

## Document Administration

Accounting  
Supply  
Chain  
**ASCENT** *erprise*



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- Vendor Document Workflow
- Managing the Lifecycle of a Document
- Collaborating, Editing, and Executing a Document
- Key Takeaway Points

Appendix: Document Administration Process

## Introduction

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As a Document Administrator you will be responsible for managing the Vendor Document Workflow.

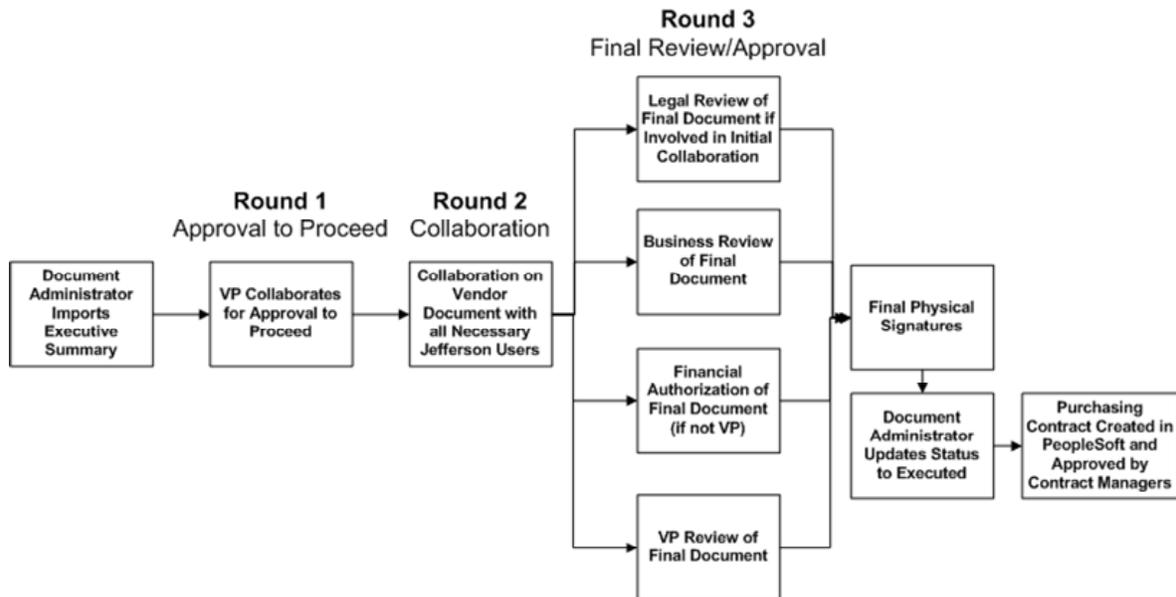
Your tasks will include:

- Importing Vendor Documents into PeopleSoft
- Routing documents for Collaboration amongst relevant parties
- Finalizing Collaboration at the end of every round
- Dispatching Vendor Documents
- Ultimately updating document status to Executed

PeopleSoft's Document Management will facilitate your completion of each of the tasks.



## The Vendor Document Workflow



## **Managing the Lifecycle of a Document**

## Importing a Document

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The Document Administrator will import the Vendor Document and be responsible for it through its entire lifecycle. The initial document import will be the **Executive Summary Sheet** that will be distributed for VP approval.

If you have the Vendor Document, you can attach it to the Executive Summary after importing. If not, in the second round of collaboration, you will import the actual Vendor Document to be distributed for approval.

Note, all document types are accepted, but Microsoft Word is preferred.

## Importing a Document

		Executive Summary Sheet	
DATE RECEIVED: _____		DATE NEEDED FOR COMPLETION: _____	
DATE SUBMITTED FOR REVIEW/DRAFTING: _____			
ORGANIZATION: <input type="checkbox"/> TJH <input type="checkbox"/> TJU <input type="checkbox"/> JUP <input type="checkbox"/> MTH <input type="checkbox"/> OTHER: _____			
DOCUMENT ADMINISTRATOR: _____		PHONE: _____	
DEPARTMENT: _____	ARE THERE ANY HARDWARE, SOFTWARE, SERVICES, SUPPLIES INVOLVED? IF YES, ISRF#: _____ PLEASE ATTACH A DETAILED LISTING.		
CONTRACTING JEFFERSON _____	IS THE VENDOR A REFERRING PHYSICIAN OR A POTENTIAL REFERRING PHYSICIAN? <input type="checkbox"/> Yes <input type="checkbox"/> No		
CONTRACTOR - VENDOR NAME _____	IS THIS A PATIENT CARE CONTRACT? <input type="checkbox"/> Yes <input type="checkbox"/> No (Any contract for the provision of clinical services to hospital patients, excluding clinical services provided by hospital employees or medical professionals credentialed through the hospital's medical staff office.)		
CHECK ALL THAT APPLY: <input type="checkbox"/> VENDOR SUPPLIED DOCUMENT <input type="checkbox"/> DOCUMENT NEEDS TO BE _____	ARE WE SERVICE PROVIDERS UNDER THIS AGREEMENT? <input type="checkbox"/> Yes <input type="checkbox"/> No		BUSINESS ASSOCIATE? <input type="checkbox"/> Yes <input type="checkbox"/> No
PURPOSE OF REQUEST: _____	SITE: (The location(s) where the primary activity is taking place OR where the contract is administered from.) _____		
Start Date / Inception Date _____	IS CONTRACT PART OF APPROVED BUDGET? <input type="checkbox"/> Yes <input type="checkbox"/> No PROJECTED ANNUAL / TOTAL DOLLAR EXPENDITURE \$ _____		
BRIEF DESCRIPTION INCLUDING IDENTIFYING WHAT HAS BEEN _____	COST IMPACT COMPARED TO PRIOR YEAR (+/-) IF KNOWN \$ _____ <input type="checkbox"/> Operating <input type="checkbox"/> Capital # _____ IF CAPITAL, COMMITTEE APPROVED <input type="checkbox"/> CHARGE CODE _____		
	IF NO, indicate current approval: CFO: _____ COO: _____ DEAN: _____		
	RESPONSIBLE VP OR SVP (Print Name and Signature Required) _____		(Signature Date) _____
	ATTACH ANY ADDITIONAL RELEVANT MATERIAL OR RELATED AGREEMENTS, DOCUMENTS, STATEMENT OF WORK, QUOTES, ETC. _____		
	<input type="checkbox"/> I have reviewed the attached contract and noted any discrepancies to the agreed upon business terms. <input type="checkbox"/> I have reviewed the attached contract and it meets all agreed upon business terms.		

## Import a Vendor Document

Vendor Documents will be imported using PeopleSoft. All document types, including Excel and Word, will be accepted.

Sponsor:

\*Administrator:

Department:

\*Begin Date:

Cycle Start Date:

\*Description:

**Import Option**

**Current Contract/Document**  
(Current Contract/Document with no formal amendments or history to load.)

**Amended Contract**  
(Single current contract as fully amended requiring an amendment number. History is optional.)

**Amended Contract and Amendment**  
(Current contract as fully amended and a current separate amendment summary file. History is optional.)

**Original and Amendment**  
(Original contract as originally signed and a current separate amendment summary file. History is optional.)

**Current Version**

Type	File Name	Version	Status	Status Date	Status Time	Upload	Clear
Contract Document		1	Draft	<input type="text"/>	<input type="text"/>	<input type="button" value="Upload"/>	<input type="button" value="Clear"/>

Prior Version is not applicable

Click to select documents

Draft Status is used for incomplete Vendor Documents. Executed Status will be used for finalized Vendor Documents

## Vendor Document Security

After importing a Vendor Document, the Document Administrator must select the Business Units that are applicable to the document for Security purposes.

- Each user has defined access to TJU, TJH, MHD, JUP
- Once Business Unit security is applied to the Vendor Document, only users with the appropriate access can view it

Business Units Assigned			Customize   Find   View All   First 1-4 of 4 Last
Select	Business Unit	Description	Last Changed By
1 <input checked="" type="checkbox"/>	JUP	Jefferson Univ Physicians	Smith, Ashlee (DT)
2 <input checked="" type="checkbox"/>	MHD	Methodist	Smith, Ashlee (DT)
3 <input checked="" type="checkbox"/>	TJH	Thomas Jefferson Hospitals	Smith, Ashlee (DT)
4 <input checked="" type="checkbox"/>	TJU	Thomas Jefferson University	Smith, Ashlee (DT)

[Save and Return](#)



## **Collaborating, Editing, & Executing a Document**

## Initiate Vendor Document Collaboration

Once the relevant documents have been uploaded Document Administrators will be responsible for initiating Vendor Document Collaboration Rounds.

Each round requires input and participation for specific parties:

**Internal Contacts / Collaborators**

SetID: TJU Ad Hoc ID: TJUSECURITY

Internal Contact Details Customize | Find | View All | First | 1 of 1 | Last

*User	Description	Collaborator	Can Edit During Collaboration	Collaboration Status	Date Time
1		<input type="checkbox"/>	<input type="checkbox"/>	Initial	

Collaboration Instructions

**Select Collaborator(s) and provide instructions**

Collaboration Comments

[Return to Document Management](#)

## Vendor Collaboration Rounds

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There are three rounds of Collaboration:

### **Round 1: Approval to Proceed**

- Routing Executive Summary
- Include all supplemental information necessary by attaching or relating documents
- Route to appropriate VP for approval to proceed

### **Round 2: Collaboration**

- Routing Vendor Document
- Route to all parties necessary for Vendor Document review (Legal, Contract Manager, IS, etc.)
- Vendor will be routed to outside of the system for collaboration in Round 2
- There may be several rounds of Collaboration embedded in Round 2
- At the completion of Round 2, Vendor Document should be in final draft

## **Vendor Collaboration Rounds (cont.)**

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### **Round 3: Final Review/Approval**

- Route Vendor Document for the last time
- Route to:
  - Legal (if they were involved in Round 2)
  - Financial Authorization Delegate
  - Business Review Delegate (Example: Contract Manager)
  - The Appropriate VP

## Collaborating on Vendor Documents

Once the Vendor Document has been routed, the Collaboration request will appear on the Worklist of the relevant parties. Collaborators will then perform their edits or reviews using the Document Management page.

Collaborators can click the **Edit Document** button to edit a copy of the document using Microsoft Word or the **View Document** button to review a read-only copy.

Worklist for smk180: Kotarski, Steve

[Detail View](#)      Work List Filters:        Feed

From	Date From	Work Item	Worked By Activity	Priority	Link
Smith, Ashlee	05/05/2011	Collaboration Review	Document Maintenance		<a href="#">Set ID: "TJU" Ad Hoc ID: "COLLABORATION". 55</a> <input type="button" value="Mark Worked"/>
		Created On:	03/03/11 12:00AM	<a href="#">Document Details</a>	
		Last Modified On:	03/03/11 9:03AM	<a href="#">Business Unit</a>	
		Checked Out On:	03/03/11 9:03AM		
		Checked Out By:	smk180		

Document Administrators can control the edit access for each Collaborator by setting the Collaborator options on the Collaborator list page.

## Editing a Vendor Document

Both the Collaborators themselves, and the Document Administrators, will have the opportunity to edit the Vendor Document. To make edits you must check out the document. Once checked out, no other user can make edits until the document has been checked back in.

When editing the document, you will use Microsoft Word functionality to accomplish any review of the document (track changes, compare, spell check, etc.)

Once your review is complete, save the document to your computer and upload to PeopleSoft. Version history is stored and old versions can be retrieved.



The screenshot shows a web interface for an 'Imported Document'. At the top, it says 'Imported Document'. Below that is a message: 'This document requires your feedback. Review document, then enter and save comments. When done click Mark as Reviewed.' There are two sections for 'Collaboration Comments', each with a text input field. At the bottom, there are two buttons: 'Save' and 'Mark as Reviewed'. A red box highlights the 'Mark as Reviewed' button, and a red arrow points to it from the text 'Add any comments and Mark as Reviewed'.

## Finalize Collaboration

Whenever Collaboration activities are complete the Document Administrator will receive a notification email and it will appear in their Worklist.

At the end of each round Document Administrators will then finalize collaboration.

Document Management				<a href="#">Return to Document Search</a>
SetID:	TJU	Ad Hoc ID:	TJUSECURITY	
Description:	TJU			
Administrator:	Smith, Ashlee (DT)			
Sponsor:		Department:		
Begin Date:	05/17/2011	Expire Date:		
Version:	1.00	Created On:	05/17/11 12:00AM	<a href="#">Document Details</a>
Status:	Collaborated, Pending Review			<a href="#">Business Unit</a>
		Last Modified On:	05/26/11 10:25AM	
<input type="button" value="Finalize Collaboration"/>				

## View Document History

Throughout the lifecycle of the document you can view the **Document History**.

There you can see any document actions taken, who took them, and click direct links to view all versions of the document.

**Document History**

SetID: TJU Ad Hoc ID: GENS\_ANALYZER

Document Action:  [Return to Document Management](#)

Document History Customize | Find | View All | First 1-10 of 10 Last

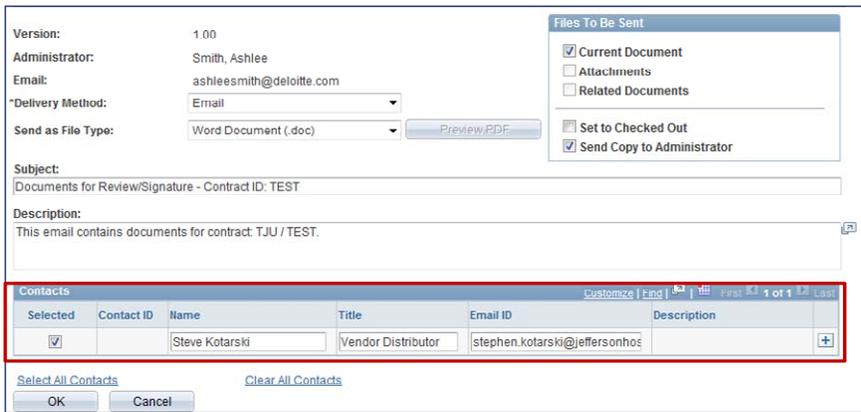
[Action/Version](#) [Comments](#) [Document Details](#) [Export](#)

DateTime	Document Action	Last User to Take Action	Version
03/02/11 2:09PM	Reviewed Internally	Smith, Ashlee (DT)	<a href="#">1.00</a>
03/02/11 2:09PM	Reviewed Internally	SS Test User 1	<a href="#">1.00</a>
03/02/11 2:09PM	Reviewed Internally	Horowitz, Kate (DT)	<a href="#">1.00</a>
03/02/11 2:08PM	Cancelled Check Out	SS Test User 1	<a href="#">1.00</a>
03/02/11 2:07PM	Checked Out	SS Test User 1	<a href="#">1.00</a>
03/02/11 2:07PM	Routed for Internal Review	SS Test User 1	<a href="#">1.00</a>
03/02/11 2:07PM	Cancelled Check Out	SS Test User 1	<a href="#">1.00</a>
03/02/11 2:04PM	Checked Out	Horowitz, Kate (DT)	<a href="#">1.00</a>
03/02/11 2:03PM	Routed for Internal Review	SS Test User 1	<a href="#">1.00</a>
03/02/11 12:00AM	Imported Document	SS Test User 1	<a href="#">1.00</a>

[Return to Document Management](#)

## Dispatching a Vendor Document

Once all rounds of Collaboration are complete you will Bypass Approval in order to dispatch and execute the documents. In the **contacts** field select to email all signors; then dispatch to retrieve final signatures.



Version: 1.00

Administrator: Smith, Ashlee

Email: ashleesmith@deloitte.com

Delivery Method: Email

Send as File Type: Word Document (.doc) [Preview PDF](#)

**Files To Be Sent**

- Current Document
- Attachments
- Related Documents

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- Set to Checked Out
- Send Copy to Administrator

Subject: Documents for Review/Signature - Contract ID: TEST

Description: This email contains documents for contract: TJU / TEST.

Selected	Contact ID	Name	Title	Email ID	Description
<input checked="" type="checkbox"/>		Steve Kotarski	Vendor Distributor	stephen.kotarski@jeffersonhos	

[Select All Contacts](#) [Clear All Contacts](#)

OK Cancel

When dispatching be sure to incorporate all necessary documents to ensure that the signors have enough information to comfortably make an informed decision.

## Updating Status to Executed

Upon Dispatch required signors of the documents will receive an email that includes the Vendor Document and all attachments and related documents. Additionally, the signors are able to go into the system to view all document history.

Once you receive the final signed Vendor Document you will scan the document into Meditract , import into PeopleSoft, and update the contract status to executed.

Document Management			
SetID:	TJU	Ad Hoc ID:	TJUSECURITY <a href="#">Return to Document Search</a>
Description:	TJU		
Administrator:	Smith, Ashlee (DT)	Department:	
Sponsor:		Begin Date:	05/17/2011
Version:	1.00	Created On:	05/17/11 12:00AM <a href="#">Document Details</a>
Status:	Dispatched	Last Modified On:	05/26/11 10:30AM <a href="#">Business Unit</a>
<input type="button" value="Redispatch"/>			
<input type="button" value="Execute Contract"/>			

Be sure to hold on updating status to executed until **all** required signatures are received.

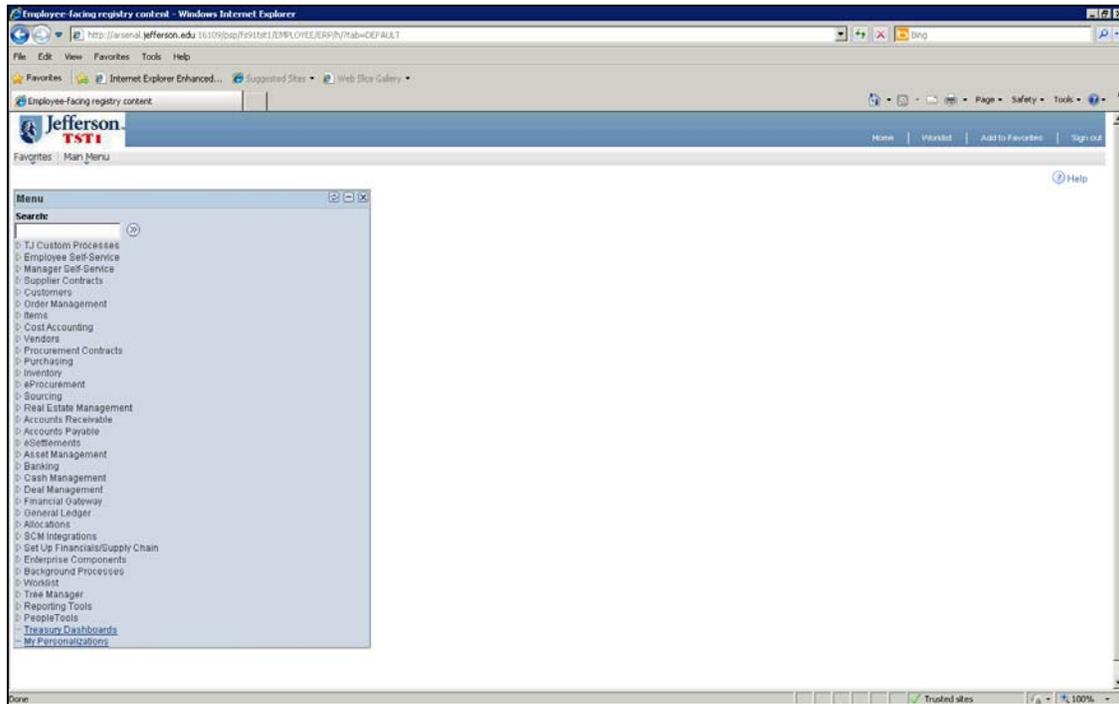
## **Key Take Away Points**

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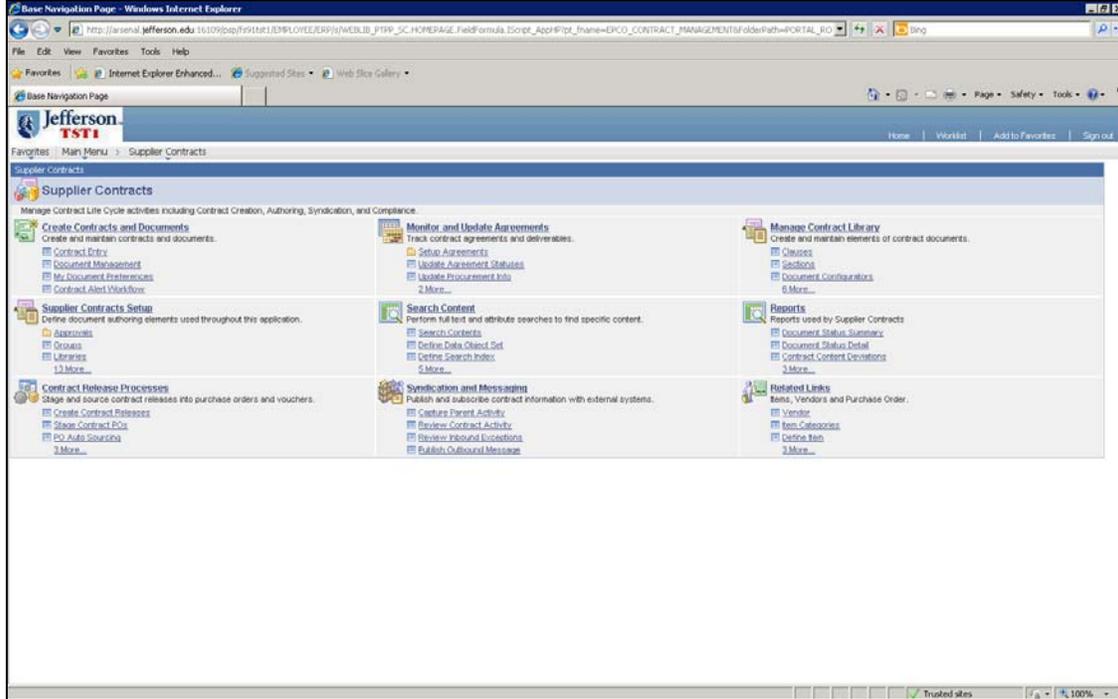
- Document Administrators are responsible for shepherding Vendor Documents through PeopleSoft and soliciting feedback from the appropriate Collaborators.
- The 3 rounds of collaboration include the Approval to Proceed, Collaboration, and the Final Review/Approval.
- Document Administrators can attach or relate all supplementary information needed
- As tasks are assigned, a notification will be sent to the user and they will be on the users' Worklist.
- Document history tracks all activities that have occurred throughout the lifecycle of the document as well as versioning history.

**Questions?**

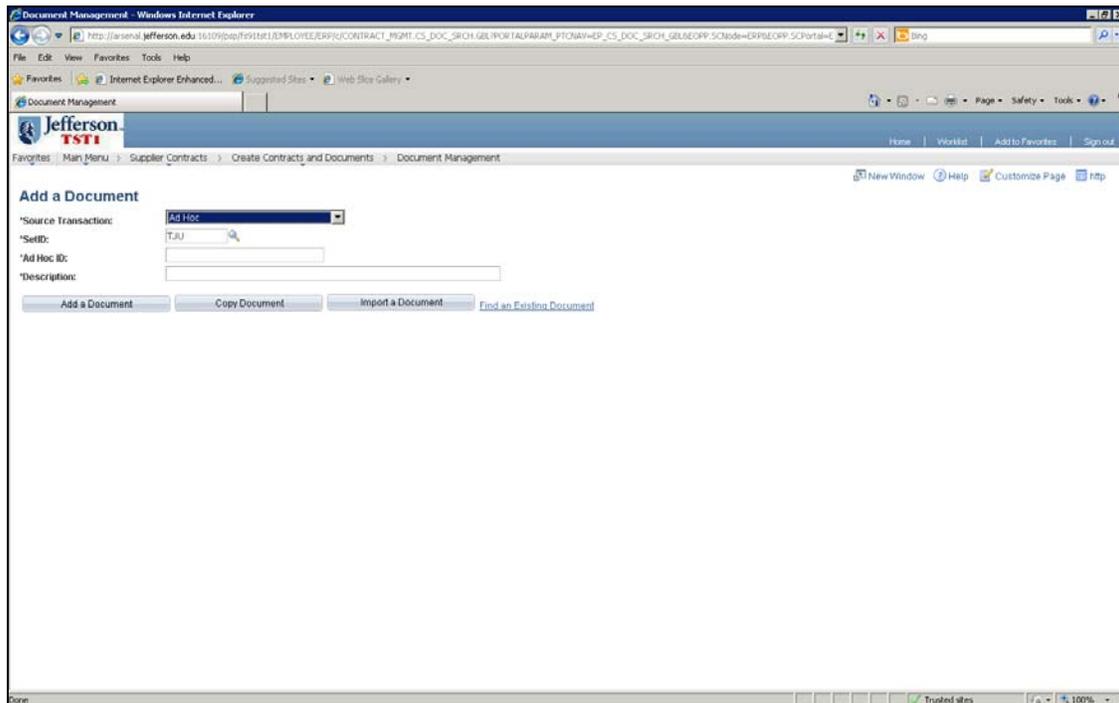
## Appendix: Document Administration Process



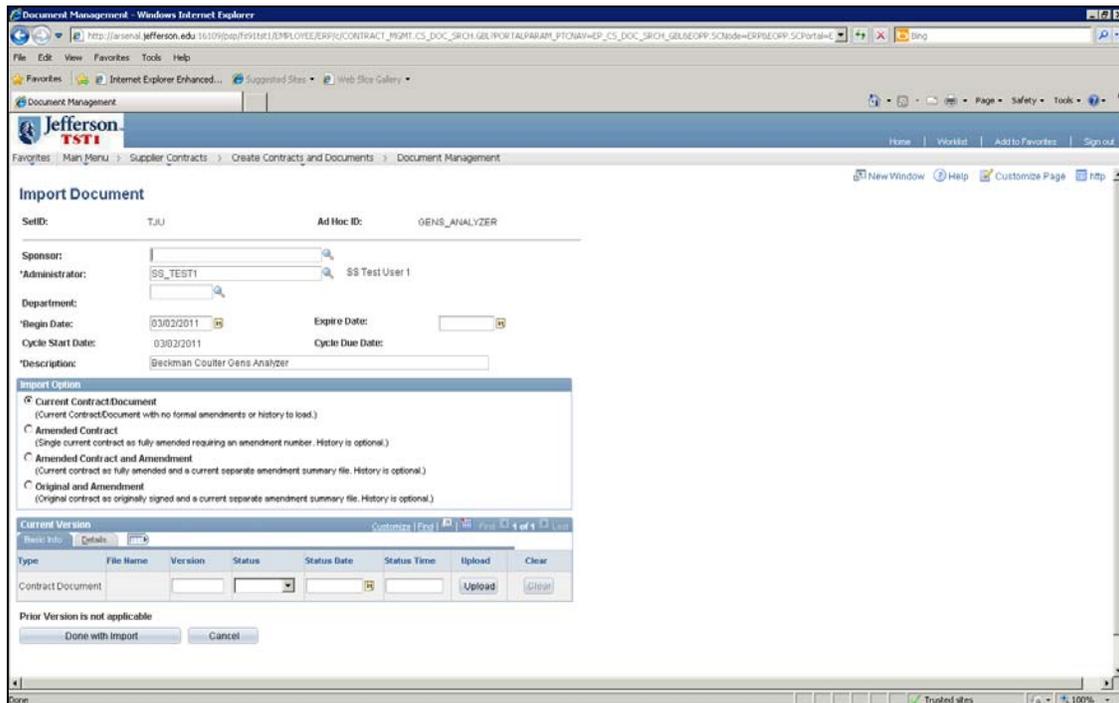
Step	Action
1.	Click the <b>Supplier Contracts</b> link. 



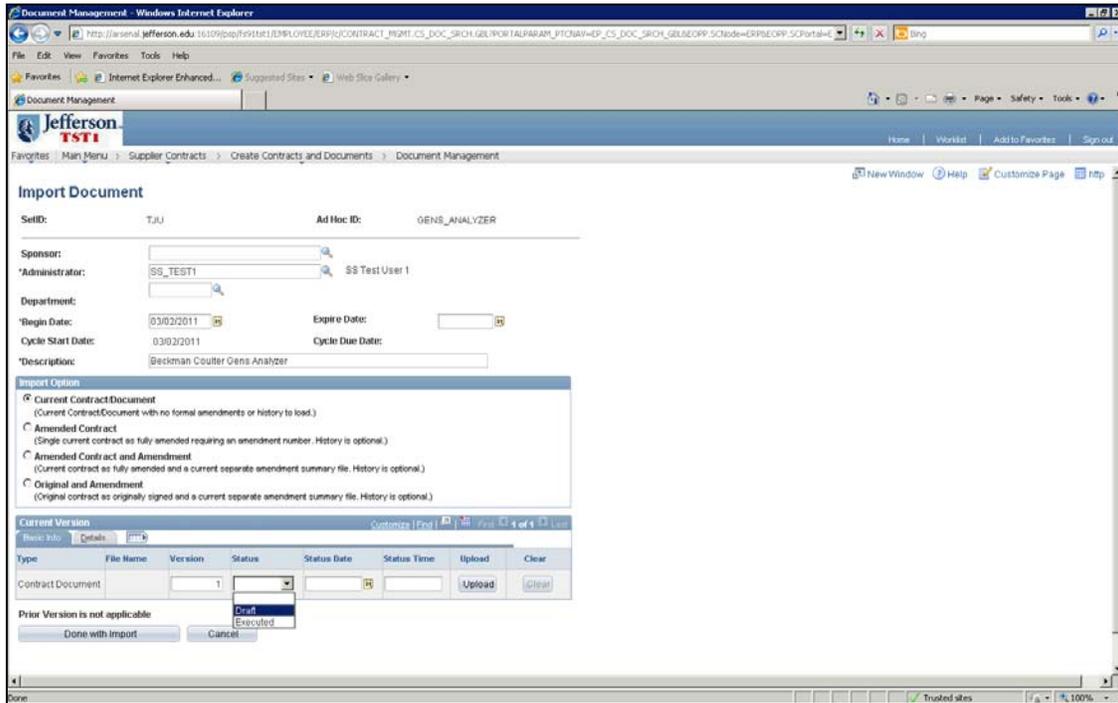
Step	Action
2.	Click the <b>Create Contracts and Documents</b> link. <a href="#">Create Contracts and Documents</a>
3.	Click the <b>Document Management</b> link. <a href="#">Document Management</a>



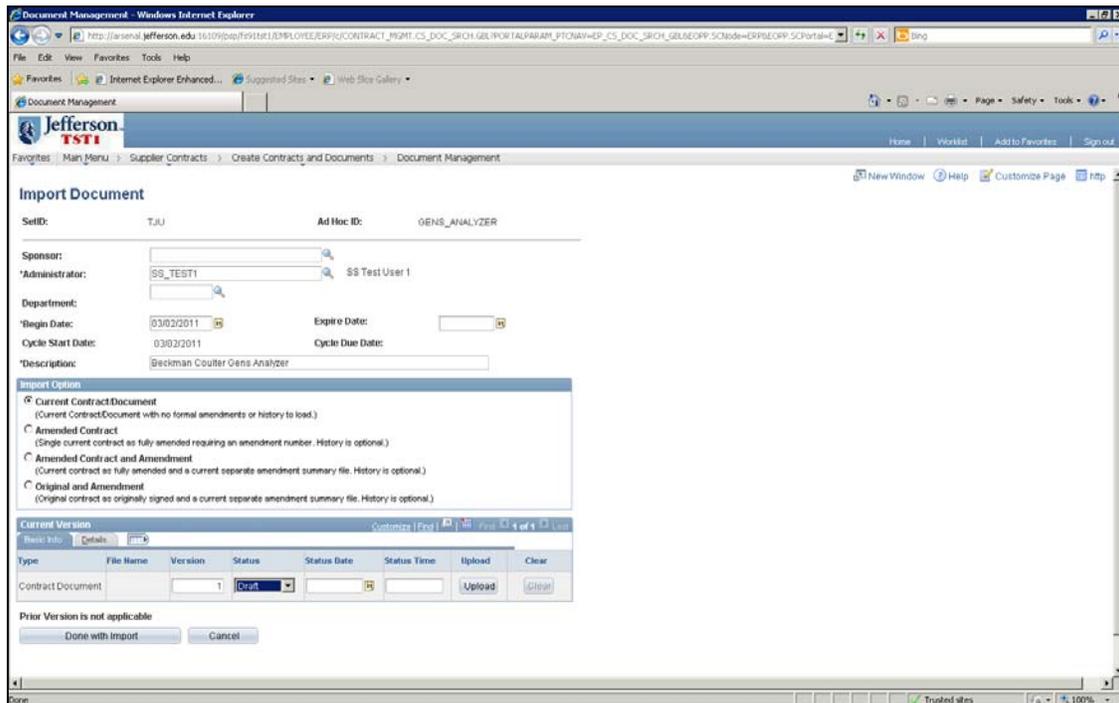
Step	Action
4.	Enter the desired <b>Ad Hoc ID</b> .
5.	Enter an appropriate <b>Description</b> .
6.	Click the <b>Import a Document</b> button. 



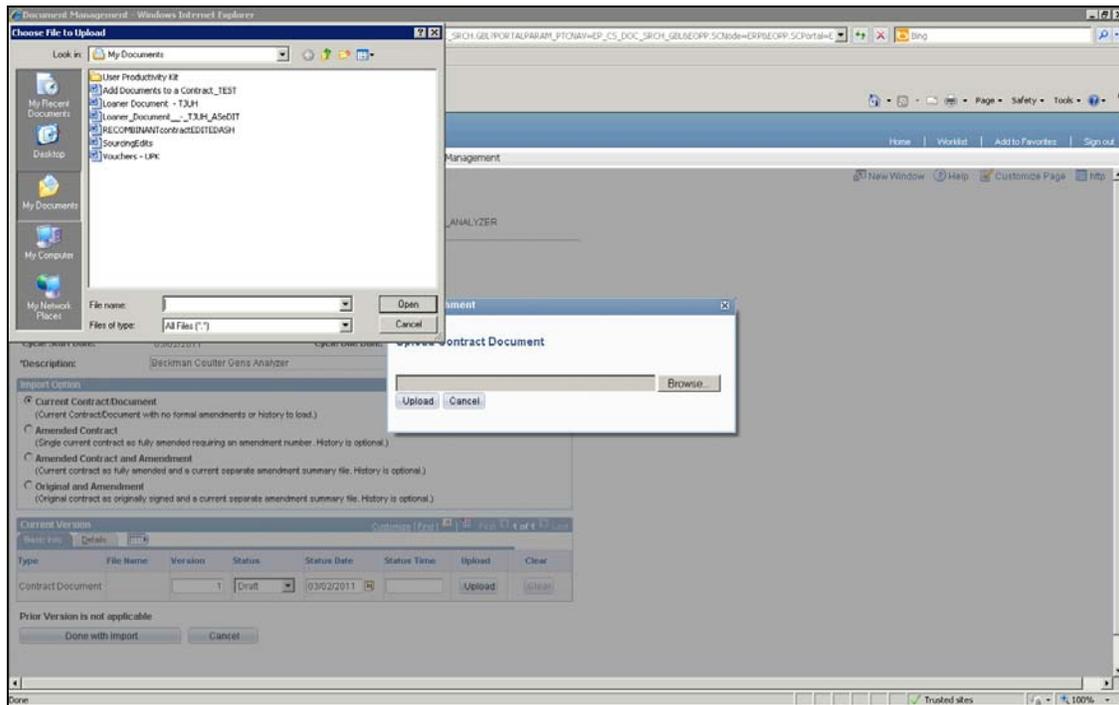
Step	Action
7.	Enter the <b>Version</b> number.
8.	Click the <b>Status</b> list. 



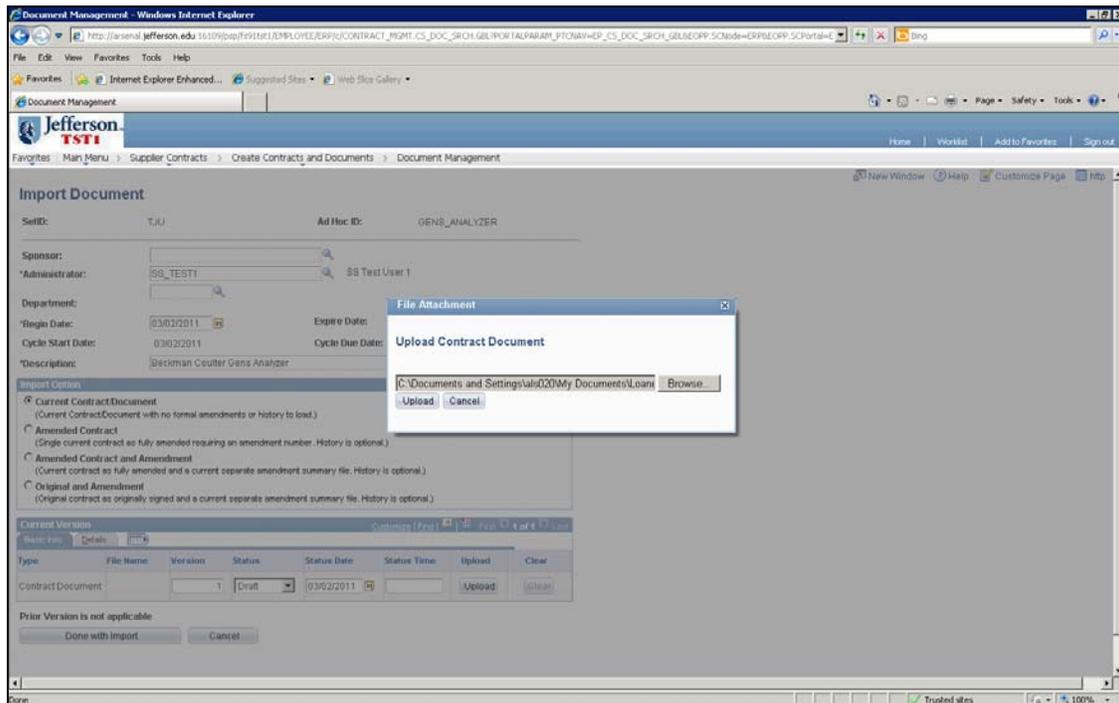
Step	Action
9.	Select <b>Draft</b> . 

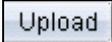
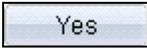


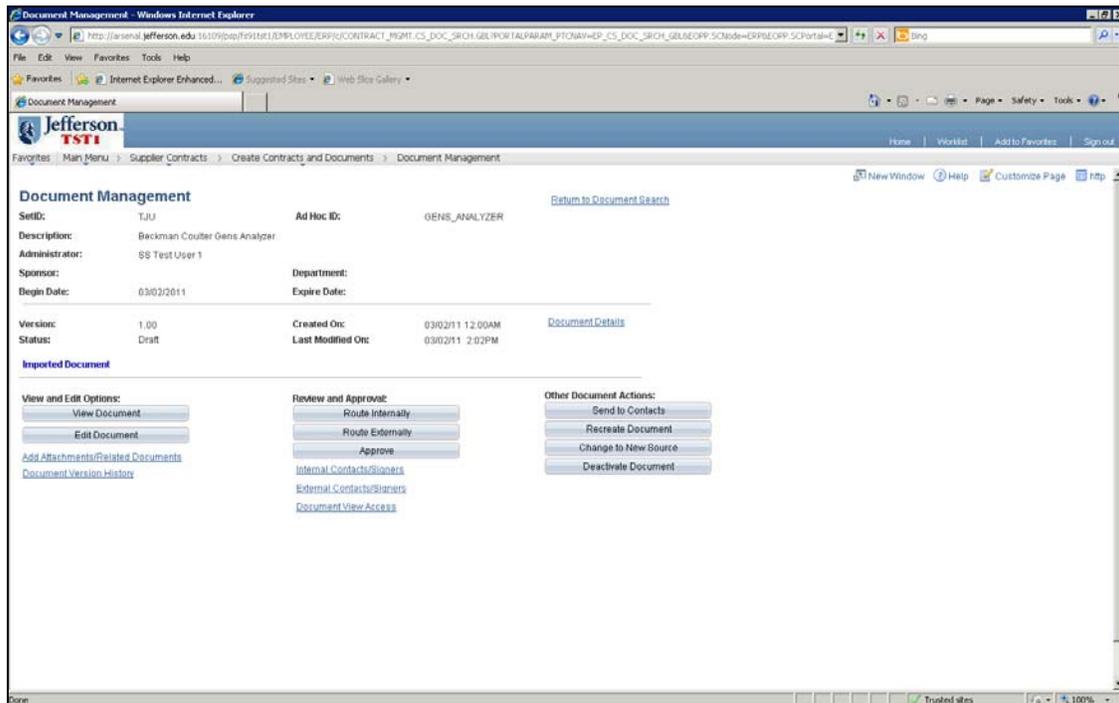
Step	Action
10.	Click the <b>Status Date</b> button. 
11.	Select the desired date.
12.	Click the <b>Upload</b> button. 
13.	You will then locate the file from the appropriate place on your hard drive by clicking the <b>Browse...</b> button. 



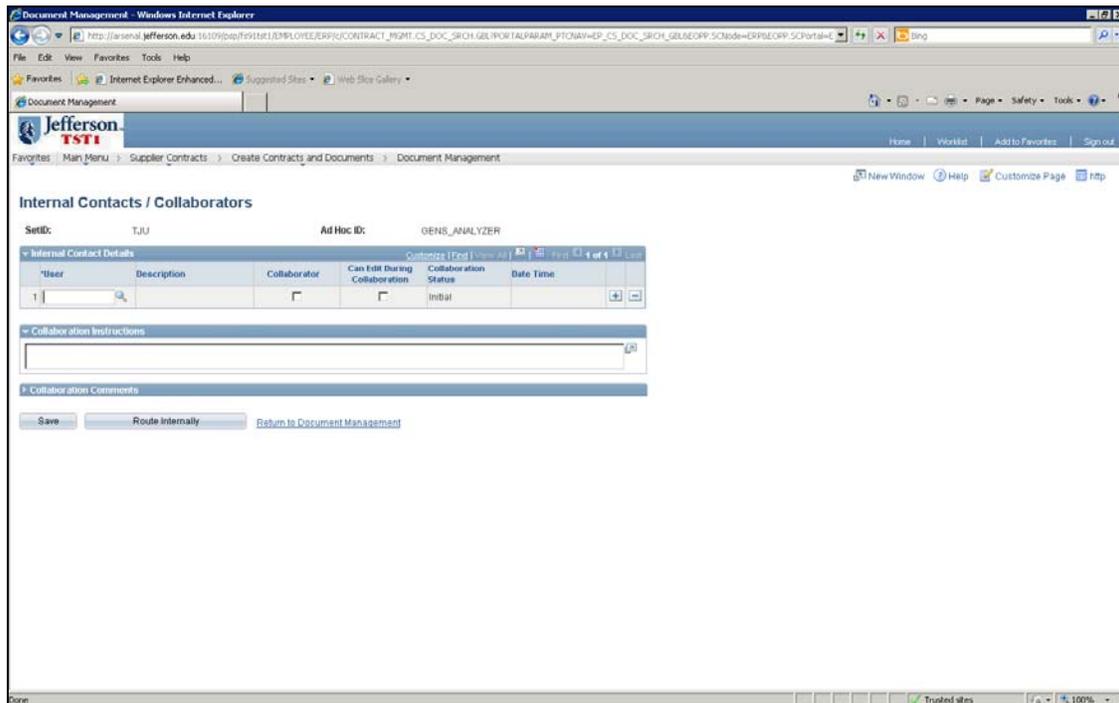
Step	Action
14.	<b>Select</b> the file you want to upload.



Step	Action
15.	Click the <b>Upload</b> button. 
16.	Click the <b>Done with Import</b> button. 
17.	A confirmation message will appear. Read and click the <b>Yes</b> button. 

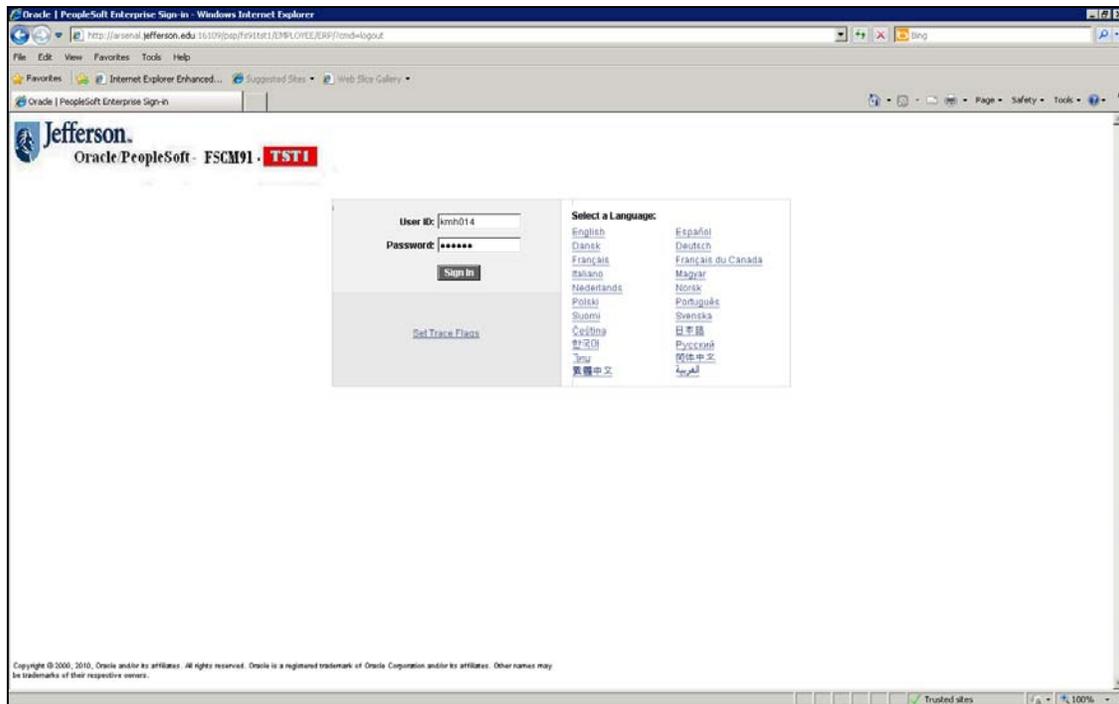


Step	Action
18.	Click the <b>Route Internally</b> button. 

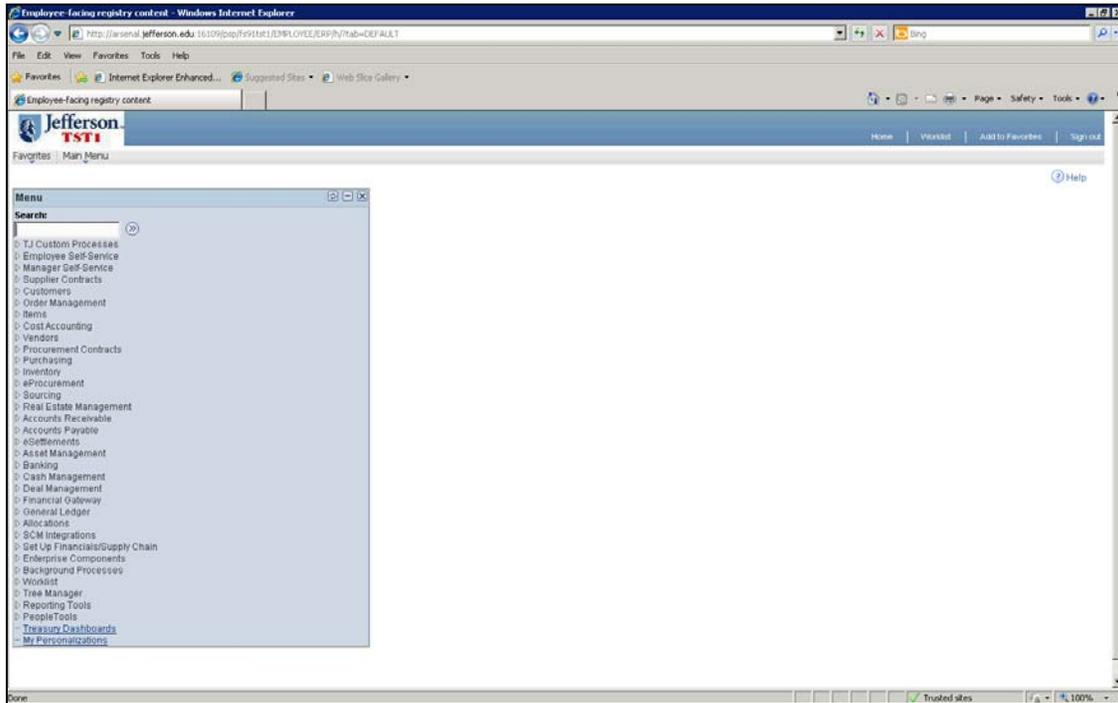


Step	Action
19.	On the Internal Contacts/Collaborators page you will select the people you want to route the document to.  Click the <b>Look up User</b> button. 
20.	Enter your known information to locate the desired <b>User ID</b> .
21.	Click the <b>Look Up</b> button. 
22.	Select the desired <b>User</b> .
23.	Click the <b>Collaborator</b> option. 

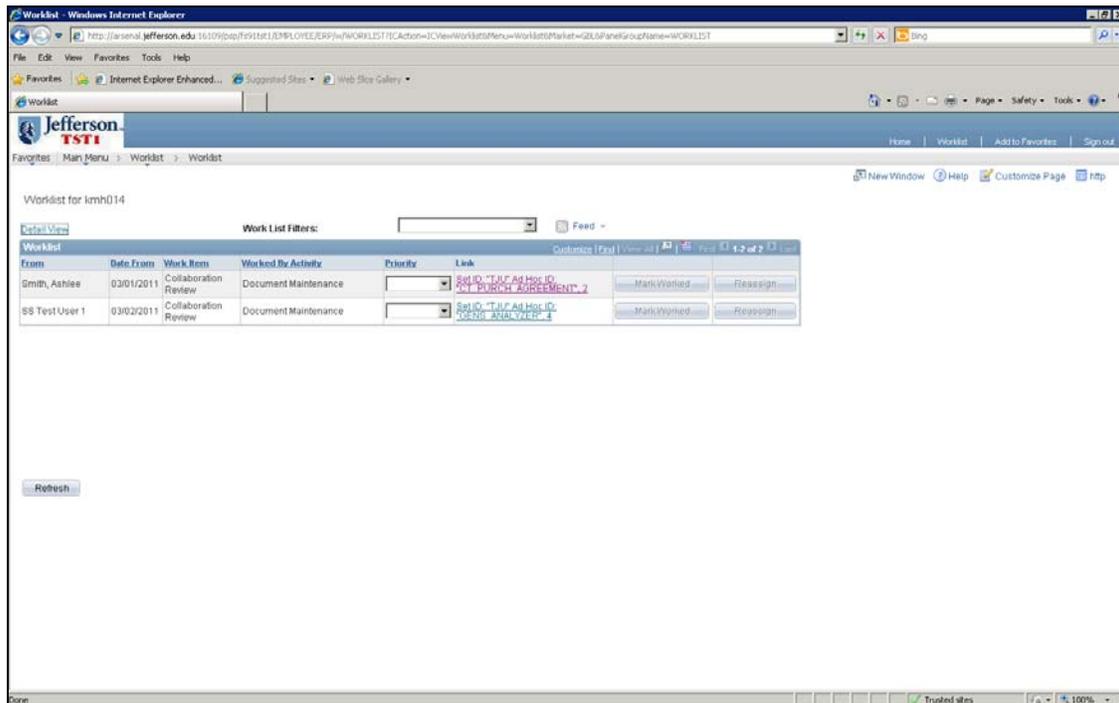
Step	Action
24.	Click the <b>Can Edit During Collaboration</b> option. 
25.	Note that you can add additional Contacts/Collaborators by clicking the <b>Add a new row</b> button.
26.	When you have added all the desired users, click the <b>Route Internally</b> button. 
27.	The document was routed successfully.



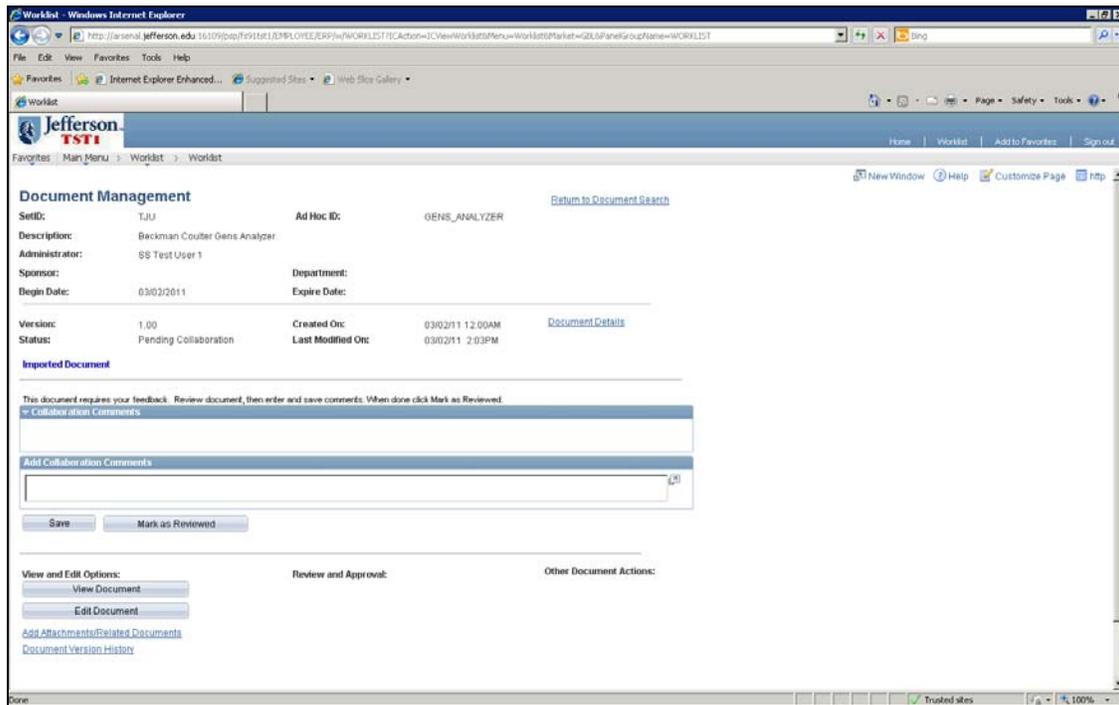
Step	Action
28.	<p>The collaborator will now log-in to review and edit the document.</p> <p>Click the <b>Sign In</b> button.</p> 



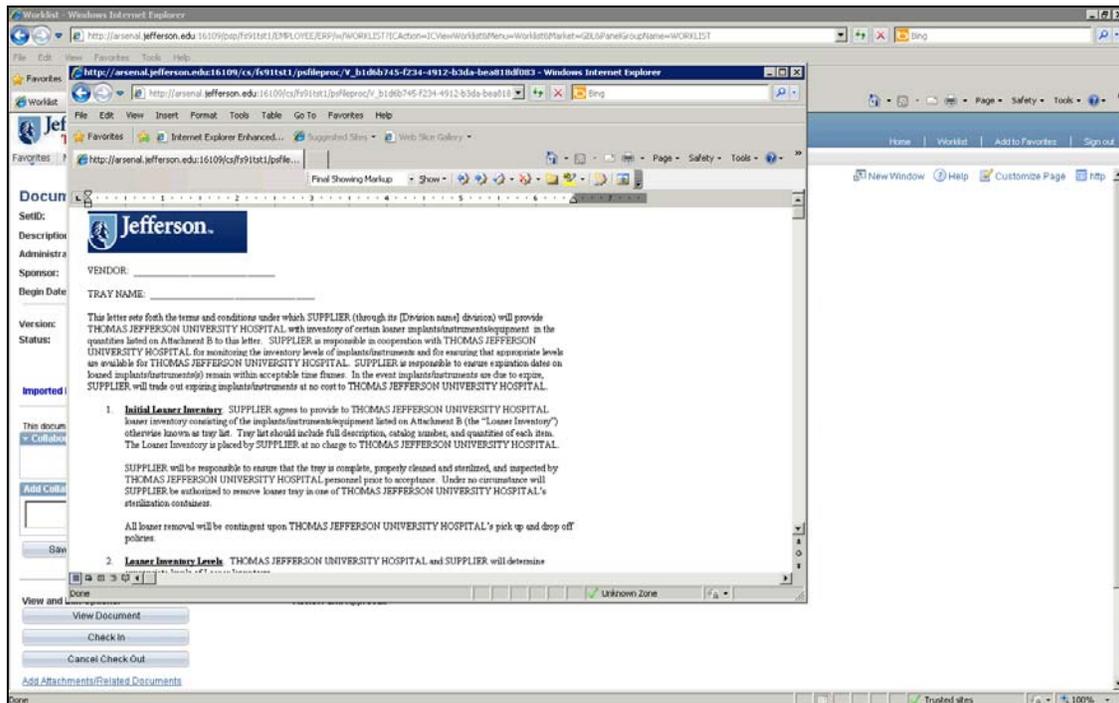
Step	Action
29.	Click the <b>Worklist</b> link. <a href="#">Worklist</a>



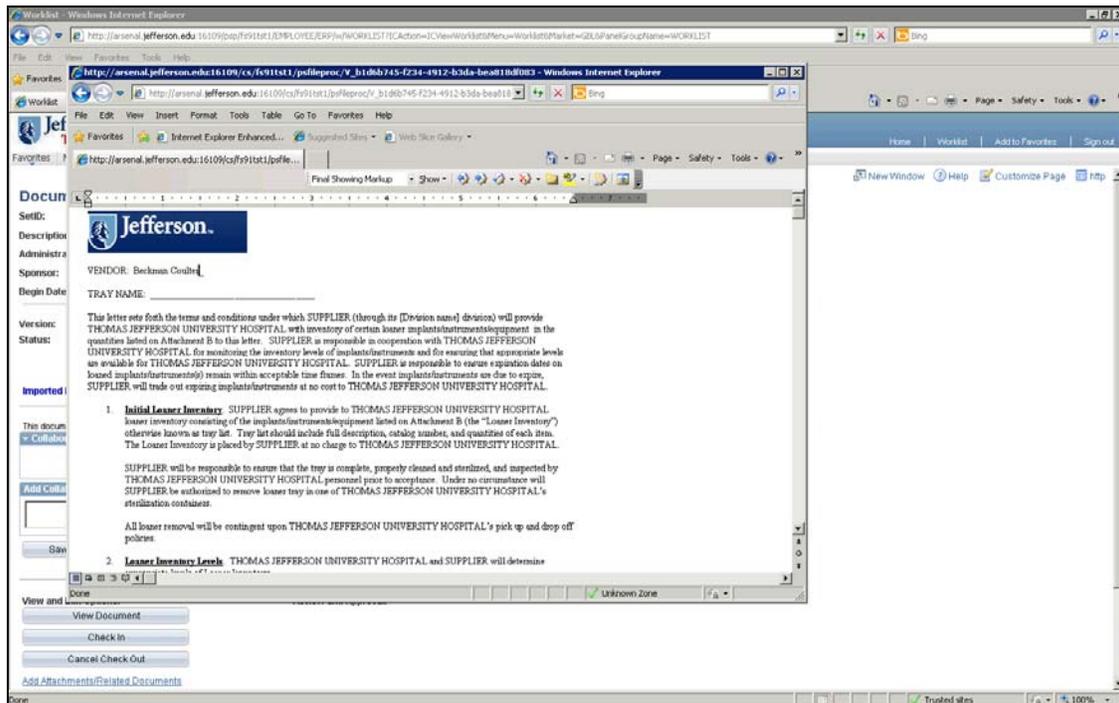
Step	Action
30.	Select the document you want to review.



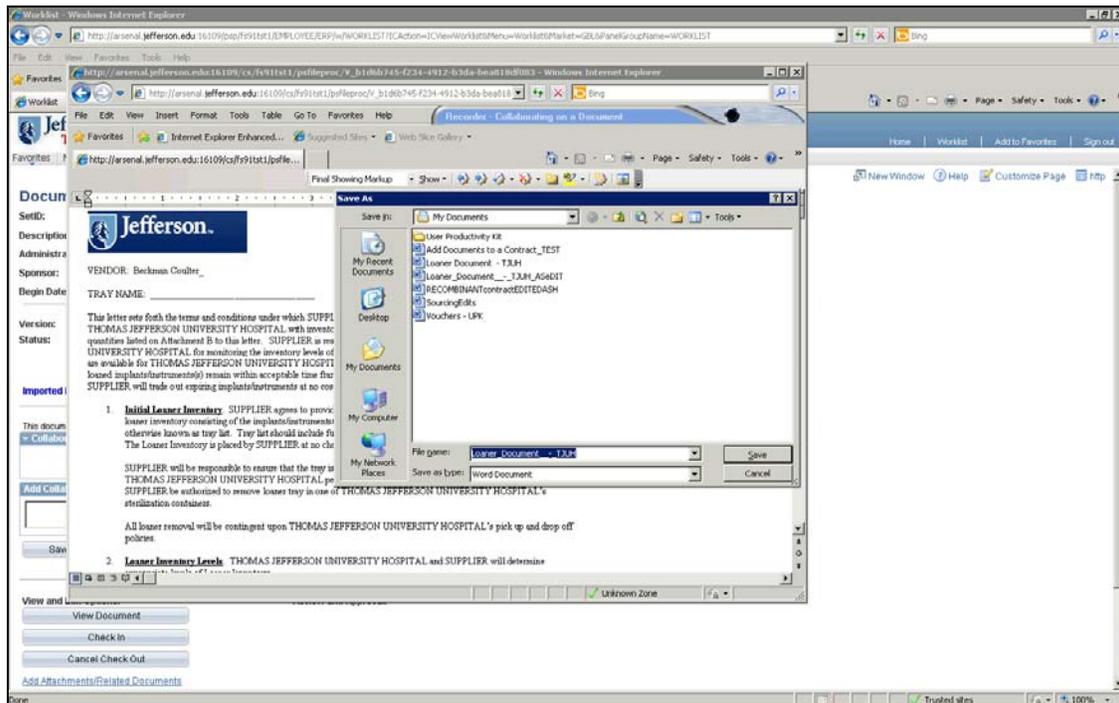
Step	Action
31.	Click the <b>Edit Document</b> button. 



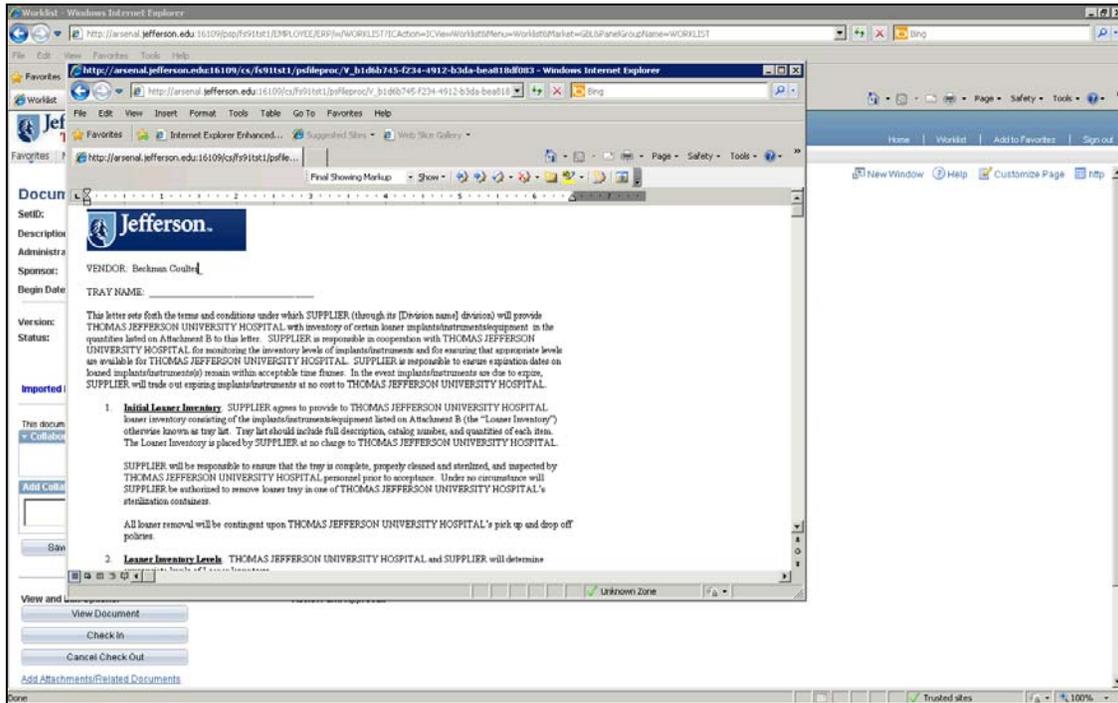
Step	Action
32.	Enter any edits you want to make.

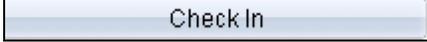


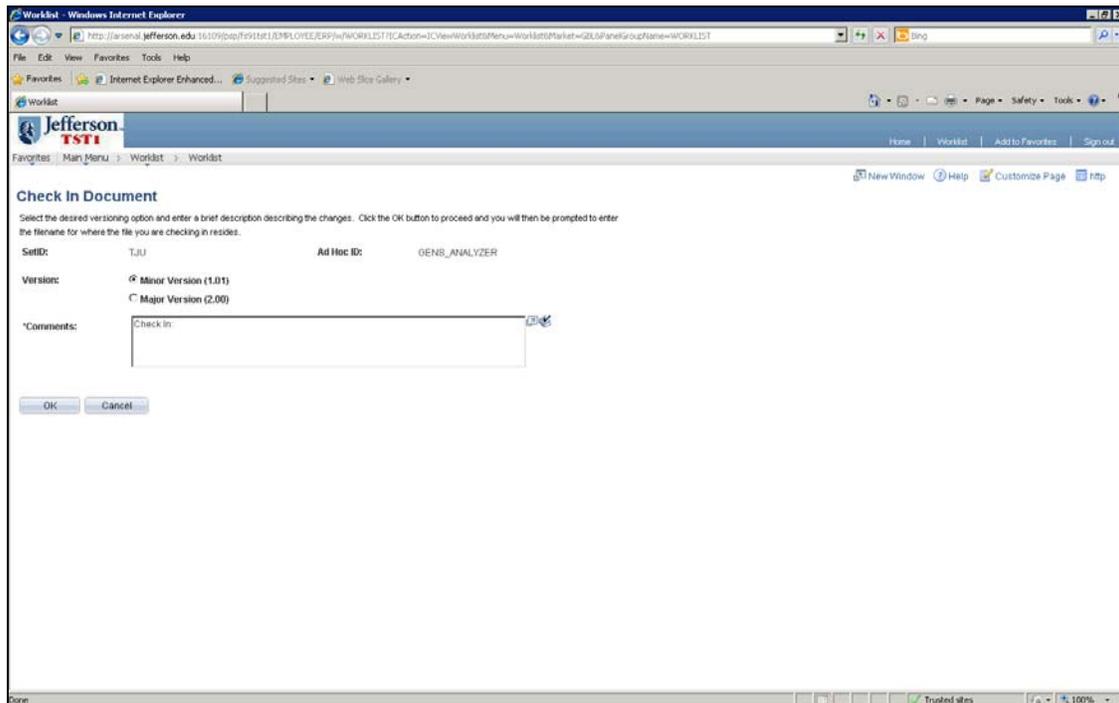
Step	Action
33.	Once your edits are complete, save the document to your hard drive.  Click the <b>File</b> menu. 
34.	Click the <b>Save As...</b> menu. 

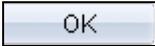


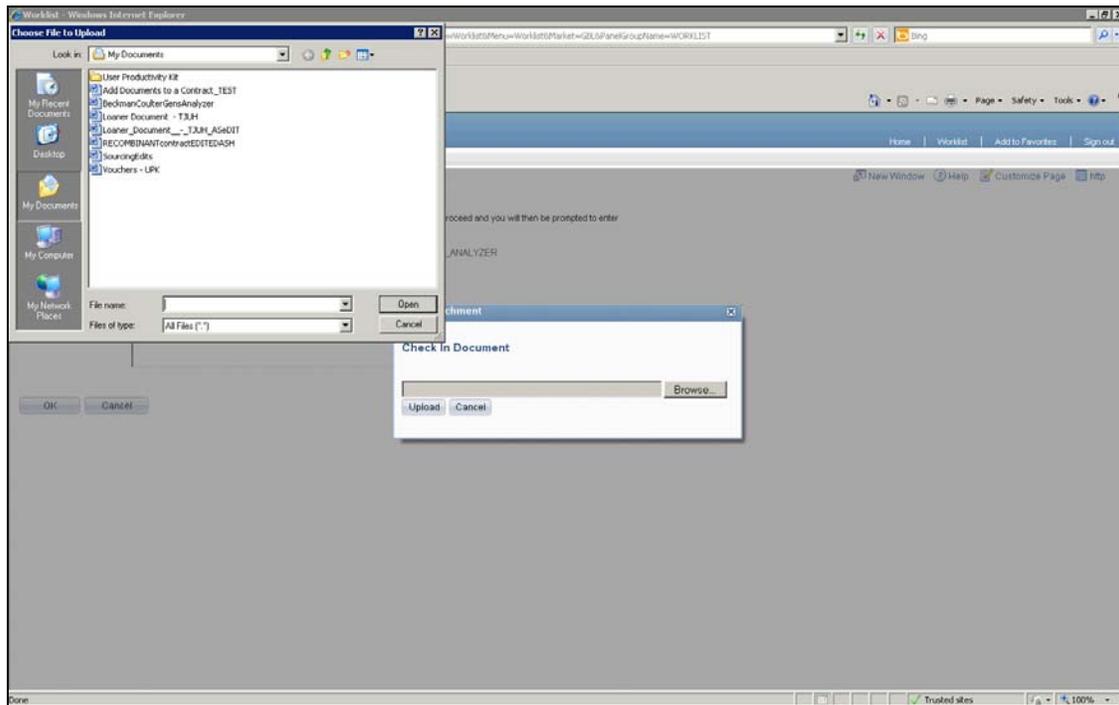
Step	Action
35.	Enter a <b>File name</b> to locate the file on your hard drive.
36.	Click the <b>Save</b> button. 



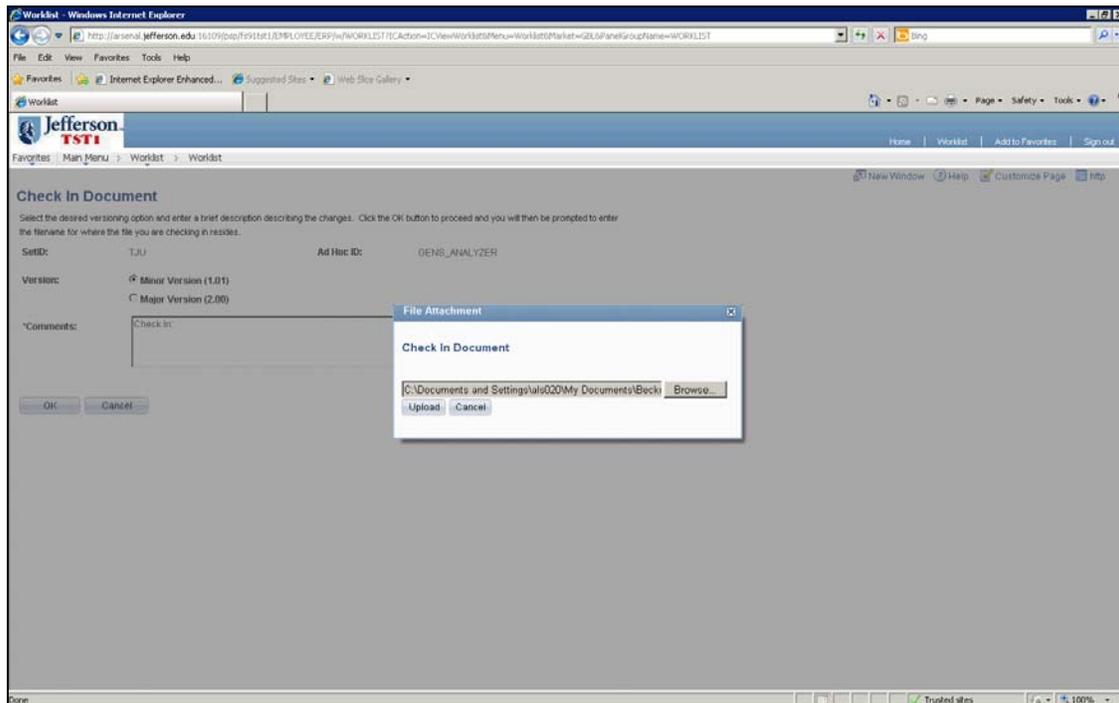
Step	Action
37.	Once saved, click the <b>Close</b> button. 
38.	Once you have saved the edited document, upload the new version. Click the <b>Check In</b> button. Note, if you had no changes, you can <b>Cancel Check Out</b> . 



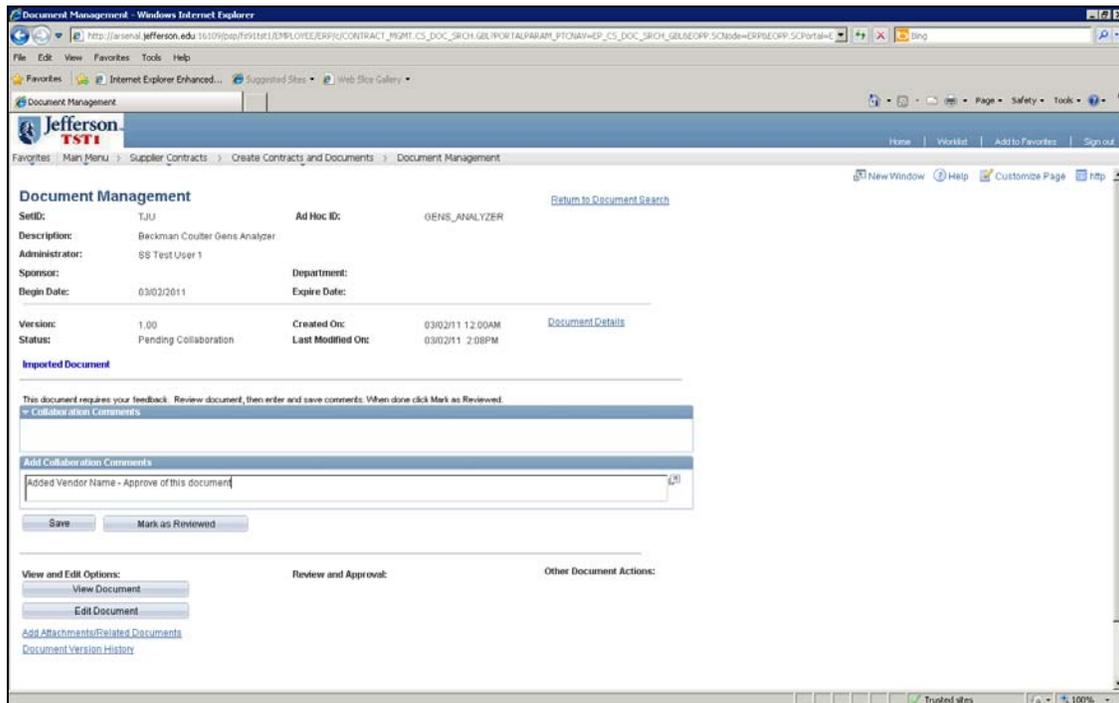
Step	Action
39.	Click the <b>OK</b> button. 
40.	Click the <b>Browse...</b> button. 



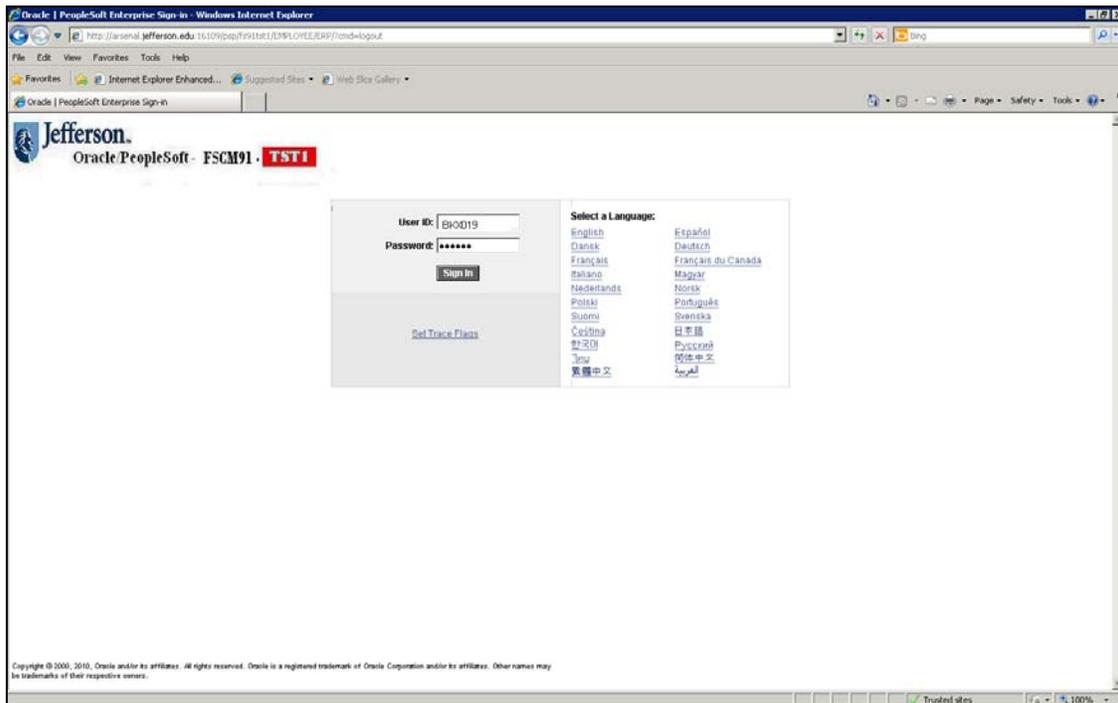
Step	Action
41.	Select the edited file from your hard drive.
42.	Click the <b>Open</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Open</div>



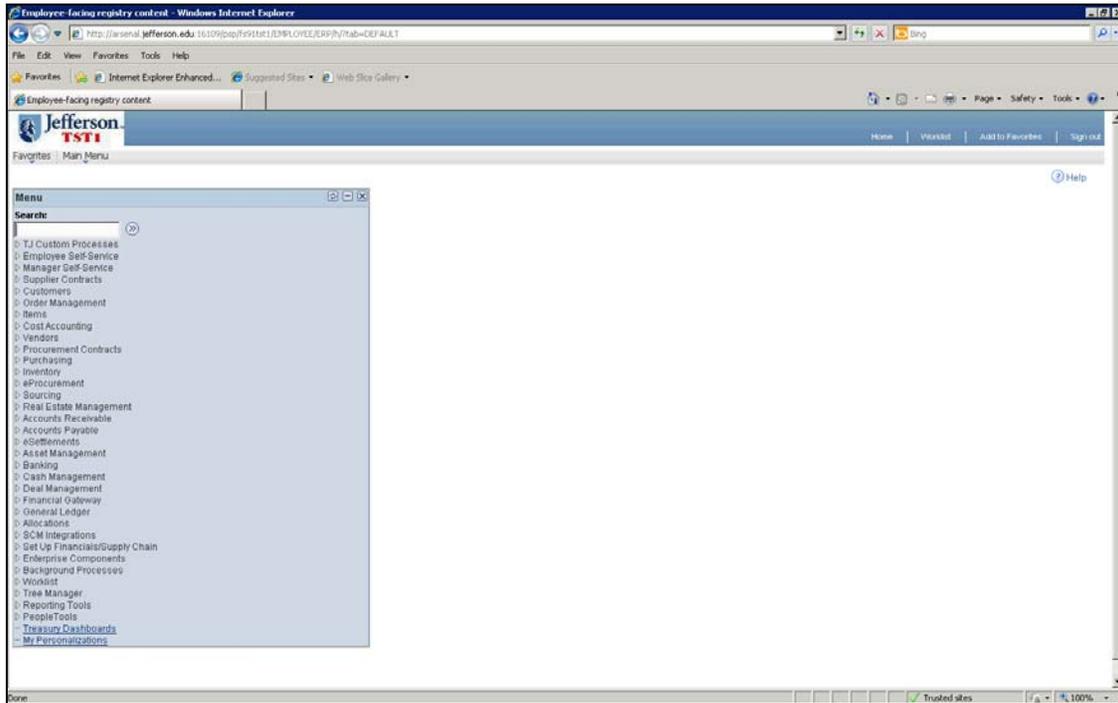
Step	Action
43.	Click the <b>Upload</b> button. 



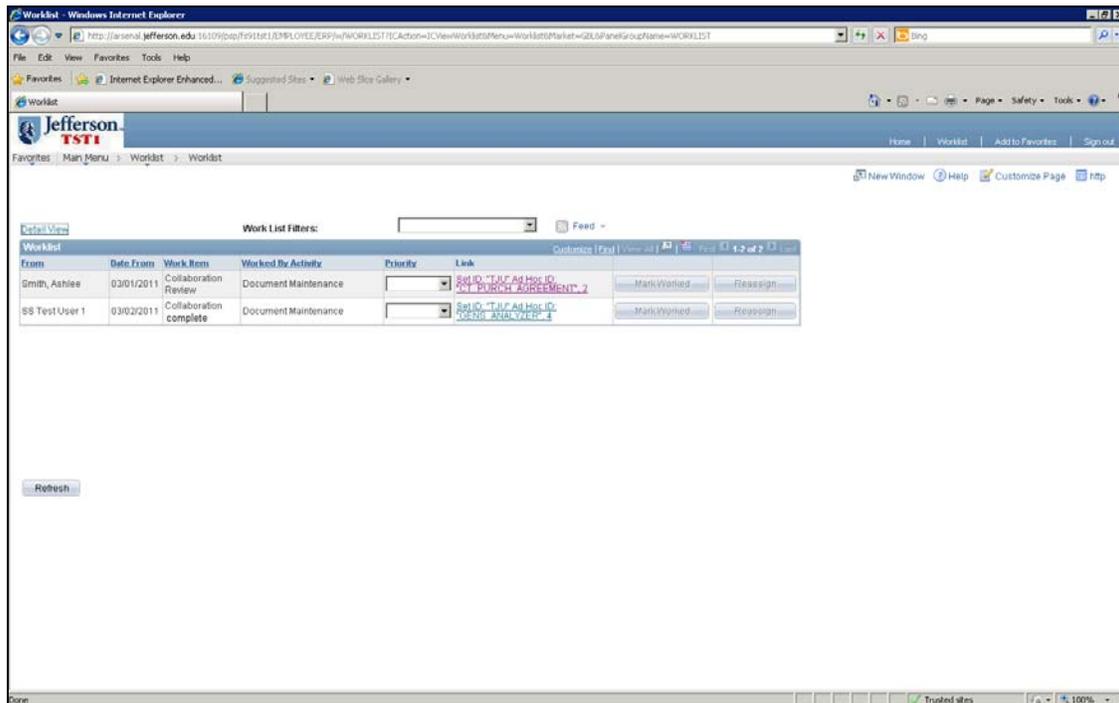
Step	Action
44.	Enter all relevant comments in the <b>Add Collaboration Comments</b> field.
45.	Click the <b>Mark as Reviewed</b> button. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px 0;">Mark as Reviewed</div>



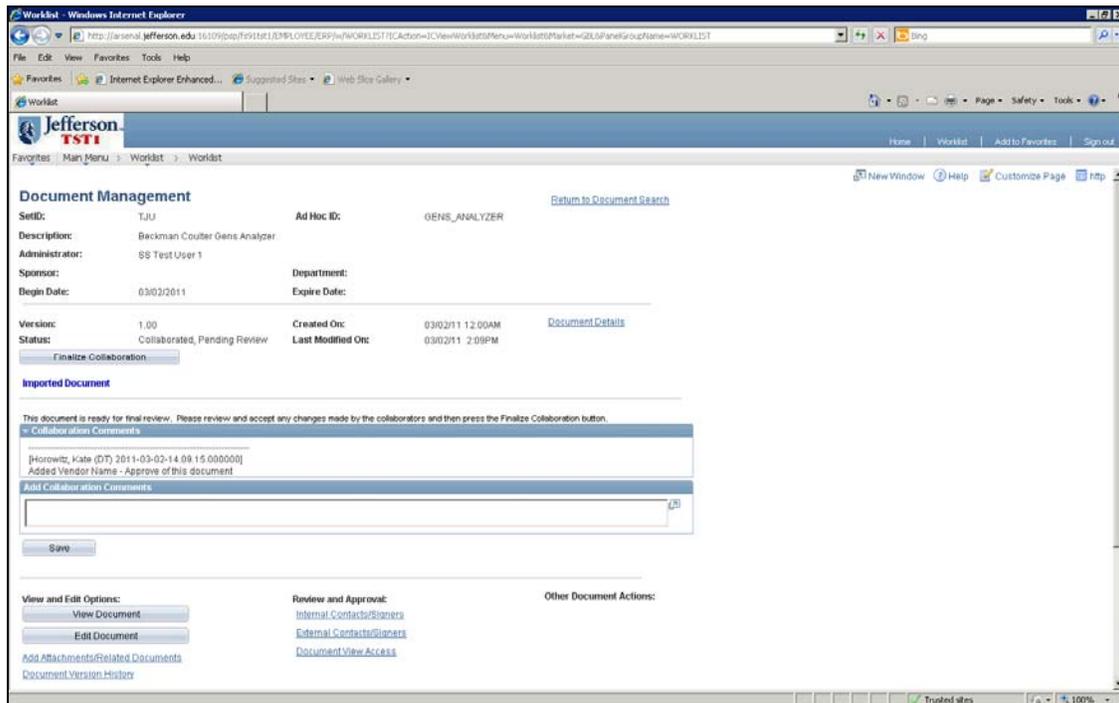
Step	Action
46.	<p>The document administrator will now log in finalize collaboration.</p> <p>Click the <b>Sign In</b> button.</p> 



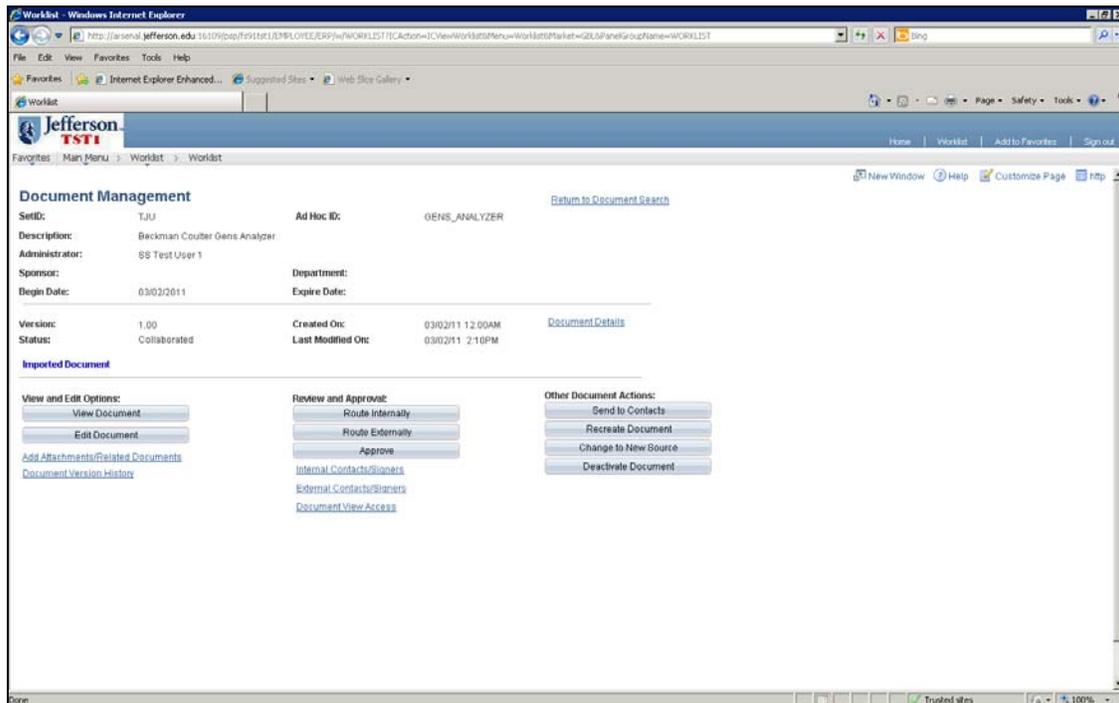
Step	Action
47.	Click the <b>Worklist</b> link. <a href="#">Worklist</a>



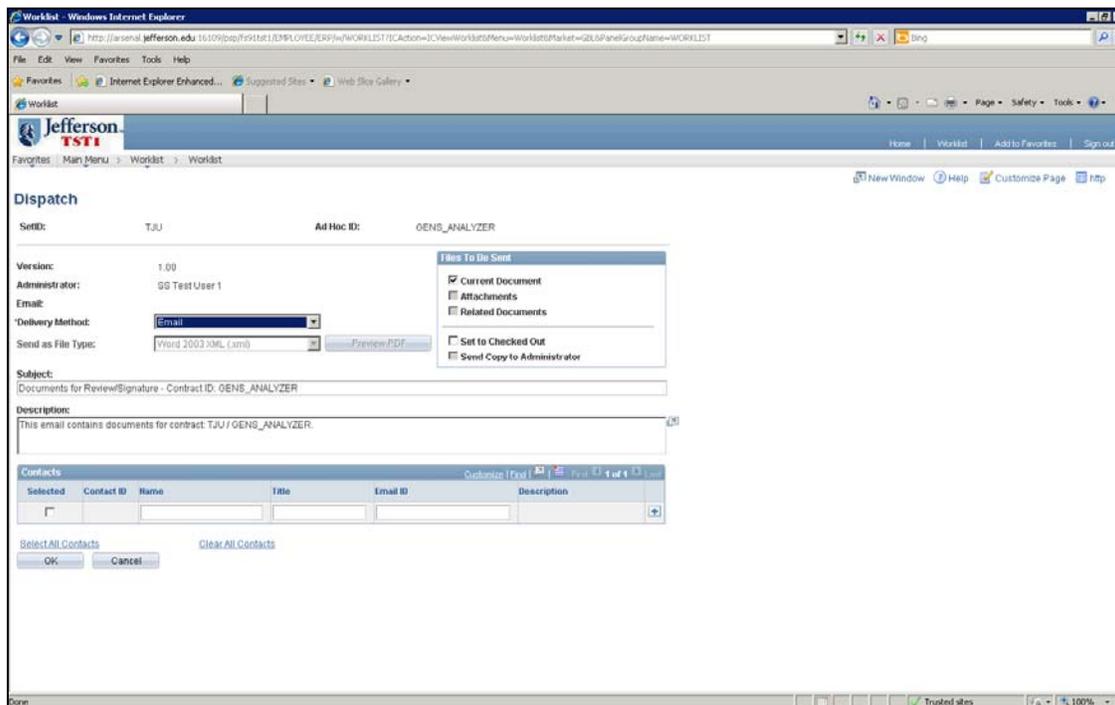
Step	Action
48.	Select the document you want to finalize.
49.	You can click the <b>View Document</b> button if you wish to review the document at any time.



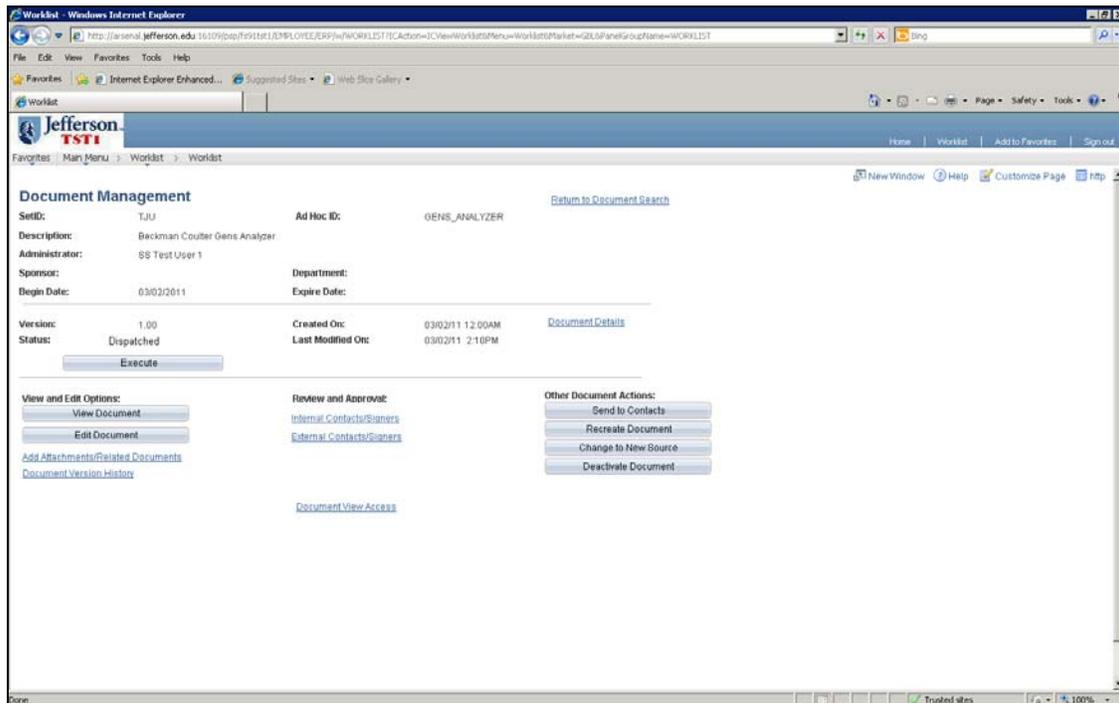
Step	Action
50.	Click the <b>Document Version History</b> link. <a href="#">Document Version History</a>
51.	Here you can see all actions taken on the document. Click the <b>Return to Document Management</b> link. <a href="#">Return to Document Management</a>
52.	Once you've reviewed the document click the <b>Finalize Collaboration</b> button. If you want to initiate a new round of collaboration, you must finalize the current. <a href="#">Finalize Collaboration</a>



Step	Action
53.	Click the <b>Approve</b> button to bypass approval. 
54.	The Status will change to Approved and the document is available for Dispatch for signatures.  Click the <b>Dispatch</b> button.



Step	Action
55.	<p>Here you will enter the contact information for all the people you want to dispatch the document to for signatures.</p> <p>Once the information is entered, click the <b>select</b> button next to their name.</p> 
56.	<p>Click the <b>OK</b> button.</p> 



Step	Action
57.	Click the <b>Execute</b> button to change the status once all appropriate signatures have been obtained. 
58.	<b>End of Procedure.</b>