

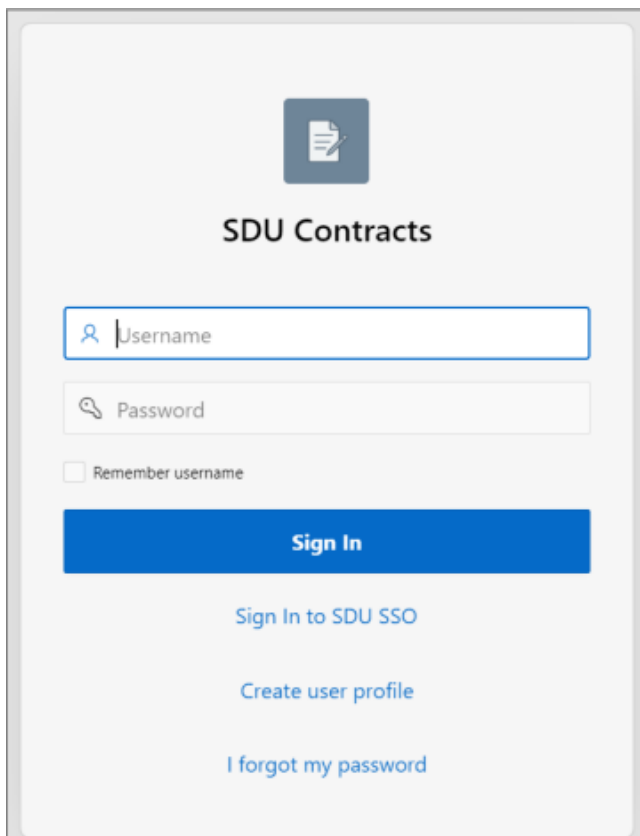
Guide for Workzone

Need advice from SDU RIO Legal Services?

If you need assistance with drafting agreements or legal advice from Legal Services, you need to create a case in our forms system.

We need some information before we can advise on the specific case. All contracting parties must be added to the case under parties.

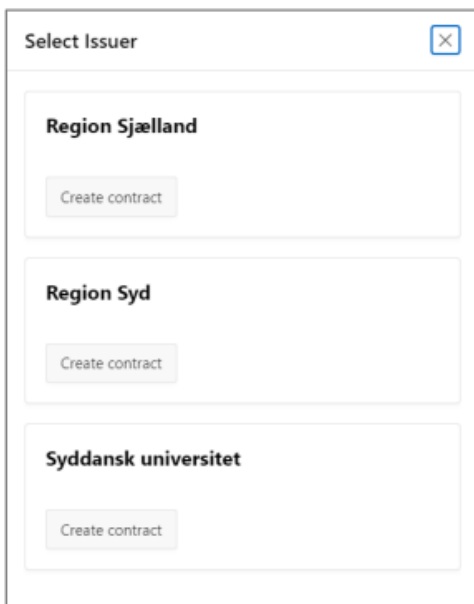
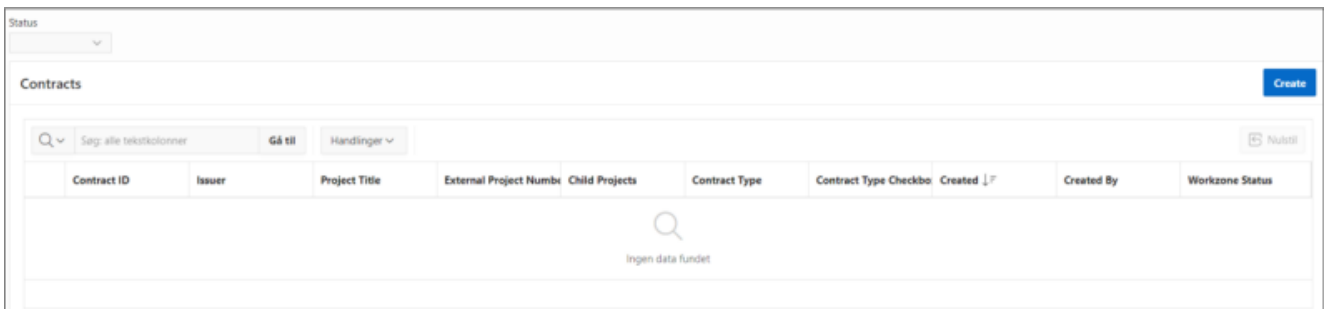
First, you should log in to the system.



The screenshot shows the login interface for 'SDU Contracts'. At the top center is a document icon. Below it, the text 'SDU Contracts' is displayed. There are two input fields: 'Username' with a person icon and 'Password' with a key icon. A checkbox labeled 'Remember username' is positioned below the password field. A prominent blue button labeled 'Sign In' is centered below the form. Underneath the button are three links: 'Sign In to SDU SSO', 'Create user profile', and 'I forgot my password'.

Log in with your @sdu-email by clicking on "Sign in to SDU SSO".

Create a case regarding your request



Once you are logged in, click on “CREATE” and select Syddansk Universitet (University of Southern Denmark).

Establish case

Project title: Provide the project's title.

University contact information

* Institute Sundhedsvidenskab

Faculty Det Sundhedsvidenskabelige Fakultet

Head of department

Institute: Specify the institute, which is the contracting party.

Head of department: Select the head of department/dean.

Parent Project

* Contract Type

External Project Number

Project Duration

Parent project: Specify if you have previously created a contract and your new inquiry is related to the previously created contract case.

Contract type: Select which contract that requires advice.

External project number: Enter here, if the project has a project/case number used as a reference for the project.

Project duration: Specify if the project has a time duration.

Parties

* Contract parties Opret part

Intet fundet

To add parties to the project, click “Create party”.

You can add parties in the following ways:

Party ✕

Company type ▾

Company Id

Company name

Address

Danish company: Enter the CVR (Company Registration Number) of the contracting party in the “Company Id” field and click “Lookup”. Afterwards, click “Create”.

Party ✕

Company type ▾

Hospital

Department

Hospital department: Specify the hospital and department, which are the contracting party.

Party
✕

Company type Udenlandsk virksomheds-id ▾

* Country ☰ Search existing

* Company name

* Address

* Contact email

Cancel
Create

Foreign company:

1. Select the country of the company.
2. Provide the company's address.
3. Specify the e-mail of the company or the e-mail of a contact person in the company.

You can create multiple parties for the project by repeating the "Create party" process.

* Contract parties Opret part				
	Type	Party Id	Name	Address/hospital
	CVR	29283958	Syddansk Universitet (University of Southern Denmark)	Campusvej 55, 5230 Odense M
	CVR	29283958	Syddansk Universitet (University of Southern Denmark)	Campusvej 55, 5230 Odense M

1 - 2

To edit or delete the added parties, click on the "edit" icon.

If you have a draft contract, grant letter, or payment plan, you can attach them.

Indlæs filer	
<input type="checkbox"/> I have a contract draft	<input type="checkbox"/> I have a contract draft
Bevillingsbrev <input type="button" value="Vælg fil"/> Der er ingen fil valgt	* Budget <input type="button" value="Vælg fil"/> Der er ingen fil valgt
Betalingsplan <input type="button" value="Vælg fil"/> Der er ingen fil valgt	* Projektbeskrivelse <input type="button" value="Vælg fil"/> Der er ingen fil valgt

If the inquiry concerns a collaboration agreement, IV agreement, or an amendment, please attach a budget and project description to create the case.

Uploads	
Indlæs øvrige kontraktsdokumenter	<input type="button" value="Tilføj dokument"/>

If you have additional documents relevant to the case, you can upload other contract documents by clicking "Add document". Once you have completed the form, you create the case for further processing by clicking on "Create in Workzone" at the top. Once the case is created, you can access it from the overview.

Support

For assistance and support, you can contact Legal Services by e-mail: kahem@sdu.dk, peed@sdu.dk, or henj@sdu.dk.