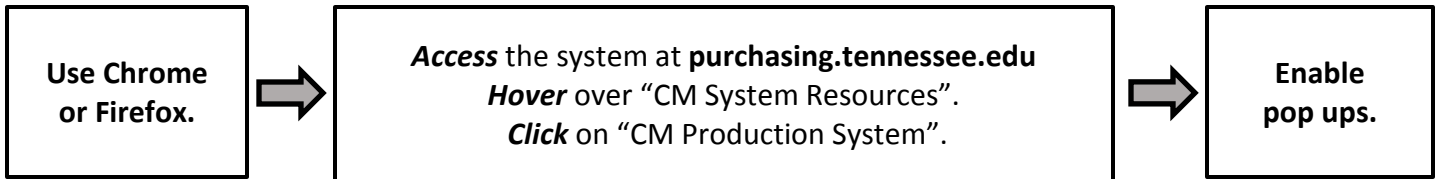


Success at Your Desk...

Tips for Using the Contract Management System



First Login

- **Click** "Forgot your password?" on login screen
- **Enter** your netID **or** enter your email in *tennessee.edu* format
- **Create** a password – (the CM System password doesn't sync to your netID password)

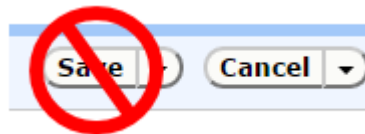
Vendor Contact

The CM System requires a contact person for each vendor.

If a contact doesn't exist, *create* one in the "New Vendor Contact" section of the "Contract Info" tab.

Navigating between *tabs* in the CM System –

Save and Go to Next Tab



Remember to

upload your contract
on the documents tab.



Need a vendor number?

Please search carefully to make sure the vendor doesn't already exist.

For payable contract: *request* new vendor using SAP transaction Z XK1

For receivable or zero dollar contract:

- **Go** to purchasing.tennessee.edu
- **Hover** over "CM System Resources"
- **Complete** and **submit** the "Vendor Number Request Form"

Questions?

View training videos:

<http://treasurer.tennessee.edu/training/cmsystem/>

Contact Contract Office:

contracts@tennessee.edu