Wayne State University – Health Affairs
Office of Contract Management
Standard Contract Naming and Numbering Conventions

I.   CONTRACT NAME: The descriptive name value that is assigned to a particular contract.

Example: **Clinical Affiliation Agreement - UGME (HFHS – March 2, 2019)**
                              [a]   [b]   [c]   [d]

   a.   The name of the contract, as it appears on the document (abbreviated, if necessary)
   b.   Identifying and/or distinguishing detail (e.g., here, "UGME" means that it is related to Undergraduate Medical Education. If this were for the School of Social Work, the distinguishing detail would be "Social Work"; if it were for the CRNA Program, it would be "CRNA"). NOTE: This is a critical piece of information. There may be many "Clinical Affiliation Agreements" with HFHS, all covering different programs, adding this small detail makes finding the one you're looking for much easier than if you have to actually open every entry on your list of search results
   c.   The name or abbreviation of the contracting partner (vendor/supplier)
   d.   The contract's full Effective Date, as it appears on the document

II. CONTRACT NUMBER: The number that Contracts+ automatically assigns to each contract. It is the number that the system will include on purchase orders in the **Supplier Info** section in the *Contract No.* field. This value is required; once a contract is saved it becomes read-only.

Example: **C-CAP-2021-0000035**
                    [a] [b]   [c]   [d]

   a.   There is a "C" at the start of all Contracts+ contract numbers
   b.   The contract type code (here, "CAP" = a program specific clinical affiliation agreement)
   c.   The year in which the contract is entered into Contracts+ (Note that this is *not* tied to the effective date of the contract, it is simply recording the year in which you actually enter the contract into the system)
   d.   Based on the time of entry, the contract's sequential place in line relative to the total universe of contracts entered into Contracts+ by WSU users

III. CONTRACT TYPE: Use the **Contract Type** field to help categorize and manage your contracts. Contract Types are a powerful tool for reporting against and managing contract use within the application.

Example: **CAP**

This is the 3-letter contract type code*, that identifies a contract as a program-specific clinical affiliation agreement.

*For a complete list of contract types and their descriptions, please refer to the document entitled, **Standard List of Contract Types and Descriptions.**