

REVIEWING AND APPROVING CONTRACTS IN FORUM

Welcome to Forum, the Colorado Judicial Department’s online marketplace forming the center of judicial and public business.

This document covers reviewing and approving contracts using Forum and DocuSign.

Additional Forum information, including training and support, can be found on the [Forum page](#) of the Colorado Judicial Branch website.

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PRE-RECORDED TRAINING VIDEO

The pre-recorded training video [Reviewing and Approving Contracts](#) can be found on the Colorado Judicial website which covers the topics in this document.

Pre-recorded Vendor Training Sessions

[Registering and Onboarding for Vendors](#) →

[Reviewing and Approving Contracts](#) →

[Order Review and Acknowledgement](#) →

[Creating and Submitting an Invoice](#) →

Forum Training Documents

[Registering and Onboarding in Forum](#) →

[Navigating Forum](#) →

[Orders and Invoices in Forum](#) →

[Reviewing and Approving Contracts in Forum](#)
→

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REVIEWING CONTRACTS

NOTE: For the best user experience, use Google Chrome as your browser.

[Log into Forum](#)

From your home page, review your Validations messages.

The screenshot shows the Vendor Portal interface. On the left, there are navigation buttons for 'Company Profile', 'Import Catalog', 'Create Receipt', and 'Create Invoice'. The main content area is divided into two sections: 'Onboarding Progress' and 'Validations'. The 'Onboarding Progress' section shows three steps: 'Draft Onboard Pending', 'Approval in progress Review Vendor record', and 'Approved Onboard Complete'. Below these, there are warning messages: 'The following items require your attention:' followed by 'Missing Sober Living', 'Missing Certificate of Insurance document', and 'Missing OBH'. There are also two 'Criminal History Check' warnings. The 'Validations' section shows a table with 9 results. The first row is highlighted with a red box around the 'Object' column, which contains 'ven contract 2 - main'. The table has columns for Process, Object, Action, and Due date.

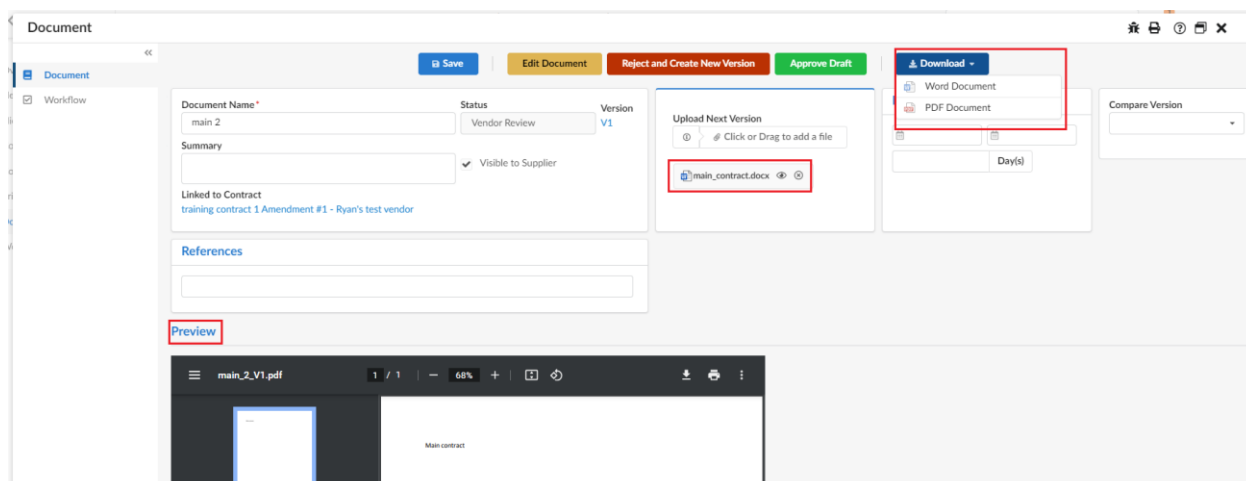
Process	Object	Action	Due date
Contractual Documents Workflow V2	ven contract 2 - main	Supplier Approval	
Order Cojud	PO164060-2 - Tiger Shark-REQ3/24/2023-Discovery Channel -	Vendor Acknowledgment	
Order Cojud	PO164063 - Tiger Shark-REQ3/24/2023-Discovery Channel -	Vendor Acknowledgment	
Order Cojud	PO164062 - Great White-Shark-REQ3/24/2023-Discovery Channel -	Vendor Acknowledgment	

You can click on the Object link directly, or if you do not see it, click on the number of pending tasks link in the upper right corner of the Validations box to see all requests.

Search for pending contracts using "Contractual".

Click on your contract link, and the contract will open for review. The contract can be downloaded in two ways. The first is by clicking the Download dropdown menu and selecting either Word Document or PDF Document. The

second is by clicking on the document name under the Upload Next Version field. The contract can also be viewed in Forum under the Preview section.

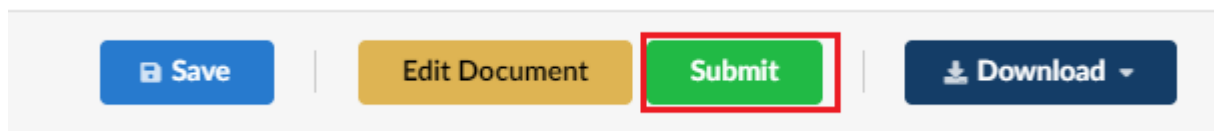


After reviewing, approve or edit the contract.



If the contract looks acceptable as written, click **Approve Draft**.

If the contract requires edits, click Reject and Create New Version then Edit Document. This will open up MS Word. In Word you will be able to make the required changes and click save. Once you close Word the new version will be automatically uploaded to Forum with a new version number. Once the edits are complete, click **Submit**.



The approved or the edited document will be returned to Judicial when complete.

Once the contract is acceptable to both parties, Judicial will start the approval and signature process, with signatures being processed through DocuSign.

SIGNING THE CONTRACT

Contracts are signed by all parties using DocuSign.

When your contract document is ready for signature, you will receive an email directly from DocuSign, with the subject "Signature Request". The content of the email will look like this:

DocuSign



Colorado Judicial Department sent you a document to review and sign.

REVIEW DOCUMENT

Colorado Judicial Department
FSDPurchasing@judicial.state.co.us

Click **Review Document** and follow the instructions on the screen to review and approve the contract.