

Commercial Vendor (Renewal) Instructions for ECAS Submission

This document is a guide for submitting the Commercial Vendor Contract Renewal in ECAS. Read through the screens carefully and follow the directions on the screens.

CAUTION - When entering information on each screen:

- (1) File names cannot include parentheses () when uploading.**
- (2) NOTE: Pre-Approval is NOT Final Approval. Final Approval is granted ONLY after Contract Signature Page is uploaded.**

Screen #1 Commercial Vendor Information

- Commercial Vendor name and address
- Contract Details:
 - Beginning and ending dates of the Contract Renewal
 - Public and Charter Schools ONLY: Board of Education meeting date and resolution/agenda item number when Contract Renewal was approved

Screen #2 Charge Details

- Index Rate calculates automatically to generate the Max Unit Price. Unit Price Per Meal (or) Snack cannot exceed Max Unit Price.
- Complete the meal pricing information from the vendor.

Screen #3 List of SFA Schools Receiving Vended Meals

- School names, addresses, grade levels and type of meal service will generate from the Base Year Contract. No changes can be made by the SFA on this screen. If additions, deletions, or any other changes are needed, contact DFNContracts@ag.nj.gov.

Screen #4 Certification

- Click to check the "I certify" box at the bottom of the screen.

Screen #4 Signature

- Once the contract has been pre-approved by the State Agency in ECAS, a Contract Signature page will be available to the SFA through ECAS for completion. When both parties have initialed and signed the page:
 - Scan and Upload **the Contract Signature page**
 - **Scan and Upload** Vendor's current Health and Sanitation Certificate

When the SFA receives final approval from the State Agency, the final contract document and the Contract Signature page will be available for download and printing. Both documents must be printed and attached so a complete contract document can be kept on file at the SFA and Vendor. It is the SFA's responsibility to print this document for the Vendor.