

Consultant Agreement Form Process

To launch FileMaker Pro:

1. Launch FileMaker Pro and when the first window opens up, select “**Open an existing file...**” and click OK
2. Click the **HOSTS** button that is just above the Open button (in lower right hand corner of the window)
3. Select **ITD Main Entry.fp5** from the list of databases in the top pane, or select **10.100.100.70** from the list of databases in the bottom pane, and then click **Open**.
4. You should be at the ITD FileMaker Server #1 Entry Page window, now go to the column labeled General District Use and click on **District Contracts**.
5. The Contract Main window will open. Enter your departments **Unique ID** and click on **PROCESS** (the green button). Contact the Purchasing Department to receive your Unique ID.

To enter a contract:

1. Select vendor from list or create a new vendor and provide all current vendor information.
2. Click on the “View Contracts” tab at the top of the screen.
3. Complete the Contract Agreement Form, print and obtain all appropriate authorized signatures.
4. Send email to Purchasing Department to verify that the contract has been signed. Type in subject line: Contract Agreement.
5. Type Purchase Order.