**Using the Supplier and Contracts Launchpad Plus**

**What Views are Populated?**

1. **Supplier Impact**Maps suppliers and products to capabilities to enabling supplier management and planning
2. **Supplier Licenses**Provides a License/Contract lifecycle view to allow supplier/contract management. Provides the ability to highlight duplicate services and suggest replacement options.

**What Initial Data do I Need?**

This view assumes that you have already captured your:

* Organisations
* Business Processes
* Applications
* Technology Products

If you have not already captured these, we recommend using the following to support you:

1. **Essential Launchpad Foundation** to capture –
   * Organisations
   * Business Processes
   * Applications
   * Technology Products

Essential Launchpad and its instructions can be found here - <https://enterprise-architecture.org/howto.php#launchpad>

**How to use the Supplier and Contracts Launchpad Plus**

From the Supplier and Contractssection on the Launchpad page, click on the ‘Download Supplier and Contractsas Excel’ button. A spreadsheet populated with the data already in your repository will be downloaded. Complete the spreadsheet as describes below:

**Definition Worksheets**

These sheets will be pre-populated with any data that you already have in your repository. If you need to add additional rows do so at the end and only import the new rows.   
**NOTE**: you will need to copy down the ID column to ensure that any new entries have an ID

**Suppliers**

Used to define the Suppliers used by your Organisation

|  |  |  |
| --- | --- | --- |
| Field | Description | Field Type |
| ID | Unique ID – do not change | Completed |
| Name | Name of the Supplier | Completed |
| Description | Description of the Supplier | Completed |
| Relationship Status | Select the relationship status to set the Contract Notice Period  Note: If you want to add your own Relationship Status you can do so in the Supplier Relationship Status sheet | Dropdown |
| Web Site Link | Add a URL to link to the Suppliers website | Free Text |
| External | Denotes whether the Supplier is an external party | Dropdown |

**Contracts**

Used to define the Contracts in place in your Organisation

|  |  |  |
| --- | --- | --- |
| Field | Description | Field Type |
| ID | Unique ID – do not change Note: This must be completed. If the export does not have enough rows add a unique ID | Completed |
| Supplier or Reseller | Select the Supplier or Reseller | Dropdown |
| Contract Name | The name of the Contract | Free Text |
| Contract Owner | Select the name of the organisation that owns the contract | Dropdown |
| Service Description | Description of the Contract | Free Text |
| Contract Type | Select the name of the Contract Type | Dropdown |
| Signature Date | Add the date that the contract was signed  Note: use the ISO date format | Free Text |
| Renewal Type | Select the Renewal Type for the contract | Dropdown |
| Service End Date | Add the end date for the contract.  Note: use ISO format | Free Text |
| Service Notice Period (days) | Add the Notice Period required to cancel the contract | Free Text |
| Document Link – URL | Add a URL to link to any relevant documents | Free Text |

**Contract Components**

Add the different components that are included in the Contract

|  |  |  |
| --- | --- | --- |
| Field | Description | Field Type |
| ID | Unique ID – do not change Note: This must be completed. If the export does not have enough rows add a unique ID | Completed |
| Contract | Select the name of the Contract | Dropdown |
| Contracted Product Service:  Business Process  Application  Technology Product |  | |
| Select the Business Process provided by this contract | Dropdown |
| Select the Application provided by this contract | Dropdown |
| Select the Technology Product provided by this contract | Dropdown |
| Service Start Date | Add the start date for the contract **only** if it differs from the main contract.  Note: use ISO format | Free Text |
| Renewal Type | Select the Renewal Type for this contract component **only** if it differs from the main contract. | Dropdown |
| Service End Date | Add the end date for the contract **only** if it differs from the main contract.  Note: use ISO format | Free Text |
| Service Notice Period | Add the Notice Period required to cancel the contract **only** if it differs from the main contract. | Free Text |
| Unit Type | Select the Unit Type for the contract | Dropdown |
| # of Units | Add the number of units for the Unit Type | Free Text |
| Total Annual Cost | Add the total cost of the Contract Component | Free Text |
| Currency | Select the currency for the contract | Dropdown |
| Comments | Add any useful comments about the contract | Free Text |

**Supplier Relationship Status**

Used to define different relationship status for suppliers, ie approved, strategic, license owner and the associated Contract Review Notice.   
Only complete and import if you need to add additional status

|  |  |  |
| --- | --- | --- |
| Field | Description | Field Type |
| ID | Unique ID – do not change  Note: This must be completed. If the export does not have enough rows add a unique ID | Free Text |
| Name | Name of the Supplier | Free Text |
| Description | Description of the Supplier | Free Text |
| Sequence No | A sequence number to show order | Free Text |
| Colour | Add a colour hex code | Free Text |
| Style Class  *Optional* | A CSS class that could be use by views to set multiple properties, ie a border and a fill colour. For example, you can use a built in Essential CSS class such as bg-darkgreen80 which would display the status as green with white text | Free Text |
| Contract Review Notice | The number of days required as notice for the Suppliers contracts | Free Text |

**Contract Types**

Used to define different contract types used across Suppliers

Only complete and import if you need to add additional Contract Types

|  |  |  |
| --- | --- | --- |
| Field | Description | Field Type |
| ID | Unique ID – do not change  Note: This must be completed. If the export does not have enough rows add a unique ID | Free Text |
| Name | Name of the Contract Type | Free Text |
| Description | Description of the Contract Type | Free Text |
| Sequence No | A sequence number to show order | Free Text |
| Colour | Add a colour hex code | Free Text |
| Style Class  *Optional* | A CSS class that could be use by views to set multiple properties, ie a border and a fill colour. For example, you can use a built in Essential CSS class such as bg-darkgreen80 which would display the status as green with white text | Free Text |
| Custom Label | A custom label can be given for the Contract Type that will appear in the views, ie SoW for Statement of work  Note: This field must be completed, use the same value as the name if no custom label is required | Free Text |

**Renewal Types**

Used to define different renewal types used across Suppliers  
Only complete and import if you need to add additional Renewal Types

|  |  |  |
| --- | --- | --- |
| Field | Description | Field Type |
| ID | Unique ID – do not change  Note: This must be completed. If the export does not have enough rows add a unique ID | Free Text |
| Name | Name of the Renewal Type | Free Text |
| Description | Description of the Renewal Type | Free Text |
| Sequence No | A sequence number to show order | Free Text |
| Colour | Add a colour hex code | Free Text |
| Style Class  *Optional* | A CSS class that could be use by views to set multiple properties, ie a border and a fill colour. For example, you can use a built in Essential CSS class such as bg-darkgreen80 which would display the status as green with white text | Free Text |

**Unit Types**

Used to define different unit types used across contracts  
Only complete and import if you need to add additional Unit Types

|  |  |  |
| --- | --- | --- |
| Field | Description | Field Type |
| ID | Unique ID – do not change  Note: This must be completed. If the export does not have enough rows add a unique ID | Free Text |
| Name | Name of the Renewal Type | Free Text |
| Description | Description of the Renewal Type | Free Text |
| Sequence No | A sequence number to show order | Free Text |
| Colour | Add a colour hex code | Free Text |
| Style Class  *Optional* | A CSS class that could be use by views to set multiple properties, ie a border and a fill colour. For example, you can use a built in Essential CSS class such as bg-darkgreen80 which would display the status as green with white text | Free Text |

**Pre-Completed Definition Worksheets**

These sheets will be pre-populated with any data that you already have in your repository. The data is included to allow you to map the elements to the Suppliers and Contracts that you create.

**NOTE**: **These sheets WILL NOT be re-imported, do not add any new data here.**

Contract Owner

Uses the Organisations (Group Actors) captured to define the owner of the contract

|  |  |  |
| --- | --- | --- |
| Field | Description | Field Type |
| ID | Unique ID – do not change | Completed |
| Name | Name of the Organisation | Completed |
| Description | Description of the Organisation | Completed |
| External | Denotes whether the organisation is an external party | Completed |

Business Processes

|  |  |  |  |
| --- | --- | --- | --- |
| Field | Description | Field Type | |
| ID | Unique ID – do not change | Completed | |
| Name | Name of the Business Process | Completed | |
| Description | Description of the Business Process | | Completed |

Applications

|  |  |  |
| --- | --- | --- |
| Field | Description | Field Type |
| ID | Unique ID – do not change | Completed |
| Name | The name of the Application | Completed |
| Description | Description of the Application | Completed |

Technology Product

|  |  |  |
| --- | --- | --- |
| Field | Description | Field Type |
| ID | Unique ID – do not change | Completed |
| Name | Name of the Technology Product | Completed |
| Description | Description of the Technology Product | Completed |