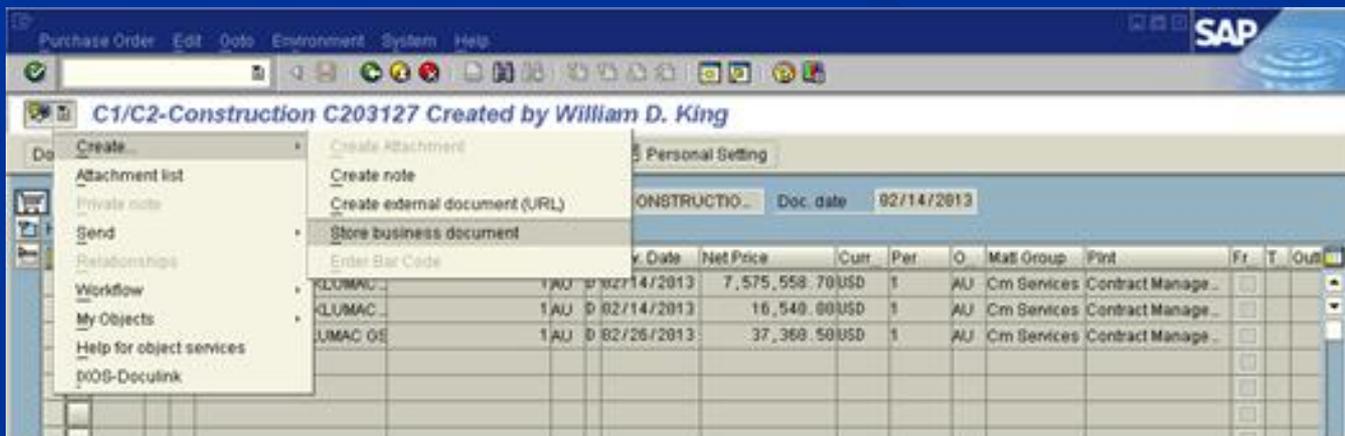


Supplemental Agreements

- Scan Fully Executed Supplemental Agreements into SAP, in Addition to Entering the Supplemental Agreement Information into HiCAMS.

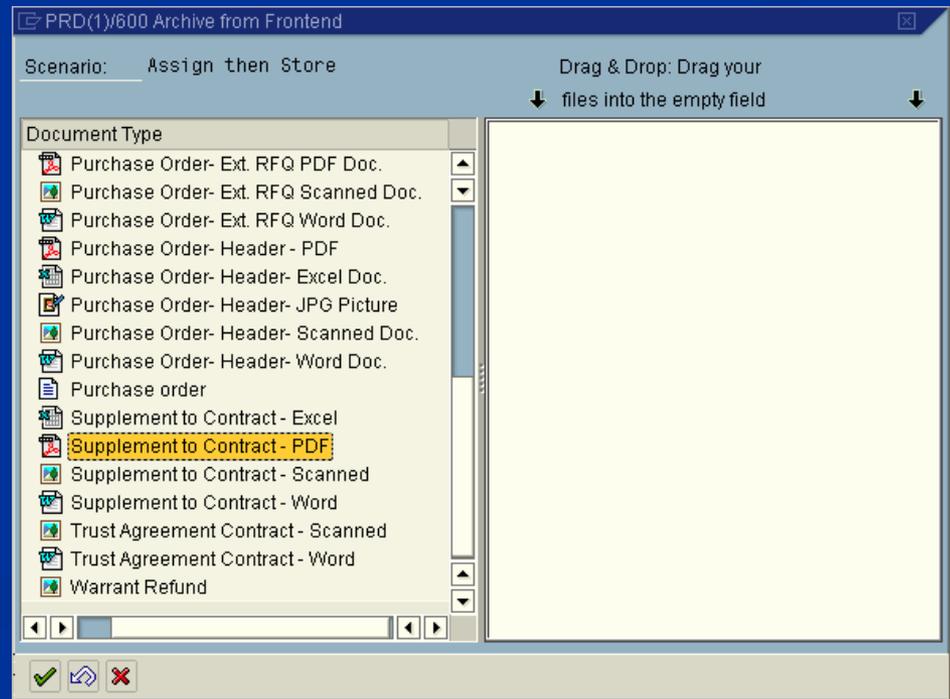
Supplemental Agreements

- Process to Add a Scanned Document to a Contract in SAP:
 - Use **ME23N** to navigate to the Contract to which a document needs to be attached.
 - From the Services for Object menu, select **Create > Store Business Document**.



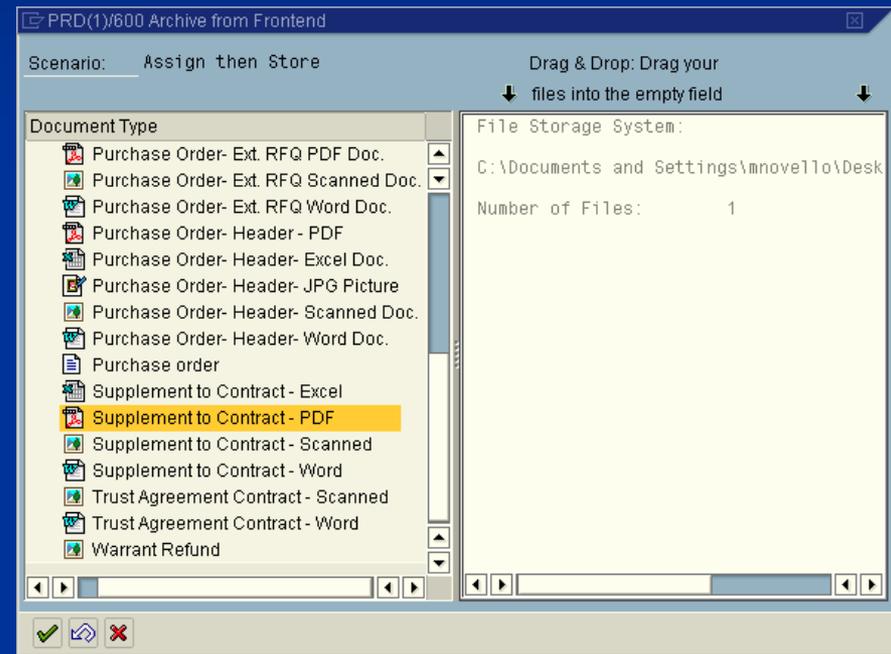
Supplemental Agreements

- In the **Archive from Frontend** dialog box, select the type of document to be attached. A Supplemental Agreement will generally be a PDF or Scanned Document.
- Select the file.



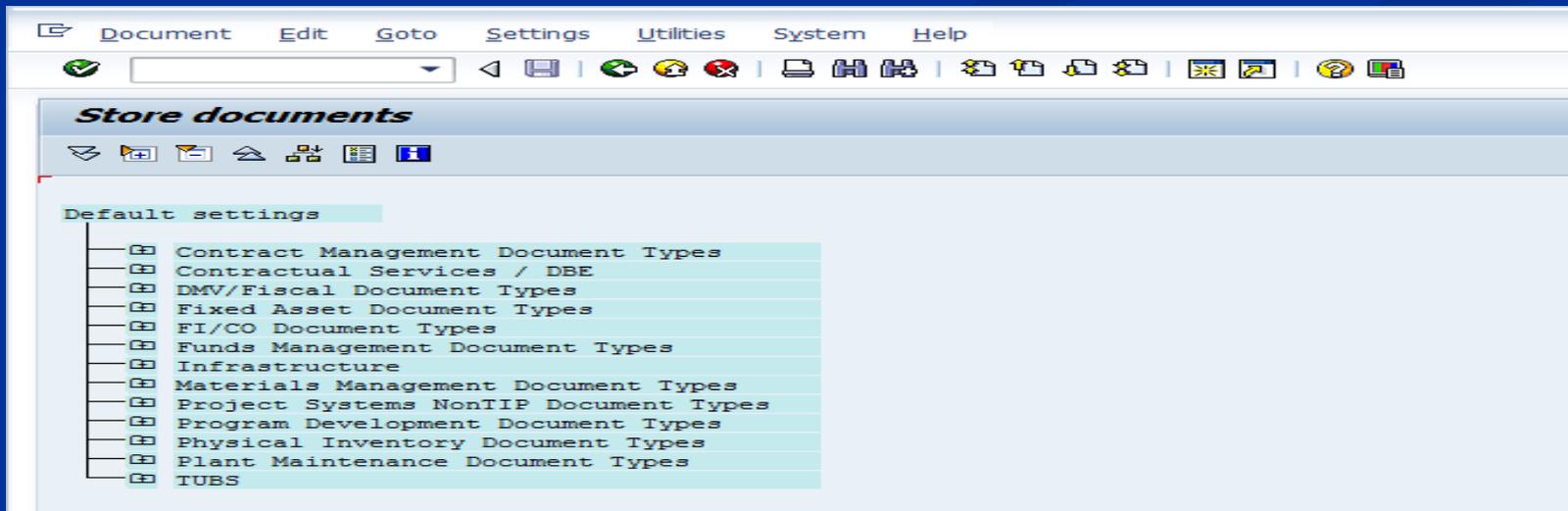
Supplemental Agreements

- The empty field will display the name of the location from which the file was selected and the number of files added.
- Click the Continue checkmark to attach the document to the contract.



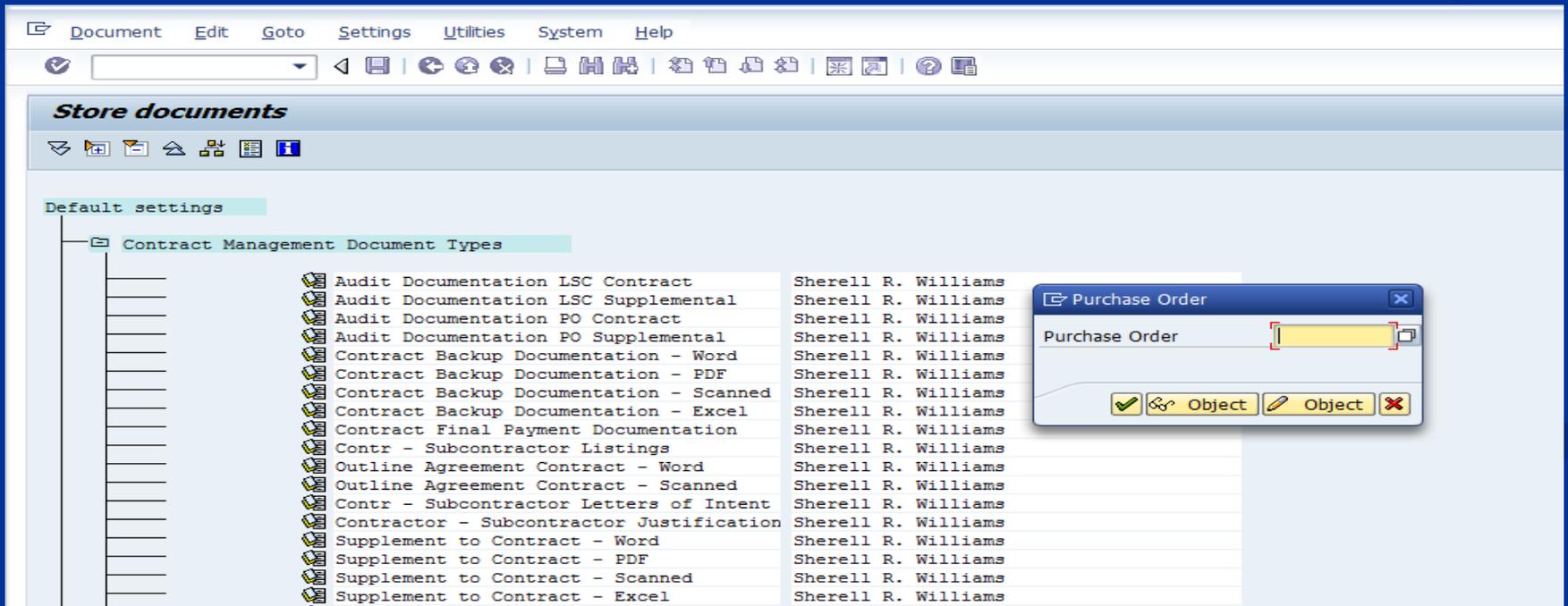
Supplemental Agreements

- Scan the Supplemental Agreement.
- Use transaction **OAWD** to attach a Supplemental Agreement a Contract. This will bring up **Store Documents**.
- From the Store Documents menu, select **Contract Management Documents Type**.



Supplemental Agreements

- Select Supplemental Agreement – Scanned or
- Type in the Contract Number and click on the green check box. The Supplemental will be attached to the Contract.

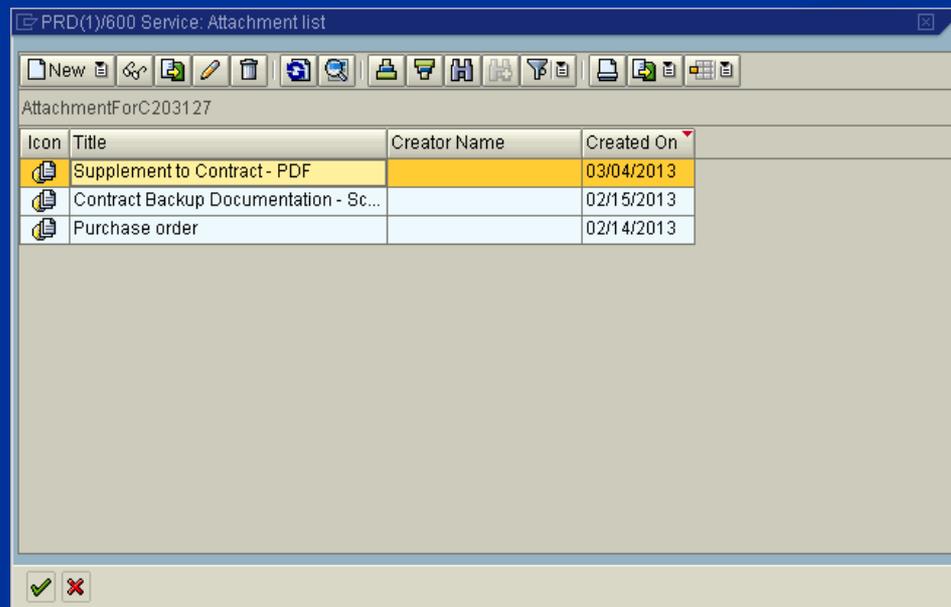


The screenshot displays a software application window with a menu bar (Document, Edit, Goto, Settings, Utilities, System, Help) and a toolbar. The main area is titled "Store documents" and contains a "Default settings" section with a tree view for "Contract Management Document Types". A table lists various document types and their associated user, "Sherell R. Williams". A "Purchase Order" dialog box is overlaid on the table, featuring a search field, a green checkmark button, and two "Object" buttons (one with a pencil icon and one with a red X icon).

Document Type	User
Audit Documentation LSC Contract	Sherell R. Williams
Audit Documentation LSC Supplemental	Sherell R. Williams
Audit Documentation PO Contract	Sherell R. Williams
Audit Documentation PO Supplemental	Sherell R. Williams
Contract Backup Documentation - Word	Sherell R. Williams
Contract Backup Documentation - PDF	Sherell R. Williams
Contract Backup Documentation - Scanned	Sherell R. Williams
Contract Backup Documentation - Excel	Sherell R. Williams
Contract Final Payment Documentation	Sherell R. Williams
Contr - Subcontractor Listings	Sherell R. Williams
Outline Agreement Contract - Word	Sherell R. Williams
Outline Agreement Contract - Scanned	Sherell R. Williams
Contr - Subcontractor Letters of Intent	Sherell R. Williams
Contractor - Subcontractor Justification	Sherell R. Williams
Supplement to Contract - Word	Sherell R. Williams
Supplement to Contract - PDF	Sherell R. Williams
Supplement to Contract - Scanned	Sherell R. Williams
Supplement to Contract - Excel	Sherell R. Williams

Supplemental Agreements

- To confirm that the document has been assigned to the contract, using **ME23N**, go to the **Services for Object** menu and choose **Attachment List**. To view any attachment, double click on the row for the document.



The screenshot shows a SAP window titled "PRD(1)/600 Service: Attachment list". The window contains a table with the following data:

Icon	Title	Creator Name	Created On
	Supplement to Contract - PDF		03/04/2013
	Contract Backup Documentation - Sc...		02/15/2013
	Purchase order		02/14/2013