***Access*** the system at **irisweb.tennessee.edu**.

Log in with your UT net ID and password.

The IRIS web portal will open.

Select the “other” tab.

Click on “contract management.”

**Enable pop ups.**

**Use Chrome or Firefox.**

**Success at Your Desk…**

Tips for Using the Contract Management System

**Contract Description Field:**

Enter brief text with *no special characters.*

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

**Company Contacts**

* The CM System requires a contact person for each company.
* If a contact is not visible, scroll back to the “company” field and make sure a company was selected (it will appear as a blue link).
* If a company was selected and a contact is not visible, create a new contact in the “New Vendor Contact” section. Enter first name, last name, email address, and roll of the *vendor* *contact* (not your own name). Click “save vendor contact.”
* For this section only, do not click the magnifying glass to search for a record. Create a new contact.

**Need a company number?**

*Please search carefully to see if the vendor already exists in SAP.*

**For payable contracts:** request new vendor using SAP transaction ZXK1

**For receivable contracts:** request new customer using SAP transaction ZAR\_CUST\_REQST

 look up existing customers using SAP transaction ZAR\_CUST\_MD

**For zero dollar contracts:**

* ***Go*** to procurement.tennessee.edu.
* In the left pane, open the “Contracts Administration” drop down list.
* Click “Company Number Request Form.” Complete and submit form.

**Navigating between *tabs -***

 



**Documents Tab**

Upload contract documents in Word or original PDF formats.

\*Internet browser updates may block pop-ups. If you are not able to upload documents, make sure pop-ups are still enabled on your machine.

**Questions?**

View training videos:  [https://procurement.tennessee.edu/training/](%20https%3A//procurement.tennessee.edu/training/)

<https://irishelp.tennessee.edu/gm/folder-1.11.7547>

Contact Contract Office:

Buscontr@uthsc.edu