NU Contact Name
Jacob Glickel

NU Contact Department
171700 : Campus Planning & Developmen

Gatekeeper
Blanca Olimpia Teixeira

Other Party Legal Name
Marriott Industry / Corporation Banner ID: Z00010702

Amount To Be Paid by NU \$ 2,000 Amount To Be Paid by the Other Party to NU \$ 0

Is this contract performed under a Master Agreement?
 Yes No

Has your College/Department previously contracted with the Other Party?
 Yes No

Is this contract or agreement related to a research or sponsored project?
 Yes No

Start Date (optional) 06/21/2019 End Date (optional) 06/22/2019

Word Version if applicable (strongly preferred) Please upload contract (PDF)

Drag & Drop your files here, or

test word document.docx
Hotel contract

Additional Attachments (optional)

Drag & Drop your files here, or

Attachments and exhibits incorporated by reference in the draft contract or agreement MUST be uploaded here if they are not included in the contract/agreement file above. You can also upload additional, related documents here, for example, W-9s, certificates of insurance, etc., please be sure to use the comment feature in the upload tool to describe the document/file, e.g., "W-9 [Other Party Name]."

Please provide a brief Justification for the contract/agreement (optional)
Conference space for Sustainability meeting

Note: If the external organization is not in the database, manually insert the name of the other party in the field, and provide address details on the next page.





- On the “Other Party Details” page, review the other party’s address; the default address from the database, if known, is displayed; to change the address, or include Other Party contact information, select the “EDIT” buttons, and change/provide the information; then, select “Next.”

NOTE: This action changes the address in this record only; it does not change the default address in the eCLAWS application.

- On the “Purpose & Type” page, first select the purpose of the agreement “Purchase of Goods & Services (Procurement)” by selecting the name (to see a definition of the Purpose, select the “i” in the appropriate tile); then within the tile, pull the dropdown and select the Agreement or Contract Type:

7. Once the Purpose and Type are selected, you can preview the workflow associated with the record:

Applicable Route: Procurement  [View visualization](#) 

×

Contract Applicable Route Visualization

- Submitter starts filling in Wizard

What is purpose & type?

Purpose is Business Purchase of Goods & Services
 AND
 Type is Hotel Contract

System asks General Questions

The contract involves the transfer or disclosure of personally identifiable information, and/or stu...
 The contract involves potentially hazardous or dangerous equipment, materials or compounds.
 The contract refers to terms and conditions located on a website.
 The contract involves minors on campus.
 The contract relates to a political campaign.
 The contract involves a foreign vendor (or the foreign office of a vendor) or performance outside...
 The contract refers to or involves the use of information, items or technology that are subject to ...
 The contract involves construction or renovation activities, architectural services or engineering ...
 The contract requires the University to pay more than \$1,000,000.

System asks Purpose-Specific Questions

Purpose is Business Purchase of Goods & Services
 Is this contract using an OGC approved template?
- Submitted
- Pending Gatekeeper Approval

Gatekeeper is Mandatory for this Route
- Pending Institutional Signature (Procurement Signatories)


Coordinator is Sriteja Kotha, Nicole Clark, Michael McNamara, Evelyn Reyes Beato, Joan M. Cyr, Bernie D Williams, Paula Giunta, Erica M Machut, Gagan Dep Prabhu
 Pool is Alysa Martina Gerlach, Michael McNamara, Joan M. Cyr, Anthony Lawrence Rini
- Pending Other Party Signature

If the Other Party returned contract with changes, trigger second round of review
- Review Completed

Close

8. Answer the remaining questions/provide information, then select “Next:”

Auto Renew Date (optional)

--/--/---- 

Confidentiality Requested

Expedited Review Requested

Reason for Expedited Review (optional)

Please enter a reason for Expedited Review

Has the Other Party signed this contract?

No

Signed/no changes

Signed/NU changes

Comment for Gatekeeper (optional)

Hi Gatekeeper...here's my Hotel Contract...call me with questions x 1234. Thanks!

Back
Save
Next



9. The system follows the Gatekeeper process, so depending on the information you input to the record, if your purchase is less than \$5000, you may be prompted with a reminder that you could process your purchase with an AMEX card; if your purchase is less than \$10,000, you could process your payment through use of a Purchase Order.
 - a. If you choose, or if the “Other Party” requires a contract be executed regardless of the NU Procurement rules, you can “Proceed Anyway.”

×

Payment without Contract

Please note this purchase may be eligible for payment without a contract. Please cancel the record, if the contract is not needed.

You can process payment via Procard (AMEX), if it meets the following rules:

- ✓ The total fee for the goods or services is under \$5,000.
- ✓ The vendor is NOT an individual or independent contractor.
- ✓ The vendor will accept a credit card without the need for a signed contract with the University.

You can process payment via Purchase Order, if the transaction meets one of the following rules:

- ✓ The agreement is for the purchase of goods (other than unique or potentially hazardous goods) and no contract or additional legal terms are required.
- ✓ The total fee for the service of the service provider, independent contractor, or consultant is less than \$10,000.
- ✓ No contract or other legal terms are required, and the contract is not for a performer, photographer or videographer.

Cancel Proceed Anyway



10. On the “Special Provisions” page, answer the remaining questions; when done, select “Submit” and your contract submission is complete:

✓ GENERAL INFORMATION
 ✓ OTHER PARTY DETAILS
 ✓ PURPOSE & TYPE
 4 SPECIAL PROVISIONS

Please answer the following questions

OGC Checklist

1. Contract Terms & Conditions: The contract uses the Other Party's Terms & Conditions OR, if using Northeastern's OGC approved template, Northeastern's Terms & Conditions have been changed, altered, modified or amended.

Yes No

Comment

Please enter your comment

2. This contract refers to Terms & Conditions located on a website. If yes, please attach Terms & Conditions and provide URL.

Yes No

Attachments (optional)

Drag & Drop your files here, or

Select file

8. This contract involves potentially hazardous or dangerous equipment, materials or compounds. If Yes, the department should consult with Environmental Health and Safety and Risk Services to ensure safe performance under the contract.

Yes No

9. This contract involves construction or renovation activities, architectural services or engineering services with respect to University facilities.

Yes No

10. This contract involves a foreign vendor (or the foreign office of a vendor) or performance outside of the U.S. If yes, please provide the location (city, country).

Yes No

11. This contract requires the University to pay more than \$1,000,000 to the Other Party (vendor).

Yes No

12. This contract relates to a political campaign.

Yes No

Back Save Submit

A confirmation pop-up showing a summary of your contract submission appears – select “Finish” to close the window:


Thank you for submitting! ×



Contract Summary:

eCLAWs Contract number: 20-C-00041
 Other Party: PF : Press Foundry, LLC
 Submitter: Joan M. Cyr
 NU Contact: Joan M. Cyr
 NU Contact Department: COEUS Administration
 Purpose: Purchase of Goods & Services (Procurement)
 Type: Hotel Contract
 Start Date: None
 End Date: None
 Status: Under Review
 Justification: justification comment
 Dollar Amount: 1,000.00

Finish



11. To see your contract in the workflow, go to the eCLAWS Home dashboard  My dashboard eCLAWS eCD and the “My Agreements & Contracts – In Process” section; select the record ID to view the summary :

MY AGREEMENTS & CONTRACTS - In process							
eCLAWS ID	NU Contact	Other Party	Purpose	Type	Start - End Dates	Last Modified	Status
 20-C-00041	Joan M. Cyr	 PF : Press Foundry, LLC	Purchase of Goods & Services (Procurement)	Hotel		08/26/2019	<div style="border: 1px solid red; padding: 2px;"> Under Review - Pending Gatekeeper Approval </div>

a. The “Contract/Agreement Data” summary screen is shown; select the “Route Log” from the left navigation to see the record in workflow:




[Home](#) / [eCLAWS](#) / [My Contracts & Agreements](#) / 19-C-00138 Glickel Marriott 20190605

19-C-00138 Glickel Marriott 20190605 \$ 2,000.00 BUSINESS PURCHASE OF GOODS & SERVICES HOTEL CONTRACT PENDING GATEKEEPER APPROVAL



- Contract / Agreement Data
- Route Log
- File Cabinet
- Related Records
- Informational Requests

Contract/Agreement Data




General Information

Submitter	Joan M. Cyr	See Contract Details via Wizard
NU Contact	Jacob Mattison Glickel	
Gatekeeper	Blanca Olimpia Teixeira	
Other Party	 Marriott	
Purpose	Business Purchase of Goods & Services	
Justification	Conference space for Sustainability meeting	
Approved Template	 Approved Hotel Contract	
Template Modified	 Not Modified	

Additional Requirements

Auto Renew Date	-
Confidentiality Requested	 No
Expedited Review Requested	 No
Reason For Expedited Review	-

Other Party Signed Contract

Changed By Other Party	 No
Work Started	 No
Re-review Requested	 No

Sign Order

Has the Other Party signed this contract? **No**

Last Comment

Joan M. Cyr commented at 06/05/2019 05:49 PM
"Hi Gatekeeper....here's my Hotel Contract....call me with questions x 1234. Thanks!"

[Cancel](#)



- b. The “Route Log” is where you can see where your agreement or contract is in the workflow; where it has been, where it is presently, and where it is going. It includes dates and times the record was acted upon, or when it moved along the workflow. At the top horizontally, the workflow is shown at a high level; Vertically, the workflow is shown in detail.
- c. To see list of those who have a role and can process the record at the different stops, select the “i” next to “unassigned.” Once a user in the workflow assigns the record to him/herself, their name will appear in the horizontal and vertical workflow:

- 12. If you have made an error in your contract submission, you can recall it by selecting the “action dots” located in the upper right corner of the Contract/Agreement Data summary screen:

- 13. To see all of the attachments associated with the record, select “File Cabinet” from the left navigation:



14. To see related eCLAWS or ePAWS records, select “Related Records” from the left navigation:

Home / eCLAWS / My Contracts & Agreements / 19-C-00138 Glickel Marriott 20190605

19-C-00138 Glickel Marriott 20190605 \$ 2,000.00 BUSINESS PURCHASE OF GOODS & SERVICES HOTEL CONTRACT PENDING GATEKEEPER APPROVAL

Contract / Agreement Data

Route Log

File Cabinet

Related Records

Informational Requests

Related Records

Contracts or Agreements

eCLAWS ID	Contact Department	Type	Start Date	End Date	Status
None					

ePAWS Records

ePAWS ID	Contact Department	Start Date	End Date	Status
None				

15. If the Gatekeeper, Reviewer, or Signatory had a question about the record, they can send an Information Request to relevant parties; those conversations are recorded in the “Informational Requests” tab in the left navigation:

Contract / Agreement Data

Route Log

File Cabinet

Related Records

Informational Requests

Informational Requests

Title	Type	Person	Last Modified	Status
Additional Information Request	Information	Dana Carroll, Joan M. Cyr	09/02/2019	Closed

Showing 1 to 1 of 1 items Rows per page: 20 Back 1 Next

a. *Notes about Informational Request chat:*

- i. *All users with a role on the record can see the chat...the chat is not private between the members of the chat*
- ii. *Chat members who do not have a role on the record can only see the chat and any attachments in the chat (they cannot see the entire record)*
- iii. *Coming Soon: “Add Consult” where particular groups will be configured for questions directed to a group, e.g. Risk Services, Environmental Health/Safety, etc.*

For help with the eCLAWS application, please contact the [NU-RES Help Center](#).

For Procurement business process related questions, contact Procurement@northeastern.edu.

For Research business process related questions, contact NU-RES@northeastern.edu.