

LEGAL TRANSACTION SUMMARY

- SAMPLE -

1. PLAN AHEAD

- **Strategic Alignment** Does your proposed work align with GSM's revised operating plan? Audience?
- **Budget** Are there sufficient funds in your budget – including any expenses?
- **Prelim. Discussion** Have you had a preliminary discussion with **GSM Operations** about your intended contract? (GSM Ops reserves the right to refer you to ABS Legal)

2. ALLOT TIMING*

- **Bidding** Have you allowed enough days for the bidding process?
- **Review** Have you allowed enough days for GSM Ops, ABS Legal & senior leaders to review?
- **Signatures** Have you allowed enough days for Vendor and ABS signatures?
- **Payment** Have you allowed enough days for GSM Ops to process payment with A/P?

3. SELECT VENDOR

- **Track History** Have you worked with this vendor before? Quality? Consistency?
- **Good Stewardship** Do you have bids from other vendors? Competitive price, quality & scope?

4. SUBMIT CONTRACT

- **Permission** Does your team director know about and approve this contract?
- **Forms** Have you filled out the correct forms for your contract type & dollar level?
- **Submission** Have you submitted these forms directly to Sylva?

5. AWAIT CONTRACT REVIEW

- **S. Keshishian** Sylva reviews your contract. May suggest changes or recommend John approves.
- **J. Greco** John reviews your contract. May suggest changes via Sylva which she will pass to you.
- **S. Keshishian** Sylva will work with Lorelei to obtain Legal approval.

6. RECEIVE APPROVAL

- **J. Greco** John issues his approval to Sylva.
- **L. Pettis** Lorelei issues her approval to Sylva
- **S. Keshishian** Sylva gives you approval to proceed.

7. GET SIGNATURES**

- **Vendor** Ask the vendor to sign where indicated
- **ABS** Ask an authorized ABS signatory/signatories to sign.

8. REQUEST PAYMENT

- **For New Vendors only:**
 - You need to fill out a New Vendor Form
 - You ask Vendor to fill out & sign a W9 (W8 for overseas vendors) & a New Vendor Disclosure Statmt (the latter only if contract is \$10k & up)
- **If paying via check** You ask vendor to submit invoice indicating work done. You write budget # on it & then ask your supervisor to sign.
- **If paying via wire transfer** You ask vendor to submit invoice as stated above but you fill out a Wire Transfer Form & attach it to the invoice.
- **S. Berryhill** You submit aforementioned payment request forms to Sam, cc Anthony

9. ASSESS PERFORMANCE

- **Performance** How well did this vendor perform?
- **ROI** What was the return on investment? Did you get value for money?
- **Recommendation** Would you work with this vendor again? Recommend vendor to others?

10. RENEW CONTRACT?

- **Renew contract?** Do you want to renew your contract with this vendor?
- **Timing** If yes, have you allowed sufficient time for due diligence and for steps 1 to 8 above before the start date of the new contract?

LEGEND

* Refer to the "How Many Days Should I allow for Contract Approval and Payment?" guide

** Refer to the "Who Signs Which Document" guide, and to the "GSM Signing Authority Summary"