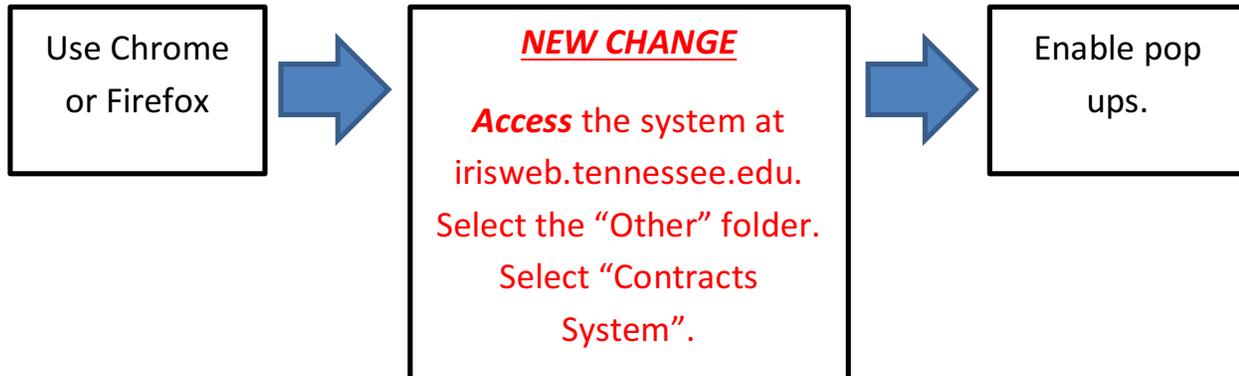


## ESM – THINGS TO REMEMBER

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**COMPLETION OF NCJ INFORMATION:** Detailed information **MUST** be provided to justify why services should not be bid.

**Contract Amendments**

Amendments should be created by accessing your original contract and then selecting "Create Amendment". Make appropriate changes to the document prior to submitting.

**Need a vendor number?**

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

**For payable contract:** request new vendor using SAP transaction ZXX1

**For receivable or zero dollar contract:**

- **Go** to procurement.tennessee.edu.
- In the left panel, click "Contract Management System" drop down.
- Click "Vendor Number Request Form". Complete and submit form.

Questions?

Contact Contract Office: [Buscont@uthsc.edu](mailto:Buscont@uthsc.edu)

*Don't*

*Forget!!!*