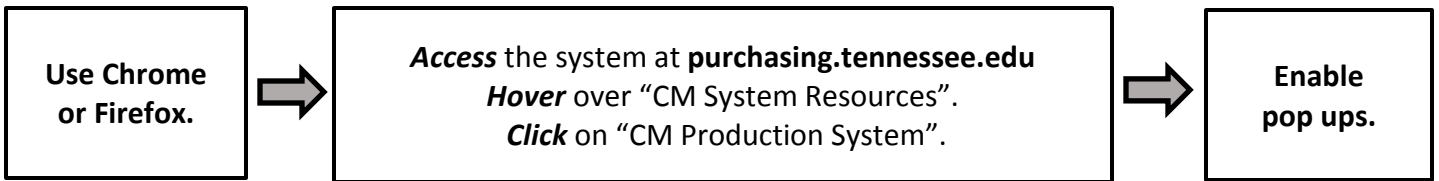


# Success at Your Desk...

## Tips for Using the Contract Management System



### Instructions for first login:

- **User Name** = netID, **Password** = 6-digit personnel number
- Select **"My Profile"** and **"Change Password"**
- **Create** a password.
- **Click "Save" TWICE!**

### Forgot Your Password?

Click "forgot password", enter your net ID **OR** your email with @tennessee.edu

### Contract Description Field:

Enter brief text with *no special characters*.

Upload lengthy documents with special characters on the **documents tab**.

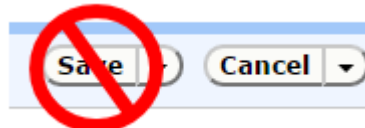
### Vendor Contact

The CM System requires a contact person for each vendor.

If a contact does not exist, *create* one in the "New Vendor Contact" section of the "Contract Info" tab. Please do not enter your own name in this section.

### Navigating between tabs in the CM System –

Save and Go to Next Tab



### Remember to

**upload your contract** on the documents tab.



Uploaded documents should be in Word or original PDF formats.

### 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 ZXX1

**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](mailto:contracts@tennessee.edu)