VMO process Use Case Document

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| Use Case: VMO intake  Created By: J.D. | |
| Description: | The process of using the new Vendor intake form. This form is used specifically to take on new Vendors and approve the various contracts that are associated (MSAs, BAAs, DAs, SOWs, etc.) |
| Actors: | User, Manager, VMO, Legal, Purchasing, and ServiceNow database |
| Pre-Conditions: | 1. User has negotiated with vendor and has a valid contract 2. User has all valid information (signatory info and budget info) |
| Post-Conditions: | 1. Request is approved by manager 2. Request is validated and submitted for legal review 3. Request is either approved or abandoned based on legal 4. Request is completed by VMO or Purchasing depending on the request (NDA/MSA are completed by VMO, SOWs are completed by Purchasing) |
| Flow: | 1. User submits request using form 2. User’s manager approves the request 3. VMO validates the request. If there is missing info on the form it is kicked back to Requester. 4. VMO submits validated request for legal review 5. Legal approves the request and routes contract to be signed by parties 6. VMO completes the request if it is an NDA or MSA contract. Any SOWs are transferred to Purchasing for completion 7. User’s request is completed |
| Requirements: | 1. All information on the form is valid 2. Budgeting has been completed for any contract that requires purchasing |