Quick Start Guide for New Contract Module

2. Click on “Enter a Ticket”.
3. Single sign on with your NETID@creighton.edu and Blue password.

4. Click on “I NEED SOMETHING”.
Quick Start Guide for New Contract Module

5. Click on “Strategic Sourcing” on the left-hand side.

6. Click on “Request a New Contract” and then “Submit a Ticket”.
Quick Start Guide for New Contract Module

7. Fill in all required fields, upload contract documents and click “OK”.

8. If you do not know your BSC Specialist, Financial Liaison or department level approvers, consult the chart below.

---

Troublesome Fields in the New Contract Ticket

If you do not know your…

- **BSC Specialist**: Ask Jeff Klein, Director, Business Service Center

- **Financial Liaison**: Ask Laura Mann, Office of the VP Finance

- **Department level approvers**: Ask your dean or vice president/provost

---
9. After submitting a ticket, a “Confirmation of Your Request” email will be sent. The email will contain the information entered into the contract request ticket.