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Ramsey County Supplier Portal Instructions

Supplier Contract Management (SCM) System

Approving Contract Document

Ramsey County Professional Services Agreements (“PSA”) and Client Services Agreements (“CSA”) are electronically approved by both the Contractor and the appropriate Ramsey County staff. The Ramsey County Supplier Portal allows Contractors to log into the Ramsey County Supplier Contract Management System (“SCM”) and electronically approve their contract.

If you have been selected to enter into a Professional or Client Services Agreement, you will receive a Notice of Intent to Award letter which includes the “Ramsey County Supplier Portal Contractor Registration Security Form”. The Contractor needs to complete and sign the form, then email or mail it to the Ramsey County Contact. The Contractor shall authorize **no more** than two individual(s) who are authorized to electronically approve the contract.

Upon receipt of the Contractor Registration Security form, Ramsey County will set up a User Id and Password and email them to the authorized Contractor representatives or “Supplier Signer”. When there is a PSA or CSA contract ready for electronic approval, the appropriate Supplier Signer will receive an email. There will be a link to the Ramsey County Supplier Portal in the email that you use to access the login page.

1. Click the **link** in the approval email.

The *Ramsey County Supplier Portal* login page appears.

The screenshot shows the login page for the Ramsey County Supplier Portal. At the top, there is a red 'R' logo followed by the text 'RAMSEY COUNTY'. Below this, the title 'Ramsey County Supplier Portal' is displayed in a large, bold, blue font. Under the title, there are two input fields: 'User ID' and 'Password'. Below the 'Password' field is a 'Sign In' button. Under the button is a checkbox labeled 'Enable Accessibility Mode'. At the bottom of the form, there is a line of text: 'For logon assistance, please contact: IS.ServiceDesk@co.ramsey.mn.us'. Below this text is a red link: '[Ramsey County Supplier Portal Instructions](#)'.

2. Enter your user id in the **User ID** field. (Tip: all Supplier Portal user IDs begin with ‘RC.’)



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Supplier Contract Management (SCM) System

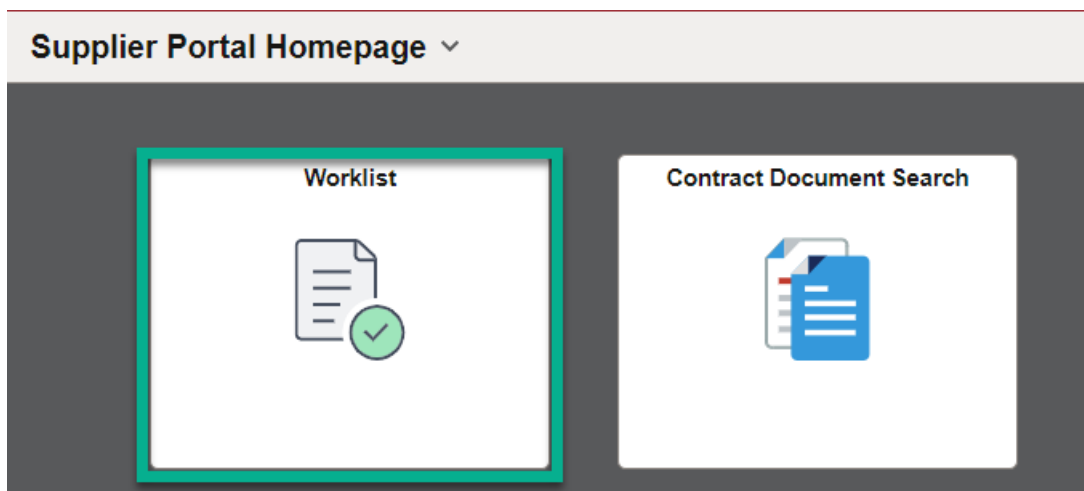
3. Enter your password in the **Password** field.

Note: Your **User ID** and **Password** should have been sent to you in a separate email with the subject: **Confirmation Email - Ramsey County Supplier Portal Log In Information**. If you do not have your **User ID** or **Password**, please email IS.ServiceDesk@co.ramsey.mn.us to obtain your login credentials.

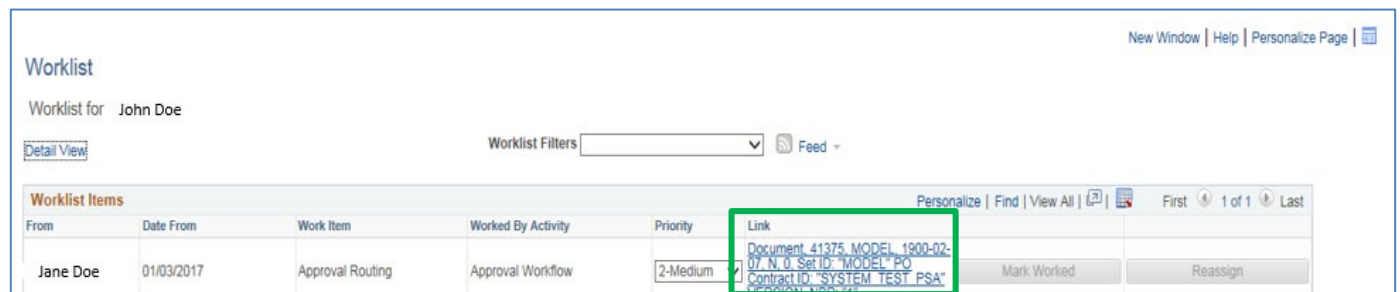
4. Click the **Sign In** button or press **Enter**.

The *Supplier Portal Homepage* displays.

5. To see the contract that requires your approval, click the **Worklist** tile on the left hand side of your screen.



The *Worklist* page displays with the document awaiting your approval listed in the Worklist grid.



6. To open the document, click the **document link** (i.e., Document, 41375, MODEL,...). The contract name appears in the link after the text “Contract ID”.

The *Document Management* page for the contract will open.



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Supplier Contract Management (SCM) System

7. Please review the contract before you Approve it. To view the contract, click the **View Document** button.

SetID	MODEL	Contract ID	TEST-CSA	Return to Document Search
Supplier	DAC INDUSTRIES			
Contract Style	Procurement Contract			
Document Type	Professional Services Agrmnt			
Description	TEST-CSA			
Administrator	Sofie,Tony			
Sponsor	Department			
Version	0.00	Created On	12/14/23 11:54AM	Document Details
Status	Pending Approval	Last Modified On	12/14/23 12:25PM	Procurement Reference Materials & Forms
Original Contract/Amendment Information				
This document requires your approval. Review the document as directed, then select Approve or Deny.				
Approve		Deny		
View and Edit Options:		Review and Approval:		Other Document Actions:
View Document				Generation Log
Add/Modify Attachments/Related Documents				
Document Modification Summary				
Document Version History				

The file will open as a PDF document in a new tab or window (depending on your browser settings).

Note: If the document does not open, it may have been stopped by a pop-up blocker in your internet browser. Most browsers show blocked pop-up information at the right side of the address bar. You may need to override the pop-up blocker to allow the document to open.



Contract ID: SYSTEM_TEST_PSA

Professional Services Agreement

This is an Agreement between Ramsey County, a political subdivision of the State of Minnesota, on behalf of the Finance Office, TST ("County") and ESF, TST, registered as a Corporation in the State of Minnesota ("Contractor").

- Term**
 - 1.1.**

The term of this Agreement shall be from January 01, 2017 through December 31, 2017 and may not be renewed.
- Scope of Service**

The County agrees to purchase, and the Contractor agrees to furnish, services described as follows:

 - 2.1.**

Note: The contract document pictured here is an example for training purposes.



Ramsey County Supplier Portal Instructions

Supplier Contract Management (SCM) System

8. When you are finished viewing the document, close the window or tab where the PDF opened.

The *Supplier Portal Document Management* page displays again.

Note: For contract amendments, the original contract document can be viewed by clicking the *View Original Document* button. The current amendment document can be viewed by clicking the *View Amendment File* button.

View and Edit Options:
[View Original Document](#)
[View Amendment File](#)

9. Click the **Add/Modify Attachments/Related Documents** link to review any documents associated with the contract.

SetID	MODEL	Contract ID	TEST-CSA	Return to Document Search
Supplier	DAC INDUSTRIES			
Contract Style	Procurement Contract			
Document Type	Professional Services Agrmnt			
Description	TEST-CSA	<input checked="" type="checkbox"/> Checklist Completed		
Administrator	Sofie,Tony			
Sponsor		Department		
Version	0.00	Created On	12/14/23 11:54AM	Document Details
Status	Pending Approval	Last Modified On	12/14/23 12:25PM	Procurement Reference Materials & Forms
				Original Contract/Amendment Information
This document requires your approval. Review the document as directed, then select Approve or Deny.				
Approve		Deny		
View and Edit Options:		Review and Approval:		Other Document Actions:
View Document				Generation Log
Add/Modify Attachments/Related Documents				
Document Modification Summary				
Document Version History				



Ramsey County Supplier Portal Instructions

Supplier Contract Management (SCM) System

The *Attachments and Related Documents* window displays.

Attachments and Related Documents

SetID MODEL Contract ID TEST-CSA
Supplier DAC INDUSTRIES

Upload another Document Attachment File

Attachments

Files	Description	
Allow Email/Dispatch	File Name	Title
<input type="checkbox"/>	Contract_Attachment_1.docx	Attachment A - Scope of Services
<input type="checkbox"/>	Contract_Attachment_2.pdf	Attachment B - Schedule of Rates

- Click the **View** button for each attachment that you would like to view. The document opens in the applicable application (Word, Excel, PDF, etc).

If the attachment does not open, it may have been stopped by a pop-up blocker in your internet browser. Most browsers show blocked pop-up information at the right side of the address bar. You may need to override the pop-up blocker to allow the attachment to open.

Note: You will only be able to view the related attachments, you cannot add, delete or change attachments. The information in the **Related Document** section is internal to Ramsey County and is read only.

- Click the **Close (X)** button in the upper right corner of the screen to close any opened attachments.
 - When you are done reviewing the related documents, click the **OK** button to return to the Document Management page.
- The *Supplier Portal Document Management* page displays again where you can begin the Approve or Deny process.



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13. If you want to approve the contract, click on the **Approve** button The Document Approval Status page appears. **Note:** the contract is not approved yet, you still need to confirm your approval.

SetID	MODEL	Contract ID	TEST-CSA	Return to Document Search
Supplier	DAC INDUSTRIES			
Contract Style	Procurement Contract			
Document Type	Professional Services Agrmnt			
Description	TEST-CSA			
Administrator	Sofie,Tony			
Sponsor	Department			
Version	0.00	Created On	12/14/23 11:54AM	Document Details
Status	Pending Approval	Last Modified On	12/14/23 12:25PM	Procurement Reference Materials & Forms
				Original Contract/Amendment Information

This document requires your approval. Review the document as directed, then select Approve or Deny.

[Approve](#) [Deny](#)

View and Edit Options:
[View Document](#)
[Add/Modify Attachments/Related Documents](#)
[Document Modification Summary](#)
[Document Version History](#)

Review and Approval:

Other Document Actions:
[Generation Log](#)

Document Approval Status

SetID	MODEL	Contract ID	TEST-CSA
Supplier	DAC INDUSTRIES		

Approval Confirmation
✓ This Document Will Be "Approved". Press "Approve" to Confirm or "Cancel" to return without approving.

[Approve](#) [Cancel](#)

▼ **Review/Edit Approvers**

Admin Code 3.40.27ca

MODEL/TEST-CSA:Pending [Request Information](#) [Start New Path](#)

Admin Code 3.40.27ca

Pending Test User Supplier Signer → Not Routed Multiple Approvers FIN Analyst Review → Not Routed Multiple Approvers Department Approval Review → Not Routed Multiple Approvers Dept Director Signer → Not Routed Multiple Approvers County Manager Signer →

Note: If your company has authorized two users to approve contract documents, the **Multiple Approvers** link in the Supplier Signer step is enabled. Click the link to view the two authorized users. Note that only one approver is required when the contract document is approved.



Ramsey County Supplier Portal Instructions

Supplier Contract Management (SCM) System

14. If you want to enter a comment regarding your approval, follow the steps below:

- Click in the **Approval Comments** field.

- Type **your comment**.

Note: Your comment will be included in the approval process and available for the other approves to view.

15. Click either one of the **Approve** buttons (at the top or bottom of the page) to confirm your electronic approval of the contract.



Ramsey County Supplier Portal Instructions

Supplier Contract Management (SCM) System

▼ Review/Edit Approvers

Professional Service Agreement

▼ :Pending

PSA (Over \$100,000.00)

Approved ✓ Norling, Dan - Iceberg
Supplier Signer
03/16/17 - 9:42 AM

→ **Skipped** No approvers found
Department Approval Review

→ **Pending** Multiple Approvers
Dept Director Signer

→ **Not Routed** Multiple Approvers
FIN Analyst Approver

→ **Not Routed** Multiple Approvers
Attorney Signer

► **Comment History**

Approval Alerts

[Return to Document Management](#)

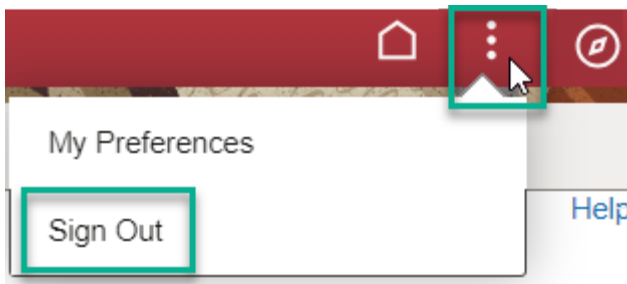
You have approved the contract and it has been routed to the next Approver in the process.

16. Click on the **Return to Document Management** link at the bottom of the page to return to the *Document Management* page.

NOTE: The Status of the contract will remain at Pending Approval until all Approvers in the chain have approved the document.

17. To sign out of the *Supplier Portal*:

- Click the middle button on the ribbon located in the top right hand of your screen.
- Click the **Sign out** link.



This completes the electronic approval process for Professional or Client Services Agreements.



Ramsey County Supplier Portal Instructions

Supplier Contract Management (SCM) System

Denying Contract Document

Use the steps below to deny a contract document.

1. From the *Document Management* page, click the **Deny** button.

SetID	MODEL	Contract ID	TEST-CSA	Return to Document Search
Supplier	DAC INDUSTRIES			
Contract Style	Procurement Contract			
Document Type	Professional Services Agrmnt			
Description	TEST-CSA			
Administrator	Sofie,Tony			
Sponsor	Department			
Version	0.00	Created On	12/14/23 11:54AM	Document Details
Status	Pending Approval	Last Modified On	12/14/23 12:25PM	Procurement Reference Materials & Forms
Original Contract/Amendment Information				
This document requires your approval. Review the document as directed, then select Approve or Deny.				
Approve		Deny		
View and Edit Options:		Review and Approval:		Other Document Actions:
View Document				Generation Log
Add/Modify Attachments/Related Documents				
Document Modification Summary				
Document Version History				



Ramsey County Supplier Portal Instructions

Supplier Contract Management (SCM) System

The *Document Approval Status* page displays. **Note:** the contract is not denied yet, you still need to confirm the denial.

Document Approval Status

SetID MODELContract ID TEST-CSASupplier DAC INDUSTRIES

Approval Confirmation

This Document Will Be "Denied". Press "Deny" to Confirm or "Cancel" to return without denying.

DenyCancel

Review/Edit Approvers

Admin Code 3.40.27ca

MODEL/TEST-CSA:Pending

Admin Code 3.40.27ca

Pending

Test User
Supplier Signer

Not Routed
Multiple Approvers
FIN Analyst Review

Not Routed
Multiple Approvers
Department Approval Review

Not Routed
Multiple Approvers
Dept Director Signer

Not Routed
Multiple Approvers
County Manager Signer

View/Hide Comments

Request Information

Start New Path

Comment History

Approval Alerts

-

Approval Comments

DenyCancel

[Return to Document Management](#)

NOTE: When you deny the document, you are **required** to add a comment so the Document Owner knows your reason for denying the document, can rectify it and restart the approval process.

- Click in the **Approval Comments** field.

Approval Comments

- Enter **your comment**.



Ramsey County Supplier Portal Instructions

Supplier Contract Management (SCM) System

4. When you have entered the comment, click either one of the **Deny** buttons to confirm the denial.

Document Approval Status

SetIDMODELContract IDTEST-CSASupplierDAC INDUSTRIES

Approval Confirmation
 This Document Will Be "Denied". Press "Deny" to Confirm or "Cancel" to return without denying.

Deny

Cancel

Review/Edit Approvers

Admin Code 3.40.27ca

MODEL/TEST-CSA:Pending

View/Hide Comments

Request Information

Start New Path

Admin Code 3.40.27ca

Pending

Test User

Supplier Signer

Not Routed

Multiple Approvers

FIN Analyst Review

Not Routed

Multiple Approvers

Department Approval Review

Not Routed

Multiple Approvers

Dept Director Signer

Not Routed

Multiple Approvers

County Manager Signer

Comment History

Approval Alerts
 -

Approval Comments

The start date is not correct in the contract; please update.

Deny

Cancel

Return to Document Management



Ramsey County Supplier Portal Instructions

Supplier Contract Management (SCM) System

The status changes to *Denied*. The Document Owner will receive an email stating that you denied the document along with your comment.

Review/Edit Approvers

Professional Service Agreement

:Denied

PSA (Over \$100,000.00)

Denied
Norling, Dan - Iceberg
Supplier Signer
03/16/17 - 10:18 AM

Skipped
No approvers found
Department Approval Review

Not Routed
Multiple Approvers
Dept Director Signer

Not Routed
Multiple Approvers
FIN Analyst Approver

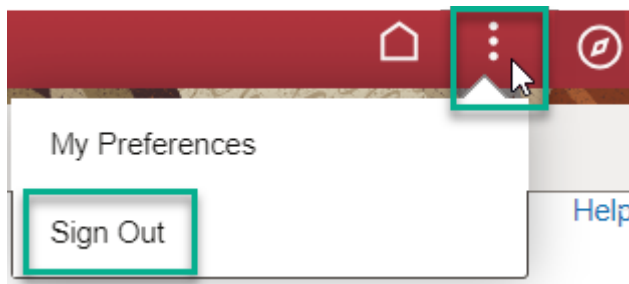
Comments

Comment History

Approval Alerts

[Return to Document Management](#)

5. Click the **Return to Document Management** link at the bottom of the page to return to the *Document Management* page.
6. To sign out of the *Supplier Portal*:
 - a. Click the middle button on the ribbon located in the top right hand of your screen.
 - b. Click the **Sign out** link.



This completes the electronic denial process for Professional or Client Services Agreements.



Ramsey County Supplier Portal Instructions

Supplier Contract Management (SCM) System

Searching for and Viewing Contract Documents

The Ramsey County Supplier Portal allows Supplier users to access and view contract documents with their organization. This enables users to look up and review previously executed documents as well as documents that are still in the approval cycle (*Pending Approval* status).

See below for steps on how to search for and access contract documents.

1. Navigate to the Supplier Portal via the email link or by copying and pasting the following link in your browser.

<https://aspensp.host.ramseycounty.us/>

The *Ramsey County Supplier Portal* login page appears.

RAMSEY COUNTY

Ramsey County Supplier Portal

User ID

Password

Sign In

☐ Enable Accessibility Mode

For logon assistance, please contact: IS.ServiceDesk@co.ramsey.mn.us

[Ramsey County Supplier Portal Instructions](#)

2. Enter your user id in the **User ID** field. (Tip: all Supplier Portal user IDs begin with 'RC'.)
3. Enter your password in the **Password** field.

Note: Your **User ID** and **Password** should have been sent to you in a separate email with the subject: **Confirmation Email - Ramsey County Supplier Portal Log In Information**. If you do not have your **User ID** or **Password**, please email IS.ServiceDesk@co.ramsey.mn.us to obtain your login credentials.

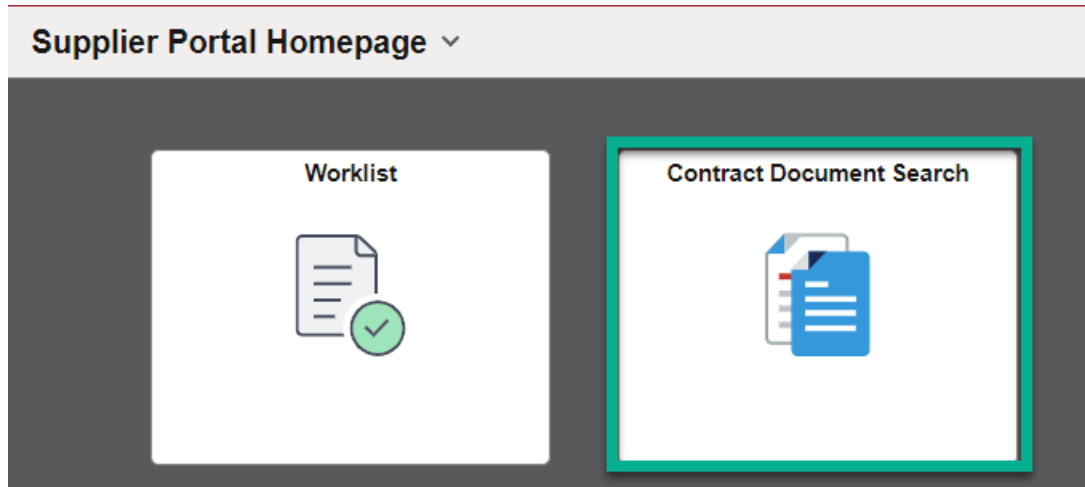
4. Click the **Sign In** button.



Ramsey County Supplier Portal Instructions

Supplier Contract Management (SCM) System

The *Supplier Portal Homepage* appears.



5. To view executed/completed contracts, click on the **Contract Document Search** tile on the right hand side of your screen.

The ***Find an Existing Document*** page appears.

There are several search fields available. See below for information on each.

Supplier Name – Click the Look Up to select your company name. Useful if you are associated with multiple Suppliers in the system and want to narrow the search results.

Description – Free form search field using the contract description.

Contract ID – Click the Look Up to see a list of all your contract documents in the system.

Note: The contract list in the Contract ID look up contains all contract documents regardless of status. However, the system only allows you to view contract documents that are either in executed or pending approval status. If a contract is selected from the list that is not in an executed or pending approval status, the search results will not return the selected contract.

Pending Approval – Select this checkbox to include contract documents that are in pending approval status in the search results.

Note: If you click the **Search** button without entering any search criteria, all contract documents that are in executed status will display in the search results.




Ramsey County Supplier Portal Instructions


Supplier Contract Management (SCM) System

6. To view an Executed/Complete contract, use one of the search options. For this example, the Contract ID field is used.

Find an Existing Document

Source Transaction Purchasing Contracts
Contract Style Procurement Contract

Contract ID 


Supplier Name 

Description

☐ Pending Approval ☒ Executed/Complete

7. Click the Look Up button in the Contract ID field.

The **Look Up Contract ID** page appears.

Look Up Contract ID 

[Help](#)

Contract ID

Document Administrator

[Basic Lookup](#)

Search Results

View 100 First 1-20 of 20 Last

SetID	Contract ID	Document Administrator	Description
MODEL	TST_2_28_01	CHERYL.KEMPE	BA000020 Tech Consulting Svcs
MODEL	TEST-SCM	ERIK.FERNSTROM	Test Portal
MODEL	SYSTEM_TEST_SEML	CHERYL.KEMPE	System Test - SEML
MODEL	SYSTEM_TEST_DESIGN_BLD_1	CHERYL.KEMPE	System Test - PSA
MODEL	SYSTEM_TEST_DB_P2	CHERYL.KEMPE	System Test - Design Build P2
MODEL	SYSTEM_TEST_CUSTOM_CONT	TONY.SOFIE	System Test - PSA
MODEL	SYSTEM TEST - PSA	CHERYL.KEMPE	System Test - PSA
MODEL	SYSTEM TEST - CSA_2	CHERYL.KEMPE	CSA Approval Test
MODEL	SYSTEM TEST - CSA	CHERYL.KEMPE	System Test - CSA
MODEL	PSA_TRAINING	CHERYL.KEMPE	Training - PSA Contract
MODEL	PSA_CONTRACT	CHERYL.KEMPE	Training - PSA Contract

8. Select a contract from the list. Keep in mind that the contract document must be in executed or pending approval status in order for the search to return the document.



Ramsey County Supplier Portal Instructions

Supplier Contract Management (SCM) System

Find an Existing Document

Source Transaction Purchasing Contracts
Contract Style Procurement Contract

Contract ID 🔍

Supplier Name 🔍

Description

☐ Pending Approval ☒ Executed/Complete

9. The selected contract is populated in the **Contract ID** field. Click the **Search** button.
The search results display below the search buttons.

Find an Existing Document

Source Transaction Purchasing Contracts
Contract Style Procurement Contract

Contract ID 🔍

Supplier Name 🔍

Description

☐ Pending Approval ☒ Executed/Complete

Search Results Personalize | Find | View All | 📄 | 📊 First 1 of 1 Last

Delete	Document Keys	Description	Document Version	Amendment	Document Status	Days In Status	Awaiting User
<input type="checkbox"/>	MODEL / PSA_CONTRACT	Training - PSA Contract	0.02	0	Executed	28	Kempe, Cheryl

10. Click the contract link to display the document management page where you can view the contract as well as associated attachments.



Ramsey County Supplier Portal Instructions

Supplier Contract Management (SCM) System

The **Document Management** page appears.

SetID	MODEL	Contract ID	TEST-CSA	Return to Document Search
Supplier	DAC INDUSTRIES			
Contract Style	Procurement Contract			
Document Type	Professional Services Agrmnt			
Description	TEST-CSA			
Administrator	Sofie, Tony			
Sponsor	Department			
Version	0.02	Created On	12/14/23 11:54AM	Document Details
Status	Executed	Last Modified On	12/14/23 3:22PM	Procurement Reference Materials & Forms
		Executed On	12/14/23 3:22:30PM	Original Contract/Amendment Information
<input checked="" type="checkbox"/> Checklist Completed				
View and Edit Options:				
View Document				
View Executive Summary				
Add/Modify Attachments/Related Documents				
Document Modification Summary				
Document Version History				
Review and Approval:				
Other Document Actions:				
Generation Log				

Several actions are available on the Document Management page:

- Click the **View Document** button to view the contract document in Microsoft Word.
- Click the **View Executive Summary** button to view the summary document related to the contract in Microsoft Word.
- Click the **Add/Modify Attachments/Related Documents** link to view attachments related to the contract.

Note: For amended contracts, the original contract document can be viewed by clicking the **View Original Document** button. The current amendment document can be viewed by clicking the **View Amendment File** button.

View and Edit Options:
View Original Document
View Amendment File

11. Once you have viewed the contract, and/or associated documents – either complete another search or sign out.

- To complete another search, click the **Return to Document Search** link. The Find an Existing Document page displays and you can search for a new contract document.
- To sign out of the *Supplier Portal*, click the middle button on the ribbon located in the top right hand of your screen.



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Supplier Contract Management (SCM) System

- c. Click the **Sign out** link.

