

Contract Creation by Project Owner

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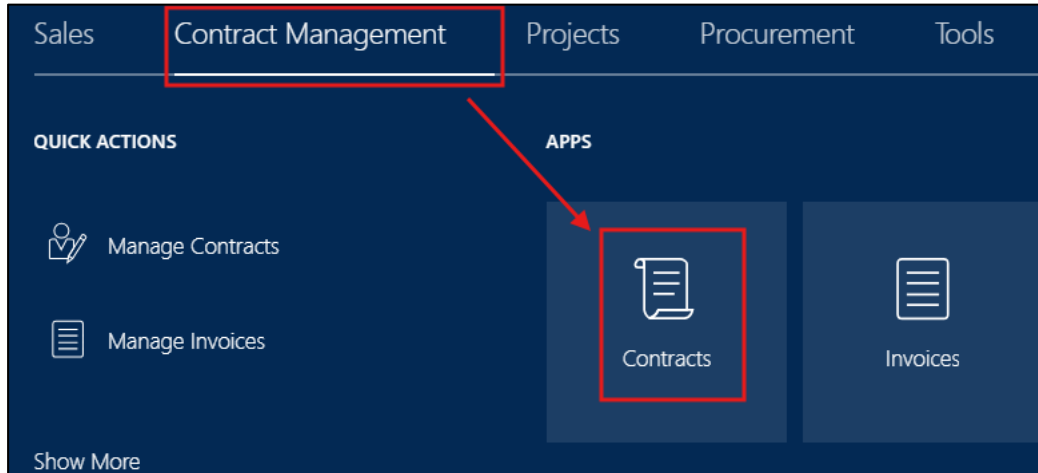
Table of Versions

Sr. No.	Date	Version
1	30/01/2025	SAS-CON-SOP-V1
2	11/03/2025	SAS-CON-SOP-V2
3	13/03/2025	SAS-CON-SOP-V3
4	04/04/2025	SAS-CON-SOP-V4
5	04/11/2025	SAS-CON-SOP-V5

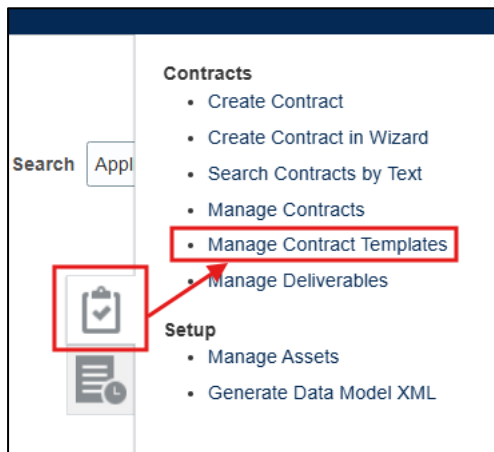
I. Create Contract Using Templates

A. Contract Creation

1. Go to the Contracts Management > Select Contracts.

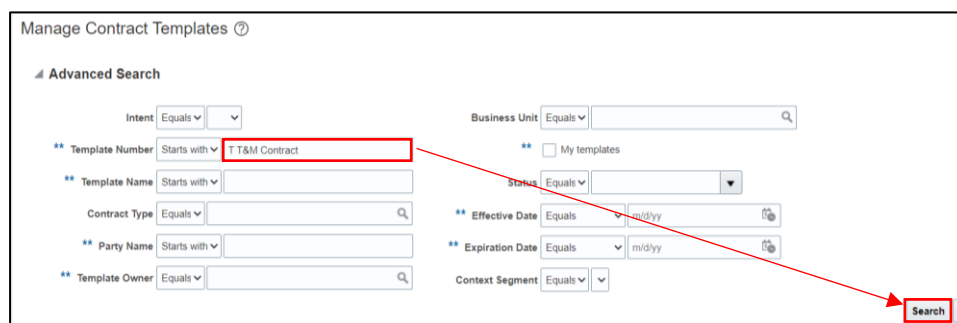


2. Click on Task Panel and select Manage Contract Templates under Contracts.

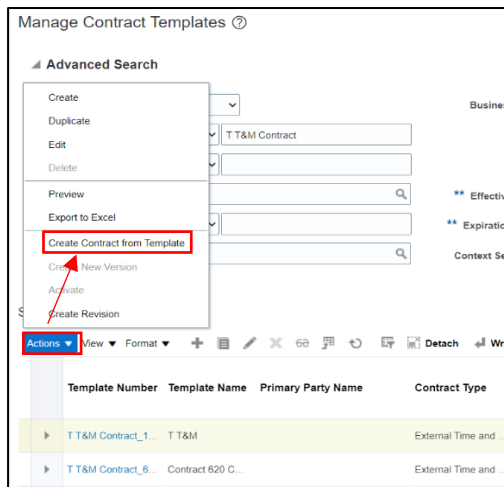


3. Enter Contract Template Number: T&M use T T&M CONTRACT / FP use T FP CONTRACT.

- a) Enter Business Unit.
- b) Click on Search.

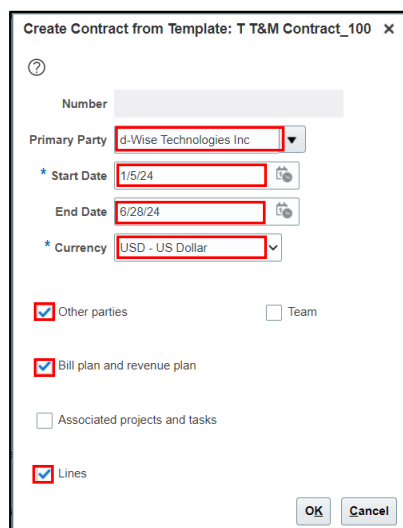


4. Highlight template row to be used > Click on Actions and then select “Create Contract from Template”



5. Enter the required details in the dialogue boxes as follows:

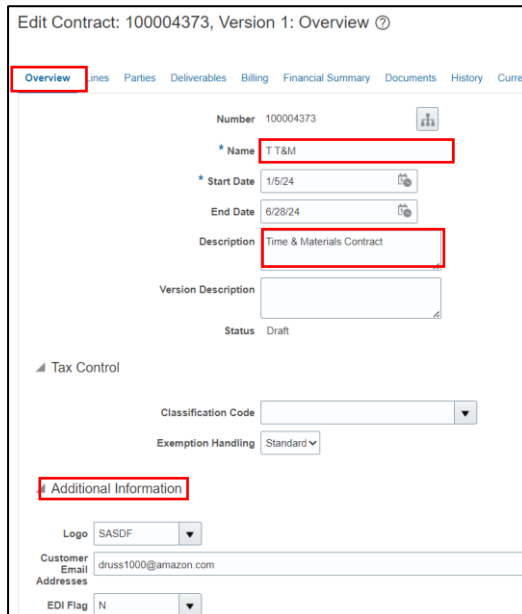
- a) Primary Party
- b) Start Date
- c) End Date
- d) Currency
- e) The 3 boxes checked are the default selection and determine what information is carried over from the template
- f) Click OK.



II. Populate Contract Details from Project

A. Overview Tab

1. Fusion automatically allocates a Contract Number.
2. Enter the following details:
 - a) Contract Name (Remove CON from project name)
 - b) Description – as mentioned in project
 - c) Additional Information – only if required.



Edit Contract: 100004373, Version 1: Overview ⓘ

Overview Lines Parties Deliverables Billing Financial Summary Documents History Current

Number 100004373

* Name T&M

* Start Date 1/5/24

End Date 6/28/24

Description Time & Materials Contract

Version Description

Status Draft

▲ Tax Control

Classification Code

Exemption Handling Standard

Additional Information

Logo SASDF

Customer Email druss1000@amazon.com

Addresses

EDI Flag N

B. Parties Tab

1. Fusion will populate Customer and Supplier information.
2. Add the following details:
 - a) Bill-To Account Number
 - b) Bill-To Site
 - c) Ship-To Account Number (same as Bill-To Account Number)
 - d) Ship-To Site

Overview Lines **Parties** Deliverables Billing Financial Summary Documents History Current

Actions View Format + X Detach Wrap

	* Role	* Name	Number
	Customer	The Siam Commercial Bank Public Company	3025539
	Supplier	437_TH_THB	300000004957122

Accounts

Bill-to Account Number 3016721

Bill-to Account Description

Bill-to Party The Siam Commercial Bank Public Company Limited

Bill-to Site 164590

Bill-to Address 9 Rutchadapisek Road,Jatujak, Jatujak,BANGKOK 10900,THAILAND

Ship-to Account Number 3016721

Ship-to Account Description

Ship-to Party The Siam Commercial Bank Public Company Limited

Ship-to Site 164591

Ship-to Address 9 Rutchadapisek Road,Jatujak, Jatujak,BANGKOK 10900,THAILAND

C. Billing Tab

1. Enter the following details:

- Contract Organization as per fusion project overview (Eg: 4571 CNS consulting services)

Edit Contract: 100004373, Version 1: Billing

Actions Save Submit Cancel

Overview Lines Parties Deliverables **Billing** Financial Summary Documents History Currency Conversion Notes Related Contracts

Contribution Percent 100% Example format: #,##0 Contract Organization 1084 Content Development

Billing Sequence PO Number Salesperson Transaction Type PA Invoice

Generated Invoice Status Draft

Bill Plans

Actions View + X Detach

Name	Invoice Method Name	Invoice Method Classification	On hold
Labor T&M Bill Plan	Bill Rate Invoice	Rate Based	
Expenses T&M Bill Plan	Bill Rate Invoice	Rate Based	

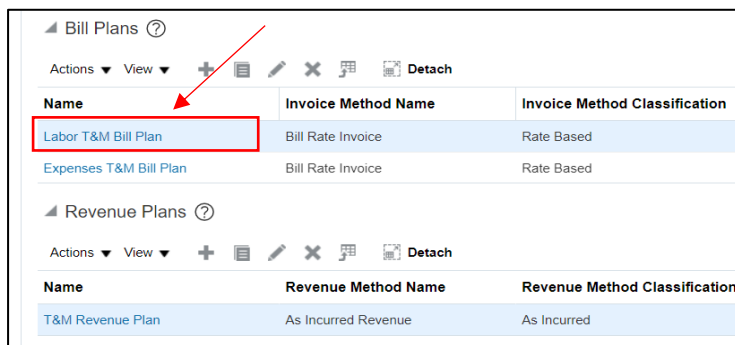
Revenue Plans

Actions View + X Detach

Name	Revenue Method Name	Revenue Method Classification	On hold
T&M Revenue Plan	As Incurred Revenue	As Incurred	

1) Labor Bill Plan

1. Select Labor T&M Bill Plan (Rate Based)/Labor FP Bill Plan (Amount Based)

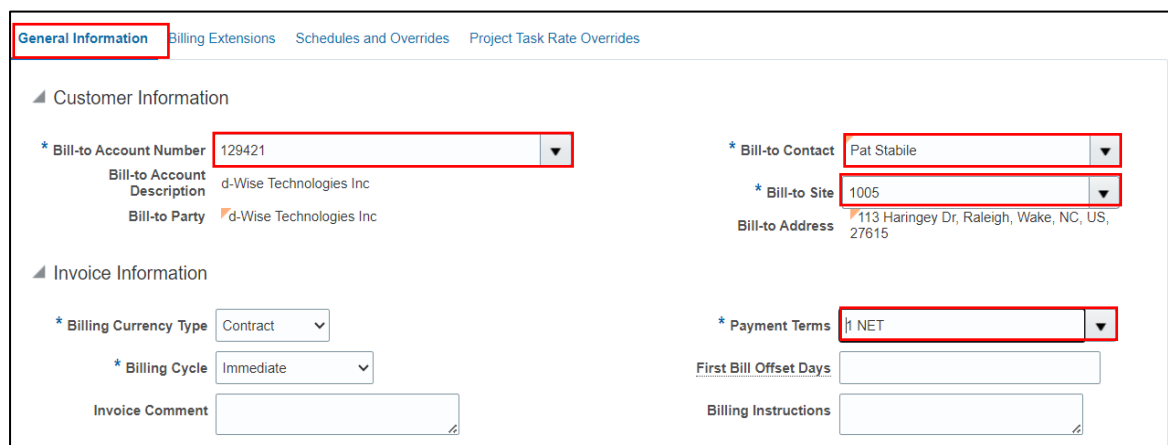


Bill Plans ?		
Name	Invoice Method Name	Invoice Method Classification
Labor T&M Bill Plan	Bill Rate Invoice	Rate Based
Expenses T&M Bill Plan	Bill Rate Invoice	Rate Based

Revenue Plans ?		
Name	Revenue Method Name	Revenue Method Classification
T&M Revenue Plan	As Incurred Revenue	As Incurred

2) General Information

1. Enter the following details:
 - a) Bill-To Account Number
 - b) Bill-To Contact
 - c) Bill-To Site
 - d) Payment Terms



General Information | Billing Extensions | Schedules and Overrides | Project Task Rate Overrides

Customer Information

* Bill-to Account Number: 129421
 Bill-to Account Description: d-Wise Technologies Inc
 Bill-to Party: d-Wise Technologies Inc

* Bill-to Contact: Pat Stabile
 * Bill-to Site: 1005
 Bill-to Address: 113 Haringey Dr, Raleigh, Wake, NC, US, 27615

Invoice Information

* Billing Currency Type: Contract
 * Billing Cycle: Immediate
 Invoice Comment:

* Payment Terms: 11 NET
 First Bill Offset Days:
 Billing Instructions:

3) Schedules and Overrides (For TM only)

1. Check the auto populated fields are correct.
2. Under 'Schedules and Overrides' tab, enter contract billing title override by SR: Job Title in the 'Job Title Overrides' section.
3. Billing Title Override = should match verbiage in the customer contract. If no specific title is given, use "SAS Consultant".

Edit Contract: 100004373 - Edit Bill Plan

Currency = US Dollar

Bill Plan ⓘ

* Name: Expenses T&M Bill Plan Invoice Method Classification: Rate Based
 * Method Name: Bill Rate Invoice — On hold

General Information Billing Extensions **Schedules and Overrides** Project Task Rate Overrides

Schedules

Labor Rate Schedule Nonlabor Rate Schedule

* Person Rate Schedule: USD Person BRS * Nonlabor Rate Schedule: USD Nonlabor BRS
 Person Rate Schedule Currency: USD Nonlabor Rate Schedule Currency: USD
 * Job Rate Schedule: USD Planning Roles BRS Fixed Date: m/d/yy
 Job Rate Schedule Currency: USD Discount Percentage:

Job Title Overrides

View + - Detach

Contract Line Number	* Job	* Billing Title Override	* Start Date	* End Date
	PR: Sr. Technical Consultant	Technical Consultant	03/02/2021	04/29/2022
	PR: Sr. Project Manager	Project Manager	03/02/2021	04/29/2022
	PR: Sr. Technical Architect	Application Consultant	03/02/2021	04/29/2022

4) Project Task Rate Overrides (For TM only)

1. Navigate to Project Task Rate Overrides tab in the labor bill plan.
2. Add lines for each Planning Role and associated rate as defined in the DPM making sure rates match contract.
3. In 'Job' Column, search 'PR:' for the list of planning roles available

Project Task Rate Overrides

Name	Task Number	Task Name	Expenditure Type	Job	Unit of Measure	Rate	Currency	From Date	To Date
				pr	Hours			03/11/2021	m/d/yyyy
				PR_Sr_Project_Manager PR: Sr. Project Manager				02/01/2021	m/d/yyyy
				PR_Technical_Consultant PR: Technical Consultant				02/01/2021	m/d/yyyy
				PR_ETs_Tech_Suppt_Account_MGR PR: ETS Technical Support Account Manager				02/01/2021	m/d/yyyy
				PR_Project_Manager PR: Project Manager				02/01/2021	m/d/yyyy
				PR_Program_Manager PR: Program Manager				02/01/2021	m/d/yyyy
				PR_Sr_Industry_Consultant PR: Sr. Industry Consultant				02/01/2021	m/d/yyyy
				PR_Sr_Technical_Consultant PR: Sr. Technical Consultant				02/01/2021	m/d/yyyy
				PR_Industry_Consultant PR: Industry Consultant				02/01/2021	m/d/yyyy
				PR_Software_Developer PR: Software Developer				02/01/2021	m/d/yyyy

4. Enter rate, Currency and From Date
5. The 'From Date' defaults to today's date – this needs to be changed to match your contract start date's month first day. The 'To Date' can stay blank.

Project Task Rate Overrides

Name	Task Number	Task Name	Expenditure Type	Job	Unit of Measure	Rate	Currency	From Date	To Date
				pr	Hours			03/11/2021	mm/dd/yyyy
				PR_Sr_Project_Manager PR: Sr. Project Manager				02/01/2021	mm/dd/yyyy
				PR_Technical_Consultant PR: Technical Consultant				02/01/2021	mm/dd/yyyy
				PR_ETS_Tech_Suppl_Account_MGR PR: ETS Technical Support Account Manager				02/01/2021	mm/dd/yyyy
				PR_Project_Manager PR: Project Manager				02/01/2021	mm/dd/yyyy
				PR_Program_Manager PR: Program Manager				02/01/2021	mm/dd/yyyy
				PR_Sr_Industry_Consultant PR: Sr. Industry Consultant				02/01/2021	mm/dd/yyyy
				PR_Sr_Technical_Consultant PR: Sr. Technical Consultant				02/01/2021	mm/dd/yyyy
				PR_Industry_Consultant PR: Industry Consultant					
				PR_Software_Developer PR: Software Developer					

5) Expenses Bill Plan (If applicable)

1. Select Expenses T&M Bill Plan (Rate Based)/For FP Contracts select Expenses FPE Bill Plan (Rate Based).

Bill Plans ?

Actions View + [Icons] Detach

Name	Invoice Method Name	Invoice Method Classification
Labor T&M Bill Plan	Bill Rate Invoice	Rate Based
Expenses T&M Bill Plan	Bill Rate Invoice	Rate Based

Revenue Plans ?

Actions View + [Icons] Detach

Name	Revenue Method Name	Revenue Method Classification
T&M Revenue Plan	As Incurred Revenue	As Incurred

6) Expenses – General Information

1. Enter the following details:
 - a) Bill-To Account Number
 - b) Bill-To Contact
 - c) Bill-To Site
 - d) Payment Terms

Edit Contract: 100004373 - Edit Bill Plan Action ▼ Save ▼ Cancel

Currency = US Dollar

Bill Plan ?

* Name Expenses T&M Bill Plan Invoice Method Classification Rate Based
— On hold

* Method Name Bill Rate Invoice ▼

General Information Billing Extensions Schedules and Overrides Project Task Rate Overrides

Customer Information

* Bill-to Account Number 129421 ▼ Bill-to Account Description d-Wise Technologies Inc
Bill-to Party d-Wise Technologies Inc

* Bill-to Contact Bud Whitmeyer ▼

* Bill-to Site 1005 ▼ Bill-to Address 113 Haringey Dr, Raleigh, Wake, NC, US, 27615

Invoice Information

* Billing Currency Type Contract ▼

* Billing Cycle Immediate ▼

* Payment Terms 1 NET ▼

First Bill Offset Days

Invoice Comment

Billing Instructions

7) Revenue Plan

Bill Plans ?		
Actions ▼ View ▼	+ - ✕ ⌂ Detach	
Name	Invoice Method Name	Invoice Method Classification
Labor T&M Bill Plan	Bill Rate Invoice	Rate Based
Expenses T&M Bill Plan	Bill Rate Invoice	Rate Based
Revenue Plans ?		
Actions ▼ View ▼	+ - ✕ ⌂ Detach	
Name	Revenue Method Name	Revenue Method Classification
T&M Revenue Plan	As Incurred Revenue	As Incurred

1. Check the auto populated fields are correct.
2. Undertake the above for Labor T&M (As Incurred) and then Expenses T&M (As Incurred) / for FP Contracts – Labor FP (Percent Spent) and then Expenses FPE (As Incurred).
3. Click on Save and Close.

Edit Contract: 100004202 - Edit Revenue Plan

Currency = US Dollar

Revenue Plan ⓘ

* Name: T&M Revenue Plan

* Method Name: As Incurred Revenue

General Information Billing Extensions

Associated Contract Lines

View + - X [icon] [icon] Detach

* Number	Description
Labor T&M	
Expenses T&M	

Additional Information

8) Entering Contractor Overrides (For TM only)

1. Use + to add new line.
2. The 'Subcontractor Hours' expenditure type is used to enter the subcontractor override. Because of this, the project needs to be associated with the contract line so that the project, task and expenditure type can be selected on the override section.
3. Select Project Number/Name and Task Number/Name from dropdown.
4. Select Subcontractor Hours for the Expenditure Type.
5. Enter Rate, Currency and From Date.

Currency = US Dollar

Bill Plan ⓘ

Name: Labor T&M Bill Plan Invoice Method Classification: Rate Based

Method Name: Bill Rate Invoice On hold

General Information Billing Extensions Schedules and Overrides **Project Task Rate Overrides**

View + - X [icon] [icon] Detach

Project Name	Task Name	Person Name	Job	Expenditure Type	Rate	Currency	From Date	To Date
100 CON UAT B	Subcontractor Co			Subcontractor H	225	USD	3/2/2021	m/d/yyyy
			PR: Sr. Solutions Architect		260	USD	3/2/2021	m/d/yyyy
			PR: Sr. Project Manager		240	USD	3/2/2021	m/d/yyyy
			PR: Sr. Technical Consult		235	USD	3/2/2021	m/d/yyyy
			PR: Sr. Technical Architect		260	USD	3/2/2021	m/d/yyyy

9) Contingent Worker overrides (For TM only)

1. Contingent worker overrides entered like SAS employees.

10) Nonregular Rates (For TM only)

1. If the contract has regular and nonregular hours (i.e. overtime) an additional line will be needed for the planning role. The expenditure type will need to be defined as Labor – Emp: Nonregular

Invoice Method Classification Rate Based
— On hold

Overrides

Job	Expenditure Type	Rate	Currency	From Date	To Date
PR: Industry Consultant		250	USD	3/1/2021	m/d/yyyy
PR: Technical Consultant		250	USD	3/1/2021	m/d/yyyy
PR: Solutions Consultant		250	USD	3/22/2021	m/d/yyyy
PR: Solutions Architect		250	USD	3/15/2021	m/d/yyyy
PR: Sr. Project Manager		250	USD	3/15/2021	m/d/yyyy
PR: Solutions Architect	Labor - Emp. Nonregular	400	USD	3/15/2021	m/d/yyyy
PR: Industry Consultant	Labor - Emp. Nonregular	400	USD	3/1/2021	m/d/yyyy

D. Lines Tab – Labor

1. Select Labor T&M/Labor FP

Edit Contract: 100004202, Version 1: Lines

Overview **Lines** Parties Deliverables Billing Financial Summary Documents History

Actions View + - X Detail

Number	Type	Name	Description
Labor T&M	Free-form, project	Labor T&M	
Expenses T&M	Free-form, project	Expenses T&M	

Line Expenses T&M: Details

Overview Billing Associated Projects

* Number Expenses T&M

* Name Expenses T&M

Description

Start Date 12/27/23

End Date m/d/yyyy

Line Amount

1) Overview

- Enter the following details:
 - Line Amount
 - Ship-To Account Number
 - Ship-To Site
 - Additional Information if required.

Edit Contract: 100004202, Version 1: Lines ?

Line Labor T&M: Details

Overview Billing Associated Projects

* Number Labor T&M

* Name Labor T&M

Description

Start Date 12/27/23

End Date m/d/yy

Line Amount

Estimated Variable Consideration Amount

Standalone Selling Price

Accounts

Ship-to Account Number

Ship-to Account Description

Ship-to Party

Ship-to Site

Ship-to Address

2) Billing

- Enter the following details:
 - Bill Plan – defaults to contract template.
 - Revenue Plan – defaults, change if needed.
 - PO Number – if applicable.
 - Hard Limit – mandatory.

Edit Contract: 100004202, Version 1: Lines ?

Actions

Labor T&M Free-form, project Labor T&M 12/27/23

Expenses T&M Free-form, project Expenses T&M 12/27/23

Line Labor T&M: Details

Billing Overview Associated Projects

Bill Plan Labor T&M Bill Plan

Revenue Plan T&M Revenue Plan

PO Number

Billing Controls ?

Define the permitted resources, effective dates, and billing limits for transactions on this contract.

View + - Detail

Billing Resource	* Start Date	End Date	Default	Soft Limit	Hard Limit	Invoice Amount	Invoice Funds Available	Recognized Revenue	Revenue Funds Available	Active
	12/27/23		✓	200,000.00						✓

Tax Control

Classification Code

Exemption Handling Standard

Exemption Certificate Number

Exemption Reason

3) Associated Projects

- Click + to add a new line.
- Enter the following details:
 - Project Name/Project Number

- b) Task Name - always associate with the Top Task level e.g. Consulting Services/Task Number – always be “1”
- c) Funded Amount - mandatory
- d) Click on Save.

E. Lines Tab – Expenses (If applicable)

1. Select Expenses T&M/Expenses FP

1) Overview

1. Enter the following details:
 - a) Line Amount (Expense amount only)
 - b) Ship-To Account Number
 - c) Ship-To Site
 - d) Additional Information if required.

Edit Contract: 100004202, Version 1: Lines ?

Line Labor T&M: Details

Overview Billing Associated Projects

* Number Labor T&M

* Name Labor T&M

Description

Start Date 12/27/23

End Date m/d/yy

Line Amount

Estimated Variable Consideration Amount

Standalone Selling Price

Accounts

Ship-to Account Number

Ship-to Account Description

Ship-to Party

Ship-to Site

Ship-to Address

2) Billing

2. Enter the following details:
 - a) Bill Plan – defaults to contract template.
 - b) Revenue Plan – defaults, change if needed.
 - c) PO Number – if applicable.
 - d) Hard Limit – mandatory.

Edit Contract: 100004202, Version 1: Lines ?

Actions

Labor T&M Free-form, project Labor T&M 12/27/23

Expenses T&M Free-form, project Expenses T&M 12/27/23

Line Labor T&M: Details

Billing Overview Associated Projects

Bill Plan Labor T&M Bill Plan

Revenue Plan T&M Revenue Plan

PO Number

Billing Controls ?

Define the permitted resources, effective dates, and billing limits for transactions on this contract.

View + - Detail

Billing Resource	* Start Date	End Date	Default	Soft Limit	Hard Limit	Invoice Amount	Invoice Funds Available	Recognized Revenue	Revenue Funds Available	Active
	12/27/23		✓	200,000.00						✓

Tax Control

Classification Code

Exemption Handling Standard

Exemption Certificate Number

Exemption Reason

3) Associated Projects

1. Click + to add a new line.
2. Enter the following details:
 - a) Project Name/Project Number

- b) Task Name - always associate with the Top Task level e.g. Consulting Services/
Task Number – always be “1”
- c) Funded Amount - mandatory
- d) Click on Save.

Edit Contract: 100004202, Version 1: Lines ⓘ

Overview **Lines** Parties Deliverables Billing Financial Summary Documents History Currency Conversion Notes Related Contracts

Actions View + - X Detail

Number	Type	Name	Description	Start Date	End Date
Labor T&M	Free-form, project	Labor T&M		12/27/23	
Expenses T&M	Free-form, project	Expenses T&M		12/27/23	

Line Labor T&M: Details

Overview Billing **Associated Projects**

View + - X Detail ⓘ

Project Name	* Project Number	Task Name	* Task Number	Percent Complete	Funded Amount	Invoiced Amount	Recognized Revenue	Active
						0.00	0.00	✓

F. Documents Tab

1. Add the CLM link to Order Form from Project’s documents tab
 - a) Change the Type from “File” to “URL”

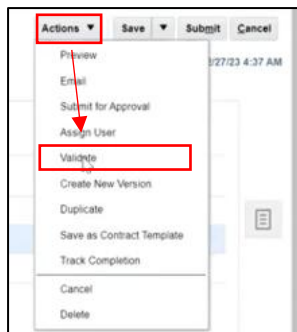
Supporting Documents

Actions View + - X

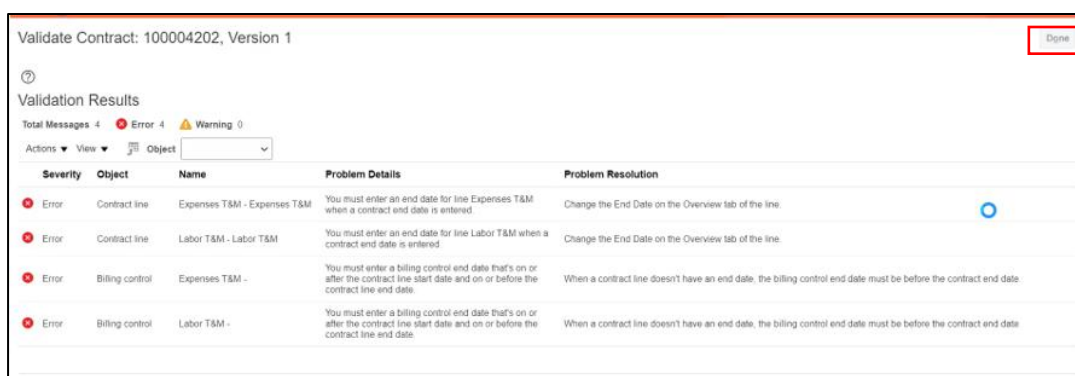
Type	Category	* File Name or URL	Title	Description
URL	Supporting Do	https://na11.springcm.com/atlas/Documents/DocExplo...	Order Form Number: 2212	Order Form 2
URL	Supporting Do	https://na11.springcm.com/atlas/Documents/DocExplo...	Order Form Number: 2212	Order Form 1

III. Validation

1. Before requesting Contract Approval, you can run a self-validation procedure in Fusion by clicking on Actions and then selecting Validate, to ensure all the mandatory fields have been completed correctly.

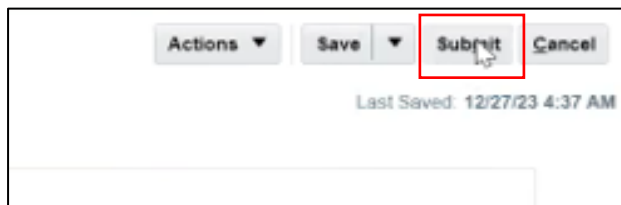


2. Clear any validation errors by following the instructions on the Validation Results screen.
3. Click on Done.



IV. Submit Contract for Approval

1. Click on Actions and then Submit for Approval or click on Submit.
2. Window opens - add a note to the Approver, if desired and select Submit



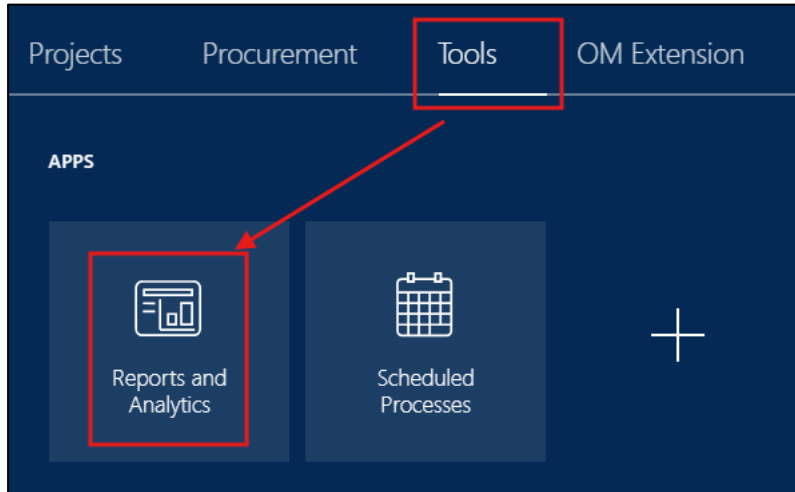
A. Check Contract Approved

1. Once the contract has been approved its status will change to Active and it can be used to raise Invoices and recognize Revenue. Contract status can be found via a Search.

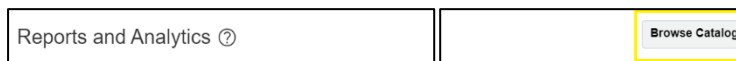
Search Results						
Actions ▾ View ▾ Format ▾ + [Icons] Detach [Icon] Wrap						
Number	Modifier	Name	Primary Party Name	Contract Type	Status	
100004202		100_Demo_TTT_02	BNSF R...	External Time and Materials	Active	

V. Configuration Report (Post contract approval)

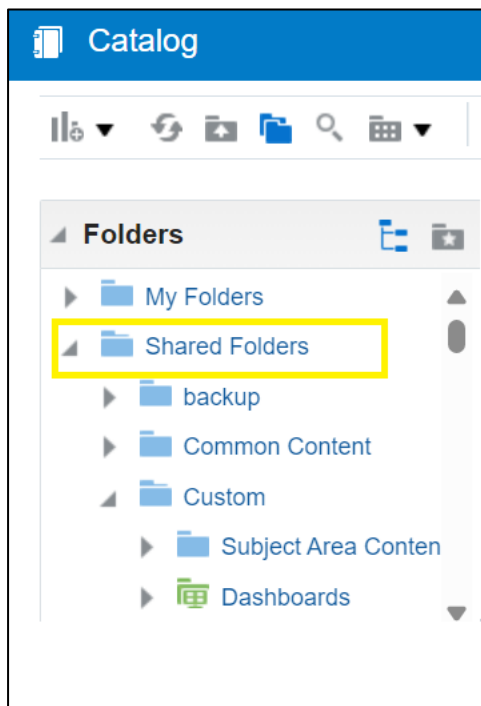
1. Go to Fusion click on tools > Reports & Analytics




2. Click on browse catalog



3. Expand shared folders.



4. Go to the path as per mentioned below click on more and marked as favorites:
[shared/Custom/SAS Custom/Reports/Project Manager Reports/SAS Project Contract Configurations and Specifications Report V2](#)
5. Click on “SAS Project Contract Configurations & Specifications Rep.xdo”

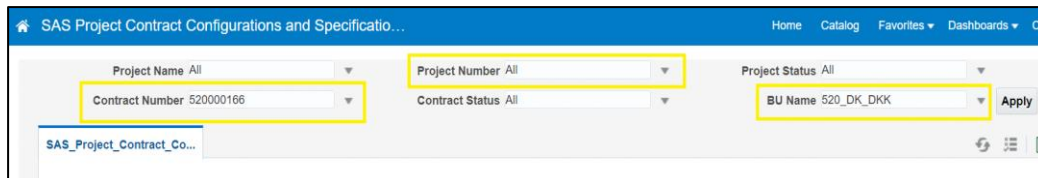


SAS Project Contract Configurations and Specifications Rep.xdo

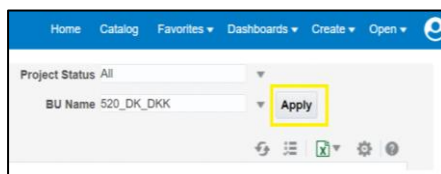
/shared/Custom/SAS Custom/Reports/Project Manager Reports/SAS Project Contract Configurations

PTC-REP-022 (The Report works best when run for a Single Project.)

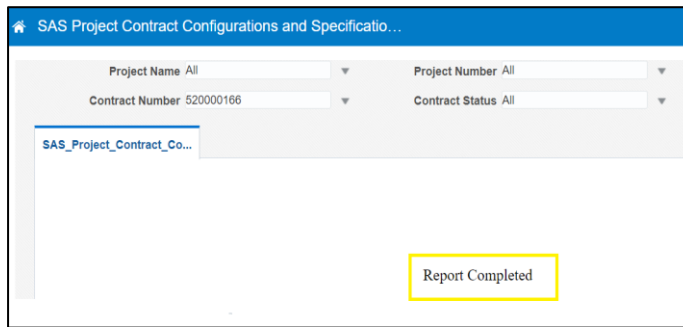
6. Search the report as per Project Number, Contract Number & ensure to add correct business unit: (For e.g. Contract numbers & Project Number starting with 520 corresponds to BU Name as 520)



7. Click apply



8. Once report completed it will reflect in downloads folder



SAS Project Contract Configurations and Specifications

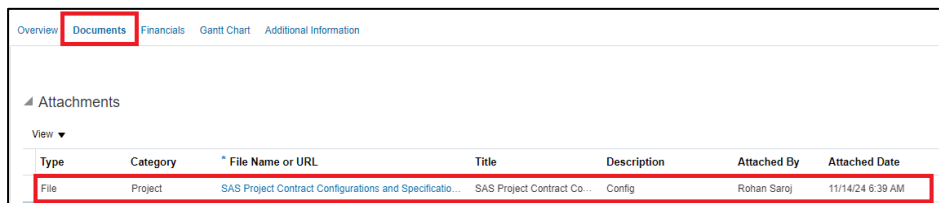
Project Name All Project Number All

Contract Number 520000166 Contract Status All

SAS_Project_Contract_Co...

Report Completed

9. Upload the downloaded excel file in project > under documents tab.



Overview Documents Financials Gantt Chart Additional Information

Attachments

View

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
File	Project	SAS Project Contract Configurations and Specifications...	SAS Project Contract Co...	Config	Rohan Saroj	11/14/24 6:39 AM

VI. Exceptions

A. Denmark (520) & Finland (600)

1. There is no change the contract name and description of project like US KT.
2. EAN number is added which is available in the CRF/Customer billing info snip in the description of fusion contract.
3. Project number is mentioned in the description of fusion contract.
4. email address ar.nordics@sas.com is added if the customer email address is not given but EAN number is available in the CRF/Customer billing info snip.
5. While amending fusion contract, we select the amendment date as Project start date instead of current date/end date of the project.

B. Spain (640) & Portugal (670)

1. While creating the contract from template - tick associated project and tasks
2. Project number in description and in the name
3. Not to remove the CON for name (same from project).

C. United Kingdom (540) & Ireland (610)

1. "SAS Consultant" to be updated in Job Title Overrides as a job role.
2. If Bill to Contact is not provided in CRF then the first name in dropdown is considered.

D. Philippines (430), Singapore (435), Malaysia (436) and Thailand (437)

1. Customer Email Address field must have below email addresses copied to while drafting contract:
 - a) aseandmosharedservices@wnt.sas.com
 - b) Respective Project Managers email address of the Fusion project.

Process End

Escalation Matrix

Name	Level	Email Address	Landline/Phone Number
Bhaswar Banerjee	Level 1	bhaswar.banerjee@sas.com	N/A
Agnieszka Bartuzi	Level 2	agnieszka.bartuzi@sas.com	+48 22 560 45 83
Beata Kienorow-Gulan	Level 2	beata.kienorow-gulan@sas.com	+48 22 560 45 69