Step-By-Step Instructions for the Contract Management System

The University of Tennessee

8/30/2017

This document contains cross-references for ease of use.
Cross-references within are preceded by the words “refer to” and have blue font.
Click on any cross-referenced text to jump to discussion of that topic.

Step-By-Step Instructions for the Contract Management System

The University of Tennessee

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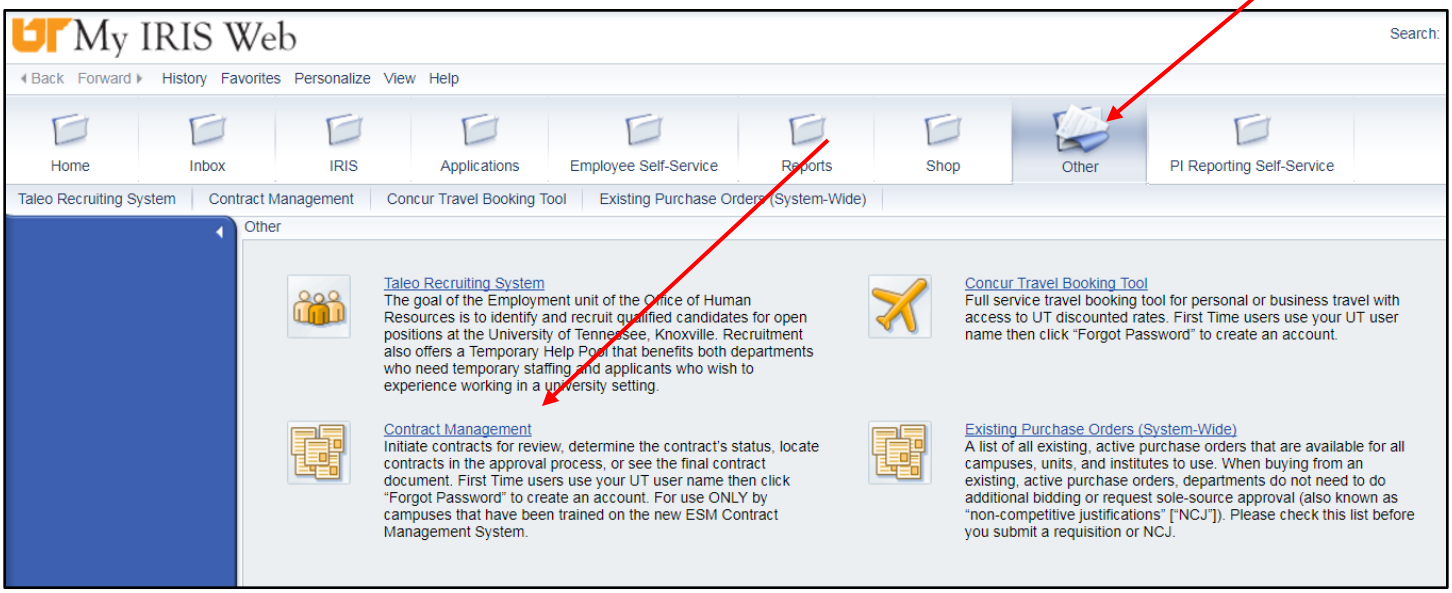
Logging into the Contract Management System

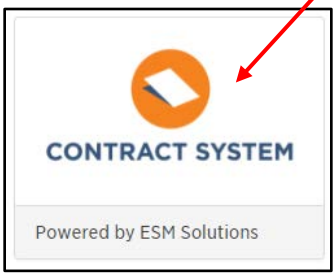
- Using Mozilla Firefox or Google Chrome, navigate to https://irisweb.tennessee.edu.
- Enter your UT net ID and password.

- Select the "Other" tab.
- Click the "Contract Management" link.



Alternate Method for Logging in the Contract Management System

- Use Mozilla Firefox or Google Chrome to navigate to https://procurement.tennessee.edu.
- Click the "Contract System" button in the lower right hand corner of the screen.
- Enter your UT net ID and password.
- Click on the "Contract Management" link (see screenshot above).



Important Steps for Logging Out of the Contract Management System

When you finish working in the Contract Management System, ***complete ALL of the following steps***:

IMPORTANT!

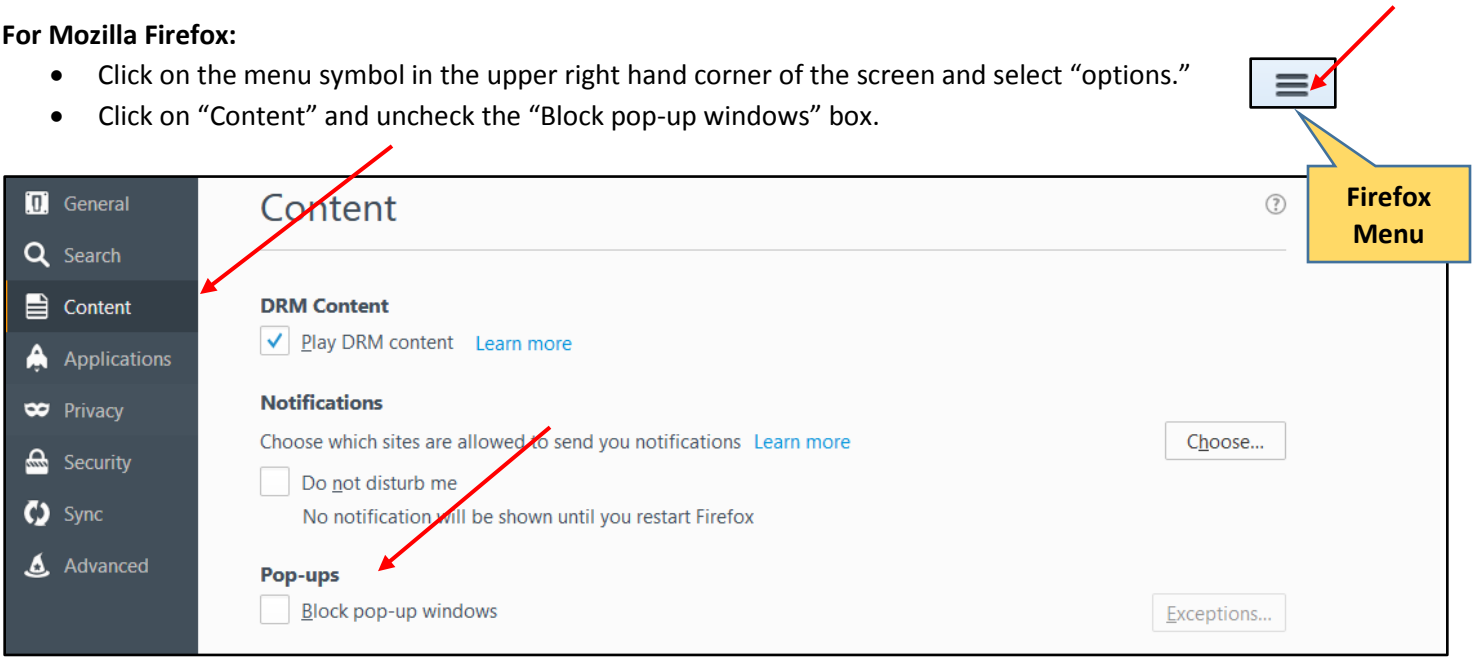
1. Logout Click the "Logout" button in the upper right hand corner of the Contract Management System.
2. Log off Click the "Log off" button in the upper right hand corner of the IRIS Web Portal.
3. **Close your internet browser.**

Enabling Pop-Ups

Choose your preferred web browser, Google Chrome or Mozilla Firefox.
Enable pop-ups.

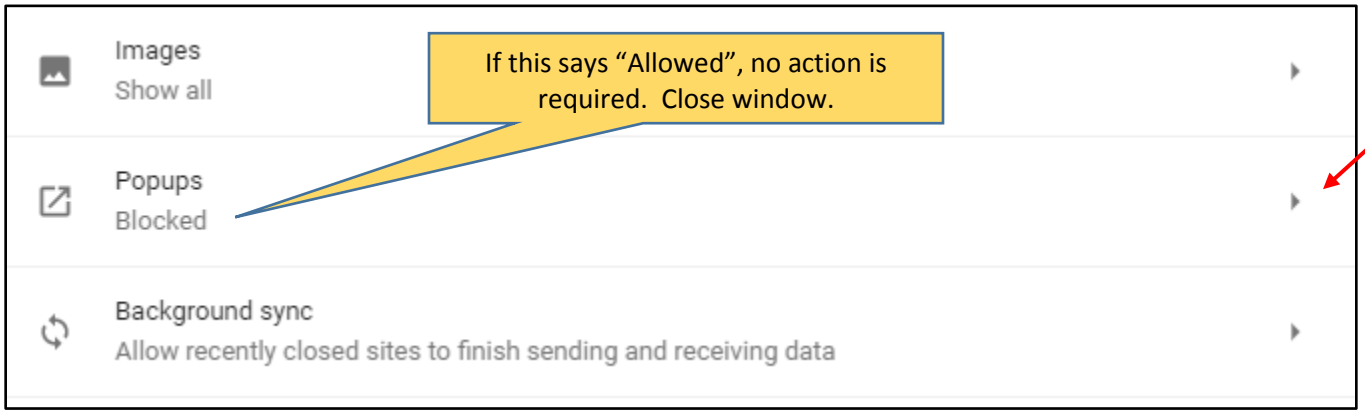
For Mozilla Firefox:

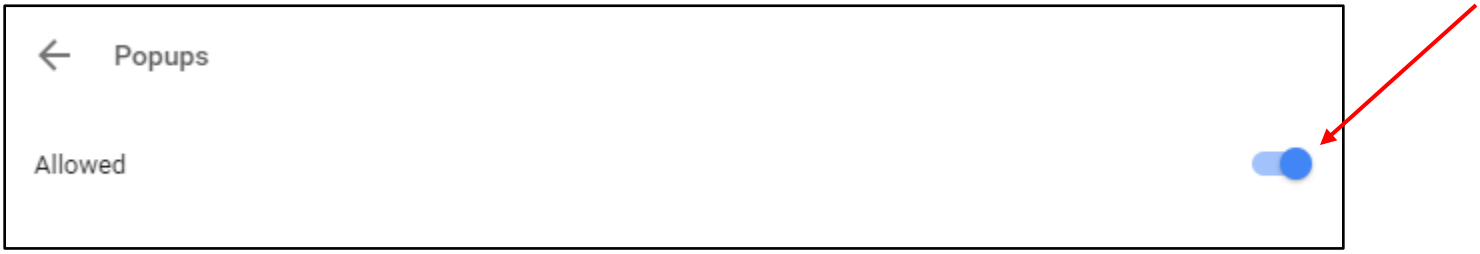
- Click on the menu symbol in the upper right hand corner of the screen and select “options.”
- Click on “Content” and uncheck the “Block pop-up windows” box.



For Google Chrome:

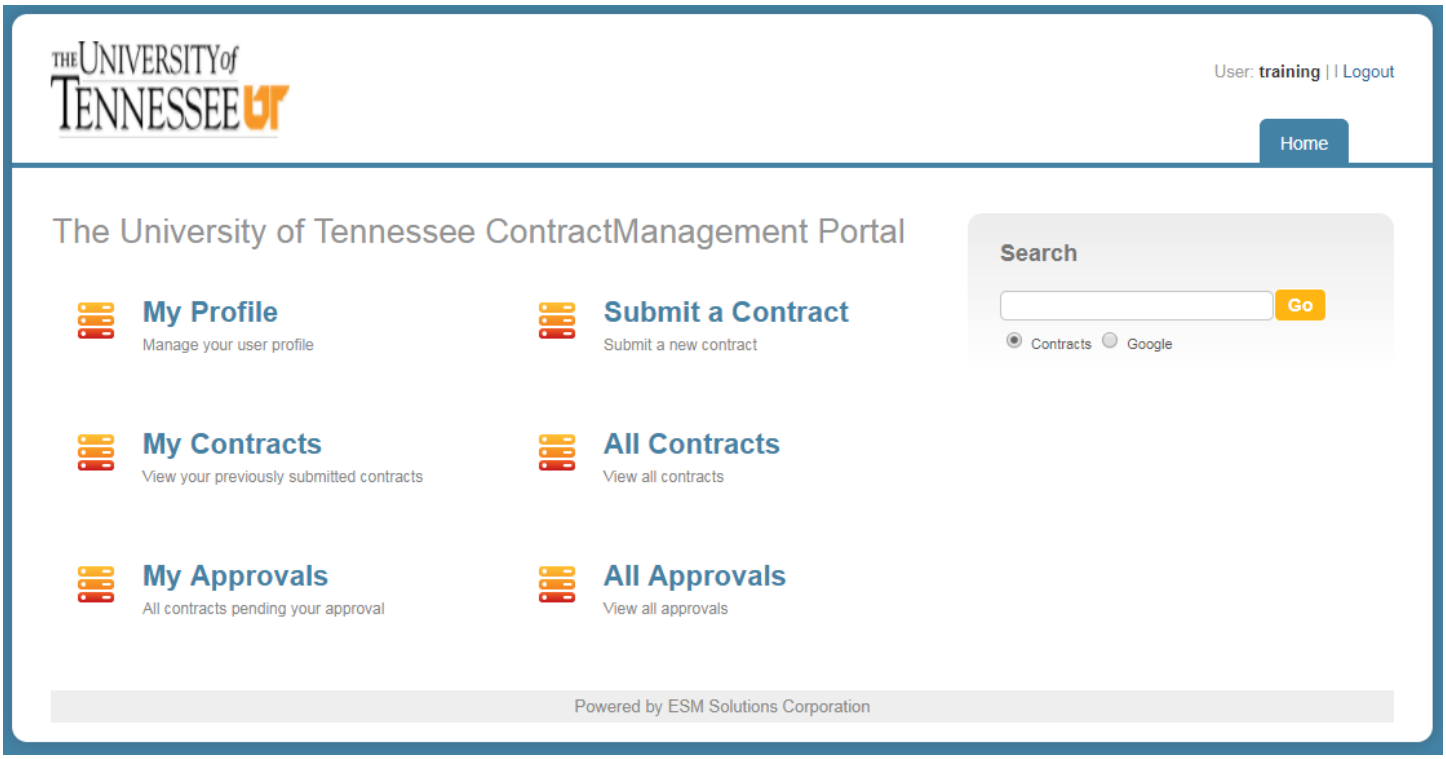
- Type chrome://settings/content in the Google search bar.
- Scroll down to “Popups.”
  - If you see the word “Allowed” under “Popups”, simply close the window.
  - If you see the word “Blocked”, click the triangle to the right.
  - Click the toggle button next to the word “Blocked” to change the setting to “Allowed.”
  - Close the window.





Navigating the Contract Management System Home Page

The Contract Management System home page includes all or some of the following icons, depending on your permissions:



ICON	Description
Home	The "Home" tab is located in the upper right hand corner of all screens within the Contract Management System. Always use this tab to navigate back to the home screen.
My Profile	Approvers may click this icon to set an as-needed substitute to approve contracts in their absence. Employees who simply enter contracts will not need to use this tab.
Submit a Contract	Click the "Submit a Contract" icon to enter a new contract.
My Contracts	Click "My Contracts" to view a table of all of the contracts you have entered for the university.
All Contracts	Click "All Contracts" to view a table of all contracts for the entire university system. Contracts marked "private" will only be visible to the requesting department.
My Approvals	Approvers may click the "My Approvals" button to view contracts requiring their approval, however most approvers will approve contracts via email.
All Approvals	Approvers may click "All Approvals" to view all approvals for their approval group.

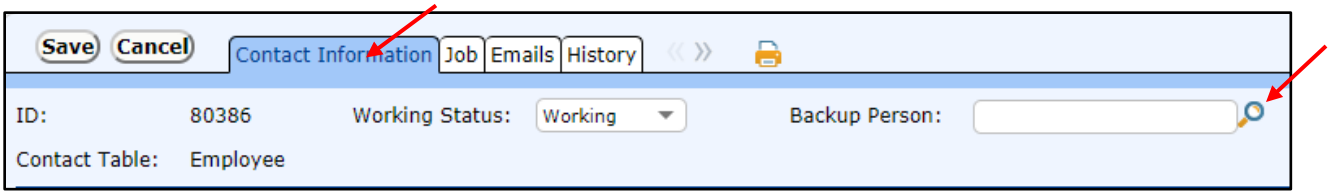
Setting Up a Back-up Person in "My Profile" (Contract Approvers Only)

Contract approvers who have a permanent substitute in IRIS (SAP) do not need to complete this step. Permanent substitutes in IRIS will automatically receive approval emails from the Contract Management System.

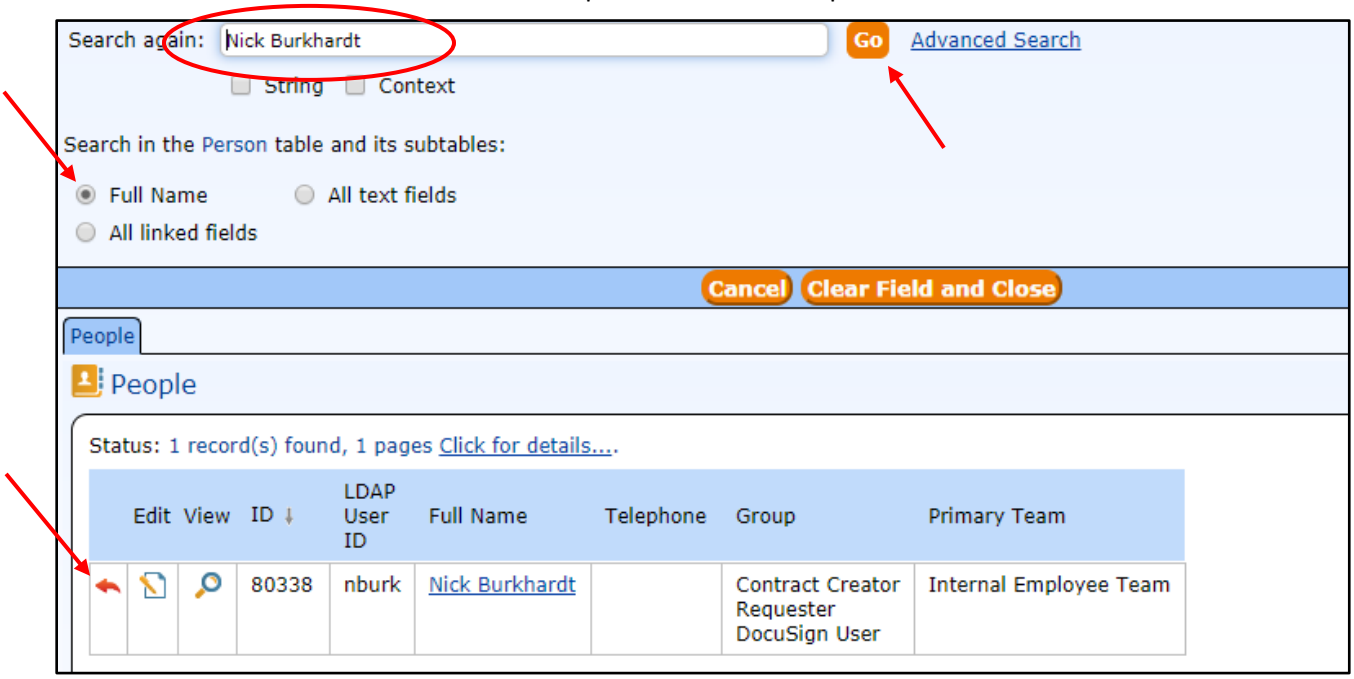
Contract approvers who prefer to use "as needed" substitutes in IRIS (SAP) may set the "as needed" substitute or "backup" person in the contract system.

To set an as-needed substitute in the Contract Management System:

- Click "My Profile" on the home page.
- Select the "Contact Information" tab if not already selected.
- Click the search icon (magnifying glass) next to the "Backup Person" field.

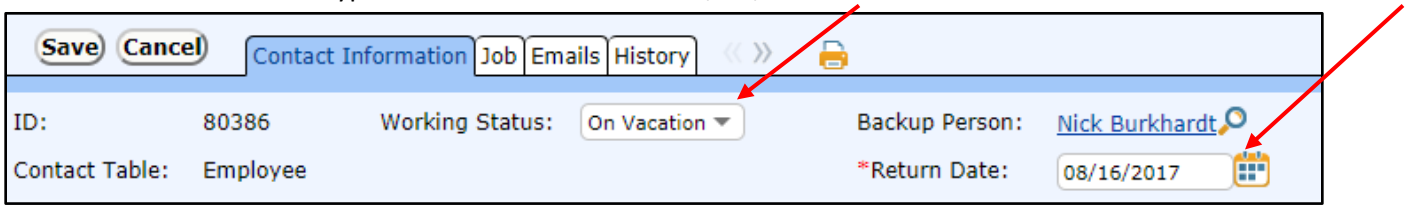


- On the search screen, select "Full Name."
- Type the full name of the backup person in the "Search Again" box.
- Click "Go."
- Click the red arrow to the left of the person's name to import it into the record.



To activate your backup person:

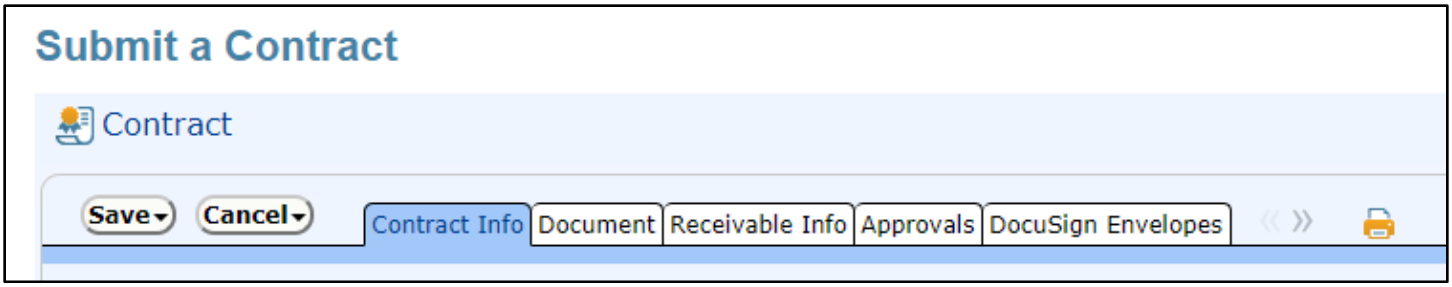
- Change the working status to "on vacation."
- Enter a return date. Type the date in the format MM/DD/YYYY or click the calendar icon to select it.



The backup person will become inactive on the return date. During your absence, you will continue to receive approval emails; you have simply given your backup person permission to approve contracts in your absence.

Entering a Contract

Click on the "Submit a Contract" icon on the home page to begin a new contract.
There are five tabs across the top of the screen:



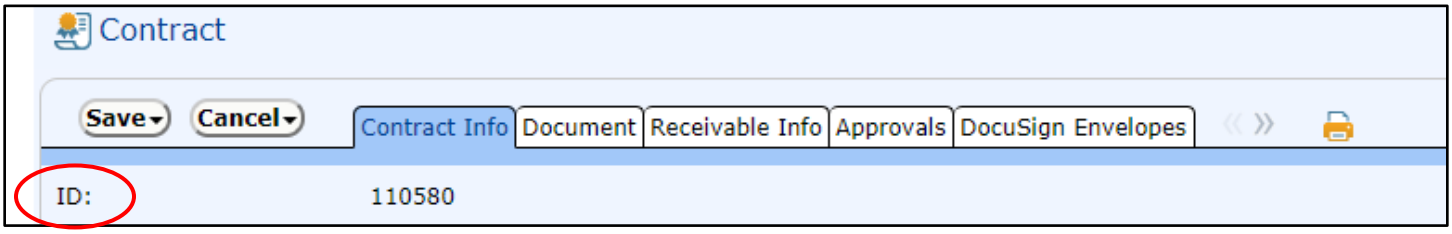
Name of Tab	Purpose When Entering a New Contract or Amendment	Other Purposes
Contract Info	Enter contract data.	Review contract data, copy contracts, or amend original contracts.
Document	Upload contracts, amendments, and supporting documentation.	View amendments associated with a contract.
Receivable Info	Check receiving account number(s). **UTHSC contract requesters must use all applicable tools on this tab when entering receivable contracts.**	Manage receivable contracts using tools located on this tab. Receivable tools are **optional** for all campuses except UTHSC.
Approvals	Enter approval notes if needed. Submit the contract for review.	View approval workflow for contracts that are "In Review" status.
DocuSign Envelopes	n/a	n/a

Contract Info Tab

The "Contract Info" tab is where you will complete most of your contract entry. Continue reading for a discussion of each field on this tab.

ID
No action needed.

The Contract Management System creates an ID number each time you click "Submit a Contract" to open a new "Contract Info" tab. The ID number can be useful in searching for your contract in the future. Please note that the Contract Management System will also create a ten-digit contract number that you will use for payment purposes.

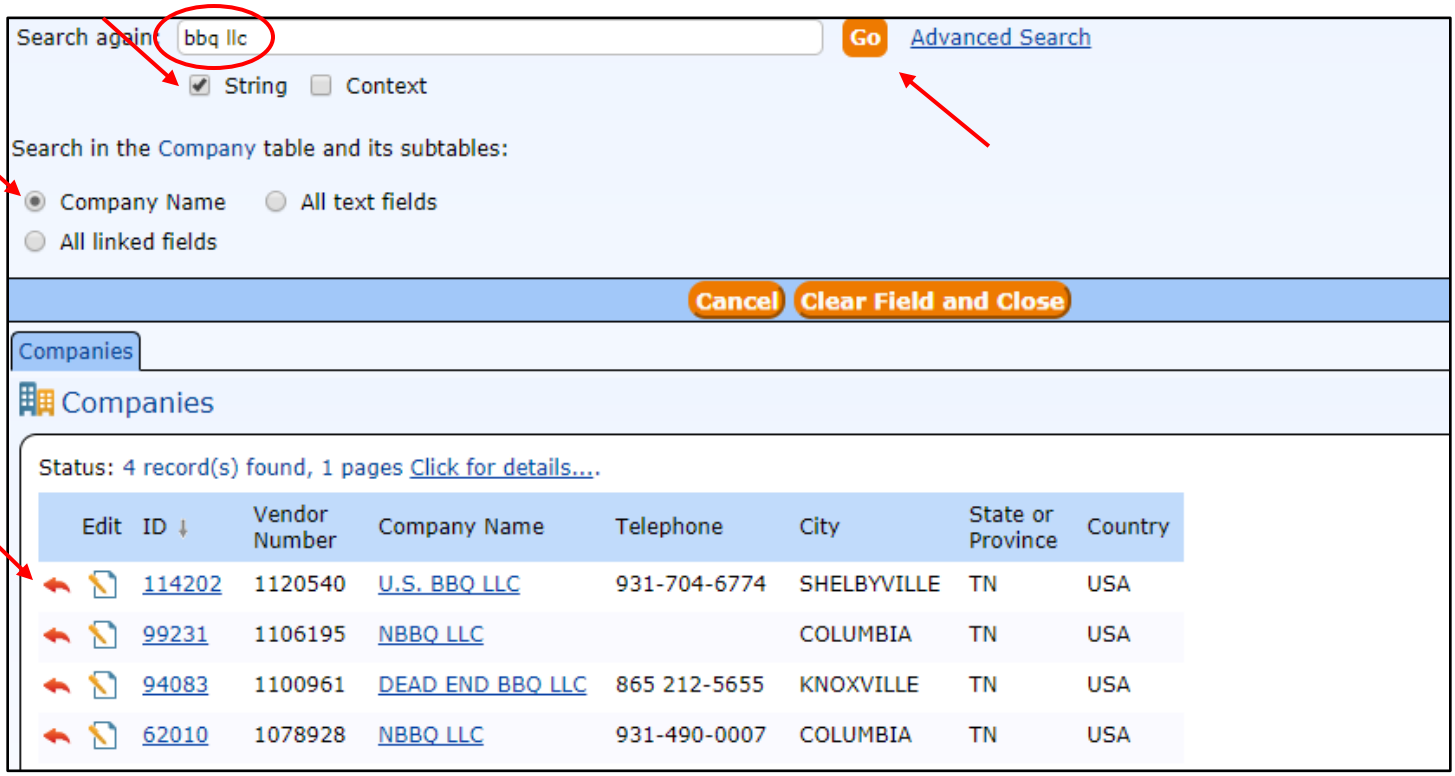


Vendor Company
All payable IRIS (SAP) 1 and 3 vendor numbers are available for selection in the Contract Management System.

Select a vendor by searching for the vendor name:

- Click the search icon (magnifying glass) next to the "Vendor Company" field.

- In the pop up screen, select "String" and "Company Name."
- Type all or part of the vendor company name in the "Search again" box and click "Go."
- Click the red arrow next to the correct vendor to import it into the contract.



To Search by IRIS (SAP) Vendor Number:

- Click the search icon (magnifying glass) next to the "Vendor Company" field.
- In the pop up screen, select "String" and "All linked fields."
- Type the vendor number in the "Search again" box and click "Go."
- Click the red arrow next to the correct vendor to import it into the contract.

NOTE

If an IRIS (SAP) vendor record does not exist for your vendor, request a new vendor using one of the following methods:

- Request a new payable vendor using IRIS (SAP) transaction ZXK1. New IRIS (SAP) vendors are loaded into the Contract Management System three times daily: mid-morning, mid-afternoon, and overnight.
- Request a new receivable or zero-dollar vendor by submitting the perfect form found at https://procurement.tennessee.edu. In the left pane, expand the drop-down menu for "Contract Management System" and select "CMS Vendor Number Request Form". Complete the form and submit. You will receive an email when the vendor company record has been created. Note that the email will contain a vendor company ID number, not a payable IRIS (SAP) vendor number.

Contract Title

- Type a one-sentence description of the contract in this field.

Record Type

No action needed. The "Record Type" field will default to the appropriate type.

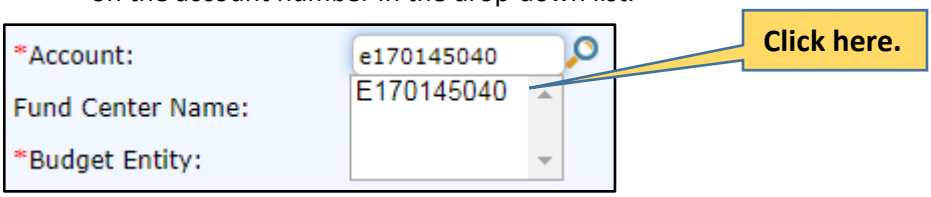
The record type defaults to "New Contract" when you click "Submit a Contract" to create a new contract.

The record type defaults to "Amendment" when you follow the instructions for creating an amendment described later in this handout.

Occasionally, there is a need to change the "Record Type" from "Amendment" to "New Contract". For example, an employee submits an amendment and an approver determines that the amendment should be a new, stand-alone contract. In this case, you must remove the data in the "Amendment Information" section before you change the "Record Type." Refer to **"**Change an Incorrect Record Type**"** in Appendix 1 for full instructions.

Financial & Budget Entity Information

- Type the account number in the account number field, wait for it to appear in the drop-down list, and then click on the account number in the drop-down list.



All other fields in this section will auto populate.

Alternate method – search by account number:

- Click search icon (magnifying glass) next to the account number field.
- In the pop up screen, select "String" and "Fund." If you want to search by U number, select "All linked fields."
- Enter the account number in the "Search again" box and click "Go."
- Click the red arrow next to account number to import it into the contract.
- All other fields in this section will auto populate.

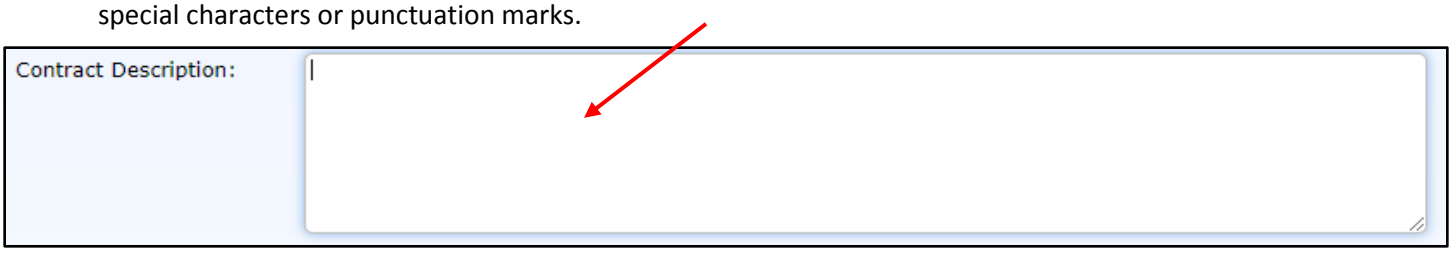
Alternate method – search by account name:

- Click search icon (magnifying glass) next to the account name field.
- In the pop up screen, select "String" and "Fund Name."
- Enter the account name in the "Search again" box and click "Go."
- Click the red arrow next to account name to import it into the contract.
- All other fields in this section will auto populate.

Note: please enter your *base account fund number* in the "Account" field. The account number entered here does not affect which accounts pay or receive funds – it simply determines the appropriate approval workflow.

Contract Description

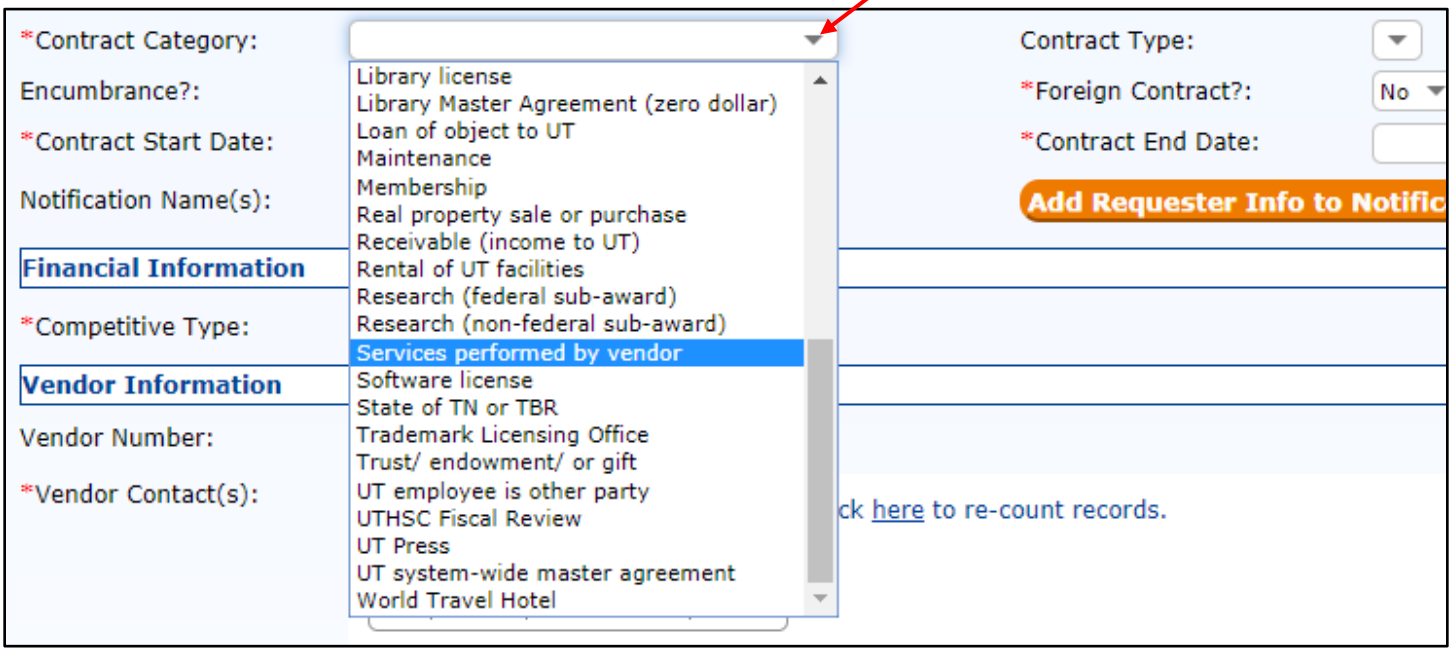
- Enter a brief overview of the "Who, What, When, Where, Why, and How" of the contract. Avoid entering special characters or punctuation marks.



You will upload your contract and supporting documents on the documents tab. Do not copy and paste them here.

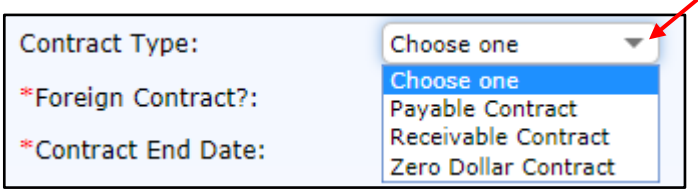
Contract Categories

- Choose the appropriate contract category from the drop-down list. Your selection will display or hide the remaining fields needed for the contract.



Contract Type

- Choose the appropriate contract type from the drop-down list. Your selection will display or hide the remaining fields needed for the contract.

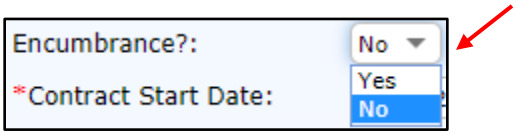


NOTE

If you select the wrong contract type, you must delete any dollar amount that was associated with the incorrect contract type before selecting the correct contract type. If you realize that you have selected the wrong contract type, finish your contract entry, save your contract as a draft, and then refer to "Change an Incorrect Contract Type" in Appendix 1 for full instructions.

Encumbrance

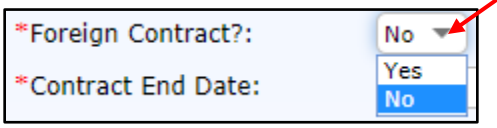
- Choose "Yes" to encumber funds. The contract will be an "Active PO Contract." Contact the Accounts Payable Department if you have questions about paying against a PO Contract.
- Choose "No" to leave the fund unencumbered (this is the default response).



UTHSC employees should always select "No."
If you have questions on whether to encumber a contract, please contact your campus contract office.

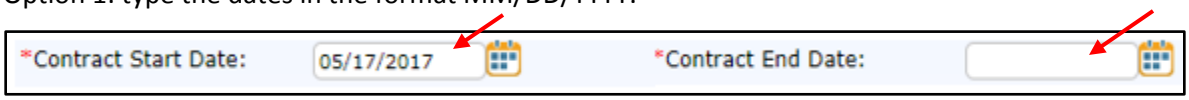
Foreign Contract

- Choose "Yes" if the contract is between UT and a foreign vendor.
- Choose "No" if the contract is between UT and a domestic vendor.

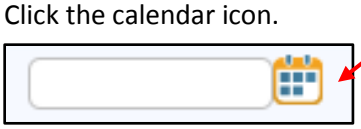


Contract Start and End Dates

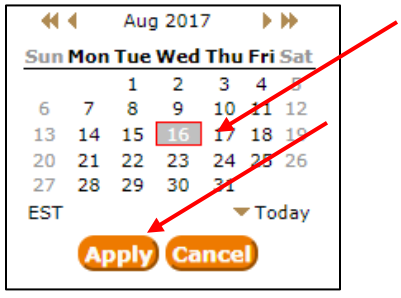
- Choose one of the following methods to enter the contract start and end dates.
  - Option 1: type the dates in the format MM/DD/YYYY.



  - Option 2: select the dates from the calendar tool.
    - Click the calendar icon.



    - Select the date.



    - Click "Apply."

The contract end date must not be earlier than the contract start date.

College/Division (visible only to UTHSC departments)

- Select the appropriate college or division from the drop-down list.

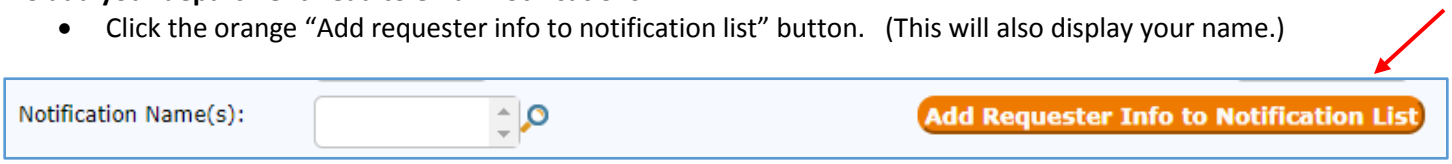
Notification Names

As the contract requester, you will automatically receive an email notification when your contract has been made active or, for certain types of contracts, when it is about to expire.

If others in your department need to receive notifications, you may add their names in the "Notifications Names" field.

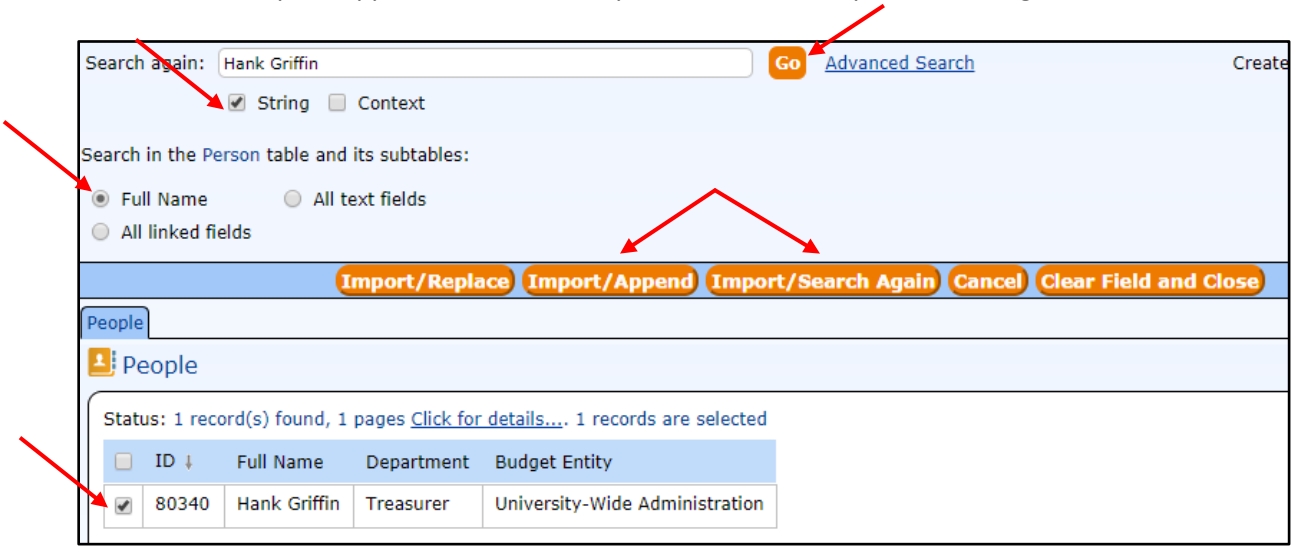
To add your department head to email notifications:

- Click the orange "Add requester info to notification list" button. (This will also display your name.)



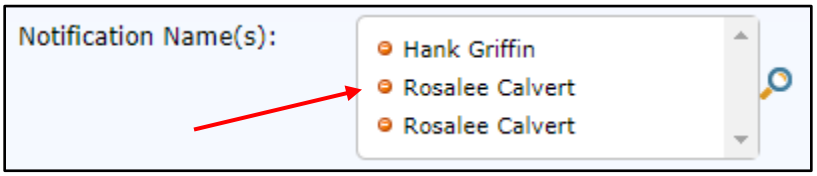
To add additional relevant employees to email notifications:

- Click the search icon (magnifying glass) next to the "Notification Names" field.
- In the pop up screen, select "String" and "Full Name."
- Type the full name in search field, and click "Go."
- Check the box to the left of the person's name.
- Click "Import/Append." To add multiple names, click "Import/Search Again".



To remove a name from email notifications:

- Click the orange circle with the minus sign to the left of the name.



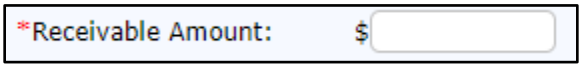
Note: adding or removing names from the notifications field does not affect approval workflow.

Payable Amount
This field will only display for the payable contract type.

- Enter the payable amount in the field.

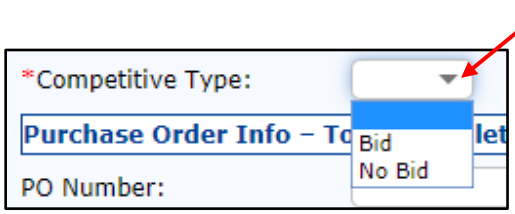
Receivable Amount
This field will only display for the receivable contract type.

- Type the receivable amount in this field.



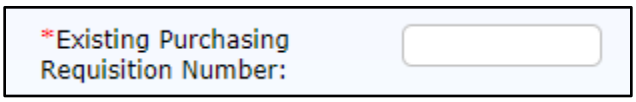
Competitive Type

- Select "Bid" or "No Bid" from the drop-down list.



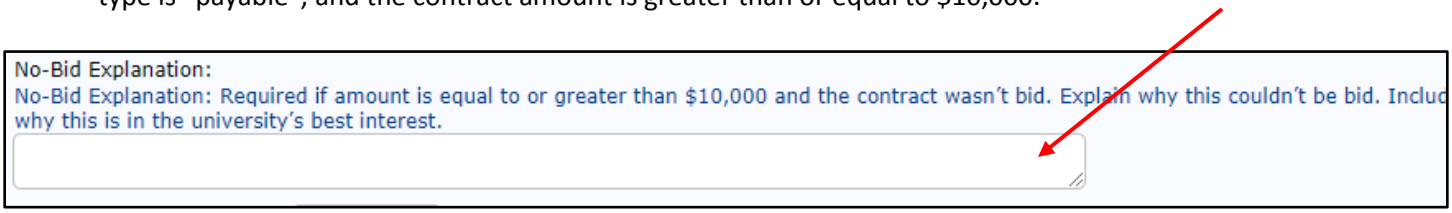
Existing Requisition Number
This field will only display if the competitive type is "Bid."

- Enter the requisition number.



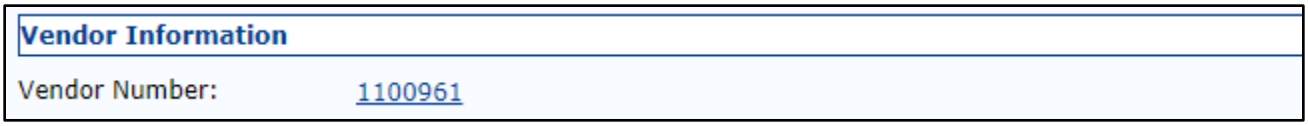
No Bid Explanation

- Enter a detailed explanation of why the contract was not bid ***if*** the competitive type is "no bid", the contract type is "payable", and the contract amount is greater than or equal to $10,000.



Purchase Order Information
No action needed.
Do not enter information in this field. The purchasing office will enter information here if needed.

Vendor Number
No action needed.



The "Vendor Number" field contains the IRIS (SAP) vendor number.

- The field will auto-populate for IRIS (SAP) vendor companies.
- The field will be blank if the vendor company was created as a zero-dollar or receivable vendor company record that exists only in the Contract Management System.

Vendor Contact(s)

The Contract Management System requires a vendor contact for each vendor company. If a contact exists in the vendor record, it will be displayed in the vendor contact table. You may enter multiple contacts if needed.

To add a contact to the "Vendor Information" section:

- Enter data in the following fields in the "New Vendor Contact" section at the bottom of the "Contract Info" tab.

IMPORTANT: you ***must*** enter a vendor company in the "Vendor Company" field ***before*** entering a new vendor contact here.

- If you do not know the role, select "Other" and type in the role.
- Click "Save Vendor Contact" and allow a few seconds for the system to update.

To remove a contact from the "Vendor Information" section:

- Click the check box to the left of the name.
- Click "Unlink". The contact will be removed from your contract, but not from the vendor record.

NOTE

Important Note about Vendor Contacts

A vendor contact may only be attached to one vendor company record.

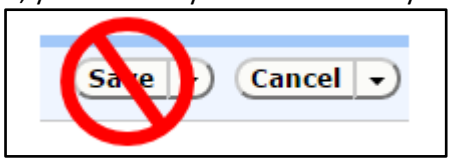
An error occurs when a contract requester enters a vendor email address that is already associated with a vendor record. This error often occurs when there are duplicate vendor records in IRIS (SAP). Please refer to "Vendor Contact Errors" in Appendix 1 for instructions on how to correct this error.

Completing Your Work on the "Contract Info" Tab

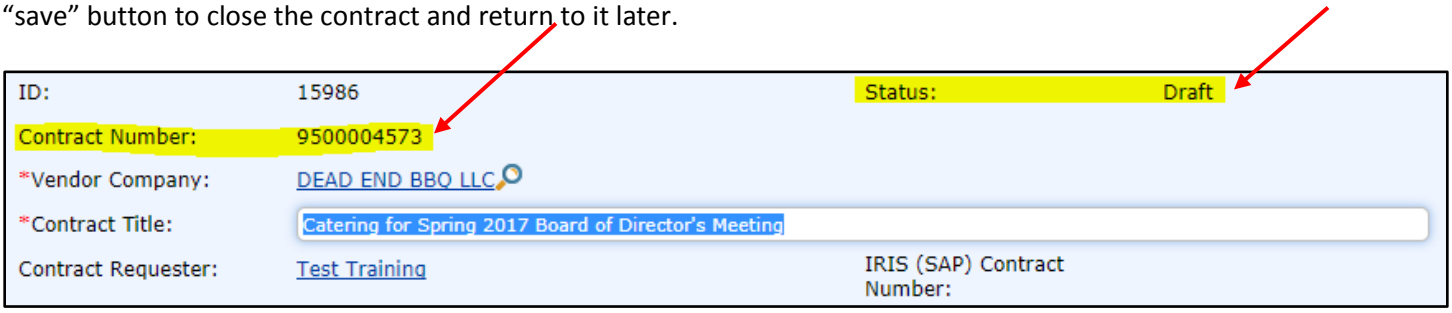
When you complete your entry on the "Contract Info" tab, you **MUST click "Save and Go to Next Tab."**
When you click "Save and Go to Next Tab", the system assigns a contract number to the contract and saves it as a draft.

Important: **Click "Save and Go to Next Tab."**

Do NOT click "Save." The black and white "Save" button closes the contract. If you close the contract *before* you save it, you will lose your contract entry and will have to start over.



Once a contract has been assigned a contract number and given a status of "Draft", you may click the black and white "save" button to close the contract and return to it later.



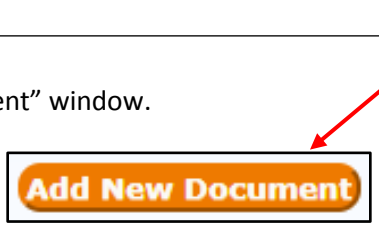
Document Tab

Tip: you must enable pop-ups for your internet browser before you attempt to upload documents.

Upload your contract or amendment, and any supporting documentation on this tab. Documents should be in Word or original PDF format (no scanned PDFs). You will not be able to submit your contract entry for review until you have uploaded a document.

To upload a document:
Click the orange "Add New Document" button to open the "Contract Document" window.

Important: upload ***ONE*** document at time.
Click this button for EACH document you need to upload.



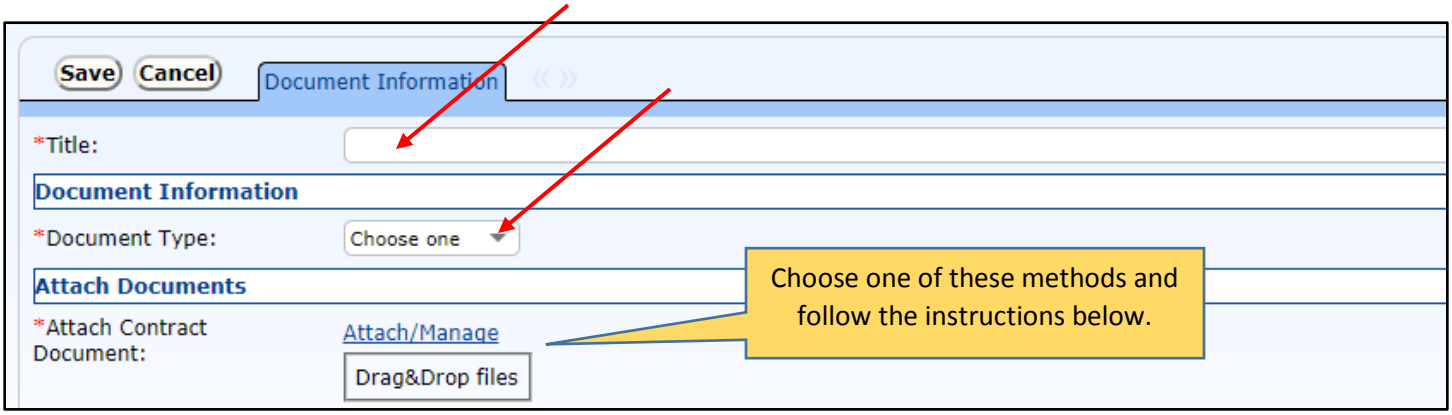
If you select multiple documents to upload at once, the system will compress them into one file in the documents table. *Refer to the following page for further discussion.*

Title

- Type the document title.

Document Type

- **S**elect "Contract", "Amendment", or "Other." Reserve the "Final Contract" type for contract offices.



Attach Contract Document

- **S**elect either the "Attach/Manage" or "Drag & Drop" method to attach a document.

Manual Upload Method

- Click the "Attach/Manage" link.
- Click the orange "Attach File" button.

- Navigate to the document on your computer.
- Highlight the document to select it.
- Click "Open."
- Click "Finish."
- Click "Save."

OR

Drag and Drop Upload Method:

- Navigate to the document on your computer.
- Drag the document to the "Drag & Drop Files" box.
- Hover until the "Drag & Drop Files" box turns red.

- Click "Save."

Note: You cannot remove documents that you have uploaded to the Contract Management System. Make sure you have uploaded the correct document before you click "Save."

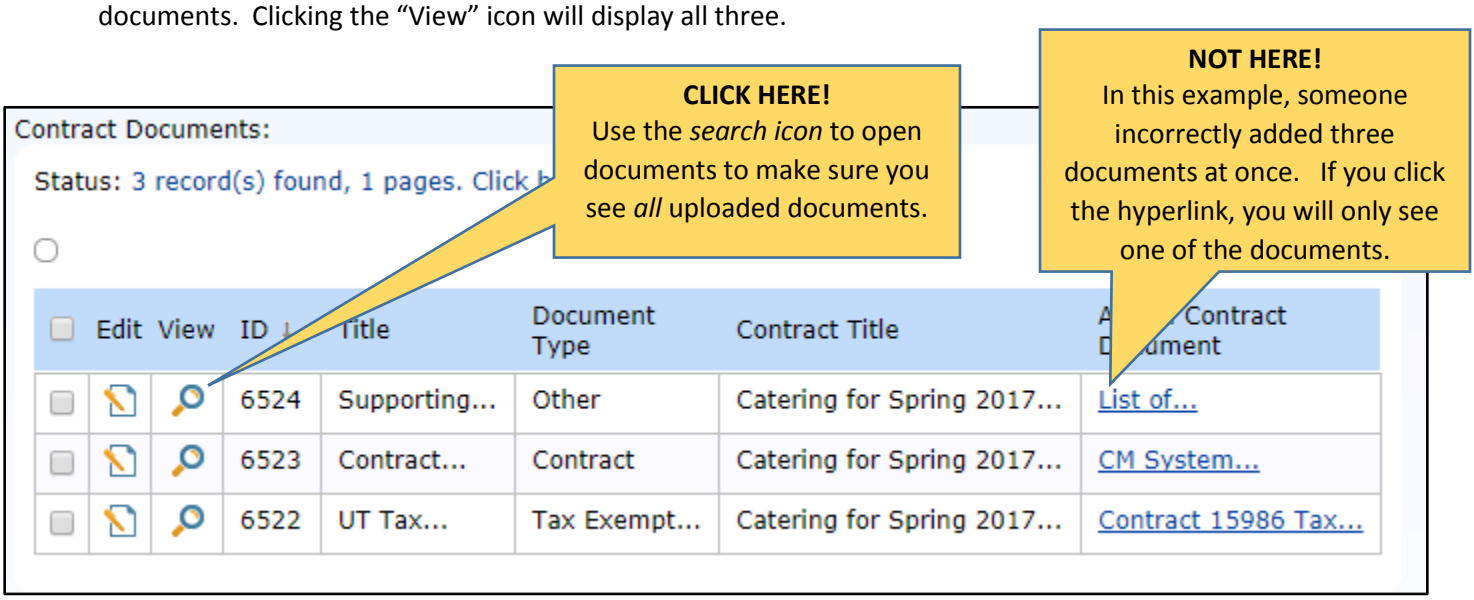
Preloaded Documents
Two documents have been preloaded into the CM system: "Tax Exemption" and "Insurance Certificate."
The tax exemption certificate will not contain the name of the vendor. The certificate of self-insurance is not on UT letterhead. If your vendor requires these specifications, please upload the appropriate versions of the tax certificate and certificate of insurance manually rather than using the short cut buttons.

The Documents Table
The documents table is displayed midway down the "Documents" tab. It becomes visible after you attach a document. The table contains information about uploaded documents as well as a link to each file.

How do I open a document in the table?
Click the "View" icon (magnifying glass) to open a separate window containing a link to the document.

Can I click the document hyperlink to open the document?
Please open documents by clicking on the "View" icon. If someone incorrectly attached multiple documents at the same time, you will not see all of them if you click the hyperlink.

Why should I only upload one document at a time?
In the table below, it appears there are three documents, but there are actually five. The contract requester uploaded three documents at the same time. Clicking the "List of…" hyperlink will only open one of those documents. Clicking the "View" icon will display all three.



NOTE

Reference Note: Related Amendments
You will view "No records" in this section during contract entry, but it may later contain important reference information. Amendments associated with an active or expired contract will be listed here. Refer to "View Amendments Associated with a Contract" for instructions.

When you are finished uploading documents:
- Click "Save and Go to Next Tab" to continue working.
- Click "Save" if you want to close the contract and finish later.

Receivable Info Tab

This tab contains helpful tools for receivable contracts. The Contract Management System skips over this tab when you enter payable or zero dollar contracts.

UTHSC contract requesters should complete all applicable fields for all UTHSC receivable contracts.
Contract requesters for all other campuses should check the "UT Receiving Account(s)" section for accuracy and may choose to use the other fields as desired.

UT Receiving Account(s)

The receivable account number auto-populates from the "Contract Info" tab. You may add or remove receivable account numbers to this section as needed.

To add a receivable account number:

- Click the search icon (magnifying glass) located above the receiving account table.
- In the pop up screen, select "String" and "Fund."
- Enter the account number in the "Search again" box and click "Go."
- Click the check box to the left of the account number.
- Click "Import/Append." To add multiple account numbers, click "Import/Search Again".
- You may enter as many receiving accounts as needed.

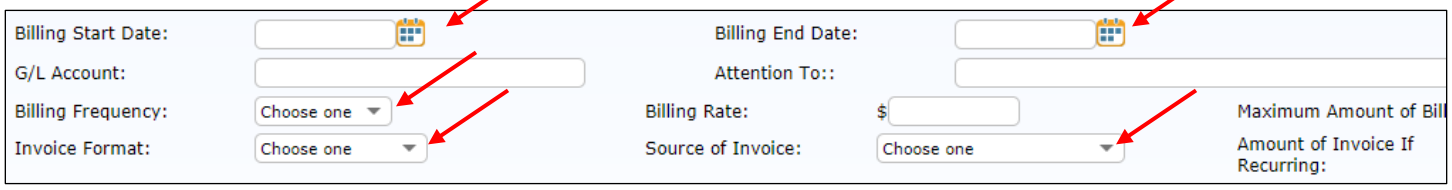
To remove a receivable account number:

- Check the box to the left of the account number that you need to remove.
- Click "Unlink."

Set Invoicing Reminders (required for UTHSC, optional for other campuses)
Use this section to set invoicing reminders for the UT employee who is responsible for billing your vendors. The Contract Management System will send a reminder email to the person designated in the "Billing Department Contact Information" section of this tab.

To set an invoice reminder:

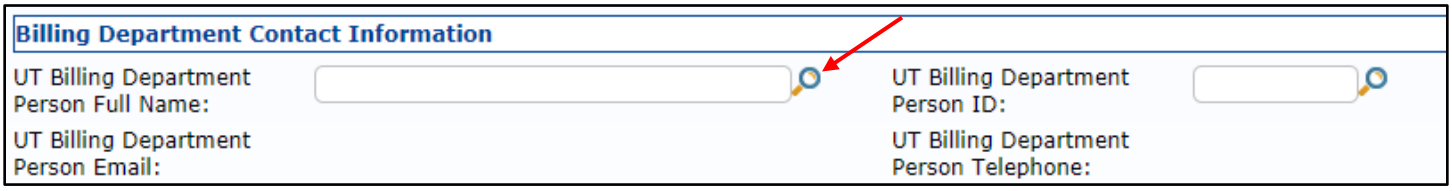
- Enter data in the following fields. Scroll to the right to see all fields.



Billing Department Contact Information
If you created an invoicing reminder in the previous section, enter the billing department contact here.

To enter a billing department contact:

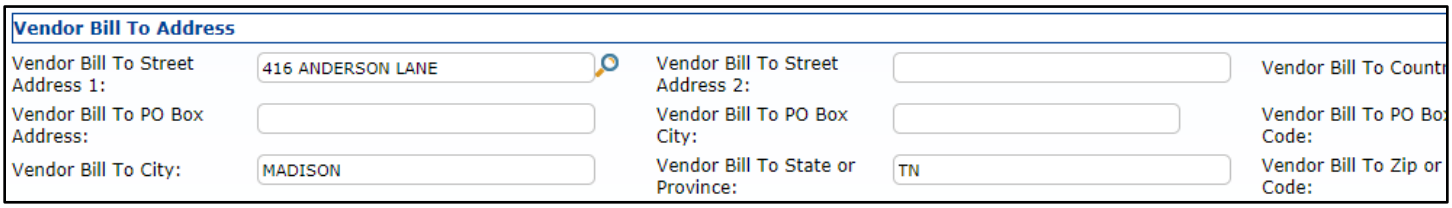
- Click the search icon (magnifying glass).
- Click "Full Name."
- Enter the name of the UT employee who will receive invoicing reminders and click "Go."
- Click the red arrow to import the name.
- All other fields in this section will auto-populate.



Vendor Bill To Address
If a vendor's billing address is different from the vendor's physical address, you may record the billing address here.

To enter a vendor billing address that is different from the vendor physical address:

- Enter data in all applicable fields in this section.



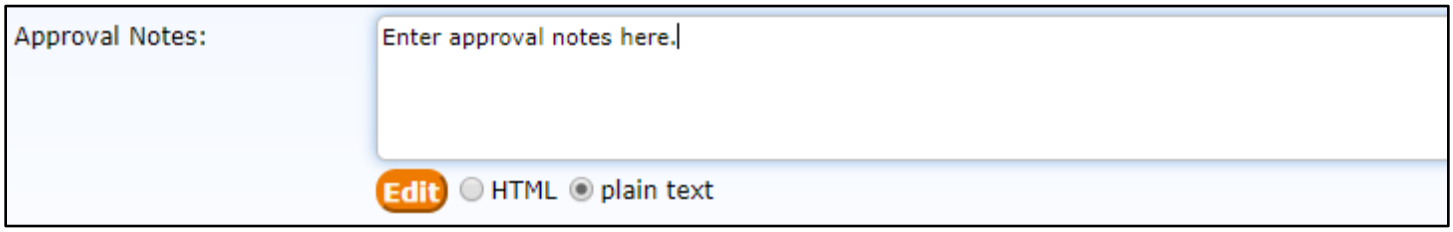
When you are finished:

- Click "Save and Go to Next Tab" to continue working.
- Click "Save" if you want to close the contract and finish later.

Approvals Tab

Approval Notes

- Enter approval notes, if needed, in the approval notes box. If you need to format the notes, click the orange "Edit" button and enter notes in the pop-up box.



Submit for Review

To submit your contract for review, click "Submit for Review."

To close the contract and continue later, click "Save."

NOTE

Reference Note: "Approval Information"

Later, when your contract is in "In Review" status, you can return to the approvals tab to view approval workflow. Refer to "Check Workflow Status of a Contract" for instructions.

Additional Functions of the Contract Management System

In addition to creating contracts, university departments can perform several other functions in the Contract Management System.

- Complete a contract previously saved as a "Draft."
- Check the workflow status of a contract.
- Copy an existing contract.
- View amendments associated with a contract.
- Create an amendment.

Searching in the Contract Management System

To perform any of these functions, it is necessary to understand how to search for existing contracts. Please note you may search *all* contracts from either "My Contracts" or "All Contracts."

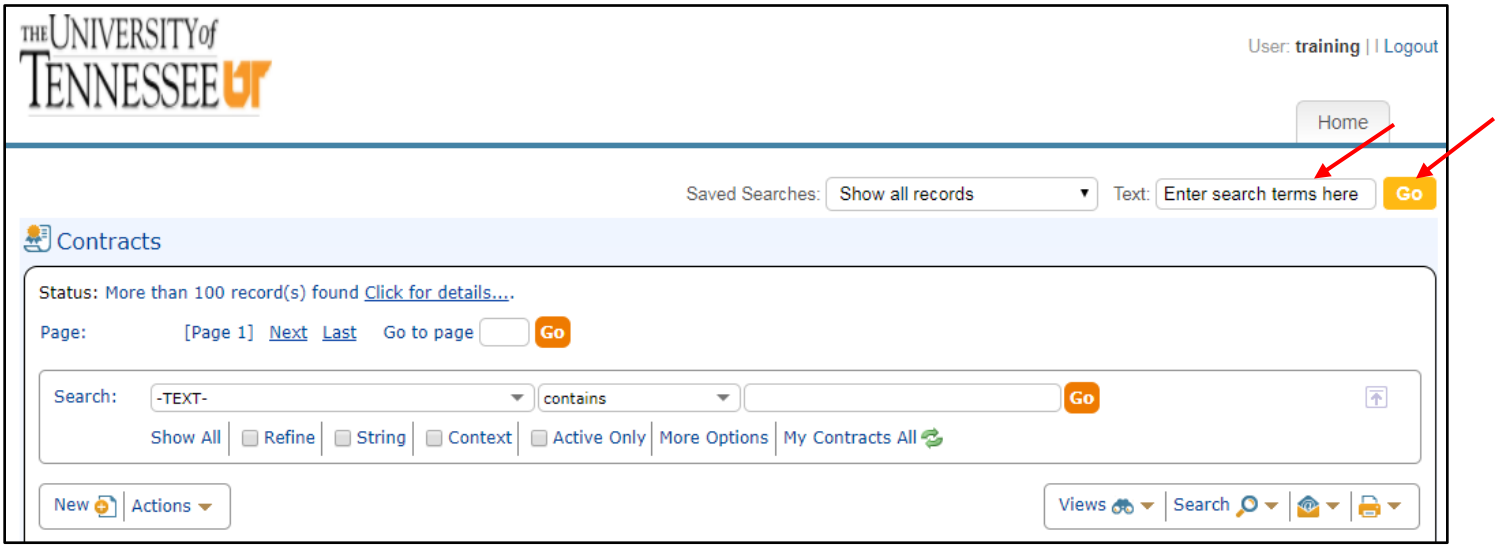
There are two ways to search for contracts in the Contract Management System. You may perform a simple text search or you may select search criteria in the search bar.

Searching in the Contract Management System: Text Search

The text search method is similar to a "Google" or internet search.

To search for contracts using a text search:

- From the "Home" tab, click on "My Contracts" or "All Contracts."
- Locate the "Text" box in the upper right hand corner of the screen.
- Type in descriptive words for your search.
- Click "Go."



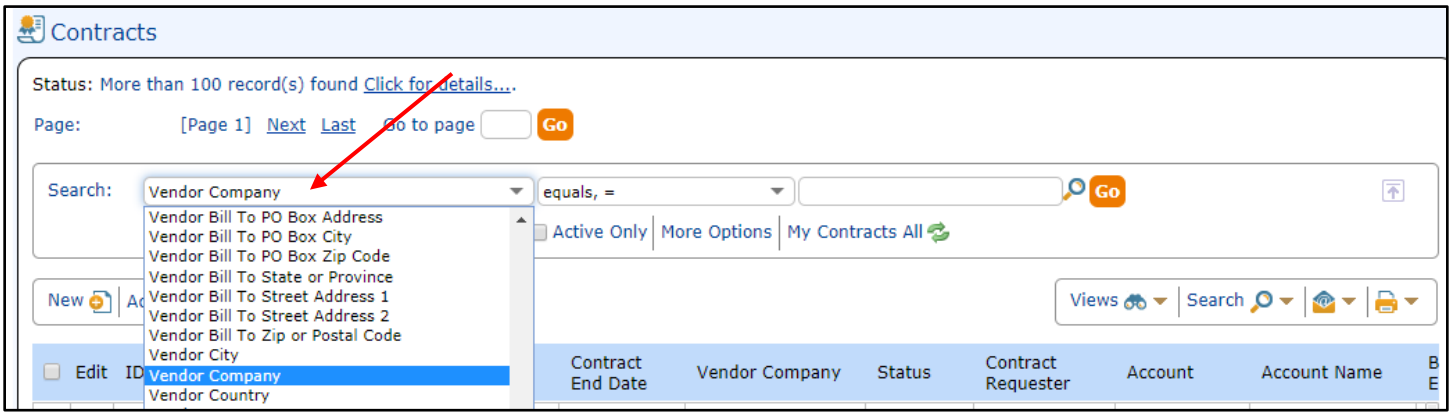
The Contract Management System will display all contracts matching your search criteria in the contracts table.

Searching in the Contract Management System: The Search Bar

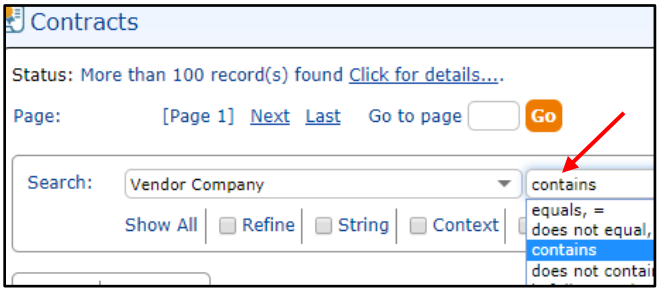
To search for contracts using the search bar:

- From the "Home" tab, click on "My Contracts" or "All Contracts."
- If the search bar is not visible, click "Search" or select "Expand Search Options" from the search drop-down menu.

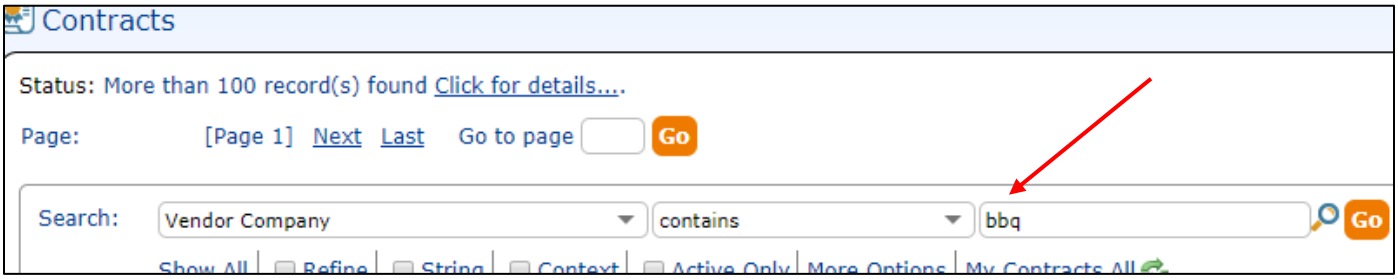
- Select the field by which you wish to search from the drop-down menu in the first search box. Commonly searched fields include "Account", "Contract Requester", "IRIS (SAP) Contract Number", and "Vendor Company."



- Select an operator for the search in the second search box.
  - Select "equals" to search for an *exact* match. For example, you want to find contract # 8500041541.
  - Select "contains" to search for an *approximate* match. For example, you want to find a contract with a BBQ vendor, but you do not remember the exact vendor company name.



- Enter a value for your search.

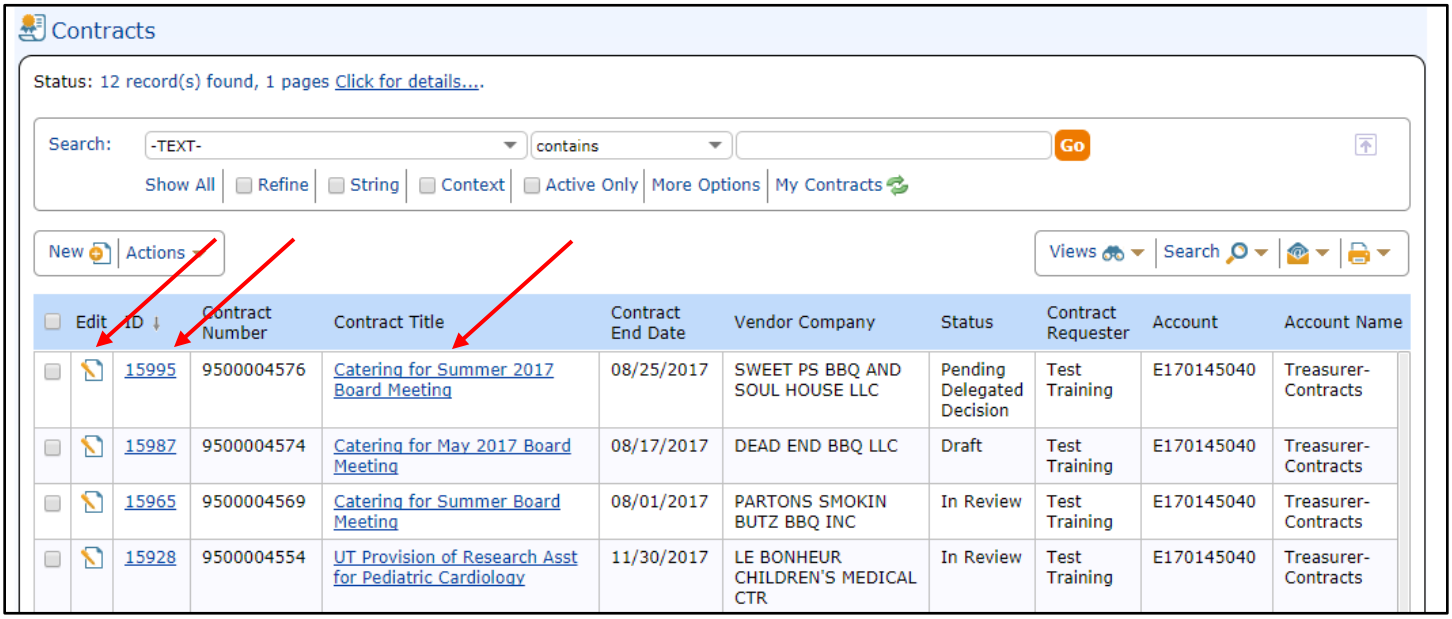


- Click "Go."

Open a Contract from the My Contracts or All Contracts Tables

To open an existing contract:

- From the "Home" tab, click on "My Contracts" or "All Contracts."
- Search for the contract. Refer to "Searching in the Contract Management System" as needed.
- Click the "Edit" icon, the "ID" number, or the "Contract Title" to open the contract.

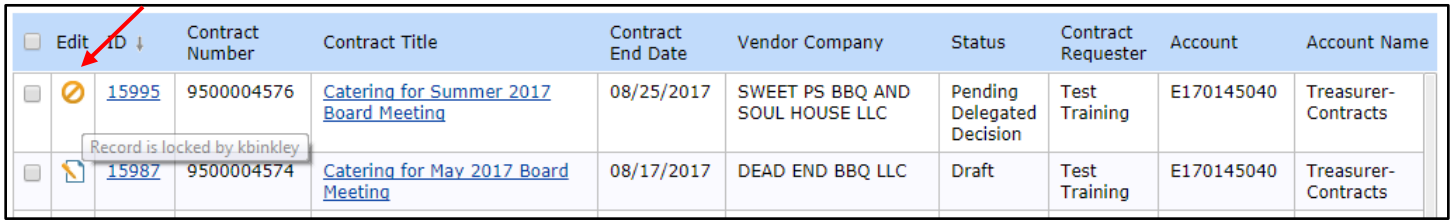


Edit	ID	Contract Number	Contract Title	Contract End Date	Vendor Company	Status	Contract Requester	Account	Account Name
	15995	9500004576	Catering for Summer 2017 Board Meeting	08/25/2017	SWEET PS BBQ AND SOUL HOUSE LLC	Pending Delegated Decision	Test Training	E170145040	Treasurer-Contracts
	15987	9500004574	Catering for May 2017 Board Meeting	08/17/2017	DEAD END BBQ LLC	Draft	Test Training	E170145040	Treasurer-Contracts
	15965	9500004569	Catering for Summer Board Meeting	08/01/2017	PARTONS SMOKIN BUTZ BBQ INC	In Review	Test Training	E170145040	Treasurer-Contracts
	15928	9500004554	UT Provision of Research Asst for Pediatric Cardiology	11/30/2017	LE BONHEUR CHILDREN'S MEDICAL CTR	In Review	Test Training	E170145040	Treasurer-Contracts

You may edit your own contracts that are in "Draft" status. You may view all other contracts in the contracts table.

Locked Records

This symbol indicates that a contract record is in use by the contract requester or a contract officer. You may view, but not edit a contract when this symbol is displayed.

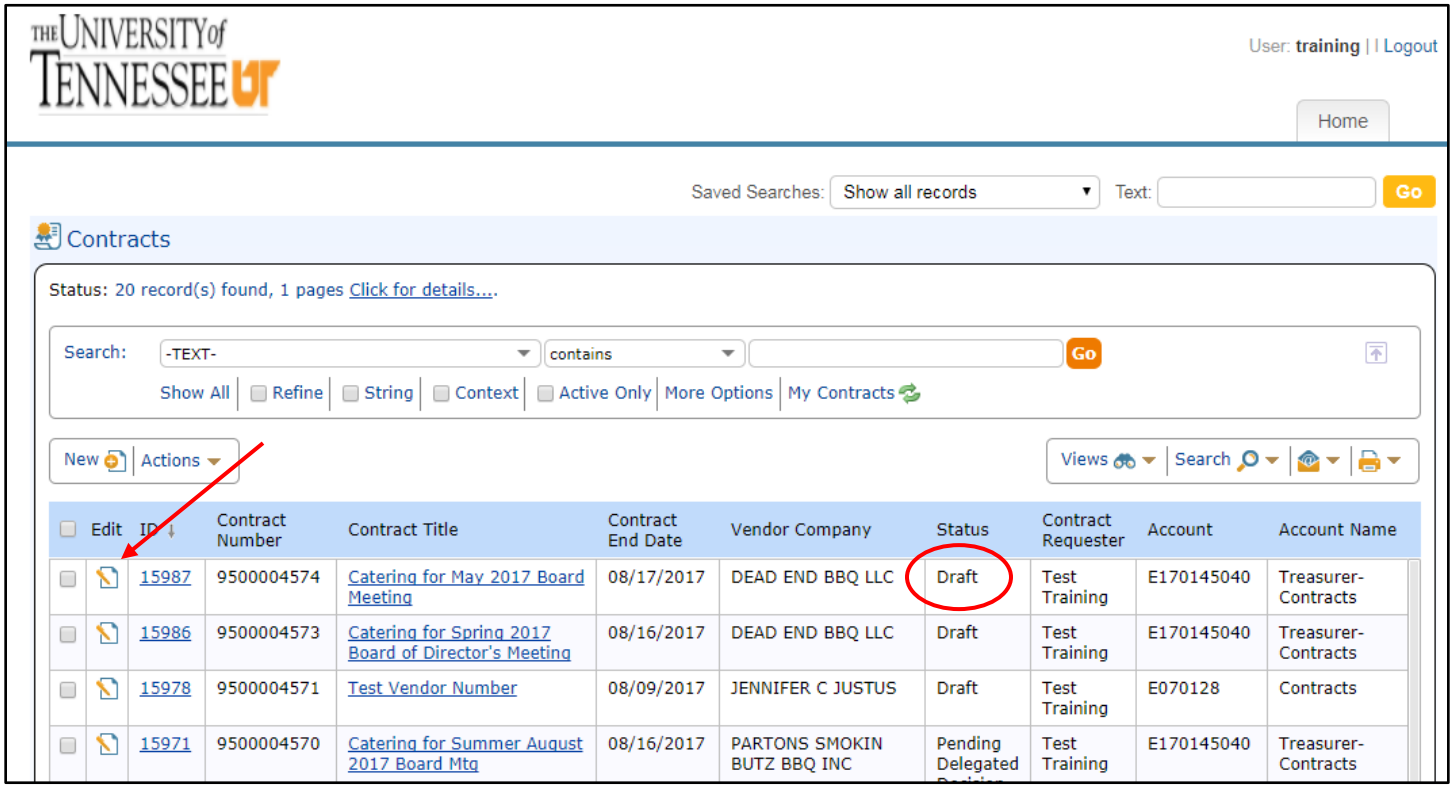


Edit	ID	Contract Number	Contract Title	Contract End Date	Vendor Company	Status	Contract Requester	Account	Account Name
	15995	9500004576	Catering for Summer 2017 Board Meeting	08/25/2017	SWEET PS BBQ AND SOUL HOUSE LLC	Pending Delegated Decision	Test Training	E170145040	Treasurer-Contracts
	15987	9500004574	Catering for May 2017 Board Meeting	08/17/2017	DEAD END BBQ LLC	Draft	Test Training	E170145040	Treasurer-Contracts

Complete a Contract Previously Saved as a Draft

To complete a contract previously saved as a draft:

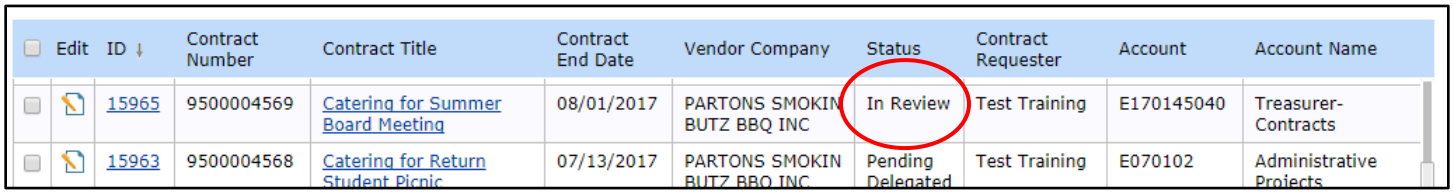
- From the "Home" tab, click on "My Contracts" or "All Contracts."
- Search for the draft contract. Refer to "Searching in the Contract Management System" as needed.
- Click the "Edit" icon to the left of the contract ID number.



- Edit or complete your contract entry. Refer to "Entering a Contract" as needed.
- Navigate to the "Approvals" tab.
- Click "Submit for Review."

Check Workflow Status of a Contract

You may view the workflow status of any contract with a status of "In Review." Refer to "Appendix Two: Contract Status" for detailed explanations of the "In Review" and other contract statuses.



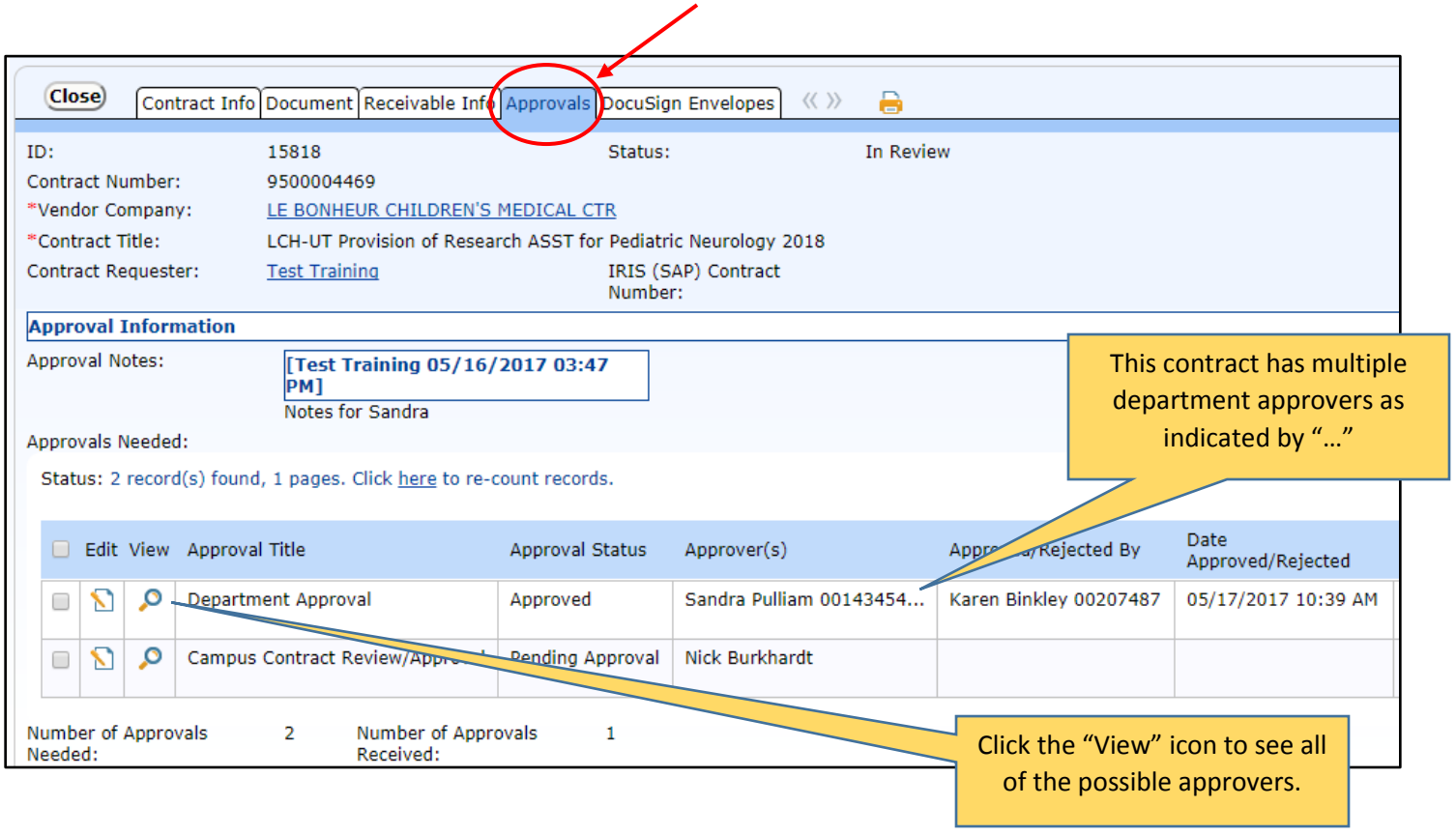
Edit	ID	Contract Number	Contract Title	Contract End Date	Vendor Company	Status	Contract Requester	Account	Account Name
	15965	9500004569	Catering for Summer Board Meeting	08/01/2017	PARTONS SMOKIN BUTZ BBQ INC	In Review	Test Training	E170145040	Treasurer-Contracts
	15963	9500004568	Catering for Return Student Picnic	07/13/2017	PARTONS SMOKIN BUTZ BBQ INC	Pending Delegated	Test Training	E070102	Administrative Projects

To check the workflow status of a contract:

- Search for and open the contract. Refer to "Searching in the Contract Management System" as needed.
- Click on the "Approvals" tab.
- Scroll to the bottom of the "Approvals" screen to view workflow status.

Note: Contract Management System approvers are carried over from IRIS (SAP).

If there are multiple approvers for a particular account and approval step, you will see one approver's name followed by "…" Click on the search icon (magnifying glass) to the left of the approval step to view all of the approvers' names. Only one of the listed approvers must approve the contract.



There are three approval statuses in the Contract Management System:

Approval Status	Description
Approved	Contract has been approved at a particular approval level (such as "department" level).
Pending Approval	Contract is in the inbox of an approver or approval group at a particular approval level.
Queued	Contract is queued to go to the approver or approval group next.

Copy an Existing Contract

The copy function is helpful if you are creating multiple agreements with the same vendor. You may copy your own contracts or contracts that other departments have created. You may copy contracts that are in any contract status.

To copy a contract:

- Search for and open the contract. Refer to "Searching in the Contract Management System" as needed.
- Click the orange "Copy Existing Record" button in the header section of the "Contract Info" tab.

- A new contract info tab will open. The "Vendor Company", account information, and "Contract Category" fields will auto-populate with data from the original contract. You may edit these fields as needed.
- Refer to "Entering a Contract" as needed to complete the following steps:
  - Complete the remaining fields on the "Contract Info" tab.
  - IMPORTANT! Click "Save and Go to Next Tab."
  - Upload your contract document on the "Document" tab.
  - Navigate to the "Approvals" tab.
  - Click "Submit for Review."

View Amendments Associated with a Contract

To view amendments associated with an original contract:

- Search for and open the original contract. Refer to "Searching in the Contract Management System" as needed.
- Click on the "Documents" tab.
- Scroll to the bottom of the "Documents" screen to view all amendments associated with the contract.

To navigate to an amendment from the original contract:

- Search for and open the original contract. Refer to "Searching in the Contract Management System" as needed.
- Click on the "Documents" tab.
- Scroll to the bottom of the "Documents" screen to view the table of amendments.
- Click on the "Contract Title" or "ID" of the amendment you wish to view.

To navigate to an original contract from an amendment:

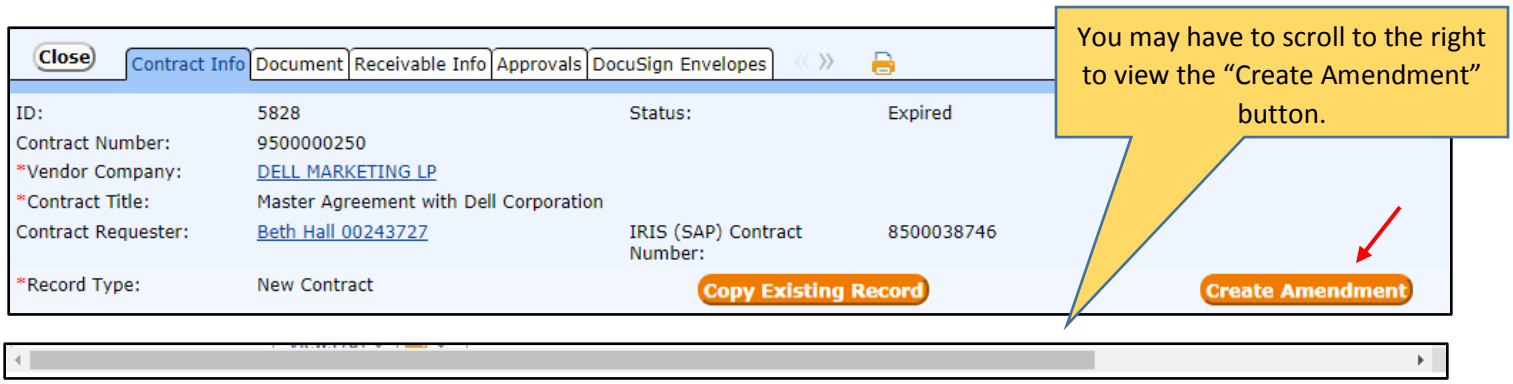
- Search for and open the amendment. Refer to "Searching in the Contract Management System" as needed.
- On the "Contract Info" tab, locate the "Amendment Information" section just below the header.
- Click on "Original Contract ID", "Original Contract Title", or "Original Contract Number" to view the original contract.

Create an Amendment

The Contract Management System links all amendments to the original contract. To create an amendment, you must navigate to the original contract. You cannot amend an amendment.

To create an amendment:

- Search for and open the original contract. Refer to "Searching in the Contract Management System" as needed.
- Click the orange "Create Amendment" button.



- A new "Contract Info" tab will open. Most fields will auto-populate with data from the original contract.
- Refer to "Entering a Contract" as needed to complete the following steps.
    - Enter additional comments in the "contract description" field.
    - Complete the remaining fields on the "Contract Info" tab.
    - IMPORTANT! Click "Save and Go to Next Tab."
    - Upload your amendment on the "Document" tab.
    - Navigate to the "Approvals" tab.
    - Click "Submit for Review."

NOTE: If you are amending the amount of a payable or receivable contract, enter only the dollar amount of the *amendment*. The Contract Management System will calculate the cumulative amount of the contract.

What Happens to my Contract After I Submit for Review?

After you submit your contract for review, it will route electronically to your campus contract office for a delegation decision and assignment to a campus or university contract office. This is the "Pending Delegated Decision" contract status.

If the contract office discovers missing or incorrect data, they may send the contract back to you for changes. If the contract office returns a contract, you will receive an email letting you know that changes are required. You will find the returned contract in your "My Contracts" table as a "Draft."

When the campus contract office completes the pre-review of your contract, they will submit the contract into workflow. The contract status will change to "In Review" and the contract will route to your department head and other approvers.

For a detailed explanation of contract statuses, refer to "Appendix Two: Contract Status".

Appendix One: Troubleshooting

Change an Incorrect Contract Type

Change an Incorrect Record Type

Correct Vendor Contact Errors
- Vendor Contact Entered Before Vendor Company
- Vendor Contact Attached to another Vendor Company

Report a Unique Value Error

Change an Incorrect Contract Type

If you select the wrong contract type on the “’Contract Info” tab, you must delete any dollar amount that was associated with the incorrect contract type *before* selecting the correct contract type.

Finish your contract entry, save your contract as a draft, and then follow the instructions below.

How to Correct the “Contract Type”

- From the “Home” screen of the Contract Management System, click “My Contracts.”
- Search for the contract. Refer to “Searching in the Contract Management System” as needed.
- Click the “Edit” icon to the left of the contract ID number to open the contract.
- Scroll down to the visible payable or receivable amount field.
- Change the amount to $0.
- Click the black and white “Save” button.
- Select the correct contract type from the drop-down in the “Contract Type” field.
- Enter the dollar amount in the payable or receivable amount field.
- Click “Save and Go to Next Tab.”
- If you are ready to submit the contract, click on the “Approvals” tab and click the “Submit for Review” button.
- If you are not ready to submit the contract, click on the black and white “Save” button on any tab to close the contract.

Change an Incorrect Record Type

Occasionally, there is a need to change the “Record Type” from “Amendment” to “New Contract.” For example, an employee submits an amendment and an approver determines that the amendment should be a new, stand-alone contract. If an approver returns an amendment to you and requires that you change the “Record Type” from “Amendment” to “New Contract”, you must remove the data in the “Amendment Information” section of the “Contract Info” tab before you change the “Record Type.”

How to Change the “Record Type” from “Amendment” to “New Contract”:

- From the “Home” screen of the Contract Management System, click “My Contracts.”
- Search for the contract. Refer to “Searching in the Contract Management System” as needed.
- Click the “Edit” icon to the left of the contract ID number to open the contract.
- Locate the “Amendment Information” section just below the header.
- Click the search icon (magnifying glass) next to the “Original Contract ID Field.”

- When the search window opens, click the orange “Clear Field and Close” button.

- Click the black and white “Save” Button.

- Select “New Contract” in the “Record Type” field.

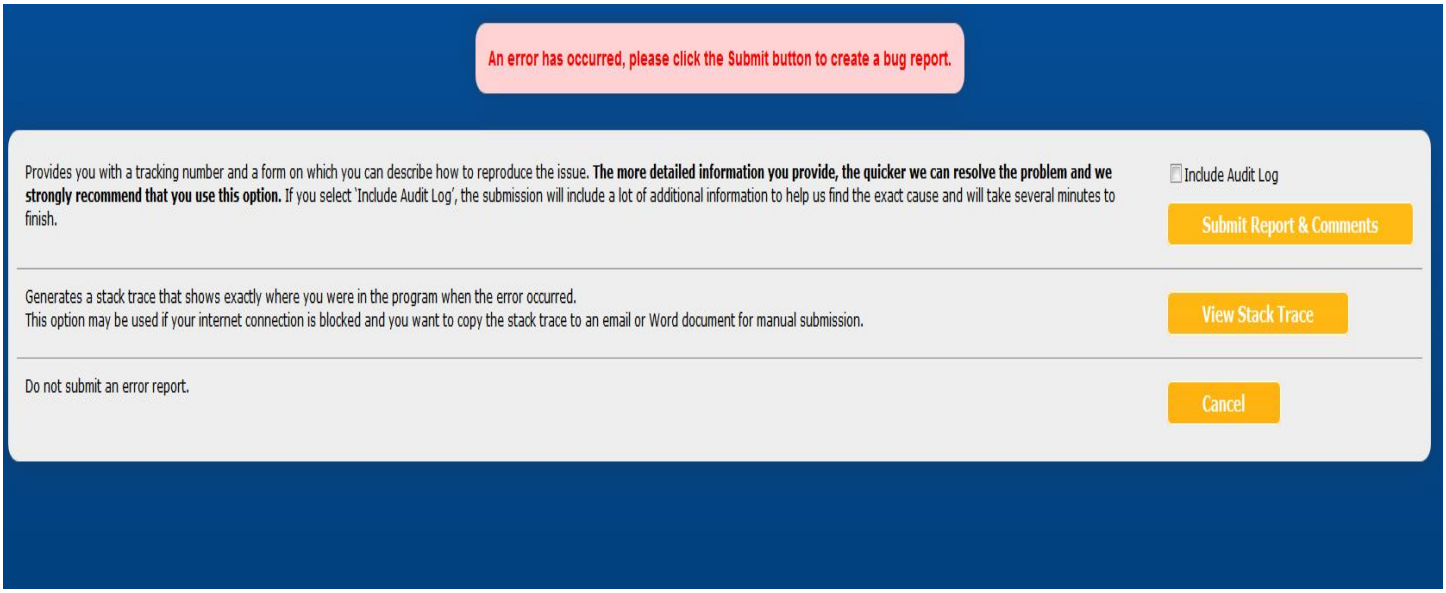
- Click “Save and Go to Next Tab.”
- If you are ready to submit the contract, click on the “Approvals” tab and click the “Submit for Review” button.
- If you are not ready to submit the contract, click the black and white “Save” button to close the contract.

Vendor Contact Errors

The following error message indicates there is a problem relating to vendor contacts in the "Vendor Information" section of the "Contract Info" tab.

Common causes of the vendor contact error include:

- a contract requester enters a vendor contact *before* entering a vendor company,
- a vendor contact record contains an email address that is attached to another vendor record.



Error: user creates a new vendor contact *before* entering a vendor company in the "Vendor Company" field.

How to Avoid this Vendor Contact Error:

- Always select the correct vendor company *before* entering a new vendor contact.

How to Correct this Vendor Contact Error:

- Close the error message.
- Contact a Contract Management System administrator for assistance.

Error: a new vendor contact record contains an email address that is attached to another vendor record.

A vendor contact may only be attached to one vendor company record in the Contract Management System. An error occurs when a contract requester enters a vendor email address that is already associated with a vendor record.

How to Avoid the Vendor Contact Error:

When you select the vendor company for a contract, follow the instructions to "Search by Vendor Name" found in the "Entering a Contract" section of this handout. This method allows you to see if there are multiple records for the same vendor company. You can use trial and error to determine if any of the duplicate vendor records contains the contact that you need. (You will have to insert the vendor company into the contract and then scroll to the bottom of the "Contract Info" tab to view contacts.) Alternately, you may contact a Contract Management System administrator for assistance in identifying which of the duplicate vendors you should use for your contract.

How to Correct the Vendor Contract Error:

- Close the error message.
- Contact a Contract Management System administrator for assistance.

Unique Value Error

If you receive an error message similar to the one below, call a Contract System administrator **IMMEDIATELY** and provide the contract number listed in the error message.

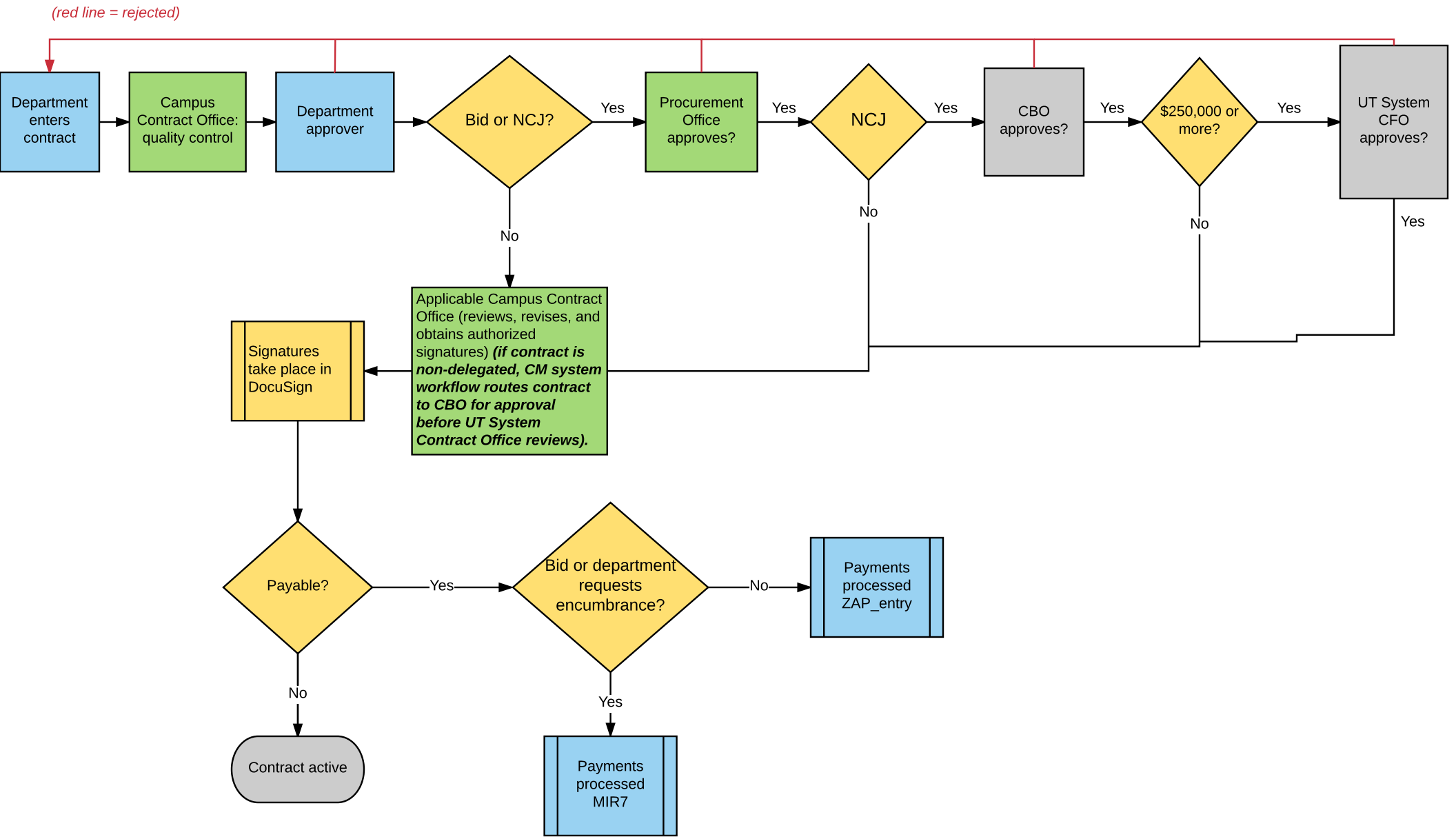
This message is rare and will occur when you click “Save and Go to Next Tab” on the “Contract Info” tab.

Error saving record modifications done by actions: The Contract Number 1 field must be a “unique value”, and a record with the value of 9500066357 already exists. Please enter a unique Contract Number 1 and try again. (Rule 2,652: Create: All Create Actions, while applying to record 109,443)

Understanding Contract Status in the Contract Management System

Contract Status	Explanation & Notes
Draft	• Requester completes entry on the "contract info" tab. • Requester saves the contract, but does not submit it for pre-review. • Requester can make changes as long as the contract is in draft status. Note: If a contract officer or approver requires changes, the contract returns to the requester in draft status. When the requester makes the required changes and submits for review, the contract routes back to the contract office.
Pending Delegated Decision	• Campus contract officer reviews the contract for accuracy and checks attached documents. • If needed, campus contract officer may send the contract back to the requester to require changes. • Campus contract officer completes additional tasks and *submits the contract into workflow*. • **IMPORTANT REMINDER: CONTRACT MOVES INTO WORKFLOW *AFTER* THE CONTRACT OFFICE COMPLETES THIS STEP.**
In Review	• Contract is in workflow routing for approvals. • Anyone may view workflow on the "approvals" tab of the contract. • If needed, approvers may send the contract back to the requester to require changes.
Pending 3rd Party Review	• This optional status occurs between the "in review" and "active" statuses. • The contract office is waiting for a third party to review and return the contract.
Needs Signatures	• Contract office assigns the contract document to appropriate parties for signatures.
Pending DocuSign Signature	• Contract routes to appropriate parties, both internal and external to the university, for signature.
Active	• Contract is active. • Department pays against the contract number in zap_entry.
Active PO Contract	• This status results when a requester chooses "yes" in the encumbrance field during the contract entry process. • Contract is active and the purchasing office issues a PO. • Department pays against the PO number in MIR7.
Expired	• The contract end date has passed. • Depending on the contract category, the requester receives an email notice 90 days before the contract expires.
Cancelled	• Contract office cancels the contract during the "pending delegated decision" step. • Example: there is an existing master agreement with the vendor. • This is a permanent decision; the office cannot resubmit the contract into workflow.
Rejected	• An approver chooses to terminate the contract during the "in review" step. • If an approver terminates a contract by mistake, the department may contact the University Contract Office to request that the contract be moved back into workflow.

Key Points to Remember

- Campus contract offices pre-review contracts BEFORE submitting them into workflow. This is the "pending delegated decision" status.
- Approvers view and approve contracts only AFTER the campus contract office completes its pre-review. This is the "in review" status.
- All users can view workflow on the contract "approvals" tab *except* during the "pending delegated decision" or pre-review step.

The University of Tennessee Contract Management System Workflow Overview