



# Supplier Contract Management (SCM) Templates

## FAQs

### What is an SCM Template?

An SCM Template is a pre-built contract document in PeopleSoft. A template can be a time saver when using a standardized contract multiple times with multiple suppliers. The template can be a standard State of Indiana template, such as the professional services contract, or an Office of the Attorney General (OAG) form approved agency specific template. Contracting documents created using a current form approved template do not route to the OAG during the approval process because the document has already been reviewed for form & legality by the OAG during the form approval process.

For more information about the OAG form approval process please see pages 100-102 of the [Professional Service Contract Manual](#).

### When and how can my agency request a new SCM template?

An agency may request a new SCM template *only* if they receive form approval of their contract document from the OAG. Once an agency receives written confirmation of the form approval from the OAG, the agency may submit a GMIS ticket requesting the SCM template. The ticket must include a Microsoft Word copy of the contract document and a copy of the form approval letter from the OAG. IDOA staff will manually build your agency's form approved template in PeopleSoft.

### Who is responsible for maintaining our agency's form approved template(s)?

Agencies are responsible for keeping their form approvals current with the OAG and for requesting content updates to their form approved templates. IDOA will not seek form approval on behalf of an agency. If the content of a form approved contract changes, the agency is responsible for asking IDOA to update the template. To request updates, submit a GMIS ticket including a copy of the form approval letter and a red-lined Microsoft Word copy of the contract document clearly showing where changes are needed. Including a red-lined copy is important because IDOA staff manually modifies existing templates.

The formatting on my form approved template does not match what we requested.

Formatting issues are common on SCM templates due to system limitations. IDOA staff does its best to match requested formatting, but adjustments are needed at times. Formatting inconsistencies do not affect the form approval or the legality of the contract. If the agency has a concern about a possible impact to the form approval, the agency should reach out directly to the OAG for guidance at [contracts@atg.in.gov](mailto:contracts@atg.in.gov).

Our agency has a form approved template we no longer use. How do we get it removed from SCM?

An existing template cannot be removed from SCM, but IDOA can change the status to “obsolete”, which will produce an error message if a contract creator tries to use it. Submit a GMIS ticket with a copy of the template to have an existing agency-specific template marked as “obsolete.”

For additional information, please see the most current version of the State of Indiana Professional Services Contract Manual which can be found on [IDOA's website](#) under **Forms & Manuals**.