

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.

CONTENTS

| | |
|-----------------------------------|----------|
| REVIEWING CONTRACTS | 2 |
| SIGNING THE CONTRACT | 3 |

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 is a navigation menu with options like 'Company Profile', 'Import Catalog', 'Create Receipt', and 'Create Invoice'. The main 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'. The 'Validations' section, highlighted with a red box, contains a table of pending tasks. A red box also highlights the 'ven contract 2 - main' object in the table.

| 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 - Discovery Channel | Vendor Acknowledgment | |
| Order Cojud | PO164063 - Tiger Shark-REQ3/24/2023-Discovery Channel - Discovery Channel | Vendor Acknowledgment | |
| Order Cojud | PO164062 - Great White-Shark-REQ3/24/2023-Discovery Channel - Discovery Channel | Vendor Acknowledgment | |

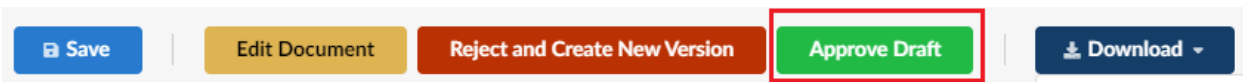
You can click on the Object link directly, or if you do not see it, click on the number of pending tasks link in the upper right corner of the Validations box to see all requests.

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.

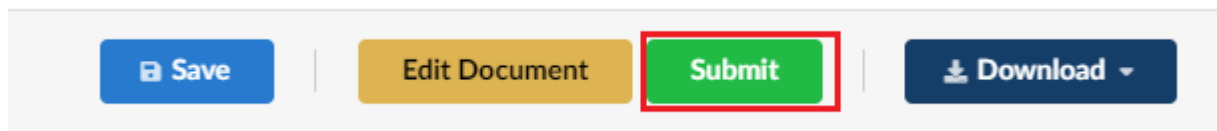
The screenshot shows the 'Document' review interface. At the top, there are buttons for 'Save', 'Edit Document', 'Reject and Create New Version', and 'Approve Draft'. The main form includes fields for 'Document Name' (main 2), 'Status' (Vendor Review), and 'Version' (V1). There is an 'Upload Next Version' section with a file upload button and a file named 'main_contract.docx' listed. A 'Download' dropdown menu is open, showing options for 'Word Document' and 'PDF Document'. A 'Preview' section at the bottom shows a thumbnail of the document 'main_2_V1.pdf'.

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**.



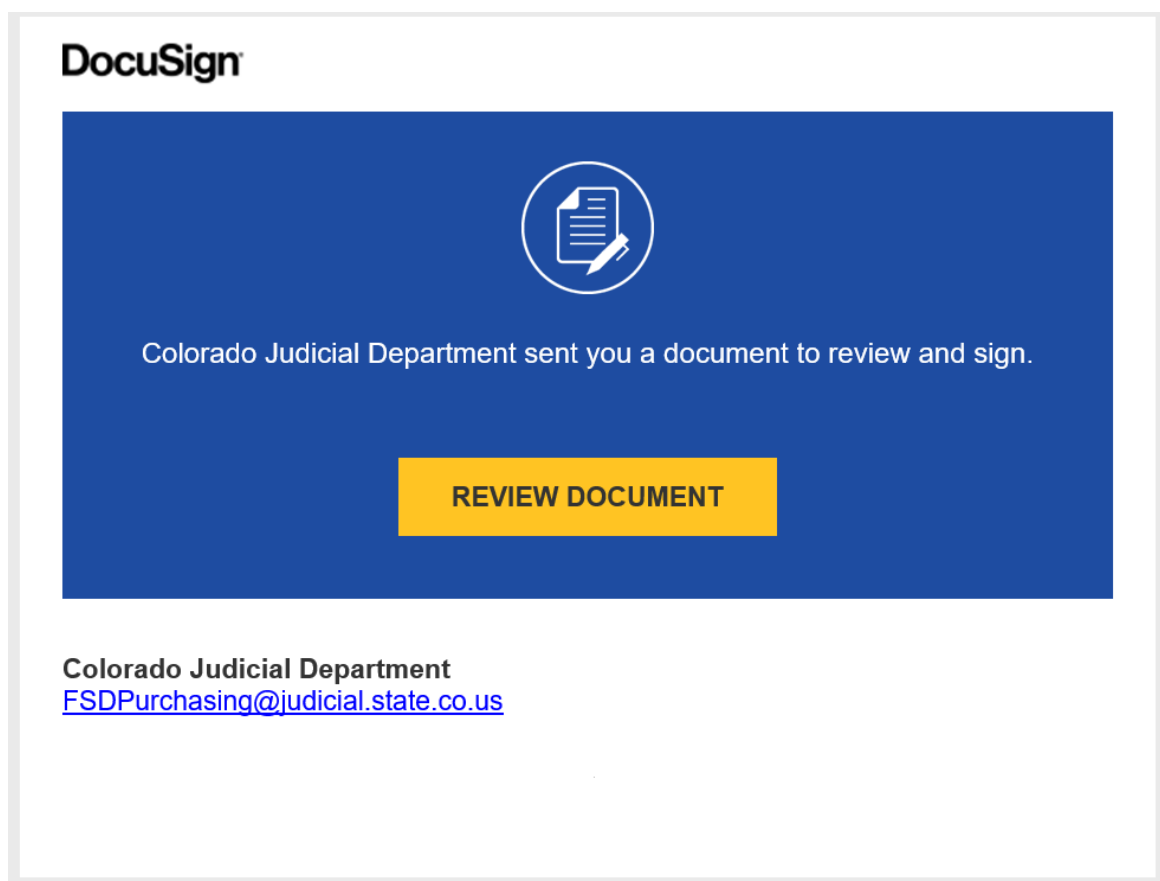
The approved or the edited document will be returned to Judicial when complete.

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:



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